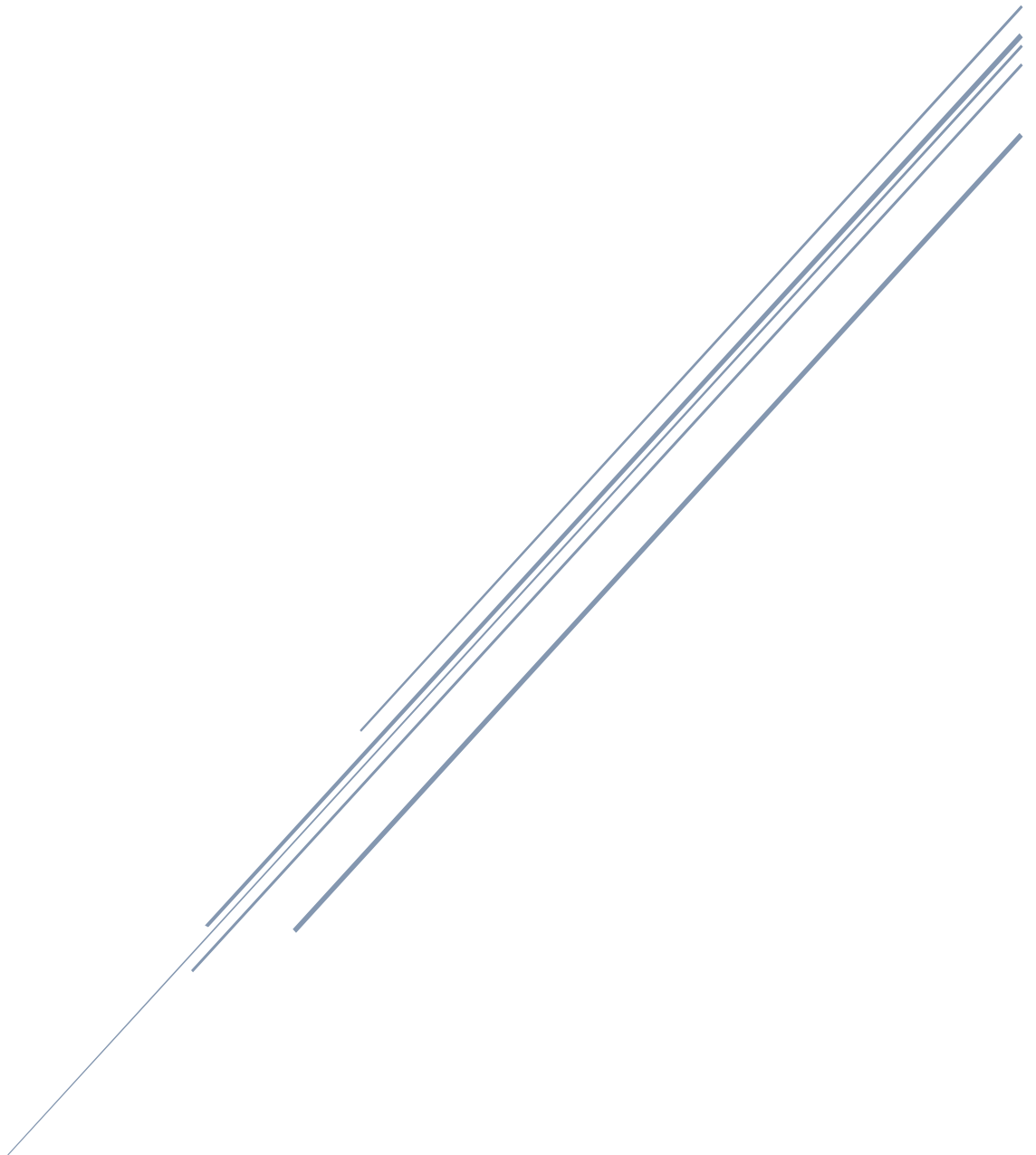


# BY-LAWS

Gwandalan Bowling Club Ltd



Updated  
May 2022

## **1. PRELIMINARY**

- 1.1 In these By-Laws the expression “the Club” means the registered club known as Gwandalan Bowling Club.
- 1.2 These By-Laws are made by the Board of Directors of the Club pursuant to the power conferred upon by the Board by the Constitution.
- 1.3 The Board may alter or repeal the By-Laws as it may deem necessary or expedient for the proper conduct and management of the Club.
- 1.4 These By-Laws shall come into force and be duly operative upon posting on the Notice Board of the Club.
- 1.5 These By-Laws are to read subject to the Constitution of the Club and in the event of any inconsistency, the Constitution shall prevail.
- 1.6 These By-Laws are binding on each member of the Club in the same manner as if each member subscribed his/her name thereto.
- 1.7 A copy of the Constitution of the Club are available for perusal from the Chief Executive Officer.

## **2 VOTING PROCEDURES FOR BOARD OF DIRECTORS**

- 2.1 The Board shall appoint a Returning Officer. The Returning Officer cannot be a Director or a Candidate in the relevant election. After the close of nominations, the Returning Officer shall consider all nominations received during the nomination period. The Returning Officer shall reject any nominations received after the nomination period has closed. The Returning Officer shall accept all nominations which satisfy the requirements of the rules. Where a ballot is required, the Returning Officer shall conduct the ballot. The Returning Officer will manage the ballot. The Returning Officer shall count the ballot with the Returning Officer Assistant.
- 2.2 Voting shall take place at the Club between the hours of 2.00pm and 6.00pm on Thursday, and 3.00pm and 6.00pm on Friday and Saturday the week immediately preceding the date of the Annual General Meeting.
- 2.3 A member shall record his/her vote by placing a number, tick, cross or other mark that clearly shows the voter’s intent. Any markings, such as written messages, may result in an informal vote. The Returning Officer reserves the right to decide if a ballot paper is a formal or informal vote.
- 2.4 The result of the ballot is ascertained by counting the number of votes shown against the name of each candidate. The candidate with the highest number of votes is elected. If two or more candidates each receive the same number of votes the Returning Officer shall decide by lot which candidate is to be elected.

