

# Regulations

Approved by Board Meeting held on 10 September 2025



**CITY OF HEIDELBERG BOWLING CLUB INC.**  
**Registration No. A0005338G**  
**ABN: 82-721-660-530**

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# City of Heidelberg Bowling Club Inc. A0005338G

## REGULATIONS

Created under Section 38 of the Club's Constitution

Regulations applying to the orderly running of the City of Heidelberg Bowling Club Inc. hereinafter called "The Club"

### SECTION 1 - STATUS OF REGULATIONS

1. Regulations binding
  - a) These Regulations are made under rule 38 of the Constitution. Without limiting the Board's power under the Constitution the Board may review, amend and enforce these Regulations as it deems necessary or appropriate.
  - b) These Regulations are binding on all Members.
2. Interpretation
  - a) These Regulations shall be interpreted in a manner consistent with the Constitution. Any word or phrase which is defined in the Constitution will have the corresponding meaning in these Regulations unless otherwise set out.
  - b) Dual Member means a Bowler being a full Member of a Club (the Nominated Club) where their full annual capitation fees are paid and being a full Member of another Club (the second Club).
  - c) FOBS refers to the electronic instrument used for gaining entry onto the Club's grounds and buildings
  - d) References to "him" are intended to be read as gender neutral
3. Definitions

Words which are defined in the Constitution have not been redefined in these Regulations

Gender Neutral means that any Financial, Affiliated Member regardless of gender may be elected to any position within the Club

Secretary (Board) means the Secretary of the Board and in any other case, means the Public Officer of the Club.

Secretary (Bowls) means the Secretary of the Bowls Section.

"Statement of Purpose" refers to the Statement of Purpose as described in the Constitution of the club.

The Act means the Associations Incorporation Reform Act 2012 (Vic).
4. These Regulations should be read in conjunction with the Club Constitution.

Should at any time the Regulations conflict with the Constitution, the Constitution shall take precedence.

## SECTION 2 - MEMBERSHIP

5. (1) The Club shall consist of the following classes of Members:
  - (a) Full Members,
  - (b) Life Members,
  - (c) Honorary Members,
  - (d) Social Members,
  - (e) Junior Members,
  - (f) Dual Members
  - (g) Restricted Members
- (2) Full and Life Members, who alone shall be eligible to vote at meetings and to hold office in the Club, shall be entitled to all the privileges of the Club, while Honorary, Social, Junior, Restricted and Dual Members shall be entitled to the privileges set out in these Regulations.

### APPLICATION FOR MEMBERSHIP

6. (1) A person aged not less than 12 years who is nominated and elected to membership as provided in these rules is eligible to be a member of the Club on payment of the entrance fee and annual subscription payable under these Rules.
- (2) A person who is not a member of the Club at the time of the incorporation of the Club (or who was such a member at the time but has ceased to be a member) shall not be elected to membership:
  - (a) unless he is nominated as provided in sub-clause (3) and
  - (b) his admission as a member is approved by the Board.
- (3) A nomination of a person for membership of the Club:
  - (a) shall be made in writing in the form set out in Appendix 1; and
  - (b) shall be lodged with the Secretary of the Club.
- (4) As soon as is practicable after the receipt of a nomination the Secretary shall post it on the Club's notice board for exhibition at least seven days immediately preceding the day of election and an interval of not less than two weeks shall elapse between the date of nomination and election.
- (5) Members shall be elected by the Board by ballot and
  - (a) three adverse votes shall exclude the applicant.
  - (b) the decision of the Board as to whether any candidate has been duly elected or not shall be final.
  - (c) a record shall be kept by Secretary of members of the Board voting at any election of Members of any classification.
- (6) Upon a nomination being approved by the Board, the Secretary shall, with as little delay as possible, notify the nominee in writing that he is approved for membership of the Club and request any due payment within the period of 28 days after receipt of the notification of the sum payable under these rules as the entrance fee and the first year's annual subscription, and present him with a copy of the Rules and Laws of the game of bowls.
- (7) The Secretary, shall upon payment of the amounts referred to in sub-clause (6) within the period referred to in that sub-clause, enter the nominee's name in the register of members kept by him and upon the name being so entered, the nominee becomes a member of the Club.
- (8) If a newly elected member fails to pay any due payment within 28 days after being notified of the person's election, his election shall be void unless he justify the delay to the satisfaction of the Board.
- (9) The payment of the subscription or using the Club's property shall imply a member's acquiescence in the Regulations of the Club.
- (10) Any person whose application for membership is rejected or whose election is voided under Regulation 5(8) shall not again be nominated for a period of at least two years from the date of the rejection or voidance of membership.
- (11) A right, privilege or obligation of a person by reason of his membership of the Club:
  - (a) is not capable of being transferred or transmitted to another person;
  - (b) terminates upon the cessation of his membership whether by death, ~~or~~ resignation or otherwise.
- (12) A newly elected member, at the discretion of the Board is entitled to a FOB on payment of the appropriate fee.

