

MURRUMBEENA PARK BOWLS CLUB INC.

(Reg No. 00A12008V)

Regulations and Bylaws

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Amended following the
Special General Meeting of
17 May 2015

Amended by General
Committee, November 2016

Amended by General
Committee, October 2019

Amended by General
Committee, March 2020

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SECTION 1 NAME & STATEMENT OF PURPOSES

1 NAME

The name of the Club is MURRUMBEENA PARK BOWLS CLUB INC.

(in these Regulations called “the Club”)

2 INTERPRETATION

- 1) In these Regulations, unless the contrary intention appears -
 - (a) “Committee” means the Committee of Management of the Club.
 - (b) “Financial Year” means the year ending 31st March.
 - (c) “General Meeting” means a general meeting of members convened in accordance with Part III of the Club Constitution.
 - (d) “Member” means a member of the Club who has voting rights.
 - (e) “The Act” means the *Associations Incorporation Reform Act 2012* (Vic).
 - (f) The singular shall include the plural, the masculine shall include the feminine and vice-versa
- 2) In these Regulations, a reference to the Secretary of the Club is a reference to where a person holds office under the Constitution as appointed Secretary of the Club.
- 3) The Committee shall interpret the meaning of any words or expressions contained in these Regulations in any case where doubt arises subject only to confirmation or contradiction by a general meeting called for the purpose.
- 4) No wording or meaning within these regulations shall replace or over-rule the Club Constitution. The Constitution will take precedence over these regulations.

3 STATEMENT OF PURPOSES

- 1) The objects for which the Club is established are described in Part I of the Constitution, and,
- 2) To formulate and put into effect such other objects as the members shall determine, but always have in mind the advancement and best interests of the game of bowls and the engendering by association of fraternal feeling amongst bowlers.

SECTION 2 MEMBERSHIP

4 MEMBERSHIP

- 1) Part II of the Constitution contains the details of the rights and responsibilities of members as detailed below, and expansion of membership categories is detailed within these Regulations.
Clause 5 – Membership of Club
Clause 6 – Subscriptions and Fees
Clause 7 – Registers
Clause 8 – Resignation of Members
Clause 9 – Expulsion, Suspension or Fining of Members

- 2) Categories of Membership
Affiliated (Full) Members
Life Members
Social Bowling Members
Honorary Members
Social Non-Bowling Members
Junior Members.

- 3) Affiliated & Life Members, who alone shall be entitled to vote at meetings and to be elected to office in the Club, shall be accorded all the privileges of the Club, while Honorary, Community, Social and Junior Members shall be entitled to privileges set out in these Regulations.
Affiliated (Full) Members:
 - a) Any person over the age of 18 years may be a Full Member of the Club.
 - b) Shall be accorded all the privileges of the Club as set out in these Regulations
 - c) Shall be entitled to vote at meetings
 - d) Shall be an Affiliated Member of Bowls Victoria and may participate in Pennant Competitions, Club Competitions, Club Championships and Inter-Club Competitions.
 - e) Shall be entitled to be elected, after 2 years continuous Full Membership, to:-
 - (i) hold an Office Bearer position of the Committee;
 - i. be a member of a Sub-Committee, the Selection Committee, or the Tournament Committee;
 - f) Shall pay an annual subscription as decided by the Committee.

- 4) Life Members
 - a) Any member who may have rendered special or outstanding service to the Club may at any General or Special General Meeting, on the recommendation of the Committee and on receiving at least 75% of the votes from the members present at such meeting, be elected a Life Member of the Club with full privileges without payment of any subscription.
 - b) No member shall be eligible for honorary Life Membership unless they have been a member of the Club for at least 10 continuous years.

- c) Voting for Life Membership shall be taken by a show of hands. The Chairperson must declare the result of the resolution on the basis of the vote.
 - d) There may be up to a maximum of two members elected to Life Membership, per financial year of the Club.
 - e) A Life Member shall not be relieved of any financial obligation other than the annual Club subscription.
- 5) Social Bowling Members
- a) Any person over the age of 18 years may be a Social Bowling Member of the Club.
 - b) Social Bowling Members shall be entitled to all the privileges of the Club other than the right to vote or hold office, or to participate in Pennant competitions, except as emergency (substitute) payers. Social Bowling Members may participate in Club Competitions other than the "Champion of the Green".
 - c) Social Bowling Members shall pay an annual subscription as decided by the Committee.
- 6) Honorary Members
- a) Members of other Bowls Clubs present at the Club for the purpose of playing bowls are Honorary Members for that day.
 - b) Any member of any Bowls Club whose green is distant more than 20km from the Club premises may, on the introduction by a member of the Club, be elected by any two members of the Committee as an Honorary Member for a period not exceeding fourteen consecutive days without payment of any subscription, and the Committee shall have power to extend the period for a further fourteen consecutive days, if so desired, on conditions to be determined by the Committee.
 - c) Honorary Members may be elected and the period of their membership fixed or extended by an Election Committee consisting of any two members of the Committee and the name and address of each Honorary Member, together with the name of the introducing member and the names of the members of the Committee by whom they are elected shall be entered in a book to be kept for that purpose, and the introducing member shall be responsible for the bona fides of the person introduced.
 - d) The Committee shall have power to withdraw any or all privileges from Honorary Members and Honorary Members are not and shall not be entitled to take part in any annual or special meeting nor vote upon any subject thereat. They shall not have any right, title or interest in or to any of the property of the Club.
 - e) No person shall be allowed to become an Honorary Member of the Club or be relieved of the payment of subscription or other financial obligations except as provided for by these Regulations.
- 7) Social Non-Bowling Members
- a) Any person over the age of 18 years may be a Social Non-Bowling Member of the Club.