- 2.5 The Chief Executive Officer and the Returning Officer or a Scrutineer will destroy the ballot papers on the first available day of business following the Annual General Meeting.
- 2.6 A candidate may be nominated for election to any of the officers but shall be elected to one office only. If elected to the senior of the two or more offices for which he/she has been nominated, a candidate shall be automatically excluded from election to the other office. The seniority of office is determined in the following order: Chairperson, Vice Chairperson and five (5) Directors.
- 2.7 Any voting paper which the votes are not recorded in accordance with the directions given shall be rejected as informal and the decision of the Returning Officer shall be final.
- 2.8 Where any accidental or unavoidable impediment or omission shall have happened at, or in connection with, in the conduct of any election for any office, the Board may take such measures as shall be considered necessary for removing such impediment or rectifying the omission.
- 2.9 The board shall have power at any time and from time to time, to appoint any eligible member to the Board to fill a casual vacancy. Any person appointed to fill such vacancy shall hold office only until the next Annual General Meeting.

### **3 NOMINATING FOR THE BOARD OF DIRECTORS**

- 3.1 Prior to members nomination for the Board of Directors being approved, the candidate must complete and attend the following:
- Attend Director Training – Governance Basics
  - You may also be required to obtain your RSA and RCG qualifications
- 3.2 You may also have to:
- Attend face to face interview, if deemed necessary
  - Have a Police and Working with Children check
  - Reference check
- 3.3 Should you successfully be voted on to the Board of Directors any monies for the above courses will be reimbursed.

### **4 FUNCTION OF THE CHIEF EXECUTIVE OFFICER**

- 4.1 The Chief Executive Officer shall convene and attend meetings of the Board and of Sub Committees; Taking minutes of the business transacted thereat and shall enter them in the minute book.
- 4.2 The Chief Executive Officer shall conduct, keep and produce the correspondence in connection with the Club.
- 4.3 The Chief Executive Officer 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.
- 4.4 The Chief Executive Officer 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.