### LIFE MEMBERS

7. (1) Any person who shall have rendered special service or services to the Club may on the unanimous recommendation of the Board be elected a Life member of the Club with full privileges and without payment of any subscription provided always that there shall not be at any time more than 10 per cent of members being Life Members of the Club.
- (2) A Life Member shall not be relieved of any financial obligation other than the Annual Subscription.
- (3) A Life Member is entitled to a FOB on payment of the appropriate fee.

- (4) The Board shall not recommend for Life membership, any person who is currently employed by the club.
- (5) The Board shall not recommend for Life Membership, any person who currently holds any elected office within the Club

#### HONORARY MEMBERS

8. (1) Members of other Bowls Clubs present at the Club for the purpose of playing bowls are Honorary Members for that day.
- (2) Any member of any Bowls Club whose green is distant more than 20 kilometers from the Club premises may, on the introduction by a member of the Club, be elected by any two members of the Board as an Honorary Member for a period not exceeding fourteen consecutive days without payment of any subscription, and the Board shall have power to extend the period for a further fourteen consecutive days, if so desired, on conditions to be determined by the Board.
- (3) 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 Board 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 Board 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..
- (4) The Board 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.
- (5) No person shall be allowed to become an Honorary or Temporary Member of the Club or be relieved of the payment of subscriptions or other financial obligations except as provided for in these regulations.

#### SOCIAL MEMBERS

9. (1) Any person over the age of 18 years may be elected a Social Member of the Club.
- (2) Social Members shall be entitled to all the privileges of the Club other than the right to vote or to hold office or to take part in bowling on the Club green.
- (3) Social Members shall pay an annual subscription as determined by the Board.
- (4) A Social Member may at the discretion of the Board, be issued with a FOB.

#### JUNIOR MEMBERS

10. (1) No person under the age of 18 years shall be admitted as a member other than as a Junior Member.
- (2) Any person of good character aged not less than 12 years nor 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 any entrance fee and Annual Subscription payable under these Regulations.
- (3) 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 Board shall determine.
- (4) On attaining the age of 18 years, Junior Members shall be ineligible to continue in such membership class but shall be automatically transferred to either full or restricted membership without delay.

#### DUAL MEMBERS

11. (1) Dual Members shall not 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 Board shall determine.
- (2) A Dual Member shall not be eligible to vote on Region, Division or BV matters or hold office in the second Club, unless so provided in the Club's constitution
- (3) Dual Members shall pay an annual subscription as determined by the Board.
- (4) Where an existing member transfers to another club and wishes to remain as a dual member, an application in writing is to be submitted to the Board for their determination.
- (5) An application for dual membership from a bowler affiliated with another club will need to be in writing for determination by the Board and no FOB or key will be issued.

#### RESTRICTED MEMBERS

12. (1) Restricted Members shall not 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 Board shall determine.
- (2) Social Members shall pay an annual subscription as determined by the Board
- (3) A Restricted Member is entitled to a FOB on payment of the appropriate fee.

