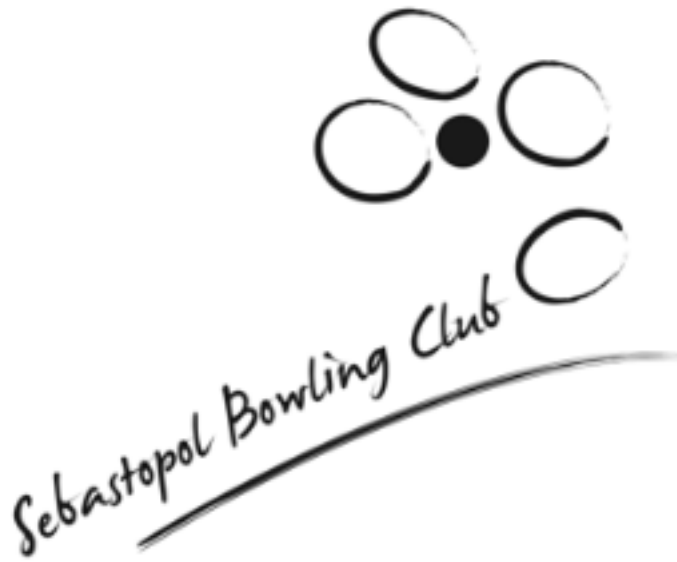


Sebastopol Bowling Club Incorporated

By-Laws



Sebastopol Bowling Club Inc.

By-Laws

Amended – Aug 2016 (Version. 4)

SECTION 1: GENERAL

The following By-Laws were amended by the Board and come into effect from the 01/08/2016 in substitution for and in place of all previous By-Laws which are hereby repealed.

- 1.1 **Rules of the Club:** These By-Laws shall be read in conjunction with the Rules of the Club.
- 1.2 **Interpretations:** Where the context admits the following words shall have meaning as follows: -
 - i. “Rules” shall mean the appropriate Rule or Rules in the Club Rules.
 - ii. “Board” shall mean the Board of Management of the Club.
 - iii. “Men’s Committee” shall mean the Committee elected or appointed to manage the affairs of the Men’s Bowls Section, both Indoor and outdoor, as provided for in these By-Laws.
 - iv. “Ladies Committee” shall mean the Committee elected or appointed to manage the affairs of the Ladies Bowls Section, both Indoor and Outdoor as provided for in these By-Laws.
 - v. “General Manager” shall mean a person appointed or employed as General Manager of the Club.
 - vi. “Secretary” shall mean the Secretary of the Board of Management.
 - vii. “Official” and/or “Office Bearer” shall mean a member of the Club on the Board or Men’s Bowls Committee or Ladies Committee.
 - viii. ‘Returning Officer(s) shall mean a person(s) appointed by the Board to conduct a poll at all Annual General Meetings or Special General Meetings.
 - ix. ‘Ordinary Member’ shall mean a fully paid up dedicated Man/Women registered solely to Sebastopol Bowling Club Inc.
 - x. ‘Dual Member’ is a person who is a member of two or more affiliated clubs, who has nominated to play pennant bowls at another bowling club. Therefore, they are not permitted to play in any Club Competitions. They are also not permitted to play weekend/ midweek Pennant, except where the required exemption has been issued by Bowls Victoria. They are permitted to play social bowls at the SBC.

