
BY-LAWS

BENALLA BOWLS CLUB INC.

JUNE 2024

1. DRESS RULES

Members, including their guests and Honorary Members shall be suitably dressed at all times.

2. BEHAVIOUR OF MEMBERS, VISITORS AND PATRONS

- a) The Member introducing a guest shall be responsible at all times for the guests' behaviour, conduct and dress.
- b) No member shall give the address of the Club in any advertisement or use the Club address for business purposes unless authorized by the Board.
- c) No placard or advertisement, written, printed or electronic, shall be displayed in the Club without the prior sanction of the Management.
- d) Any abuse of staff by a Member or visitor will not be tolerated and will be considered a disciplinary matter and may lead to removal from the premises.
- e) No animals shall be allowed on the premises. Guide or care dogs are excepted.
- f) Members shall conduct themselves in an appropriate manner.

3. VISITORS

Members shall be entitled to introduce visitors to the Club as guests of members.

A visitor shall not be supplied with liquor in the Club premises unless the visitor is: -

- a) a guest in the company of a member: or
- b) an authorized gaming visitor (as defined in the Liquor Control Act 1998).

Authorised visitors to the club must:

- a) produce evidence of their residential address before being admitted to the licensed premises of the Club.
- b) carry identification at all times whilst on the licensed premises of the Club.
- c) comply with all relevant rules and by-laws of the Club whilst on the licensed premises of the Club.

Every General and Life Member shall be permitted to introduce guests to the Club, subject to such regulations as the Board of Directors shall from time to time determine, provided that no person shall be introduced as a guest who has been expelled from Membership of a Bowls Club or whose conduct or presence on the Club's premises shall be considered objectionable or prejudicial to the interests of the Club. All visitors and guests shall have his or her name entered in a visitor register.

4. MEMBERSHIP

Each member on club premises shall carry their membership card and shall produce it on the request of a Board Member, Chief Executive Officer or staff member.

5. CARE OF CLUB PROPERTY

- a) No club furnishings, equipment or other property shall be removed from the Club premises unless approved by Management.
- b) Members damaging property that has been loaned shall be responsible for the cost of repair or replacement of the article damaged.
- c) Willful damage to club property shall result in disciplinary action.

6. SECTION COMMITTEES

Members of the Club shall form themselves into their respective sections for the purpose of organizing and regulating the activities of their sections, and elect such Officers and Committees as they think fit, provided always that such rules, Officers and Committees, and activities shall remain consistent, in all respects, with the Constitution and By-Laws of the Club. Their duties shall include the accounting for, and disposition of, all funds collected by the Section. These Committees will liaise with the Director appointed by the Chairman of Directors.

Each Section shall hold an Annual Meeting at a time determined by their Section's Executive. This meeting can be deferred or cancelled by the Board in exceptional circumstances.

6.1 OUTDOOR BOWLS

- a) Outdoor Bowls Section shall nominate and elect, at their Section Annual Meeting, the following members to form the Committee to conduct its business.
 - i. President
 - ii. Vice-President
 - iii. Secretary
 - iv. Assistant Secretary
 - v. Treasurer
 - vi. Four General Members
- b)
 - i. The Executive Officers of the Section shall be the President, Vice-President, Secretary and Treasurer/Assistant Secretary.
 - ii. Each elected member shall take office from the conclusion of the Annual General Meeting at which they were elected and will hold office until the second Annual General Meeting following their election, a two-year term of office.
 - iii. As near as practical half the elected members of the committee, including the President, Treasurer and Assistant Secretary shall be elected in every odd numbered calendar years, and the other half, including the Vice President and Secretary shall be elected in even numbered calendar years.
 - iv. All outgoing Committee Members are eligible to stand for re-election.
 - v. In the event of a casual vacancy of an elected Committee Member, the Sectional Bowls Committee may appoint an appropriate Club Member as a replacement who shall hold office for the remaining portion of the term unless subject to item (vi).
 - vi. If the casual vacancy should occur prior to or at the end of the first year of the term the vacancy may be filled by the normal election process at the intervening AGM with the remaining term of office being one year.
 - vii. The Board has the authority to extend the period of the term of the appointed committee to twenty-four (24) months in exceptional circumstances.
- c) The Section Committee will hold regular meetings each financial year to ensure that the sporting activities will be efficiently conducted. It will:

- i. authorize/conduct and supervise all Club events and ensure that the appropriate charges are collected and accounted for.
- ii. be responsible for the conduct and regulation of all Club Tournaments including the provision of trophies and prize money.
- iii. prepare and submit to the Board of Directors, for approval, a budget for the ensuing year setting out income and expenses and capital items required.
- iv. present a report of the years events to the appointed Director from time to time and for the Club Annual General Meeting.
- v. present a report of the years events to the appointed Director from time to time and for the Club Annual General Meeting.

The General Committee may from time to time appoint sub-committees consisting of persons who are members and may delegate to the sub-committees such of the powers or duties of the committees as they may determine. The Chairman of the sub-committees may be co-opted to the Section Committee.

- d) The Bowls Committee may appoint the following standing sub-committees which shall be elected at the Outdoor Bowls Annual Meeting:-
 - i. Club Championship Committee
 - ii. Tournament Committee
 - iii. 60&Over Sub-Committee
 - iv. Pennant Selection Committees – Midweek & Weekend
 - v. Social Bowls Committee
 - vi. Any other Committee that falls within the Sections.

At the first meeting of these sub-committees, they shall elect a Chairman from those so elected.