## ANNUAL SUBSCRIPTION

13. (1) A defined annual subscription of not less than \$10 or such lesser amount approved by the Liquor Licensing Commission for any particular class of member shall be determined by the Board of Management at its last meeting prior to the Annual General Meeting for the coming Financial Year and shall be due and payable in advance or not later than the 30th of June of that Year. Any member transferring to another class of membership shall pay the difference between the respective membership classes where a higher annual subscription is applicable.
- (2) If a member enters after the 1st day of January in any year the subscription for the then remaining portion of the year shall be fixed at the discretion of the Board, but shall be not less than that defined by the Liquor Control Reform Act, 1998
- (3) The Board is empowered to prevent any member whose subscription is in arrears from exercising the whole or any of the privileges of the Club.
- (4) If any members fails to pay the Annual Subscription within two months of the commencement of the financial year in any year his membership shall thenceforth cease but should a sufficient explanation be made to the Board it shall have the power to restore his name to the register upon payment of the amount due.
- (5) Should any member of the Club from any cause whatsoever cease to be a member for one or more years he may be readmitted without paying back subscriptions, provided a majority of the Board consent thereto.
- (6) Any member contemplating absence for a period may on application to the Board be granted leave of absence for a period not exceeding two years, subject to the payment of a nominal amount fixed by the Board..
- (7) The Board may, at its discretion, reduce a member's subscription for a period not exceeding twelve months.

## REGISTER OF MEMBERS

14. (1) The Secretary shall keep and maintain, in a form approved by the Liquor Licensing Commission a register of members in which shall be entered the full name, address and date of entry of the name of each member together with the date of the latest payment of his subscription and the register shall be available for inspection by members and officers authorised under the Liquor Control Act 1987 at the address of the Club.
- (2) Every member shall communicate in writing any change of his address to the Secretary who shall register same.
- (3) Unless the Board shall otherwise decide, the maximum number of members of the Club shall be 250.
- (4) The Board shall ensure that Full, Restricted and Life Members constitute at least 60 per cent of the total membership of the Club excluding Junior, Social and Dual members.

## LIABILITY OF MEMBERS

15. If a member, by breach of these rules, or by unlawful act, causes the Club or officer of the Club to pay any money, such member shall be civilly liable to the Club or such officer for the amount so paid.

## EXPULSION OF A MEMBER

16. Notwithstanding Section 10 of the Constitution if:
- (a) At the expiration of any financial year in respect of which any person shall have paid the subscription, the Board, if it is of the opinion that such person does not align with the best interests of the Club that such person should continue to be a member, may decline to accept any further subscriptions from such person..
- (b) The Secretary shall notify such person of this decision and he shall thereupon cease to be a member of the Club.

## BOWLS COMMITTEE

17. (1) The Officers of the Bowls Committee shall be:  
EXECUTIVE
- (a) President
- (b) Secretary
- (c) And other members elected at the Annual General Meeting.
- (2) Each officer of the Bowls Committee shall, subject to these rules, hold office for not less than 12 months and until their successor is elected but is eligible for re-election.
- (3) In the event of a casual vacancy occurring in the office of an ordinary member of the Bowls Committee, the Committee may appoint a member of the Club to fill the vacancy and the member so appointed shall hold office, subject to these rules, until the conclusion of the Annual Meeting next following the date of their appointment.

## CLUB DELEGATES

18. (1) Two Delegates to Bowls Victoria, one from each of the Saturday and Tuesday Bowls Sections, shall be elected by the Annual General Meeting.
- (2) Any Delegate absent from two consecutive meetings without good and valid reason to satisfaction of the Committee shall be

held to have vacated his office.

- (3) The Committee shall have the power to fill any vacancy.
- (4) The Delegates shall make regular reports to the Bowls Committee.