- b) Social Non-Bowling Members shall be entitled to all the privileges of the Club other than the right to vote or hold office, or to take part in bowling on the Club green unless invited by a Full Member.
- c) Social Non-Bowling Members shall pay an annual subscription as decided by the Committee.

8) Junior Members

- a) No person under the age of 18 years shall be admitted as a member other than as a Junior Member.
- b) Any person of good character aged not more than 18 years who is nominated and approved for Junior Membership of the Club in accordance with these Regulations is eligible to be a Junior Member on payment of the annual subscription payable under these Regulations. Junior members shall not exceed 20 at any one time.
- c) Junior Members shall not be entitled to purchase or consume liquor on the premises of the Club nor shall they be eligible to hold office or vote at any meeting of the Club, but shall be entitled to participate in such Bowls activities on the greens as the Committee shall determine.
- d) On attaining the age of 18 years, Junior Members shall be ineligible to continue in such membership class but shall be eligible for nomination and election to other membership as provided in these Regulations and the Constitution without delay.

5 SUBSCRIPTIONS AND FEES

Rule 6 of Constitution

6 REGISTER OF MEMBERS

Rule 7 of Constitution

7 RESIGNATION OF MEMBERS

Rule 8 of Constitution

8 EXPULSION, SUSPENSION OR FINING OF MEMBERS

Rule 9 of Constitution

SECTION 3 MEETINGS

9 ANNUAL GENERAL MEETINGS

Rule 10 of Constitution

10 GENERAL MEETINGS

Rule 11 of Constitution

11 NOTICE OF MEETING

Rule 12 of Constitution

12 PROCEEDINGS AT MEETINGS

Rule 13 of Constitution

13 VOTING AT GENERAL MEETINGS

Rule 14 of Constitution

SECTION 4 MANAGEMENT

14 COMMITTEE OF MANAGEMENT

Rule 15 of Constitution

15 PRESIDENT

The position of President shall be appointed by the Annual General Meeting. An Officer may be re-appointed as President.

Except as otherwise provided in these Regulations the President shall preside at all meetings, regulate and keep order in all proceedings, and carry into effect the Rules, Regulations and By-Laws of the Club.

16 SECRETARY

The position of Secretary shall be appointed by the Annual General Meeting. An Officer may be re-appointed as Secretary.

The Secretary of the-Club:-

- 1) shall be the executive officer of the Committee;
- 2) shall keep minutes of the resolutions and proceedings of each General Meeting and each Committee Meeting in books provided for this purpose together with a record of the names of persons present at Committee Meetings;
- 3) shall conduct all correspondence in connection with the general business of the Club;
- 4) shall prepare for submission to the Annual General Meeting the report of the Committee and on the activities of the Club during the year;
- 5) shall in any other respect carry out the duties usually associated with the office of Secretary;
- 6) shall ensure that there are kept proper accounts and records of the transactions and affairs of the Club and such other records as will sufficiently explain the financial operations and financial position of the Club; and
- 7) shall keep in his custody or under his control all books, documents and securities of the club, except as otherwise provided in these Regulations.

17 TREASURER

The position of Treasurer shall be appointed by the Annual General Meeting. An Officer may be re-appointed as Treasurer.

The Treasurer of the Club:-

- 1) shall collect and receive all monies due to the Club and make all payments authorized by the Committee;
- 2) shall keep correct accounts and books showing the financial affairs of the Club with the particulars usually shown in books of a like nature and full details of all income and expenditure connected with the activities of the Club;
- 3) shall arrange for the deposit of all monies belonging to the Club with the Club's bankers;
- 4) shall prepare and submit financial statements to each Annual General Meeting; and
- 5) shall submit a statement of cash transactions and of the financial position of the Club, including bank balances, at each Committee meeting.

18 GREEN'S MANAGER

The Green's Manager shall be elected by the Annual General Meeting.

