Section 3: Revised Oct 2019

BY-LAWS
Of
WINDANG BOWLS CLUB LIMITED

1. The Board of Directors shall have full power from time to time to make, repeal and amend all such By-Laws (not inconsistent with these rules) as they shall think expedient for the internal management and well being of the Club. All By-Laws made by the Board under this Rule shall be posted in some conspicuous part of the Club premises and shall be binding upon the members until repealed by the Board.

   Without limiting the generality of the foregoing:

   a. To create sections for the conduct, management and control of all or any game or sporting activity in which the Club from time to time is engaged or interested and to define and limit the persons (being members of the Club) eligible for membership of all or any such sections and to fix or approve any supplemental subscription or any change (whether annual or special) for membership of such sections or any of them and from time to time to prepare or approve and amend rules and by-laws for the control and regulation of such sections and the conduct and activities thereof and also to terminate and dissolve any such section or to reconstitute the same on a similar or different basis.

   b. For the purpose of this sub-clause to permit any such section to adopt a name distinctive of such section (provided it be described as a section of the Club) and to become affiliated with any body controlling the game terms and conditions (not inconsistent with these articles or the Registered Clubs Act) as such controlling body may from time to time require, and to pay on behalf of the Club capitation fees to any such controlling body or as required by such body.

   c. The Board may empower each such section to open and operate a Bank Account in the name of the section in such Bank or Banks the Board may from time to time approve provided that the person eligible to operate upon any such account shall be approved by the Board which from time to time may remove and replace such persons or any of them.

   d. Subject to the general control and supervision of the Board each such section shall manage its own affairs but shall make regular reports to the Board (or otherwise as may be required from time to time by the Board). An Auditor approved by the Board shall be appointed who shall make an annual audit of receipts and expenditure of each such section and a copy of the Auditor's Report shall be furnished promptly upon receipt thereof by the section to the Board. The Minutes and record of the section shall also be produced regularly and promptly for inspection by or on behalf of the Board.

   e. Subject as hereinafter provided the Constitutions and Rules of each section may be amended from time to time by a majority of the members at a General Meeting.
   f. Any disciplinary action by the section in respect of any member of such section shall at once be reported to the Board together with the reason thereof and recommendation as to further action (if any) to be taken by the Board.

SUSPENSION OR TERMINATION OF MEMBERSHIP

2. The Board shall have power to reprimand, fine, suspend, accept the resignation of or expel any member who in its opinion:

    a. Has infringed any Rule or By-Laws; or
    b. Has acted prejudicially to the interests of the Club; or
    c. Has been guilty of misconduct on the Club premises or elsewhere; or
    d. Is considered to be not desirable as a member of the Club; or
    e. Is an alien enemy of the reigning monarch.

3. The Board shall have the power to suspend or expel any member:

a. If he becomes or be made bankrupt or insolvent or makes any general assignment of his property or enter into any general composition for the benefit of or with his creditors; or
b. If he becomes an insane patient; or an insane or incapable person within the meaning of the Lunacy Act 1896 as amended; or
c. If he can be convicted of a felony or misdemeanour.

4. Every person ceasing to be a member of the Club whether by retirement, expulsion, death, neglecting to pay the entrance fee or subscription or otherwise shall forfeit ipso facto all rights as a member of the Club but shall remain liable for any monies due or payable under the provisions of Clause 8 of the Memorandum of Association.

5. No member shall be expelled without first being called before the Board by notice, in writing, signed by the CEO stating the date, hour and place of the meeting of the Board, and the substance of the charge or complaint, and that his attendance is required and further that if he fails to attend at the time and place mentioned the charge or complaint will be heard and dealt with. The Board of Directors will decide on the evidence before it, his absence notwithstanding, and any decision of the Board on such hearing or any adjournment thereof shall be final. No member shall be expelled unless at least five (5) members of the Board shall be present to hear the charge or complaint and at least two-thirds of the Board then present shall vote for such expulsion. The Board shall not be bound to assign any reason for its decision, provided that, if in the opinion of the President or Vice-President the conduct of a member shall have been such as might warrant the Board taking action under the Rules of the Club, the President or Vice-President as aforesaid may forthwith suspend such member from privileges of the Club until such time as the Board of Directors shall have considered such conduct. The President or Vice-President as the case may be shall however, forthwith cause preliminary enquiries to be made and make a full report to the Board.

