



## **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 18 JANUARY, 2016**

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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 10 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 5 (1) of the Rules the description and entitlements of the classes of memberships of the Club are as follows:

### 2.1 FULL MEMBERS –

- 2.1.1 A full member is as a person who has paid the appropriate subscription and is entitled to play either, or both, lawn bowls and indoor bias bowls.

### 2.2. LIFE MEMBERS –

- 2.2.1 Any member who has rendered special service to the Club may at any General or Special General Meeting, on the unanimous recommendation of the Board and on receiving the votes of not less than three-quarters of the Full and Life Members present at such meeting, be elected a Life Member of the Club with full privileges without payment of any subscription<sup>1</sup>.
- 2.2.2 A life member shall not be relieved of any financial obligation other than the Annual Membership Subscription.

### 2.3 HONORARY MEMBERS –

- 2.3.1 Members of other Bowls Clubs present at the Club for the purpose of playing bowls are Honorary Members for that day.

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<sup>1</sup> Amended by resolution of the Board 15 October 2012

- 2.3.2. Any official or employee of Bowls Australia or any person who is a member of Bowls Australia who, either as a participant, official or spectator wishes to attend a function or event organized by Bowls Australia or any state bowls organization affiliated with Bowls Australia or any bowling event which is specified by the Board as being a special event shall be an Honorary Member for that day.
- 2.3.3 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.<sup>9</sup>
- 2.3.4 Any members of a Club/Organisation participating in an event within Capital Reserve Glen Waverley, but only on the day of that event. Such events will be specified by the Board.<sup>8</sup>
- 2.3.5 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 not have any right, title or interest in or to any of the property of the Club.
- 2.3.6 The Board shall have the power to withdraw any or all of the privileges from Honorary Members.<sup>11</sup>
- 2.4 SOCIAL MEMBERS –
- 2.4.1 Any person over the age of 18 years may be admitted a Social Member of the Club.
- 2.4.2 Unless affiliated with Bowls Victoria, Social Members are not entitled to take part in organized bowling other than that open to non-members.
- 2.4.3 Social Members are not entitled to vote or hold office or actively participate at Club meetings<sup>2</sup>
- 2.5 JUNIOR MEMBERS –
- 2.5.1 No person under the age of 18 years shall be admitted as a member other than as a Junior Member.
- 2.5.2 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.
- 2.5.3 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

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<sup>2</sup> Inserted by Resolution of the Board July 2011

<sup>8</sup> Inserted by Resolution of the Board 18 May, 2015

<sup>9</sup> Inserted by Resolution of the Board 21 September 2015

<sup>10</sup> Inserted by Resolution of the Board 21 September, 2015

<sup>11</sup> Inserted by Resolution of the Board 21<sup>st</sup> September 2015

meeting of the Club, but shall be entitled to participate in such bowls activities on the greens as the Bowls Committee shall determine.

- 2.5.4 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.

## 2.6 OCCASIONAL MEMBERS –

- 2.6.1 An Occasional Member is defined as a person over 18 years of age being a non- member who comes to the Club for the purpose of playing bingo. Membership will continue for such time as the member continues to visit the Club to play bingo. The member shall not be eligible to hold office, vote at meetings of the Club or take part in bowling events.
- 2.6.2 Each member's name and address is to be entered into a register maintained by the Club Secretary.
- 2.6.3 No annual subscription is payable by this class of member and they hold no rights or privileges.

## 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 Full or Life Members,  
(c) Only Full 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. Failure to observe such Laws and Rules will render the offending player liable to disqualification from the match or competition. 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 24 of the Club Rules/Constitution.  
(b) A Deputy Bowls Director –appointed by the Board and of the opposite gender to the Bowls Director<sup>3</sup>  
(c) Two (2) Bowls Secretaries– elected as defined in By-law 3.4<sup>4</sup>.  
(d) Three ordinary committee members as defined in By-law 3.4<sup>7</sup>

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<sup>3</sup> Amended by resolution of the Board 21 January 2013

<sup>4</sup> Amended by resolution of the Board 21 January 2013

<sup>7</sup> Amended by resolution of the Board 18 June, 2015

- (e) The Chair of the Indoor Bias Bowls Committee– elected as defined in By-law 5.4<sup>5</sup>.
- (f) The Chairs of the Saturday Division 1-8 Pennant Selection Committee, Saturday Ladies’ Pennant Selection Committee and the Mid-week Pennant Selection Committee – elected as defined in By-law 4.3.
- (g) The Chair of the Night Pennant Bowls Committee – elected as defined in By-law 6.2.
- (h) The Umpires Co-coordinator – appointed by the Bowls Director – as an ex officio member<sup>6</sup>.
- (i) The Coaches Co-coordinator – appointed by the Bowls Director – as an ex officio member<sup>7</sup>.