The Chairperson of the Club Championship and Tournament Committees will be a member of the Outdoor Bowls Section Committee. This clause does not apply if the Benalla Bowls Club appoints a full-time bowls coordinator.

Casual vacancies on the Section Sub-Committees may be filled by an appointment made by the Section Committee.

Notice of Meeting – All members of the Outdoor Bowls Section shall be notified by electronic transmission or post at least 21 days prior to the date of the Outdoor Bowls Section Annual Meeting.

6.1.2 OFFICE BEARERS

- a) All positions shall be posted on the noticeboard for a period of not less than 28 days prior to the Annual Meeting.
- b) Nominations for all elected positions within the Section shall have a proposer and seconder and shall be signed by the candidate and shall be lodged with the Secretary, not less than seven days before the date of the Section Annual Meeting. Placement of a signed nomination on the nomination sheets posted on the Club Notice board shall fulfill the above condition.
- c)
 - (i) if insufficient nominations are received to fill all vacancies the candidates nominated shall be deemed to be elected and further nominations shall be received at the Section Annual Meeting.
 - (ii) if the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
 - (iii) if the number of nominations exceeds the number of vacancies to be filled, a secret ballot shall be conducted.
 - (iv) Should any member of the committees fail to attend three consecutive meetings without leave or apology delivered prior to the meeting, he shall thereupon cease to be a Member of the Section Committee. The Committee may fill the vacancy for the remainder of the term.

6.1.3 CONTROL OF PLAY ON GREENS

In the absence of the Greens Manager, any two members of the Bowls Section Committee shall have power to prevent play at any time.

6.2 INDOOR BOWLS

- a) The Indoor Bowls Section shall nominate and elect, at their Annual Meeting, the following members to form the Committee to conduct its business.
 - i. President
 - ii. Vice-President
 - iii. Secretary
 - iv. Treasurer
 - v. One General Member
- b) The Match Committee and the Selection Committee to be elected at the Annual General Meeting. At the first meeting of the Match and Selection Committee they shall elect a Chairman for each committee from those so elected. The elected Chairmen will be a member of the Indoor Bowls Section Committee.
- c)
 - i. The Executive Officers of the Sections shall be as named above.
 - ii. Each Officer of the Section shall be elected for a period of twelve (12) months or until the next election. They shall be eligible for re-election.
 - iii. Casual vacancies on the Section Committee may
 - iv. be filled by an appointment made by the Section Committee.
- d) The Section Committee will hold regular meetings each financial year to ensure that the sporting activities will be efficiently conducted. It will:
 - i. authorize/conduct and supervise all Club events and ensure that the appropriate charges are collected and accounted for.
 - ii. be responsible for the conduct and regulation of all Club Tournaments including the provision of trophies and prize money.
 - iii. prepare and submit to the Board of Directors, for approval, a budget for the ensuing year setting out income and expenses and capital items required.
 - iv. present a report of the year's events to the appointed Director from time to time and for the Club Annual General Meeting.

6.2.2 OFFICE BEARERS

- a) All positions shall be posted on the noticeboard for a period of not less than 28 days prior to the Annual Meeting.
- b) Nominations for all elected positions within the Section shall have a proposer and seconder and shall be signed by the candidate and lodged with the Secretary, not less than seven days before the date of the Section Annual Meeting. Placement of a signed nomination on the nomination sheets posted on the Club Notice board shall fulfill the above condition.
- c)
 - i. If insufficient nominations are received to fill all vacancies the candidates nominated shall be deemed to be elected and further nominations shall be received at the Section Annual Meeting.
 - ii. If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
 - iii. If the number of nominations exceeds the number of vacancies to be filled, a secret ballot shall be conducted.

7. GOVERNANCE

PRESIDENT

The duties of the President shall be to preside at all meetings, to regulate and keep order in all proceedings and to carry into effect the Rules and By-Laws of the Club. He shall be ex-officio a member of every sub-committee of that Section of the Club. He shall preside at all functions conducted by that Section Committee and shall present a report of their activities to the Club Annual General Meeting.

VICE PRESIDENT

In the absence of the President, he shall exercise the powers of, and carry out the duties of the President.

SECRETARY

The Secretary shall:

Record, the minutes, which shall include all resolutions and proceedings, of all meetings.

Conduct all correspondence in connection with the general business of that Section.

Carry out all other duties usually associated with the office of Secretary.

Be ex-officio a member of every sub-committee of the Section.

Keep in custody or under control, all records of the Section of the Club.

TREASURER

The Treasurer shall:

Receive all monies belonging to the Section, excluding Members Annual Subscriptions, and deposit or arrange for the deposit of such monies with the Club's administration.

Keep correct records of all monies received and expended and present such records for inspection by the auditors.

CLUB DELEGATES

Two delegates to the appropriate Associations, at least one of whom shall be a member of the Section Committee, shall be elected from the committee at the first committee meeting.

8. GENERAL

- a) No commercial enterprise shall be permitted in the Club unless previously approved by management.
- b) Canvassing for trade or trading shall be strictly prohibited in the Club unless approved by management.
- c) No personal cheques shall be cashed within the Club.
- d) Australian flag may be flown at ½ mast on the following occasions.
 - Death of a member or past members only.
 - Anzac Day and Remembrance Day
 - At full mast on all days when competition is played, or a day of significance has been declared.
- e) All Club monies collected by the sections of the Club shall not be taken off the premises and shall be handed to the person nominated by the Chief Executive Officer.