#### ELECTION OF OFFICERS, COMMITTEES AND VACANCY

19. (1) Nominations of candidates for election as officers or as ordinary members of the Bowls Committee and nominations for the positions of Club Delegates to represent the Club at meetings of Bowls Victoria and for the Match and Selection Committee:
    - (a) shall be made in writing, signed by two members of the respective Section and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
    - (b) shall be delivered to the Secretary of the Club not less than 14 days before the date fixed for the holding of the Annual General Meeting.
  - (2) If insufficient nominations are received to fill all vacancies on the Committees, the candidates nominated shall be deemed to be elected and further nominations shall be received at the Annual General Meeting.
  - (3) 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.
  - (4) If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held.
  - (5) The ballot for the election of officers and ordinary members of the Committees shall be conducted at the Annual General Meeting by two scrutineers appointed by the members at such meetings.
    - (a) The method of voting shall be by crossing out the name of the member or members nominated not desired and leaving the correct number of members to fill the vacant offices.
    - (b) Ballot papers containing a greater or lesser number of persons to be elected shall be informal.
    - (c) If two or more candidates receive an equal number of votes the Chairman shall, in such case, have a second or casting vote.
  - (6) There shall be no restrictions on any member holding office on more than one Committee.
20. (1) For the purpose of these rules, the office of an officer of the Bowls Committee or of an ordinary member of a Committee becomes vacant if the officer or member:
    - (a) ceases to be a member of the Club;
    - (b) becomes an insolvent under administration within the meaning of the Companies (Victoria) Code;
    - (c) resigns his office by notice in writing given to the Section Secretary, or
    - (d) Fails to attend for three consecutive Committee meetings without leave or apology delivered at or prior to the meetings.

#### PROCEEDINGS OF THE BOWLS COMMITTEE

21. (1) The Committee shall meet periodically at least 4 times in each year at such place and such times as the Committee may determine.
- (2) Special meetings Of the Committee may be convened by the President or by any 4 of the members of the Committee.
- (3) Notice shall be given to members of the Committee of any special meeting specifying the general nature of the business to be transacted and no other business shall be transacted at such a meeting.
- (4) Any 4 members of the Committee constitute a quorum for the transaction of the business of a meeting of the Committee.
- (5) At a meeting of the Committee:
  - (a) President shall preside, or
  - (b) if the President is absent, such one of the remaining members of the Committee as may be chosen by the by the members present shall preside.
- (6) Questions arising at a meeting of the Committee or of any sub-committee appointed by the Committee shall be determined on a show of hands or, if demanded by a member, by a poll taken in such manner as the person presiding at the meeting may determine.
- (7) Each member present at a meeting of the Committee or of any sub-committee appointed by the Committee (including the person presiding at the meeting) is entitled to one vote and in the event of an equality of votes on any question, the motion shall fail.
- (8) Written notice of each Committee Meeting shall be served on each member of the Committee by delivering it to him at a reasonable time before the meeting or by sending it by prepaid post addressed to him at his usual or last know place of abode at least two business days before the date of the meeting.
- (9) Subject to sub-clause (4), the Committee may act notwithstanding any vacancy on the Committee.

## SECTION 3 – GENERAL MEETINGS

### ANNUAL GENERAL MEETING

22. (1) The Club shall in each calendar year convene an Annual General Meeting of its members.
- (2) The Annual General Meeting shall be held at such date and place as the Board determines; but not later than the 15th day of September of that year.
- (3) The Annual General Meeting shall be specified as such in the notice convening it.
- (4) The ordinary business of the Annual General Meeting shall be:
  - (a) to confirm the minutes of the last preceding Annual General Meeting and of any General Meeting held since that meeting;
  - (b) to receive from the Board the Annual Report upon the transactions of the Club during the last preceding financial year;
  - (c) to receive and consider the statement submitted by the Club in accordance with The Act;
  - (d) to elect officers of the Board and the ordinary members of the Board;
  - (e) to elect Auditors;
  - (f) to fix the amount of Annual Subscriptions;
  - (g) to elect such sub- committees as the Board shall determine; and
  - (h) to transact any other business affecting the interest and welfare of the Club, of which due notice has been given according to the Rules.
  - (i) To receive the President's report
- (5) The Annual General Meeting shall be in addition to any other General Meetings that may be held in the same year.

### SPECIAL GENERAL MEETING

23. All General Meetings other than the Annual General Meeting shall be called Special General Meetings.
24. (1) The Board may, whenever it thinks fit convene a Special General Meeting of the Club and, where, but for this sub-clause, more than 15 months would lapse between Annual General Meetings, shall convene a Special General Meeting before the expiration of that period.
- (2) The Board shall, on the requisition in writing of not less than 15 members whose subscriptions are not in arrears, convene a Special General Meeting of the Club.
- (3) The requisition for a Special General Meeting shall state the objects of the meeting and shall be signed by the members making the requisition and be sent to the address of the Secretary and may consist of several documents in a like form, each signed by one or more of the members making the requisition.
- (4) If the Board does not cause a Special General Meeting to be held within one month after the date on which the requisition is sent to the address of the Secretary, the members making the requisition, or any of them, may convene a Special General Meeting to be held not later than 3 months after that date.
- (5) A Special General Meeting convened by members in pursuance of these rules shall be convened in the same manner as nearly as possible as that in which those meetings are convened by the Board and all reasonable expenses incurred in convening the meeting shall be refunded by the Club to the persons incurring the expenses.

