



GLEN WAVERLEY BOWLS CLUB INC.

An association under the *Associations Incorporation Act 1981 No. 9713*. Registered Number A5724S.
Australian Business Number under the *Goods and Services Tax Legislation* ABN: 45-025-418-124.

CLUB BY-LAWS

EFFECTIVE SEPTEMBER 2026

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1. INTERPRETATIONS

In these By-laws unless the contrary intention appears:

- 1.1. “*Annual Meeting* or *Annual General Meeting*” have the meaning as defined in Rule 11 of the Rules.
- 1.2. “*Associations*” means Bowls Victoria or any other body which supersedes them in future.
- 1.3. “*Board*” means the board of management of the Club as defined in the Rules.
- 1.4. “*Club*” means Glen Waverley Bowls Club Inc.
- 1.5. “*Manual of Procedure*” means the document prepared and maintained by The Board
- 1.6. “*Rules*” and “*the Rules of the Club*” means the rules from time to time approved by the Club as rules of an incorporated association for the purposes of the Associations Incorporation Act 1981 (Vic) and which have been approved by the Registrar of Incorporated Associations pursuant to the provisions of that Act.
- 1.7. A reference to the male gender shall include the female gender.
- 1.8. In these By-laws, unless the contrary intention appears, words and expressions shall have the same meaning as ascribed to them by the Rules of the Club.

2. DEFINITION OF MEMBERS

For the purposes of Rule 6.2 (d) of the Rules the description and entitlements of the non-specified categories of members classes of memberships of the Club are as follows:

2.1 HONORARY MEMBERS –

- 2.1.1 Members of other Bowls Clubs present at the Club for the purpose of playing bowls are Honorary Members for that day.
- 2.1.2. Attendees at any bowling event which is specified by the Board as being a special event shall be an Honorary Member for that day.
- 2.1.3 Any person not being a member of the Club who in the opinion of the Board has rendered distinguished and on-going service to the Club may be offered Honorary Membership. Such membership will be reviewed on an annual basis.
- 2.1.4 Any members of a Club/Organisation participating in an event within Central Reserve Glen Waverley, but only on the day of that event. Such events will be specified by the Board.
- 2.1.5 Honorary Members shall not be required to pay membership subscriptions and are not and shall not be entitled to take part in any annual or special meeting nor vote upon any subject thereat. They shall only remain on the premises at the pleasure of the Club.

- 2.1.6 The Board shall have the power to withdraw any or all of the privileges from Honorary Members.

2.2 SOCIAL MEMBERS –

- 2.2.1 Any person over the age of 18 years may be admitted a Social Member of the Club.
- 2.2.2 Social Members are divided into two categories as follows –
 - (a) Bowling – These members have full access to the Club; may bowl only at Glen Waverley Bowls Club Inc.; cannot enter Club championships; are not affiliated with Bowls Victoria Inc.
 - (b) Non-Bowling – These members have full access to the Club Participants in non-member organised bowling events are also included under the umbrella of Social Membership. These include people attending corporate functions, membership promotions, school events and any other events approved by the Board. They are recognised as Social Members only on the day they attend the Club.
- 2.2.3 Social Members are not entitled to vote or hold office or actively participate at Club meetings.

2.3 JUNIOR MEMBERS –

- 2.3.1 No person under the age of 18 years shall be admitted as a member other than as a Junior Member.
- 2.3.2 Any person under the age of 18 years who is nominated and approved for Junior Membership of the Club in accordance with these By-laws is eligible to be a Junior Member on payment of the Annual Subscription payable under these By-laws.
- 2.3.3 Junior Members shall not be entitled to purchase or consume liquor on the premises of the Club, nor shall they be eligible to hold office or vote at any meeting of the Club but shall be entitled to participate in such bowls activities on the greens as the Bowls Committee shall determine.
- 2.3.4 On attaining the age of 18 years, Junior Members shall be ineligible to continue such membership class but shall be eligible for nomination and election to other membership as provided in these By-laws and the Rules.

2.4 COUPLE MEMBERS –

- 2.4.1 A couple, either married, or in a de facto relationship, may be admitted as Couple Members. On cessation of their marriage or de facto relationship they will no longer be eligible to continue such membership class but shall be eligible for nomination and election to other membership as provided in these By-Laws and Club Rules.
- 2.4.2 Any couple who meets the above criteria and is nominated and approved for Couple Membership of the Club in accordance with these By-Laws, shall be entitled to participate in such bowls activities on the greens as the Bowls Committee shall determine.