- 1) The Green's Manager shall have full control and supervision of the playing area and power to prevent play at any time when it is considered the area may be damaged thereby and notice posted by the Officer shall be sufficient.
- 2) The Green's Manager shall have full control over the duties of the Greenkeeper and shall be responsible to the Committee only for the conditions of the greens for bowling purposes.
- 3) No member shall be allowed to play on the playing area unless wearing approved smooth soled and heel-less bowling shoes.
- 4) In the absence of the Green Manager, any two members of the Committee shall have power to prevent play at any time.
- 5) In all other respects the supervision and control of the playing area and lawns shall be in the hands of the Committee whose ruling thereon shall be final.

19 BAR MANAGER

The Bar Manager shall be elected by the Annual General Meeting.

- 1) The Bar Manager shall be Chairman of the Bar Sub-Committee (appointed by the Committee). He shall have control over the bar and is authorised to make the necessary purchases of liquor and goods that will be of benefit to members of the Club, together with all cleaning materials necessary for the maintenance of the bar.
- 2) All purchases shall be paid by the Bar Manager or an authorised officer of the Club. All payments made, including cheque, debit card, or cash payments shall be substantiated by a receipted invoice.
- 3) The Bar Manager shall prepare and submit financial statements to each Annual General Meeting; and

- 4) shall submit a statement of cash transactions and a financial report of the bar for the previous month at each Committee Meeting.

20 REMOVAL OF MEMBER OF COMMITTEE

(See Rule 17 of Constitution)

21 INDEMNITY OF OFFICERS

(See Rule 29 of Constitution)

SECTION 5 FINANCIAL

22 BANKING ACCOUNT

- 1) The banking account of the Club shall be kept with such Bank(s) or Financial Institutions as shall from time to time be approved by the Committee
- 2) All cheques drawn on the account and all drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by two of the President, the Vice-Presidents, the Treasurer, or Secretary, provided that should any of these officers be absent through illness or other cause and a substitute or acting appointment be made by the Committee, then such person acting in the place of any one of the officers mentioned shall be empowered to sign in like manner.

23 CONTROL OVER PROPERTY

- 1) Except that the negotiation of a loan, the issuing of debentures, the giving of any security over any property of the Club, the selling or purchasing any realty, the leasing of any land or buildings the property of the Club for any term exceeding three years, and all other measures in any way extending the liabilities of the Club beyond the assets and estimated revenue of the Club shall require the previous sanction of a General or Special General Meeting of the Club, the property of the Club shall be subject to the control and disposition of the Committee who are empowered to negotiate loans, issue debentures and sell or purchase any realty and lease any land or buildings of the Club for any term exceeding three years, subject to such sanction as aforesaid.
- 2) The orders in writing of a quorum of those assembled at the meetings, and signed by the Chairman of the day, and attested by the Secretary, shall vindicate anything done or purported to be done by them in pursuance of such direction, and no person not being a member of the Club shall be entitled to inquire into the regularity of such direction beyond the verification of the signature of the Secretary.

24 BORROWING POWERS

- 1) If at any General Meeting or Special General meeting the Club shall pass a resolution authorizing the Committee to borrow money, the Committee shall thereupon be empowered for the purpose of the Club to borrow such amount of money, either at one time or from time to time and at such rate of interest, and in such form or manner and upon such security as shall be specified in such resolution and thereupon the Committee shall make all dispositions of the Club property, or any part thereof and enter into such agreements in relation thereto as the Committee may deem proper for giving security for such loans and interest.
- 2) All members of the Club shall be bound by the decision of the meeting.

25 AUDIT

- 1) An Auditor or a firm of independent auditors who shall not be office bearers of the Club shall be appointed at each Annual General Meeting.
- 2) Nominations for such office shall be taken at the Annual General meeting in each year.
- 3) The Auditors shall have power at all times to examine the books and documents of the Club and shall as soon as convenient after the close of the financial year in each year audit a Statement of Income and Expenditure and Balance Sheet setting forth the financial business of the Club since the end of the preceding financial year prepared by the Treasurer.
- 4) Any report of the Auditors shall be submitted to the Annual general Meeting.

26 FUNDS

(See also Rule 23 of Constitution)

- 1) The funds of the Club shall be derived from annual subscriptions, green fees, competition entry fees, donations and such other sources as the Committee determines.
- 2) The Club shall provide and maintain its facilities from the Joint funds of the Club.

27 APPLICATION OF PROFIT

(See Rule 24 of Constitution)

SECTION 6 GENERAL

28 BOWLS SECRETARY

The Annual General Meeting shall each year appoint a Bowls Secretary. The main duties and responsibilities of the Bowls Secretary are:

Update Club notice-boards with appropriate material e.g. State and Region Tournament Entry Forms and details.