### NOTICE OF MEETING

25. (1) The Secretary of the Club shall, at least 21 days before the date fixed for holding a General Meeting of the Club and subject to these Regulations, cause to be sent to each member of the Club at his home address appearing in the register of members or by electronic means, a notice stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (2) A copy of the notice shall be posted on the notice board of the Club.
- (3) No business other than that set out in the notice convening the meeting shall be transacted at the meeting.
- (4) A member desiring to bring any business before a meeting may give notice of that business in writing to the Secretary, who shall include that business in the notice calling the next General Meeting after the receipt of that notice.

### NOTICES

26. (1) A notice may be served by or on behalf of the Club upon any member either personally or by sending it by post to the member at his address shown in the Register of Members.
- (2) Where a document is properly addressed pre-paid and posted to a person as a letter, the documents shall, unless the contrary is proved, be deemed to have been given to the person at the time at which the letter would have been delivered in the ordinary course of post.

## PROCEEDINGS AT MEETINGS

27. (1) All business that is transacted at a Special General Meeting and all business that is transacted at the Annual General Meeting with the exception of that specially referred to in these Rules as being the ordinary business of the Annual General Meeting shall be deemed to be special business.
- (2) No item of business shall be transacted at a General Meeting unless a quorum of members entitled under these rules to vote is present during the time when the meeting is considering that item.
- (3) 20 members personally present (being members entitled under these rules to vote at a General Meeting) constitute a quorum for the transaction of the business of a General Meeting.
- (4) If within half an hour after the appointed time for the commencement of a General Meeting, a quorum is not present, the meeting if convened upon the requisition of members shall be dissolved and in any other case shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairman at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place and if at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being not less than 15) shall be a quorum..
28. (1) The Chairman shall preside at each General Meeting of the Club.
- (2) If the Chairman is absent from a General Meeting, the members present shall elect one of their number to preside as Chairman at the meeting.
29. (1) The Chairman of a General Meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) Where a meeting is adjourned for 14 days or more, a like notice of the adjourned meeting shall be given as in the case of the General Meeting.
- (3) Except as provided in sub-clauses (1) and (2), it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting.
30. A question arising at a General Meeting of the Club shall be determined on a show of hands and unless before or on the declaration of the show of hands a poll is demanded, a declaration by the Chairman that a resolution has, on a show of hands, been carried or earned unanimously or carried by a particular majority. or lost, and an entry to that effect in the Minute Book of the Club is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.
31. (1) Upon any questions arising at a General Meeting of the Club, a full member has one vote only.
- (2) All votes shall be given personally, with each vote being of equal value.
- (3) In the case of an equality of voting on a question, the Chairman of the meeting shall declare that the motion has failed.
32. (1) If at a meeting a poll on any question is demanded by not less than ten members, it shall be taken at the meeting in such manner as the Chairman may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.
- (2) A poll that is demanded on the election of a Chairman or on a question of an adjournment shall be taken forthwith and a poll that is demanded on any other question shall be taken at such time before the close of the Meeting as the Chairman may elect.
33. (1) At any Annual General Meeting, or Special General Meeting between the close of the previous financial year and the Annual General meeting, only those members who were financial at the close of the previous financial year shall be entitled to vote.
- (2) A member is not entitled to vote at any other Special General Meeting unless all monies due and payable by him to the Club have been paid.
34. (1) Proxy voting shall be permitted.
- (2) All resolutions of the Annual Meeting of members or of any Special Meeting of the Club shall be conclusive and binding on all members, whether they shall have been present at such meeting or not.

## NON-COMPLIANCE WITH REGULATIONS

35. Non-compliance with any of the Regulations shall not render any proceeding void unless the members at a General Meeting so direct.

