



## **BY LAWS OF WEST TAMWORTH SPORTS & BOWLING CLUB LTD**

### **1. PRELIMINARY**

- 1.1. These By-Laws are made by the Board of the Club pursuant to the power conferred upon the Board by Article 30(p) of the Articles of Association of the Rules of the Club.
- 1.2. The Board may alter or repeal a By-law as it may deem necessary or expedient for the proper conduct and management of the Club.
- 1.3. These By-laws shall come into force and be duly operative upon posting on the Notice Board of the Club.
- 1.4. These By-laws are to be read subject to the Constitution of the West Tamworth Sports & Bowling Club Club and in the event of any inconsistency, the constitution shall prevail.
- 1.5. These By-laws are binding on each member of the Club in the same manner as if each member had subscribed his/her name thereto.
- 1.6. In these By-laws the expression "the Club" means the registered club known as "West Tamworth Sports and Bowling Club Ltd".
- 1.7. A copy of the Constitution of the West Tamworth Sports and Bowling club is available for perusal from the Secretary.

### **2. FUNCTIONS OF SECRETARY**

- 2.1. The Secretary of the Club shall perform his/her duties in accordance with the requirements of the Registered Club Act and the Corporations Law.
- 2.2. The Secretary shall carry out all proper duties and instructions which the Chairperson or the Board shall direct.
- 2.3. The Secretary shall convene and if requested attend meetings of the Board and of committees, taking minutes of the business transacted thereat and shall record them for provision to the auditor or other authorised representative. .
- 2.4. The Secretary shall conduct, keep and produce the correspondence in connection with the Club.
- 2.5. The Secretary shall keep at the Club premises a Register of Members and such other registers as may be required by the Articles of Association of the Club and any applicable laws.
- 2.6. The Secretary shall post on the Notice Board all notices required to be so posted either by the Articles of Association of the Club or these By-laws or as directed by the Chairperson or the Board
- 2.7. The Secretary shall apply within the time prescribed for such registrations and renewals required by Statue or regulations made thereunder as are necessary for the business and carrying on of the Club.
- 2.8. The Secretary shall generally perform and carry out all the duties pertaining to the office of Secretary for the benefit of the Club and wellbeing of it's members.

### **3. FUNCTIONS OF TREASURER**

- 3.1. The Treasurer shall cause to be kept correct accounts and books showing the financial affairs of the Club and the particulars usually shown in books of account of a like nature and shall cause to be paid into such bank or other institution as the Board may from time to time direct to the credit of the Club all monies received and he shall submit a statement of the financial affairs of the Club to the Annual General Meeting in each year such statement having been previously approved by the auditor, and containing such particulars as may be prescribed and prepared in the manner prescribed by or under the Corporations Law.
- 3.2. The Treasurer shall also submit to the Board at each monthly meeting a summary of the income and expenditure of the Club and at intervals of not more than three (3) months a statement as prescribed by Section 40 of the Registered Clubs Act.

### **4. TRADING HOURS**

- 4.1. As determined by Board.

### **5. DRESS STANDARDS**



- 5.1. Whilst on the Club premises members and their guests shall be attired in a neat and tidy manner and in keeping with acceptable standards of respectability.

## **6. GREENS AND GREEN FEES**

- 6.1. It is the intention of the Board that all members of the Club who participate in the game of bowls should have fair and reasonable use of the greens and that maximum use should be made of the greens, keeping in mind the need to maintain the greens in first class condition.
- 6.2. The allocation of greens' time contained in this By-law is to be viewed in the light of the general principles outlined in 6.1 above and there will naturally need to be some flexibility in the arrangements so as to accommodate the special needs of the Bowling Section on a particular day.
- 6.3. Subject to unavailability for maintenance etc. all greens will be made available to the members of the bowling section.
- 6.4. Before and after the event of the day is completed, greens shall be available for roll-ups, coaching and the like at a charge determined by the Board.
- 6.5. A green fee determined by the Board will apply to all users of the greens on all occasions except where the Board otherwise determine.
- 6.6. The manner of payment of green fees shall be as follows; collected by the Bowls Organiser (or delegate) and paid at the bar prior to game or as soon as the bar is open with the associated form stating collection and disbursement of funds.