- 4.5 The Chief Executive Officer shall apply, within the time prescribed, for such registration and the office of Chief Executive Officer for the benefit of the Club and wellbeing of its members.
- 4.6 The Chief Executive Officer shall apply, within the time prescribed, for such registration and renewals required by Statute or Regulations made there under as are necessary for the business and carrying on of the Club.
- 4.7 The Board of Directors gives permission to the Chief Executive Officer, if, in the opinion of the Chief Executive Officer, a member has engaged in conduct that is unbecoming of a member or prejudicial to the interests of the Club, then the Chief Executive Officer may suspend the member from some or all rights and privileges as a member of the Club for a period of up to six (6) months.

## **5 Sub Committees**

- 5.1 The Board shall appoint the following sub committees. Finance (at the discretion of the Board), Building, Greens, Social, Welfare, Publicity, Delegates, Investigations (at the discretion of the Board).
- 5.2 The sub committees shall consist of Directors, one of whom shall be the Chairperson of the subcommittee. The Chairperson for each subcommittee shall be selected by the Board at the first meeting of the Board. Members and/or Staff maybe co-opted to these subcommittees.
- 5.3 The Chairperson of each subcommittee shall report monthly to each Board Meeting.
- 5.4 The subcommittees have the power to add further members as required.

### **5.5 Finance Committee**

- 5.5.1 The committee shall comprise of the Chairperson, Vice Chairperson and one other Director.
- 5.5.2 The Chairperson shall be the Chairperson of the committee.
- 5.5.3 The duties of this committee are
  - 5.5.3.1 To review the monthly financial statements.
  - 5.5.3.2 To review Budget predictions and amend where necessary.
  - 5.5.3.3 Recommend to the Board all Capital Expenditure in excess of \$10,000.

### **5.2 Building Committee**

- 5.6.1 The committee shall consist of at least three (3) members of whom one at least (1) shall be a member of the Board.
- 5.6.1 The duties of this committee are
  - 5.6.1.1 To formulate future Master Plans of building extensions.
  - 5.6.1.2 Review plant and equipment maintenance contracts and prepare a budget for plant and equipment replacement.

- 5.6.1.3 To prepare and recommend to the Board all building projects.
- 5.6.1.4 To consider and recommend to the Board all club maintenance over \$10,000, except items of an urgent nature.

## **5.7 Greens Committee**

- 5.7.1 The committee will consist of at least three (3) members which must include, one (1) person from the Board, one (1) member of management of the Gwandalan Bowling Club Women's Section, one (1) member of management of the Gwandalan Bowling Club Men's Section.
- 5.7.2 The committee is in place to liaise with the Head Greenkeeper over the use of the greens for the games of bowls, keeping in mind the needs of the Head greenkeeper to maintain them in first class condition. With this in mind all members of the Club who participate in the game of bowls shall have fair and reasonable use of the greens. The allocation of greens time and space, shall be considered in the light of the foregoing principles and it is accepted there will be occasions when a departure from the well-established usage arrangements will be necessary to accommodate the special needs of the Men's, Women's and Mixed Clubs on a particular day.
- 5.7.3 Liaise over disagreements that may arise over the allocation of green space.
- 5.7.4 Each month make appropriate decisions or recommendations to the Board of Directors.

## **5.8 Publicity Officer**

- 5.8.1 This person shall collate and furnish reports and results to the local media and Central Coast District Bowls.
- 5.8.2 Attend to all bowls publicity deemed necessary

## **5.9 Welfare Officer**

- 5.9.1 This person shall inquire and/or visit members who are ill and inform the bowling members where appropriate.
- 5.9.2 Report to each monthly Board meeting.

## **5.10 Delegates to Zone**

- 5.10.1 This role will consist of at two (2) members; one of those two people must be a member of the Board. Delegates must be members of the Royal New South Wales Bowling Association.
- 5.10.2 Both committee members are required to attend any Zone meetings and any other body associated with Men's bowls to which the Club is entitled to representation.
- 5.10.3 The committee is to report to the Board on a monthly basis.

## **6 MENS BOWLS**

- 6.1 Bowling members are entitled to all social and playing privileges associated with Men's Bowls within the Club and shall comprise of the following; Male Bowling Members, Male Life Members, Male Junior Members under the age of 18.
- 6.2 The Board shall with the approval of the New South Wales Bowling Association, regulate the sporting and other activities associated with Men's Bowls.
- 6.3 The Board of the Club specifically reserves the sole right and power to employ person/s (whether on a full time, part time or casual basis) in connection with all activities of the Club including the activities associated with Men's Bowls, who will be known as the Bowls Co-Ordinator and/or Bowls Secretary, employment is subject to review on an annual basis if not a full time employee.