## SECTION 4 - BOARD OF MANAGEMENT

36. (1) The affairs of the Club shall be managed by a Board of Management constituted as provided in Rule 43.
- (2) The Board:
- (a) shall control and manage the business and affairs of the Club;
  - (b) may, subject to these Regulations and the Act, exercise all such powers and functions as may be exercised by the Club other than those powers and functions that are required by these regulations to be exercised by General Meetings of the members of the Club;
  - (c) subject to these Regulations and The Act, the Board has power to perform all such acts and things as appear to the Board to be essential for the proper management of the business and affairs of the Club;
  - (d) may from time to time delegate any of these powers to such Sub-Committees consisting of members of the Club as they shall appoint and
    - (i) may recall or revoke any such delegation or appointment;
    - (ii) all Sub-Committees shall, in the exercise of the powers delegated, conform to any regulation that may be prescribed by the Board; and shall be subject and sub-ordinate to such Board, provided always that the Board shall have no power to delegate their control of the supply of liquor to the Club.
  - (e) shall on the authority of a General Meeting of the Club impose levies on the members;
  - (f) shall authorize all expenditure and direct the method of dealing with monies received for or on behalf of the Club; and
  - (g) shall have power from time to time to make, alter or, amend, Regulations for the efficient working of the Club
  - (h) all such Regulations shall be entered by the Secretary in a book to be kept for the purpose and be made available to the members.
  - (i) shall determine the allocation of honorariums and the amount.
37. (1) The elected office bearers of the Board shall be:
- The Executive
- (a) Chairman
  - (b) Treasurer
  - (c) Secretary
- Board Members
- (a) Development Director
  - (b) Bowls President
- (2) The Board may at its discretion appoint for a limited period and for a specific task up to two further Board Members.
- (3) Each member of the Board shall hold office for not less than 12 months and until his successor is elected, but is eligible for re-election.
- (4) In the event of a casual vacancy occurring in the office of any executive member or the Board, the Board may appoint an eligible member of the Club to fill the vacancy and the member so appointed shall hold office, subject to these rules, until the conclusion of the Annual General Meeting next following the date of his appointment.
- (5) The members of the Board shall be elected by members of the class of members that constitutes not less than 60 per cent of the total membership of the Club, excluding Junior, Tertiary Student, Special, Honorary, Dual and Restricted Members, and persons who are members by reason only of reciprocal arrangements with another Club.
- (6) The names of persons proposed for election as members of the Board together with two proposers shall be displayed in a conspicuous place in the Club premises for not less than one week before the date of the election..
- (7) In the event of insufficient nominations being received by the due date, nominations can be made at the Annual General Meeting and if necessary voted on by members entitled to vote at that meeting.
38. The regulations for election of officers, committees and vacancy and for the proceedings of committees so far as they are applicable and with the necessary modifications shall apply to and in relation to the Board.
39. Any 4 members of the Board constitute a quorum for the transaction of business of a meeting of the Board.

### CHAIRMAN

40. Except as otherwise provided in these Regulations the Chairman shall preside at all meetings, regulate and keep order in all proceedings, and carry into effect Regulations of the Club.

## SECRETARY

41. (1) The Secretary of the Board:
- (a) shall be the Executive Officer of the Board;
  - (b) shall keep minutes of the resolutions and proceedings of each General Meeting and each Board Meeting in books provided for this purpose together with a record of the names of persons present at Board Meetings;
  - (c) shall conduct all correspondence in connection with the general business of the Club;
  - (d) shall prepare for submission to the Annual General Meeting the report of the Board and on the activities of the Club during the year;
  - (e) shall in any other respect carry out the duties usually associated with the office of Secretary;
  - (f) 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
  - (g) shall keep in his custody or under his control all books, documents and securities of the club, except as otherwise provided in these Rules.

## TREASURER

42. (1) The Treasurer of the Board:
- (a) shall collect and receive all moneys due to the Club and make all payments authorised by the Board;
  - (b) 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;
  - (c) shall arrange for the deposit of all moneys belonging to the Club with the Club's bankers;
  - (d) shall prepare and submit financial statements to each Annual General Meeting; and
  - (e) shall submit a statement of cash transactions and of the financial position of the Club, including bank balances, at each ordinary meeting of the Board.
- (2) The accounts and books referred to in sub-clause (1) shall be available for inspection and copying by members on request.