2.5 FAMILY MEMBERS –

- 2.5.1 A family consisting of a maximum of 2 adults, and children (both natural and adopted), aged under 18 years, may be admitted as Family Members of the Club. When the youngest child reaches 18 years of age the family will no longer be eligible to continue such membership class but shall be eligible for nomination and election to other membership as provided in these By-Laws and Club Rules.
- 2.5.2 Any family who meets the above criteria and is nominated and approved for Family Membership of the Club in accordance with these By-Laws, shall be entitled to participate in such bowls activities as the Bowls Committee shall determine.

2.6 PICKLEBALL MEMBERSHIP –

- 2.6.1 Any person who is registered to play bowls, both indoor and outdoor, may play pickleball without payment of an additional fee, provided that they play outside the set times allocated by the pickleball committee. Otherwise they will be covered by By-law 2.6.2 and must apply for pickleball membership.
- 2.6.2 Any person who is nominated and approved for Pickleball Membership of the Club in accordance with these By-laws is eligible to be a Pickleball Member on payment of the Annual Subscription.
- 2.6.3 Persons under the age of 18 who apply to become Pickleball Members shall be subject to By-law 2.3.3 which restricts the sale of liquor to minors.
- 2.6.4 Pickleball Members are not entitled to vote or hold office or actively participate in bowls related meetings. All Pickleball Members shall agree to abide by the Glen Waverley Bowls Constitution and By-laws.

3. BOWLS COMMITTEE

- 3.1
 - (a) The Bowls Committee shall be responsible to the Board for the management and conduct of all bowls activities including Pennant and Social Bowls, Club Championships, Association events and any other special events approved by the Board,
 - (b) Members of the Committee must be Affiliated or Life Members,
 - (c) Only Affiliated or Life Members have voting rights to elect members of the Bowls Committee
- 3.2 The Committee shall seek affiliation with the appropriate Associations. In playing bowls members shall observe the Laws and Rules of the Associations. For so long as the Club is a member of the Associations it is a condition of membership of the Club that all members agree to abide by the constitution, Rules and By-laws of the Associations in force from time to time.

- 3.3 The Officers of the Committee shall be: -
- (a) The Bowls Director (who is a member of the Board) – elected as defined in Rule 18 of the Club Rules/Constitution.
 - (b) A Deputy Bowls Director –appointed by the Board and of the opposite gender to the Bowls Director.
 - (c) A Bowls Secretary – elected as defined in By-law 3.4.
 - (d) The Chairs of the Pennant Selection Committees – elected as defined in By-law 4.3.
 - (e) The Chair of the Night Pennant Bowls Committee – elected as defined in By-law 6.2.
 - (f) A member of the Indoor Bowls Management Group.
 - (g) The Umpires Co-coordinator – appointed by the Bowls Director – as an ex officio member.
 - (h) The Coaches Co-coordinator – appointed by the Bowls Director – as an ex officio member.
- 3.4 Nominations of candidates for election of the Bowls Secretary and Selectors -
- (a) shall be made in writing, signed by two Affiliated, Indoor or Life Members of the Club and accompanied by the written consent of the candidate; and
 - (b) shall be delivered to the Club Secretary by the date specified by the Board.
- 3.4.1 If no nomination is received to fill the position a nomination shall be received at the Club Annual Meeting.
- 3.4.2 If only one nomination for the vacancy is received, the person nominated shall be deemed elected.
- 3.4.3 If there is more than one nomination for office a ballot shall be held.
- 3.4.4 The ballot for the election of the Secretary of the Bowls Committee shall be conducted at the Club Annual General Meeting in such manner as the Board may direct. Further:
- (a) The method of voting in person or by proxy shall be by crossing out the name of the member or members nominated not desired.
 - (b) Ballot papers containing a greater or lesser number of persons to be elected shall be informal.
 - (c) If two or more candidates receive an equal number of votes the Chairman shall, in such case, have a second or casting vote.
- 3.4.5 The Bowls Secretary shall hold office for not less than 12 months and until his successor is elected but is eligible for re-election. In the event of a casual vacancy in any office of the Bowls Secretary the Committee may appoint an Affiliated or Life Club Member to the vacant office and the Member so appointed may continue in office up to and including the conclusion of the Annual Meeting next following the date of appointment.
- 3.4.6 For the purposes of these by-laws, the office of an officer of the Bowls Committee becomes vacant if the officer: -
- (a) ceases to be a member of the Club;
 - (b) becomes an insolvent under administration within the meaning of the Companies (Victoria) Code;
 - (c) resigns his office by notice in writing given to the Club Secretary;