## **7 LAWS OF THE GAME**

- 7.1 The laws of the game of bowls as adopted from time to time by the RNSWBA and NSWBA shall be laws governing the respective championships conducted in relations to Men's Bowls and the Women's Bowling Club.
- 7.2 Members of the Men's Bowling Club shall play according to the conditions stipulated by the Board of Directors of the Club.
- 7.3 Members of the Women's Bowling Club shall play according to the conditions stipulated by the Management of that Club.

## **8 GREENS AND GREEN FEES**

- 8.1 It is the intention of the Board that, through appropriate consultation, all male and female members who participate in the game of bowls shall have a 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.
- 8.2 After, or prior to, the event of the day is completed, greens may be made available for roll ups, coaching and the like.
- 8.3 Male and female bowlers engaged in tuition by a recognised coach or roll ups are permitted on the vacant green where competition or championships are in play.
- 8.4 A green fee, as determined by the Board from time to time, will apply to all users of the greens on all occasions except where the Board otherwise determines.
- 8.5 Bowlers should return mats and jacks after completion of play/roll ups. In addition members should return glasses to the bar.

## **9 LOCKERS**

- 9.1 Members shall be given the use of lockers, at a fee set the Board of Directors, as available, a key deposit may apply at a rate set by the Board of Directors.

- 9.2 Lockers shall be allocated to members in order of receipt of application for a locker.
- 9.3 Neither the Club nor its officers shall be liable for any loss or damage to bowls or any other property left by members in lockers or in any part of the Club premises.
- 9.4 On relinquishing membership, members must return their locker keys to the Bowls Manager.
- 9.5 Name tags or locker markers, of approved type only, are to be used.

## **10 JUNIOR MEMBERS**

- 10.1 A junior member means any person under the age of 18 years of age.
- 10.2 Junior members may use the Club's greens for practice and coaching and play social games amongst themselves or with adult bowlers, as determined by the Bowls Coordinator at the Club.
- 10.3 The participation of junior members in Club competitions will be governed by the conditions of such competition.
- 10.4 Junior members will:
- a) Pay green fees/zone fees/Bowls NSW fees as determined by the Board of Directors;
  - b) Be permitted to use Club facilities with the exception that they are not permitted to be served with, or consume, any liquor on the Club premises;
  - c) Not be permitted to enter areas designated as gaming areas where gaming or betting machine are installed or any restricted area as defines in the Registered Clubs Act and recorded in the Licensing Court of NSW;
  - d) On attaining the age of 18 years of age must apply in writing for full membership.
- 10.5 In the case of a junior member being called before a Committee on a charge or complaint such member will be entitled to be accompanied by a parent or guardian.

## **11 BOWLS UNIFORM**

- 11.1 Bowls uniform for Pennant and Association fixtures must conform with the requirements of the Bowls Australia Inc, RNSWBA and the NSWWBA.
- 11.2 Uniforms for all (Championships & Pennants) matches shall be the current Club Uniform of Royal Blue Trousers / Shorts and current Club Shirt determined by the Board each year in accordance with the bowls program.

## **12 FUNCTION OF THE BOWLS COORDINATOR – MENS BOWLS**

- 12.1 The Bowls Coordinator shall act under direction of the Board and the Chief Executive Officer in organising and formulating any

committees considered necessary for the successful operation of Men's and Mixed Bowls.

- 12.2 The Bowls Coordinator shall promote, manage and coordinate all activities related to social bowls events, non-member's bowls and assist with major club tournaments, thus maximising the use of the Club's facilities.
- 12.3 Prepare a monthly report for the Board of Directors on all bowls activities including pennants, social bowls and upcoming events.
- 12.4 Perform reasonable tasks as agreed upon with the Board of Directors and the Chief Executive Officer.