The following course of action may take place regarding disciplinary action.

a. Management to initiate action based upon investigation of the charge and to advise member accordingly.
b. The member is to be advised by mail.
c. Suspension shall commence on either the date advised in person or from the date the letter was sent.
d. Member shall retain the right to appeal their sentence to the Board, in writing, within seven (7) days and must be advised of such right.

6. BOWLING SECTION

FULL BOWLING MEMBERSHIP

A person who applies for Full Bowling Membership must:

a. Be deemed competent by the Bowls Coordinator and/or Bowls Coach at the time of application and confirmed as a full bowling member at the next board meeting.
b. Actively and regularly participate in bowls activities at Windang Bowling Club.
c. Fulfil all Bowls NSW Clearance and Transfer Regulations and requirements.
d. Be responsible for all membership and transfer fees upon application.
e. Abide by all Club ByLaws, Regulations and Policies.

Full Members wishing to transfer from Windang Bowling Club to another Bowling Club must fulfil all of their financial obligations to the Club before Clearance will be granted. Clearance may not be granted if any obligations are outstanding.

BOWLS COMMITTEE

The Bowls committee is in place to oversee and administer all areas of the club regarding Bowls events and activities.

OBJECTIVES

The objectives of the Bowls Committee are as follows;

a. To promote, oversee, organise and operate the Bowls activities and events of the Club in alliance with the strategic objectives of the club.
b. To ensure the various Bowls sub-committees (Selection and Match) are performing as required under the Guidelines and Policy statements.
c. To ensure the club has enough volunteers to cover the Bowls requirements for umpiring, coaching, Junior Development, special bowls events and barefoot bowls.

ROLES AND RESPONSIBILITIES

a. Overall responsibility for the administration of bowls activity in the Club.
b. To meet on a monthly basis and otherwise as required or requested by the Bowls Coordinator.
c. To encourage member participation in bowls events and activities.
d. To promote Windang Bowling Club especially in terms of Bowls participation and to attract and encourage new bowlers. This could be through electronic and/or social media.
e. To liaise with club staff (Manager, Greenkeeper, Functions Coordinator) to ensure all bowls events operate effectively.
f. Ensure official records of club and association event winners are updated on honour boards and the club website on an annual basis.
g. To develop fixtures of all Club events and ensure all entry forms, procedures for entry and the conduct of events are carried out in accordance with guidelines as detailed in the Club by-laws.
h. To liaise with Illawarra Zone 16, Bowls NSW and Bowls Australia as required for association

events.

i. To report via the Bowls Coordinator to the Management Committee.

APPOINTMENT OF BOWLS COMMITTEES

As of the next AGM the Bowls Committees shall consist of:

a. The Selection Committee,
b. The Match Committee,
c. The Welfare Officer (If Required).
d. Honorary Bowls Secretary (If Required)

Members may hold only one position at a time.

Positions to be appointed by the Board:

a. Bowls Coordinator
b. Selection Committee
c. Match Committee
d. Welfare Officer
e. Honorary Bowls Secretary
f.

BOWLS COORDINATOR

a. Reporting to the C.E.O.
b. To undertake all duties according to the current contract.

SELECTION COMMITTEE

The selectors will fulfill their duties in accordance with the Windang Bowling Club Selection Policy
Their duties shall be:

a. To select teams (pennant, representative or social) based on the selection philosophy and criteria in an impartial and non- discriminatory fashion.
b. To attend club practice sessions and club events whenever possible to assess form of players.
c. To communicate with players who have been promoted or downgraded and to provide honest and open feedback.
d. To assist the Chair and Bowls Coordinator with any administrative duties relating to pennant sides.

There will be a Selection Committee at Windang Bowling Club that will comprise of three (3) members made up of the following:

- The Bowls Coordinator, who shall take on the role as Chairman of Selectors.
- Two (2) Selected Members appointed by the current Board of Directors.