- (d) fails to attend for three consecutive Committee Meetings without leave or apology delivered at or prior to the meetings; or
 - (e) is expelled under Rule 10.5 (c) (i) of the Club Constitution.
- 3.4.7 For the purposes of voting: -
 - (a) At elections of selectors, members who are affiliated with Bowls Victoria are eligible to vote for selectors for the pennant competition(s) in which they intend to participate in the forthcoming season.
 - (b) Affiliated and Life Members will elect a Secretary.
- 3.5 The Bowls Committee shall meet periodically at least 10 times in each year at such place as the Committee shall determine.
- 3.5.1 Special meetings of the Committee may be convened by the Bowls Director or by any 5 members of the Committee.
- 3.5.2 50% of the members of the Committee constitute a quorum for the transaction of business of a meeting of the Committee.
- 3.5.3 No business shall be transacted unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present the meeting shall stand adjourned to the same place and at the same hour of the same day in the following week, unless the meeting was a special meeting, in which case it lapses.
- 3.5.4 At a meeting of the Committee: -
 - (a) The Bowls Director shall preside; or
 - (b) If the Bowls Director is absent, the Deputy Bowls Director or in the absence of both the Director and Deputy Director such one of the remaining members of the Committee as may be chosen by the members present shall preside.
- 3.5.5 Questions arising at a meeting of the Committee shall be determined on a show of hands or, if demanded by a member, by a poll taken in such manner as the person presiding at the meeting may determine.
- 3.5.6 Each member present at a meeting of the Committee is entitled to one vote and, in the event of an equality of votes, the person presiding may exercise a second or casting vote.
- 3.5.7 Written notice of each Committee meeting shall be served on each member of the Committee by delivering it to that member at a reasonable time before the meeting, sending by electronic transmission or by sending it by prepaid post addressed to him at his usual or last know place of abode at least two business days before the date of the meeting.
- 3.5.8 In the event of a member of the Bowls Committee being unable to attend a meeting of the committer their alternate may attend in their absence; the alternate will be counted as a member for the constitution of a quorum and may vote on all matters on behalf of the committee member they represent.
- 3.5.9 The Bowls Committee shall appoint a sub-committee or committees to oversee the administration and management of all non-pennant bowling activities.

4. PENNANT SELECTION COMMITTEES

4.1 Appropriate Pennant Selection Committees, as determined by the Board, shall be elected at the Club Annual General Meeting. A member who has nominated for a Board position may also nominate for ONE selector position.

4.2 The Pennant Selection Committee Members:

4.2.1 Must be affiliated or life members;

4.2.2 Shall be elected or appointed as set out in By-law 3.4.

4.3 The Pennant Selection Committees shall elect their chairs at a meeting immediately following the Club Annual Meeting

4.4 The Pennant Selection Committees shall meet as required during the course of the pennant season.

4.5 The functions of the Pennant Selection Committees shall be as set out in the Manual of Procedure

5. INDOOR BOWLS

5.1 Any person who has applied for, and been accepted for Indoor Bowls membership, may participate in social and pennant games of indoor bowls.

5.2 Indoor bowls will be managed by an appropriate number of indoor bowlers, the number to be determined from time to time as required. Those appointed to manage will be responsible for the arranging of social bowls and the selection of pennant teams. One of the management group shall attend meetings of the Bowls Committee.

5.3 A visitor who wishes to play indoor bowls may play up to four (4) games without the payment of a subscription. Any further participation beyond four games will require the visitor to apply for membership of the Club and to pay the appropriate subscription.

6. NIGHT PENNANT BOWLS

6.1 Any affiliated or life member or other person affiliated with Bowls Victoria may be registered to play Night Pennant.