### **13 PENNANT SELECTORS/MANAGERS – MENS BOWLS**

- 13.1 The Board, shall determine the number of members to be selected as Selectors for Men's Bowls for the ensuring year. The duties of the Selector or Selectors to be pursuant to this Bylaw shall be to select members of the Club to represent the Club in Men's Pennants and other Association fixtures and in inter club and other competitions generally.
- 13.2 Candidates for the position/positions of Pennant Selector and Pennant Managers pursuant to this By Law shall be members of the RNSWBA and be elected at the Men's Bowls Members Annual General Meeting.
- 13.3 **“PENNANT SELECTORS”** – Men's Bowls, shall be responsible for the selection of all Pennant grades.
- 13.4 **“PENNANT MANAGERS”** – Men's Bowls. All Pennant Grade Managers to be appointed by the Bowls Manager and Pennant Selectors, with the approval of the Board of Directors.
- 13.5 Should a casual vacancy occur in respect to the position of Bowls Coordinator, Selector or Pennant Manager (as the case may be) such vacancy shall be filled by a Director of the Board. Any person so appointed to fill such vacancy shall hold office only until the next Annual General Meeting.

### **14 MATCH COMMITTEE**

- 14.1 The Match Committee shall consist of the Bowls CoOrdinator who shall be Chairperson and two (2) bowling members. The Match Committee shall :
- 14.2 Have full control of all Club competitions, entries, handicaps, draws, playing dates etc.
- 14.3 Present to the Board of Directors annually for approval, a suggested programme and conditions of play for the ensuring year's competition.
- 14.4 In conjunction with the Bowls Manager make draws and conduct competition in accordance with the conditions of play.



- 14.5 Strictly apply the play or forfeit rule except as varied in the conditions of play.
- 14.6 When necessary formulate any special rules or conditions to apply to the conduct of any bowls event within the Club and, following Board approval, have a copy of such rules posted on the Notice Board.
- 14.7 Arrange all catering for Men's Bowls requirements.
- 14.8 Ensure that championships are scheduled for Saturday afternoons, 1.00pm start, Sunday mornings, 9.30am start and Sunday afternoons, 1.00pm start if and when required.

## **15 BOWLS COACH(ES)**

- 15.1 Bowls Coaches shall give instruction on all points of the game to new players.
- 15.2 Give basic instructions on all points of the laws and etiquette to new players.
- 15.3 Assist members of the Club needing instruction.
- 15.4 Maintain an up to date copy of the Rules of Bowls and advise bowling members of the changes.

## **16 RULES AND CONDITIONS FOR CLUB CHAMPIONSHIPS & COMPETIONS – MENS BOWLS**

- 16.1 The Match Committee shall be in control of all Club Championships and Competitions. Protests arising in connection with a game must be lodged in writing with the Match Committee within twenty four (24) hours of the stated time for the commencement of the game. Any decision of the Match Committee hereon, shall be subject to an appeal to the Board of Directors within seven (7) days after notice of such decision has been given to the member or members concerned. The decision of the Board of Directors in respect of such appeal shall be final.
- 16.2 All eligible members may enter the Club Championships.
- 16.3 Names of all team members must be nominated by closing date or entry will not be accepted.
- 16.4 The Match Committee shall promulgate the date and time for the playing of each competition and advertise dates when determined. Only the committee shall have the right to alter dates and times, should unforeseen circumstances arise.
- 16.5 In Club Championship events, the play or forfeit rule shall apply. Fourteen (14) days notice of play to be given by the Bowls Manager to the Captain of each team events and to the individual, in case of singles, prior to the first round and six (6) days prior to subsequent rounds. A close family bereavement shall be the only acceptable reason for the deferment of a singles match for a maximum period seven (7) days.