Together with the appropriate groups, co-ordinate arrangements for special events allocated to the Club, e.g. State/Region and invitational events. This includes liaison with the Greens Committee (availability of greens), the Tournament Committee, the Bar Committee, the Umpires Chairperson, etc.

Collect fees and submit entries for Region/State events.

Furnish match results to media and/or recorders as required.

Arrange markers for singles championships held at the Club.

29 SELECTORS

- 1) The Selectors will be elected by Members at the Annual General Meeting.
- 2) The number of Selectors elected shall be appropriate to the number of Pennant Sides entered into the Bowls Victoria competitions, and this number will be agreed at the Annual General Meeting..

30 TOURNAMENT COMMITTEE

The Annual General Meeting shall each year appoint a Tournament Committee to conduct bowling events as necessary. The Tournament Committee shall have the power to set the Conditions of Play for such events.

31 COLOURS OF THE CLUB

The colours of the Club are gold and maroon.

32 HONORARY SOLICITOR

There may be an Honorary Solicitor to the Club, who may be appointed by the Committee upon such terms and for such period as such Committee shall direct.

33 SUPPLY OF LIQUOR

(See Rule 21 of Constitution)

34 VISITORS

- 1) Members of the Club may bring guests to the Club during the hours in which it lawful to supply the guests to a licensed Club with liquor provided that no person shall be introduced as a visitor who has been expelled from membership of a bowling club or whose conduct or presence on the Club's premises shall be considered objectionable or prejudicial to the interests of the Club.
- 2) The names of all guests and the names of members introducing them shall be recorded in a book kept for that purpose, and the introducers shall be responsible for their conduct and any damage they may cause while in the Club. Such visitors may only remain in the Club during the pleasure and in the presence of the member introducing them to the Club.
- 3) The foregoing restrictions shall not apply to visitors attending a particular function or particular occasion conducted on the licensed premises in respect of which a limited licence has been obtained under the Liquor Control Act 1987.
- 4) The privileges of this regulation may be withdrawn by a majority decision made at a Committee or Special Meeting called for such purpose.
- 5) Guests may be allowed to take part in games, but not to the exclusion of members of the Club.
- 6) Members introducing guests are held responsible for any debts contracted by them to the Club.
- 7) No more than 290 persons being such number as the licensed premises can adequately accommodate, will be permitted on the licensed premises at any one time.

35 OBJECTIONABLE BEHAVIOUR

- 1) On the Club premises no objectionable language or unlawful gambling or betting shall be allowed.
- 2) Any infringement of this regulation may be brought under the notice of the Committee, who for each offence shall have power to inflict a fine not exceeding \$100 on the member so offending, and no member so fined shall be permitted to enjoy the privileges of membership until such fine has been paid.

36 DAMAGE TO PROPERTY

- 1) No member shall remove from the Clubhouse or deface or injure any article, the property of the Club.
- 2) Members removing, breaking or damaging any article, the property of the Club, shall pay for the same at a price fixed by the Committee.

37 DISPUTES AND SUGGESTIONS

- 1) All suggestions and complaints must be made in writing to the Secretary, who shall bring the same before the Committee at the next meeting.
- 2) Should any dispute or disagreement arise between members on the Club premises, the same may be referred in writing to the Committee by either party.
- 3) The Committee shall have power to deal with same and impose such fine, not exceeding \$100 as it shall consider fit.
- 4) Until such fine has been paid the member in default shall not be entitled to exercise any of the privileges of the Club.

38 CLUBHOUSE OPEN

The Clubhouse shall be open to members for such times, and on such conditions, as may be decided by the Committee from time to time.

The opening times should be posted so members are aware of current situation.

39 WINDING-UP OR CANCELLATION

(See Rule 28 of Constitution)

40 ALTERATION OF REGULATIONS AND STATEMENT OF PURPOSES

(See also Rule 27 of Constitution)

- 1) The Committee may add new Regulations and alter, amend or rescind existing Regulations as occasions may require, and enforce penalties for their breach. Such Regulations shall have the same force and effect as this Constitution, but shall not be in any way oppose or be in conflict with this Constitution. Such Regulations shall be available for inspection in the Club premises.

Amendments, alterations, interpretation or other changes to Regulations shall be advised to Members by means of notice approved by the Committee.

Notices shall be binding upon all Members.

- 2) In the event that the Committee shall be advised that for the purpose of any application to the Liquor Licensing Commission, any regulation or regulations require to be altered, amended or repealed for the purpose of complying with the Liquor Control Act 1987 or any subsequent amending or corresponding enactment of the policy of the said Commission, the Committee shall have power to alter, amend or repeal any such regulations accordingly and any such alteration, amendment or repeal shall notwithstanding anything elsewhere contained in these Regulations forthwith take full effect.