## **7. STAFF**

- 7.1. No member will reprimand any servant of the club or direct such servant in his duties.
- 7.2. All complaints against any servant of the Club shall be made to the Secretary or in his absence to the Chairperson or in the absence of both such persons to the duty Director or duty person.

## **8. POKER MACHINES**

- 8.1. Members and guests shall comply with the special rules governing the playing of poker machines which are on display in the poker machine areas
- 8.2. No member or guest shall play or engage more than one poker machine whilst there are insufficient machines otherwise available for other members or guests wishing to play a poker machine.

## **9. DONATIONS, RAFFLES, PAMPHLETS ETC.**

- 9.1. No person shall solicit donation or offer raffle tickets for sale on the Club premises without the prior approval of the Secretary or the Chairperson or in the absence of both of those persons, the duty Director or duty person.
- 9.2. No pamphlet notice or other material will be displayed or exhibited in or upon the Club premises without the prior approval of the Secretary or the chairperson or in the absence of both of those persons the duty Director or duty person.
- 9.3. Unfinancial members and members of staff (whilst working) is not permitted to take part in Club membership draws.

## **10. SUGGESTIONS AND COMPLAINTS**

- 10.1. The board welcomes constructive suggestions to improve the operation of the club.
- 10.2. All suggestions or complaints would be in writing and be delivered to the secretary,
- 10.3. The secretary shall raise at the next board meeting any notice received.

## **11. ANNUAL SUBSCRIPTIONS**

- 11.1. The annual subscriptions payable for the financial year commencing 1<sup>st</sup> January 2022 shall be decided by the board in November each year and communicated to all members before the end of November. Classes of membership shall be as below;

- Male and Female Full Bowling Member
- Social Member
- Junior Bowling Member
- Lifetime Members – No Annual subscription



- Honary Members – No Annual subscription

11.2. All subscriptions shall be paid to the main club.

## 12. WEST TAMWORTH BOWLING CLUB

- 12.1. The West Tamworth Bowling Club shall be a sub-committee of the Board of the WTSBC
- 12.2. All female and male Members, Associate Bowling Members, Junior Members and Life Members shall be eligible to make application to become members of the West Tamworth Bowling Club after payment of the scheduled fee.
- 12.3. Social Members shall be permitted to play at any social bowls. Only full bowling members shall be permitted to play in carnivals or competitions.
- 12.4. The West Tamworth Bowling Club shall hold meetings at least bimonthly to administer Bowls within the club. The Secretary shall be responsible for the completion of minutes of the Bowling Club meetings and the provision of the most recent minutes to the Board for their meetings.
- 12.5. At the AGM, the members of the Bowling Section shall elect from their number a Management Committee of (5) Executive positions which shall consist of the Office Bearers as set out below: The committee shall comprise of at least one (1) male and female member. Additional members may be added to the committee after the AGM if required.
  - Co-Chairpersons (1 male and 1 Female)
  - Secretary
  - Treasurer
  - 2 Committee Members
- 12.6. A Call for West Tamworth Bowling Club Committee Nominations must occur at least 42 days prior to the AGM in line with the main club. Nominations must be received by the Secretary of the bowling section at least 21 days prior to the AGM. Where 5 or less nominations are received the nominees shall be deemed elected. Where more than five (5) nominations are received voting shall be conducted by ballot with each vote consisting of 5 selections, the highest 5 nominations being elected. Where less than (5) five nominations are received the positions shall remain vacant. Expressions of interest shall be called for all vacant positions. Expressions of interest shall be reviewed and approved by the elected members of the committee, where at least 4 members have been elected. If less than 4 persons are elected on the committee, Board Members should fill the remaining positions to review the EOI. Nominations will not be accepted or approved from the floor at the AGM.
- 12.7. The Board shall delegate to the Management Committee such powers as may be reasonably required to enable the Management Committee to effectively control and administer the activities of the Bowling Section. These delegations may be altered or revoked as required by the board
- 12.8. The Bowling Section shall operate under the Constitution of the West Tamworth Sports and Bowling club and these regulations.
- 12.9. It is the intention of the Board that the Bowling Section shall (subject to the obligation of the Board to foster and maintain the best interests of the Club) be given maximum autonomy in the conduct to the sporting and social affairs and activities of its member and to this end the Management Committee of the Bowling Section.
- 12.10. The management committee shall administer funds from its account for the reimbursement of travel costs and accommodation for representatives of the Club in a uniform manner. The management committee shall recommend to the board any appropriate modifications to the reimbursements below
  - 12.10.1. Travel reimbursement for minimum number of vehicles to carry representative players to events greater than 30km from West Tamworth Bowling Club. Payment rate is to be approved by the Bowls Committee.
  - 12.10.2. Direct accommodation cost for the minimum number of rooms for players only to travel to represent the club at events greater than 150km from West Tamworth Bowling Club as approved by the committee.
  - 12.10.3. Daily playing costs as approved by the committee shall be paid where players are representing the club at district / regional / zone or state level.
  - 12.10.4. Where any of the above costs are reimbursed by another sporting body the West Tamworth Bowling Club will not pay that reimbursement.
- 12.11. The Management committee shall determine entry fees to be paid for all competitions which shall include green fee's payable to the club and prize money to be allocated to the Bowling section. Prize money collected shall be paid to the Club and allocated to a prize fund which shall be paid by the WTSBC to the WTBC monthly, or as required.