- 16.6 Club Championship events precedence over all other bowling events, except those organised by the Royal New South Wales and Central Coast District Bowling Association.
- 16.7 The Club shall, each year, provide prizes for the Winners and Runners Up of all Championship.
- 16.8 Any player having won a Major Championship or Minor Singles Championship at this Club shall not be eligible to play Minor Championship.
- 16.9 Opposing team captains or players in singles may, by mutual agreement and with the consent of the Match Committee, arrange to play at an earlier date than that set down. Such agreement will be binding and no further deferment will be allowed.
- 16.10 Fifteen (15) minutes grace shall be allowed after the advertised time. If a team is incomplete or a single player has not arrived within that time, the match MUST be forfeited to the opponents(s). Players arriving after the ADVERTISED starting time shall not be allowed to roll up.
- 16.11 **Score Cards:**
- 16.11.1 Score Cards to be obtained from the Bowls Manager or a representative appointed by him.
- 16.11.2 Such cards shall, at the completion of the match, be signed by both Team Captains, or both players, and the Marker in Singles, and returned to the Bowls Manager or his representative.
- 16.11.3 In a case of an unfinished match, the cards shall be returned to the Bowls Manager.
- 16.12 **Inclement Weather:**
- 16.12.1 A match, which is unplayed or unfinished, shall be played, or resumed, as directed by the Match Committee.
- 16.13 **Substitutes:**
- 16.13.1 All substitutes must be approved by the umpire, who shall enter the name of the substitute on the card and initial same. Substitutes shall play in any position except Captain.
- 16.13.2 In the case of Mixed Fours, one (1) lady and one (1) man substitute shall be allowed for each team.
- 16.14 **Markers:**
- 16.14.1 Volunteers will be called to mark the first round of Singles. If insufficient volunteers are available, players will be requested to obtain their own markers. Defeated players in Singles shall be obliged to mark in a succeeding match when required.
- 16.14.2 Any player, who is nominated to mark and finds the he is unable to do so, must obtain a replacement to act in his stead.
- 16.15 **Umpires:**

- 16.15.1 An Official Umpire shall be attendance at all competition matches, if available.
- 16.15.2 If no Official Umpire is available then one shall be appointed by the Controlling Body
- 16.16 A copy of these conditions shall be displayed on the Club Notice Board for all Club Championship and Competitions. All players entering for these events shall be deemed to have agreed to these conditions.
- 16.17 Play shall be in order and at the time set by the Match Committee.
- 16.18 Play shall be governed by the rules and conditions of play adopted by the RNSWBA and any other local competition rules, which may apply.
- 16.19 Players must, at all times, observe the etiquette of Bowls.
- 16.20 Players are responsible for the placement of their names, on a game list and no person shall alter a nominated name or team on a game list, without the approval of the Bowls Manager.
- 16.21 Players in Championships and Pennants are to ensure that mobile phones are turned off.

## **17 WOMENS BOWLING CLUB**

- 17.1 Membership of the Women's Bowling Club within the Gwandalan Bowling Club Limited shall comprise of the following:
- 17.1.1 Member Players – Female Bowling Members of the Club Limited
- 17.1.2 Life Members – Female Life Members of the Club Limited and of the Women's Club vide Clause 3(c) of the Constitution of the Women's Club.
- 17.1.3 Junior Member Players – Female Junior Members of the Club Limited (under the age of 18 years).
- 17.2 Members Players and Life Members shall be entitled to all the playing and social privileges and advantages of the Women's Bowling Club and shall be entitled to attend and vote at any meeting of that Club.
- 17.3 Junior Members Players shall not be entitled to attend or vote ay any meeting or be elected to any office of the Women's Bowling Club.
- 17.4 The members of the Women's Bowling Club shall elect from their number a Management Committee, which shall consist of the Office Bearers as set out below: President, Vice Presidents, Secretary, Treasurer, Publicity Officer, Chairperson of each Sub Committee, Four (4) Committee Members, Three (3) Delegates to the District Women's Bowling Association.