## DEVELOPMENT DIRECTOR

43. The Development Director shall be responsible for the Promotion of Membership, Sponsorship and the General Development of the Club.

## PUBLIC OFFICER

44. (1) There shall be a Public Officer qualified under the provisions of the Act who shall be appointed by the Board and who may hold office until he vacates in accordance with the provisions or the Act, or the Board at any time removes the Public Officer from office! The Board shall forthwith fill any vacancy occurred.
- (2) The Public Officer shall have and perform any duties conferred or imposed upon a Public Officer by the Act.

## REMOVAL OF MEMBER OF BOARD

45. (1) The Club in General Meeting may by resolution remove any member of the Board before the expiration of his term or office and appoint another member in his stead to hold office until the expiration of the term of the first mentioned member.
- (2) Where the member to whom a proposed resolution referred to in sub-clause (1) makes representation in writing to the Secretary or Chairman of the Board (not exceeding a reasonable length) and request that they be notified to the members of the Club, the Secretary or the Chairman may send a copy of the representations to each member of the Club or, if they are not so sent, the member may require that they be read out at the Meeting.

## INDEMNITY OF OFFICERS

46. If the Secretary or Treasurer in his office as such has paid or is liable to pay money for any act, default or omission of any other person, such money shall be refunded to him by the Club or be paid by the Club.

## SECTION 5 - FINANCIAL

### BANKING ACCOUNT

47. (1) Banking accounts of the Club shall be kept with such Bank(s) as shall from time to time be appointed by the Board.
- (2) All cheques drawn on accounts, all drafts, bills of exchange, promissory notes, electronic transfers and other negotiable instruments shall be authorised by two of the Chairman, 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 Board, then such person acting in the place of anyone of the officers mentioned shall be empowered to authorise in like manner.

## ACCOUNTS

48. (1) No expenditure exceeding \$500 shall be entered into without the consent of the Board.
- (2) All accounts against the Club shall be passed by the Board.
- (3) No financial commitment over \$500 is to be made by any Board member unless authorized by the Board.

## CONTROL OVER PROPERTY

49. (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 five 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 Board 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 enquire into the regularity of such direction beyond the verification of the signature of the Secretary.

## BORROWING POWERS

50. (1) The Board shall 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 Board shall make all dispositions of Club property, or any part thereof and enter into such agreements in relation thereto as the Board 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 Board.

## FINANCIALS

51. For the end of our Financial Year, the assets of our Club are tabled and reconciled with support by third party documentation.

## FUNDS

52. (1) The funds of the Club annual subscriptions, green fees, competition entry fees, donations and such other sources as the Board determines.
- (2) The Club shall provide and maintain its facilities from the joint funds of the Club.

## APPLICATION OF PROFIT

53. (1) The Club is a non-proprietary Club.
- (2) The profit and other income of the Club shall be applied to the promotion of the purposes for which the members of the Club are associated together and no payment of any dividends or distribution of profits or income to or amongst the members of the Club shall be made.
- (3) No person shall receive a greater profit benefit or advantage from the Club than that received by every member thereof other than a remuneration or honorarium approved by the Board of Management for work done by the Secretary, Treasurer or other officer of the Club or salary or wages paid to employees.

## SECTION 6 - GENERAL

### COLOURS OF THE CLUB

54. The colours of the Club shall be maroon, royal blue and gold.

### HONORARY SOLICITOR

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

### GREENS DIRECTOR

56. (1) The Board shall have power to appoint a Greens Director.
- (2) The Greens Director 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 injured thereby and notice posted by the Director shall be sufficient.
- (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 Greens Director, any member of the Greens Committee or any two members of the Board shall have power to prevent play at any time, or in their absence, the appointed umpire shall make the decision.

### SOCIAL FUNCTIONS MANAGER

57. (1) The Board shall have power to appoint a Social Functions Manager.
- (2) The Social Functions Manager shall be responsible for the management of private social functions for both club members and the public.

### HEALTH OFFICER

58. (1) The Board shall have power to appoint a Health Officer.
- (2) The Health Officer shall be responsible for safe food handling and related health matters.