- 1.3 **Dress and Behaviour:** Members, Guests and Visitors shall observe all requirements of the Club as to standards of dress and behaviour, which do not give offence to other members. These requirements shall be as approved by the Board, whether displayed in the Clubhouse or not.
- 1.4 **Restricted Behaviour:** No Member shall: -
- i. Without prior approval of the Board, circularise other Members within the precincts of the Club on any matter whatsoever.
 - ii. Without prior approval of the Board, organise any fund, subscription, list or testimonial within the precincts of the Club.
 - iii. Without prior approval of the Board, Manager or Secretary of the Club, sell or endeavour to sell tickets for any raffle or entertainment.
 - iv. Exhibit or cause to be exhibited on the Notice Board or Boards of the Club any advertisement or notice for which prior approval has not been obtained from the Board, Manager or Secretary.
 - v. Smoke within any area of the Clubhouse where signs are displayed indicating that smoking is not permitted.
- 1.5 **Complaints** must be made in writing to the Secretary or the Manager. No employee, contractor or official of the Club shall be directly reprimanded or obstructed by any individual Member or Visitor to the Club.
- 1.6 **Policy** The Board may introduce certain policies from time to time, regulating the conduct of Bowls and the Management of the Club.
- 1.7 **Vehicles** are not permitted in areas of the Club not specifically designed for parking. Parking spaces marked with a sign indicating the space is reserved for specified persons are not to be used by other than the persons for whom the space has been reserved. Loading areas are for use of deliveries to the Club and are not being obstructed.
- 1.8 **Greens** are under the control of the Greens Director/Greens Keeper or Greens Manager who is appointed by the Board of Management from time to time. NO play shall be permitted when the greens have been closed. All instructions for direction of play, use of rinks and/or marks given by the Greens Director/Greens Keeper or representative must be observed. Any Club equipment used is to be returned to safe storage after use.
- 1.9 **Personal Property.** Members, Visitors, Guests and Employees are expected to take care of all personal property, and the Club shall not be under any responsibility for loss, theft or damage of any article left within the Club boundaries. Members are advised to arrange their own insurance and not to leave property unattended. Valuables should be locked away.
- 1.10 **Damage to Property.** Members are to report any damage to Club property to the Secretary or Manager. Any Member found guilty of damage may be liable for the repair or renewal of it.

- 1.11 **Restrictions of Entry.** No Member or Visitor shall, except in furtherance of the business or management of the Club, and with the consent of the Secretary, Manager or other Official, enter the kitchen, office, bar or storage area of the Club.
- 1.12 **Trading Hours** must be strictly observed at all times and members and visitors must vacate the premises at the stated closing times.
- 1.13 **Membership:**
The Club shall consist of the following classes of Members and the limit of members in each classification:

Ordinary Members	310
Life Members	15
Indoor Member	40
Social Members	145
Junior Members	30
Dual Members	30
Honorary Members	Limit not specified, but at discretion of Board
Hospitality Members	Limit not specified, but at discretion of Board

Only Members whom are exclusively affiliated with Bowls Victoria through the Sebastopol Bowling Club are entitled to vote or hold any office within the club.

The length of a Dual Membership will be for the maximum period of 2 years. Once, this period has expired the membership can be automatically transferred to an ‘ordinary membership’, if not, the member must re-apply for another term as a dual member, which will be at the discretion of the Board.

No person can be an ‘Ordinary Member’ of the Sebastopol Bowling Club if they are an affiliated member of another bowling club.

Preference to all bowling related activities will be given to ‘Ordinary Members’ and will be at the discretions of the Board and/or Bowls Sections.

- 1.14 **The Chairman and Secretary** of the Board shall be an ex-officio member of all Committees.

Section 2: MEN’S AND LADIES’ BOWLS SECTION

- 2.1 **Management** of the Men’s and Ladies’ Bowls Sections shall be by committees elected annually at the Annual Meeting of the Men’s Bowls Section and the Ladies’ Bowls Section.
- 2.2 **Men’s Bowls Section.** The Annual Meeting of Men bowlers, being Ordinary or Life Members of the Club shall be held at least twenty-eight (28) days prior to the Club’s Annual General Meeting each year.