- 17.5 The Board may delegate to the Management Committee of the Women's Bowling Clubs such powers as may be reasonably necessary to enable the Management Committee to effectively manage and administer the activities of the Women's Bowling Club and any such delegation may from time to time be revoked or altered.
- 17.6 The Women's Bowling Club shall with the approval of the Board (such approval not be unreasonably or arbitrarily withheld) and The New South Wales Bowling Association adopt a Constitution to regulate the sporting and other activities of the Women's Bowling Club provided that in the event of any inconsistency between such Constitution, the Memorandum of Association and By Laws of the Club Limited, the Memorandum of Association, the Constitution and By Laws of the Club Limited shall prevail.
- 17.7 It is the intention of the Board that the Women's Bowling Club (subject to the obligation of the Board to foster and maintain the best interest of the Club Limited) to be given maximum autonomy in the conduct of the sporting and social affairs and activities of its members and to this end the Management Committee of the Women's Bowling Club shall be entitled to manage the financial affairs of that Club including the keeping of bank accounts in the name of the Women's Bowling Club, the charging of fees payable to the Club Limited and the conducting of fund raising activities provided that:
- 17.7.1 The Management Committee of the Women's Bowling Club shall supply to the Board a monthly statement, receipts and payments of the Women's Bowling Club.
- 17.7.2 The financial records of the Women's Bowling Club shall be made available for audit as required by the auditor of the Club Limited.
- 17.7.3 Any funds of the Women's Bowling Club in excess of the reasonably foreseeable needs of that Club shall, upon requests, be paid to the Board and become part of general funds of the Club Limited.
- 17.7.4 The Management Committee of the Women's Bowling Club shall supply a copy of the annual financial accounts of that club to the Board prior to presentation of such accounts to members of the Women's Bowling Club as the Board or the auditor may consider appropriate.
- 17.7.5 No monies shall be invested on behalf of the Women's Bowling Club otherwise than with a bank or with a building society of trustee status, without prior approval of the Board of the Club Limited.

17.7.6 No monies shall be invested on behalf of the Women's Bowling Club without prior approval of the Board of the Club Limited.

17.8 The Board of the Club Limited 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 Limited including the activities of the Women's Bowling Club.

## **18 Trading Hours**

18.1 The trading hours of the Club shall be decided from time to time by the Board and appropriate notices of same to be clearly displayed at all times. The Board of Directors has the power to determine, and to alter, the trading hours of the Club's premises or any part of the Club's premises.

18.2 The Board of Directors may, in its discretion, delegate to the CEO the determination of opening and closing times, and may in delegating the power place conditions on its exercise.

18.3 Members and guests shall vacate the Club premise as soon as possible as practicable after trading ceases but in any event within thirty (30) minutes after trading ceases. Staff to announce closing over the public address system at least fifteen (15) minutes before closing.

18.4 No liquor will be made available, poker machine service rendered or jackpots paid after the hours set in accordance with 18.1.

18.5 Members, guests and visitors will ensure, when leaving the Club's premises, they do so quietly and with respect to surrounding neighbours and businesses.

## **19 Club Dress Standards**

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

19.2 Males must wear shirts at all times, whilst all persons must wear footwear.

19.3 Males are not permitted to wear caps or hats whilst within the confines of the Club building.

## **20 Staff**

20.1 No members will reprimand any servant of the Club Limited or direct such servant in his/her duties.

20.2 All complaints against a servant of the Club Limited shall be made in writing to the Chief Executive Officer.

## **21 Poker Machines / Gaming Machines**

21.1 Members and guest shall comply with the special rules governing the playing of poker machines, which are on display

in the poker machine area. Members, guest and visitors shall comply with the special rules governing the playing of poker machines, which are on display in the poker machine area.

- 21.2 No member or guest shall play or engage more than one poker machine whilst there is insufficient machines otherwise available for other members and guests wishing to play a poker machine. Members, guests or visitors are not permitted to reserve a machine other than the one they are playing, and the practice of alternating between machines is not permitted.
- 21.3 No person under the age of eighteen (18) years is permitted to play poker machines or to be in a restricted area. No person under the age of 18years will operate a gaming machine.
- 21.4 No poker machine can be reserved for a period exceeding three (3) minutes.
- 21.5 DELETED
- 21.6 Only coin/notes of legal tender to be used in the player of a poker machine. Only Australian legal tender is to be used to play the Club's gaming machines in the denominations as indicated on the gaming machines.
- 21.7 The gaming machines can only be played by members, guests and temporary members who are lawfully on the Club's premises.
- 21.8 The Club reserves the right to ensure that every jackpot is played off.
- 21.9 The Club reserves the right to delay, or refuse, the payment of any monies purporting to won been won an any gaming machines operating in the Club's premises where the CEO/Duty Manager believes, on reasonable grounds, that:
  - a) The machine is faulty; or
  - b) The machine has been manipulated; or
  - c) The person claiming payment has not been signed into the Cub in accordance with the Registered Clubs Act.