The Bowls Coordinator shall have input into the selection process.
The two (2) Selected Members on the Selection Committee must be full bowling members of Windang Bowling Club that have Windang as their declared Club for the current season.
A Life Member can also be a member of the Committee; and

Selectors cannot play for another bowling club whilst being a Selector for Windang Bowling Club.
The appointment of the Selection Committee will be conducted annually in accordance with this By-Law.

e. The appointment by the Board of Directors of the two (2) Selected Members on the Selection Committee will be conducted through a formal nomination process.
f. Nominations for the two (2) Selected Members on the Selection Committee will be open for a period of two (2) weeks (14 days straight) on a date determined by the Board of Directors, prior to the next AGM.
g. Nominations are to be in the form of a written application cover letter and a copy of the applicant's resume.
h. Nominations are to be addressed to Windang Bowling Club CEO / Secretary and may be handed in person to that person or mailed to the Windang Bowling Club CEO / Secretary *C / -* Windang Bowling Club.
i. All applicants shall be notified in writing once the Board of Directors has made their appointments for the Selection Committee. The successful applicants shall be announced at the next AGM.
j. The Board of Directors appointed Selection Committee shall be final.
k. The Board of Directors at its discretion has the right to fill any casual vacancy on the Selection Committee.

MATCH COMMITTEE

The duties of the Match Committee shall be:

a. To arrange and prepare the Bowls Programme for the season and present the same to the Board of Directors for approval.
b. To determine the Local Conditions of Play for all Club Championships and Social Fixtures.
c. To take on the role of Controlling Body for events when required.
d. To act as delegate (2 required) when representing the Club at Illawarra Zone Management meetings. The Bowls Coordinator will act as one delegate.
e. To assist the Bowls Coordinator with any duties relating to the normal running of any bowls events.
f. To assist the green keepers with green's maintenance if required.
g. To submit a written report each month to the Board of Directors.

There will be a Match Committee at Windang Bowling Club that will comprise of three (3) members made up of the following:
a. One (1) Chairman being the Bowls Coordinator;
b. Two (2) Selected Members appointed by the current Board of Directors.

The two (2) Selected Members on the Match Committee must be full bowling members of Windang Bowling Club that have Windang as their declared Club for the current season.
A Life Member can also be a member of the Committee; and

The appointment of the Match Committee will be conducted annually in accordance with this By-Law.

h. The appointment by the Board of Directors of the two (2) Selected Members on the Match Committee will be conducted through a formal nomination process.
i. Nominations for the two (2) Selected Members on the Match Committee will be open for a period of two (2) weeks (14 days straight) and will close at 5.00pm on the 31st August each year.
j. Nominations are to be in the form of a written application cover letter and a copy of the applicant's resume.
k. Nominations are to be addressed to Windang Bowling Club CEO / Secretary and may be handed in person to that person or mailed to the Windang Bowling Club CEO / Secretary *C / -* Windang Bowling Club.
l. All applicants shall be notified in writing once the Board of Directors has made their appointments for the Selection Committee. The successful applicants shall be announced at the next AGM.
m. The Board of Directors appointed Match Committee shall be final.
n. The Board of Directors at its discretion has the right to fill any casual vacancies on the Match Committee.

WELFARE OFFICER

a. Reporting to the C.E.O.
b. Undertake all duties as per current protocol.

BOWLS SECRETARY

If required, the Board of Directors at its discretion has the right to seek nominations for the role of Bowls Secretary.
The Bowls Secretary shall assist the Match Committee and Bowls Coordinator as required.

7. VACANCIES

a. In the event of a Vacancy occurring in any of the Bowls Committees. The Board of Directors, at its discretion, may appoint a suitable replacement. The person so appointed shall hold office until the next annual general meeting.

8. BOWLS POLICIES

All Full Bowling Members are expected to abide by these By-Laws and any Policies listed below:

a. Code of Conduct
b. Local Conditions Of Play
c. Selection Policy
d. Incentives and other Payments

e. Attire Policy
f. Smoke Free Greens Policy
g. Managing Hot Weather

9. OPENING AND CLOSING TIMES

The Club premises shall be open for the reception of all members at such time as the Board shall determine.

10. DRESS

The Board shall prescribe the requirements for dress rules, which apply to all members and guests.