3.4 Nominations of candidates for election of the officers -

- (a) shall be made in writing, signed by two Full 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.<sup>8</sup>

(c) A candidate may be only nominated for one office within the Club.<sup>9</sup>

3.4.1 If insufficient nominations are received to fill all of the vacancies the candidates nominated shall be deemed to be elected and further nominations shall be received at the Club Annual Meeting.

3.4.2 If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed elected.

3.4.3 If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held.

3.4.4 The ballot for the election of officers to the Bowls Committee shall be conducted at the Club Annual General Meeting in such manner as the Board may direct. Further<sup>10</sup>:

- (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 and leaving the correct number of members to fill the vacant offices.
- (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 Each officer 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 the Committee may appoint a Full 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.

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<sup>5</sup> Amended by resolution of the Board 21 January 2013

<sup>6</sup> Amended by resolution of the Board 21 January 2013

<sup>7</sup> Amended by resolution of the Board 21 January 2103

<sup>8</sup> Amended by resolution of the Board 17 January 2011

<sup>9</sup> Inserted by resolution of the Board 8 February 2010

<sup>10</sup> Amended by resolution of the Board 8 February 2010

- 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; or
  - (d) fails to attend for three consecutive Committee Meetings without leave or apology delivered at or prior to the meetings.
- 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) Full and Life Members will elect the two secretaries and the two ordinary members<sup>11</sup>
- 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<sup>12</sup>.
- 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.

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<sup>11</sup> Amended by resolution of the Board 21 January 2013

<sup>12</sup> Amended by resolution of the Board 21 January 2013

- 3.5.8 In the event of a member of the Bowls Committee being unable to attend a meeting of the committee 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.<sup>13</sup>
- 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<sup>14</sup>

#### 4. **PENNANT SELECTION COMMITTEES**

- 4.1 Three (3) Pennant Selection Committees as set out below shall be elected at the Club Annual Meeting:
- 4.1.1 Saturday Division 1-8 which shall comprise five (5) members,
- 4.1.2 Saturday Ladies which shall comprise three (3) members,
- 4.1.3 Mid-week Pennant which shall comprise five (5) members.
- 4.2 The Pennant Selection Committees:
- 4.2.1 Must be full 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 BIAS BOWLS**

- 5.1 Any Life or financial Full member who chooses to play Indoor Bias Bowls shall be deemed to be an Indoor Bias Bowls participant.
- 5.2 The Indoor Bias Bowls Committee shall be constituted as follows from Indoor Bias Bowls participants: Chairman; a Vice- Chairman; a Secretary; a Co-ordinator; and such number, being not less than three (3), General Committee Members as the Board may agree to from time to time, on the recommendation of the Indoors Bias Bowls Committee.
- 5.3 All Indoor Bias Bowls participants, other than Student Members, shall be entitled to vote for the election of the Indoor Bowls Committee.
- 5.4 The Annual General Meeting will be held in February each year, and the Indoor Bowls Committee and such number of Selectors as the meeting may determine shall be elected.

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<sup>13</sup> Inserted by resolution of the Board 8 February 2010

<sup>14</sup> Inserted by resolution of the Board 21 January 2013.



- 5.5 A visitor who wishes to play indoor bowls may do so with the approval of the Indoor Bias Bowls Committee. The visitor 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. **ELECTRIC LIGHT (NIGHT) PENNANT BOWLS**

- 6.1 Any full or life member or other person affiliated with Bowls Victoria may be registered to play Electric Light (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. **DETERMINATION OF ANNUAL SUBSCRIPTIONS AND FEES**

- 7.1 The Annual Subscriptions for all classes of membership will be determined by the Board each year and advised to members no later than the date of the Annual General Meeting.
- 7.2 Reduced subscriptions may be authorized by the Board
- 7.3 The Annual Subscription is due on 30 April in each year or such other due date as may be determined by the Board. The Annual Subscription must be paid within one month of the due date.<sup>15</sup>
- 7.3.1 The Board may, at its discretion, waive Rule 7(3) in respect of an individual member or group of members who have not paid their subscription within one month of the due date but reserves the right to apply a late payment fee.<sup>16</sup>
- 7.4 For the purposes of Rule 8 (7) of the Rules the amount payable by a member wishing to appeal a resolution of the Board under Rule 8 (1) shall be the amount set by the Board at the first meeting of the Board held after the annual general meeting of the Board and if no such fee is set the amount shall be Nil.
- 7.5 For the purposes of Rule 46 (2) the fine shall be an amount not exceeding the amount determined by the Board at the first meeting of the Board held after the annual general meeting of the Board and if no such fee is set the amount shall be up to \$200.