## **22 Cheques**

- 22.1 Members, other than Temporary or Honorary Members, may cash a single cheque to the value of two hundred (\$200.00) dollars on any one day, which must be payable to Gwandalan Bowling Club Limited and authorised by way of signature by a Club Supervisor or Chief Executive Officer or Director.

- 22.2 If a cheque is not honoured on presentation, the Board may withdraw, from the member the privilege of cashing further cheques.
- 22.3 Notwithstanding the foregoing, no cheque shall be cashed where to do so would interfere with the normal trading operations of the Club.

### **23 Donations, Raffle, Pamphlets, Petitions etc**

- 23.1 No person shall solicit donations or offer raffle tickets for sale on the premises of the Club Limited without prior approval of the Chief Executive Officer.
- 23.2 No pamphlet, notice or other material will be displayed or exhibited in or upon the premises of the Club Limited without the prior approval of the Chief Executive Officer or in his/her absence the Chairman or in the absence of both of those persons, the Club Supervisor.
- 23.3 No petition of any kind, other than as provided for in the Constitution, shall be brought on to the premises of the Club Limited for the purpose of signature or otherwise, without the sanction of the Board.

### **24 Suggestions / Complaints**

- 24.1 The Board welcomes constructive suggestions to improve the operation of the club. The Chief Executive Officer will acknowledge in writing the receipt of all correspondence under this section and advise of the relevant outcome, as a matter of courtesy.
- 24.2 All suggestions or complaints should be in writing and delivered to the Chief Executive Officer.
- 24.3 The Chief Executive Officer shall raise at the next Board meeting any notice received in accordance with By Law 23.2

### **25 Entrance Fees and Subscriptions**

- 25.1 The entrance fee, annual subscriptions and green fees payable by members of the Club Limited shall be such as the Board of Directors shall from time to time prescribe.

### **26 Meetings - other**

- 26.1 Meetings of any description are not to be arranged without the approval of the Board of Directors.

### **27 Car Parking**

- 27.1 Cars parked in the Club parking area must only be parked in the marked spaces.
- 27.2 Labelled vehicle spaces are for the sole use of designated office bearers and/or Disabled persons “whose disability permit must be displayed”

## **28 Membership Cards**

- 28.1 Each applicant for membership agrees to be photographed and such photograph be stored on the Clubs computer system for the means of identification.
- 28.2 The Club will only collect, use and disclose photographs of members in accordance with the Club's Privacy Act.
- 28.3 Should a member be found to have lent their membership card to another person, the member will be required to show cause to the Board of Directors why the member should not be disciplined pursuant to the Club's Constitution.

## **29 Entry to the Club's Premises**

- 29.1 Members must produce their current membership card to gain entry to the Club's premises.
- 29.2 No person who, in the view of the Manager on Duty, is intoxicated will be permitted to enter the Club's premises.
- 29.3 Persons under the age of 18 will not be permitted in:
  - a) Areas of the Club's premises where gaming machines are played; or
  - b) Any bar, except where it provides the only practical means of access to an unrestricted area or when it is reserved for a private function; or
  - c) Ant restricted area as defined by the Registered Clubs Act and recorded in the Licensing Court of NSW.
- 29.4 Members who are suspended are not permitted to enter the Club whilst they are suspended.
- 29.5 Members who have been removed from the Register of Members for disciplinary purposes are not permitted to enter the Club's premises unless expressly authorised to do so by the Board of Directors.

## **30 Address of Members**

- 30.1 The official address of a member for the purposes of receiving notices will be the address nominated by the member in the member's application for membership, or any change to that address that the member has notified to the Club previously.

## **31 Deceased Members**

- 31.1 The Club's administration shall be informed of a deceased member by existing family members or next of kin as soon as possible following death.
- 31.2 Upon receiving such notification, the deceased members details will be entered into a suspended membership within the Clubs membership database to preserve all member details including any financial liability held.



31.3 Upon receiving notification of the deceased members passing by item 31.1, the deceased members funeral notice will be displayed within the Club and the Clubs flag will be flown at half mast on the day of arranged funeral and/or memorial service.