- 2.3 **Ladies' Bowls Section.** The Annual Meeting of Lady bowlers, being Ordinary or Life Members of the Club shall be held at least twenty-eight (28) days prior to the Club's Annual General Meeting each year.
- 2.4 **Composition of Committees.** The Committee shall comprise – President; Vice President; Secretary; Treasurer; 3 Committee Members, plus the immediate Past President. Each section will also elect one Committee Member who shall be the Section's representative on the Club Board of Management and should the one elected already be a member of the Board another member will be elected as the Section representative. Committees may appoint assistants to the Secretary and Treasurer from amongst their number.
- 2.5 **Election of Section Committees.** Nominations of candidates for Section Committees shall be made in writing by two Ordinary or Life Members and accompanied by or endorsed with the candidates consent and shall be received at least fourteen days prior to the Section Annual Meeting.
- 2.6 **Annual Section Meetings** shall be held at such place and at such time as decided by the Committee. Business to be transacted at the Annual Section Meetings shall be in the following order: -
- i. Confirmation of Minutes of previous Annual Section Meeting and any Special Meetings of the Section.
 - ii. Presentation of Annual Reports.
 - iii. Consideration and adoption of reports.
 - iv. Presentation of Financial Report.
 - v. Adoption of Financial Report.
 - vi. Election of Office-bearers:
 - (a) President; Vice-President; Secretary; Treasurer; 2 Committee Members.
 - (b) Elect 1 Delegate to the BDBD
 - vii. Determination of number of Pennant Teams.
 - viii. Election of Selection/Match Committee.
 - ix. Any other business of which due notice has been given.
 - x. Any other business which may be allowed by the Chairman to be discussed, but any resolution made shall be only as a recommendation to the Committee.
- 2.7 **Selection Committee.** Should consist of five members both in the Men's Section and Ladies Section.
- (i) THREE members are to be elected to the selection/match committee by eligible members at the AGM. TWO further members shall be appointed by the Section Committee (subject to confirmation by the Board). Chairperson of the selection

committee is to be appointed by the General Committee. Selection Committee appointed member, cannot be a member of the General Committee. Members who nominate for the committee and are not elected, may, if they wish, make themselves available for appointment by the Section Committee.

- (ii) The respective section Committee subject to confirmation by the Board shall fill any vacancies, which may occur.

2.8 Voting

2.8.1 Only financial 'Ordinary' Men Members or Men 'Life Members' may vote at a meeting of the Men's Bowls Section and only financial 'Ordinary' Ladies Members or Lady 'Life Members' may vote at a meeting of the Ladies' Bowls Section, all of whom must be Members entitled to vote at the Annual General Meeting of the Club. The following memberships are NOT entitled to vote;

- Social Members
- Junior Members
- Indoor (only) Membership
- Dual Members
- Honorary Members
- Special Members
- Hospitality Members

2.8.2 Proxy voting is not permitted in respect to any meetings of the Club and apart from a chairman's casting vote, if required; only one vote per member will be permitted.

2.8.3 Pre poll voting shall only be permitted where an election is required to determine office bearers; the Board will determine this from time to time.

2.8.4 The Board will nominate a 'Returning Officer' and voting times, this information shall be posted on the Club notice board and/or advertised in the local paper.

2.9 Delegates.

2.9.1 The respective section Committee subject to confirmation by the Board shall fill any vacancies, which may occur.

2.10 Quorum. General Meetings shall require thirty (30) Members personally present (being member entitled to vote at a General Meeting) to constitute a quorum for the transaction of business. Committee Meetings shall require the presence of at least four Committee Members to constitute a quorum.

2.11 Proceedings at Meetings shall unless otherwise provided in these By-Laws, be in accordance with the Club Rules.

2.12 Dual Office. A member of the Board, Men's and/or Ladies Bowls Section Committee may hold dual office.

- 2.13 Member holding Office in another Bowls Club.** No member holding office in another Bowls Club shall be eligible for election to the Board or any Committee.
- 2.14 Sub-Committees** may be appointed as deemed appropriate by the Men's and Ladies Bowls Sections, with the President and Secretary being ex-officio members of all sub-committees.
- 2.15 Vacancy on Committee.** In event of a vacancy on the Men's and Ladies Bowls Section Committees, the Committee may appoint any eligible member for the remaining term of office.
- 2.16 Section Committees** are expected to regulate the smooth and efficient conduct of the game of bowls and although subject to overall control by the Board, so manage their own affairs, reporting monthly either in writing or verbally through their representative to the Board.
- 2.17 Men's and Ladies' Bowls Section.** Any Delegate who fails to attend two consecutive Delegate Meetings without leave or good reason to the satisfaction of the Committee shall be held to have vacated their office. The Committee shall have power to fill any vacancies.
- 2.18 Members may introduce visitors to the Club** from time to time but the same visitor shall not be introduced more than four (4) times in the "membership" year. The visitors name and address and the name of his or her introducer shall be entered into the visitor's book. Partners of bowling club members are excluded from By-Law 2.18

SECTION 3: ALTERATIONS TO BY-LAWS

- 3.1 The Board of Management may make alterations to these By-Laws at any time subject to notice of alteration being placed on the Club's Notice Board.