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<sup>15</sup> Amended by resolution of the Board 8 February 2010

<sup>16</sup> Inserted by resolution of the Board 8 February 2010

**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. BAR PROCEDURES**

9.1 All decisions relating to the prices for liquor and other goods sold at the bar shall be made by the Board.

9.2 No alcohol is to be removed from the Club Premises other than that which has been legally sold in sealed containers.

9.3 No alcohol shall be consumed behind the bar.

9.4 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.<sup>18</sup>

9.5 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.<sup>18</sup>

**10. PRIVILEGES OF THE CLUB**

10.1 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.

**11. FORMS**

11.1 The form for application for membership of the Club shall be in or to the effect of Appendix 1.

11.2 The form for appointment of a proxy for a meeting convened under Rule 8(8) shall be in the form of Appendix 2.

11.3 The form for appointment of a proxy for a general meeting of the Club shall be in the form of Appendix 3.

11.4 The form for Nomination of a Board Member shall be in the form of Appendix 4.<sup>17</sup>

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<sup>17</sup> Inserted by resolution of the Board 8 February 2010

<sup>18</sup> Inserted by resolution of the Board 18 January 2016

11.5 The form for nomination of a Bowls Committee Member shall be in the form of Appendix 5.<sup>18</sup>

11.6

12. **MANUAL OF PROCEDURE**

12.1 The Board may prepare a Manual of Procedure for the assistance and guidance of Members and all Members shall be bound by policy decisions of the Board covered in the Manual of Procedure

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<sup>18</sup>

Inserted by resolution of the Board 8 February 2010

APPENDIX 1

**APPLICATION FOR MEMBERSHIP OF  
GLEN WAVERLEY BOWLS CLUB INC**

An association under the *Associations Incorporation Act 1981 No. 9713. Registered Number A5724S*  
Australian Business Number ABN 45 025 418 124

I hereby apply for membership of the Glen Waverley Bowls Club Inc. as a  
FULL/SOCIAL/JUNIOR (UNDER 18 YEARS OF AGE) member, and if accepted agree to  
be bound by the Constitution of the Club.

NAME OF APPLICANT.....  
Dr/Mr/Mrs/Ms/Miss

ADDRESS.....  
.....POSTCODE.....

OCCUPATION.....

**PREVIOUS BOWLING EXPERIENCE/CLUB MEMBERSHIP**

CLUB.....YEARS.....

STILL A MEMBER OF PREVIOUS CLUB?      YES/NO

APPLICANT'S SIGNATURE.....

PROPOSER (Name).....SIGNATURE.....

SECONDER (Name).....SIGNATURE.....

DATE.....

**INFORMATION REQUIRED BY CLUB WHICH YOU CAN REQUEST TO REMAIN PRIVATE**

<b>Date of Birth</b>	<b>Home Telephone</b>	<b>Mobile Number</b>
<b>Email Address</b>	<b>Business Telephone</b>	

**APPENDIX 2**

**GLEN WAVERLEY BOWLS CLUB INC**

**FORM OF APPOINTMENT OF PROXY FOR MEETING**

**CONVENED UNDER RULE 8(8)**

I,.....  
(name)

of .....  
(address)

being a member of the Glen Waverley Bowls Club Inc ("the Club")

appoint .....  
(name of proxy holder)

of .....  
(address of proxy holder)

being a member of the Club, as my proxy to vote for me on my behalf at the appeal to the general meeting of the Club convened under Rule 8(8), to be held on-

.....  
(date of meeting)

and at any adjournment of that meeting.

I authorise my proxy to vote on my behalf at their discretion in respect of the following resolution (insert details of resolution passed under Rule 8(1)).

.....  
Signed  
Date

**APPENDIX 3**

**GLEN WAVERLEY BOWLS CLUB INC**

**FORM OF APPOINTMENT OF PROXY**

I, .....  
(name)

of .....  
(address)

being a member of the Glen Waverley Bowls Club Inc ("the Club")

appoint .....  
(name of proxy holder)

of .....  
(address of proxy holder)

being a member of the Club, as my proxy to vote for me on my behalf at the annual/special\* general meeting of the Club to be held on

.....  
(date of meeting)

and at any adjournment of that meeting.

My proxy is authorised to vote in favour of/against\* the following resolution (insert details of resolution).

.....  
Signed  
Date

\* Delete if not applicable