- 12.12. Expenses for other bowls related commitments may be approved by the committee as required. Including expenses related to attendance at meetings or presidents days.
- 12.13. The Management Committee shall make available to the Board minutes of all meetings including monthly financial statements of the Bowling Section.
- 12.14. Records shall be maintained for all expenses and income of the West Tamworth Bowling Club accounts.
- 12.15. The financial records of the Bowling Section shall be made available for audit by the Club's Auditor as required. Any funds of the Bowling Section, in excess of the reasonably foreseeable needs of that Section, shall upon request, be paid to the Board and become part of the general funds of the Club:
- 12.16. The Management Committee of the Bowling Section shall supply a copy of the annual financial accounts of the Bowling section for inclusion by the Board into the Annual Financial accounts of the Club.
- 12.17. No monies shall be invested on behalf of the Bowling section otherwise than with a bank or with a building society of trustee status, without the prior approval of the Board.
- 12.18. The Board specifically reserves the sole right and power to employ persons (whether on a full time, part-time or casual basis in connection with all activities of the Club including the activities of the Bowling Section.
- 12.19. All Affiliation fees, payable to the District / Zone or State Associations shall be paid to the main Club who will also be responsible for the payment of District / Zone or State Association invoices.
- 12.20. The West Tamworth Bowling Club, Male and Female Delegates will be responsible for attending (or sending a suitable replacement) to all Zone or District Meetings and reporting on any issues that may affect the West Tamworth Bowling or West Tamworth Sports and Bowling Club. Voting shall be in the best interests of the members of both clubs and where appropriate feedback should be obtained from the members at a meeting to determine club vote.
- 12.21. The laws of the game of bowls as adopted from time to time by the State, governing body Bowls NSW Ltd shall be the laws governing the respective championship competitions of the Bowling Section.
- 12.22. The Management committee shall run other championships in accordance with the Zone and District affiliation bodies as required.
- 12.23. The management committee of the Bowling section may run any additional club competitions as appropriate to serve the needs of the members. Conditions of these competitions must be stipulated when calling for nominations.
- 12.24. Bowls uniform of pennant and competition matches shall conform with the Uniform of the club as approved by the board.

### **13. OTHER CLUBS / SECTIONS**

- 13.1. Other clubs may make use of the West Tamworth Sports and Bowling Club facilities as approved by the board.
- 13.2. Conditions by which clubs must comply shall be determined as appropriate by the board.
- 13.3. All clubs must provide Annual reports to the board for use provision to the members of the club.