6.2 A meeting of members intending to participate will be held no later than the first week of October in each year. The Committee, including the Chair, shall be elected at this meeting.

6.3 The definition of the committee members to be elected will be as set out in the Manual of Procedure.

7. ENTITLEMENTS AND PRIVILEGES OF THE CLUB

7.1 Entitlements:

Affiliated & Life members are entitled to play both lawn bowls and indoor bowls and Indoor Bowls members are only entitled to play indoor bowls.

7.2 The privileges of the Club cover the following matters –

- (a) the right of access to all authorized areas of the Club premises;
- (b) the right to purchase liquor from the bar during authorized hours of sale;
- (c) the right to play bowls, unless expressly denied for a particular class of membership;
- (d) the right to attend meetings and vote on resolutions, unless expressly denied for a particular class of membership;
- (e) the right to hold office, unless expressly denied for a particular class of membership.

8. JOB DESCRIPTIONS

- 8.1 The job descriptions for all elected officers of the Club, and all members appointed to committees or sub-committees of the Club, are set out in the Manual of Procedure.

9. FINANCIAL AUTHORITIES AND LIMITS

- 9.1 The maximum amount of a capital expenditure project that may be authorised by the Board in accordance with Rule 17.3 (c) is \$100,000. Any amount in excess of \$100,000 must be approved by members in general meeting. Any change to the limit must be approved by members at a general or special meeting.
- 9.2 The specified limit under Rule 17.3 (c), that the Board has authorised one Director to expend on behalf of the Club, without requiring approval, is \$500.
- 9.3 The Board will provide a credit card to those members required to make regular purchases of goods and services on behalf of the Club. The following positions qualify for the issue of a credit card –
Greens Director, Providore, Bar Manager and Bar provider.
The maximum limit on each card shall not exceed \$5000. Receipt of goods or provision of the relevant services must be verified, and all invoices must be certified prior to passing to the Club Treasurer for processing.

10. BAR PROCEDURES

- 10.1 All decisions relating to the prices for liquor and other goods sold at the bar shall be made by the Board.
- 10.2 No alcohol is to be removed from the Club Premises other than that which has been legally sold in sealed containers.
- 10.3 No alcohol shall be consumed behind the bar.

10.4 No free drinks are to be provided other than beer obtained as a result of clearing the pipes or where the Event Manager of the day provides drinks for attending sponsors or invited guests unless otherwise approved by the Board.

10.5 The Club shall adhere to the Alcohol Management Policy and Safe Transport Policy required under the Good Sports program with an ongoing priority to maintain Level 3 accreditation.

11. OBJECTIONABLE BEHAVIOUR

11.1 On the Club premises no objectionable language or unlawful gambling or betting shall be allowed.

11.2 An infringement of this By-law may be brought under the notice of the Board who for each offence shall have the power to inflict a fine as determined by the Board on the member so offending, and no member so fined shall be permitted to enjoy the privileges of membership until such fine is paid.

12. FORMS

12.1 The form for appointment of a proxy for a meeting convened under Rule 10.6 shall be in the form of Appendix 1.

12.2 The form for appointment of a proxy for an Annual or Special General meeting of the Club shall be in the form of Appendix 2.

13. BOWLS VICTORIA DOCUMENTS

13.1 The Board has adopted four documents prepared by Bowls Victoria. These documents will be subject to review on an annual basis. They are attached as Appendices 3, 4, 5 and 6 below.

14. MARKETING DIRECTOR

14.1 The Board may appoint a suitably qualified person, being either a member or non-member, to the role of Marketing Director. The duties pertaining to this role will be determined by the Board from time to time.

15. PICKLEBALL ORGANISATION & COMMITTEE

15.1 The Pickleball Committee shall be responsible to the Board for the management and conduct of all pickleball activities.

15.2 Pickleball will be played on D Green at set times arranged by the Pickleball Committee subject to the agreement by the Bowls Director. All members of the Club will be advised the set times as appropriate.

15.3 The Committee shall seek affiliation with the appropriate association. In playing pickleball members shall observe the laws and rules of the association.

- 15.4 The Pickleball Committee shall consist of a Chair plus a number of other members, the number to be determined from time to time by the Board. Members of the Committee shall be subject to the approval by the Board.