### SEAL

59. (1) The Common Seal of the Club shall be kept in the custody of the Public Officer of the Club.
- (2) The Common Seal shall not be affixed to any instrument except by the authority of the Board and the affixing of the Common Seal shall be attested by the signatures either of two officers of the Club or of one officer of the Club and of the Public Officer of the Club.

### SUPPLY OF LIQUOR

60. (1) A visitor shall not be supplied with liquor in the Club premises unless in the company of a member.
- (2) No persons shall be allowed to become honorary or temporary members of the Club or be relieved of the payment of the regular subscription except those possessing the qualifications defined in these Regulations and subject to the conditions and regulations prescribed herein.
- (3) No liquor shall be supplied to any person under 18 years of age.
- (4) No persons under 18 years of age except persons who are being trained as waiters and are not allowed to serve behind the bar shall be employed by the Club.
- (5) No payment or part payment shall be made to any Secretary Manager or other Officer or servant of the Club by way of commission or allowance from or upon the receipts of the Club for liquor supplied.
- (6) All persons serving alcoholic liquor must be trained and hold the certificate of Responsible Serving of Alcohol

### VISITORS

61. (1) Members of the Club may bring guests to the Club during the hours in which it is 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 license has been obtained under the Liquor Control Act 1987.
- (4) Any member may object to the presence of any guest; and in such case, the guest must immediately retire from the Club.
- (5) The privileges of this rule may be withdrawn by a majority decision made at a Board or Special Board Meeting called for such purpose.
- (6) Guests may be allowed to take part in games, but not to the exclusion of members of the Club.
- (7) Members introducing guests are held responsible for any debts contracted by them to the Club.
- (8) No more than 250 persons being such number as the licensed premises can adequately accommodate, will be permitted on the licensed premises at any one time.

#### OBJECTIONABLE BEHAVIOUR

62. (1) On the Club premises no objectionable language or unlawful gambling or betting shall be allowed.
- (2) Any infringement of this rule may be brought under the notice of the Board, who for each offence shall have power to inflict a fine not exceeding \$50 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.

#### DAMAGE TO PROPERTY

63. (1) No member shall remove from the Club House 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 full replacement cost.

#### SUGGESTIONS AND COMPLAINTS

64. All suggestions and complaints must be made in writing to the Secretary, who shall bring the same before the Board at the next meeting.

#### CLUB-HOUSE OPEN

65. The Club-House shall be open to members for such times, and on such conditions, as may be decided by the Board from time to time.

#### ALTERATION OF REGULATIONS

66. (1) These Regulations can only be altered by the Board of the Club.
- (2) A copy of the Regulations shall be posted on the notice board of the Club.
- (3) (a) In the event that the Board shall be advised that for the purpose of any application to the Liquor Licensing Commission, any Regulations required to be altered, amended or repealed for the purpose of complying with the Liquor Control Reform Act 1998 or any subsequent amending or corresponding enactment of the policy of the said Commission, the Board shall have power to alter, amend or repeal any such rules accordingly and any such alteration, amendment or repeal shall not withstanding anything elsewhere contained in these Regulations forthwith take full effect.
- (b) The Board shall cause every such alteration to be exhibited in the Club premises within 14 days after it has made the same.

#### DUTY OF OFFICERS

67. The following duties shall apply wherever appropriate in respect of offices held on the General Committee and the Bowls Committee.
  - (1) President  
The President shall:
    - (a) preside at all meetings,
    - (b) Regulate and keep order in all proceedings
    - (c) Carry into effect the Regulations of the Bowls Section, and
    - (d) Represent the club in a fit and responsible manner for the good reputation of the club.
    - (e) Prepare for submission to the Annual General Meeting the report of the Committee on the activities of the Committee during the year
  - (2) Secretary  
The Secretary shall:
    - i. be the executive officer of the committee,
    - ii. keep the minutes of the resolutions and proceedings of each meeting in book provided for that purpose together with a record of the names of persons present at Committee meetings,
    - iii. conduct all correspondence in connection with the general business of the bowls Section, and
    - iv. in any other respect carry out the duties usually associated with the Office of Secretary.

(3) Pennant Selectors

The Pennant Selectors shall:

- (a) select the teams and sides to represent the club in Pennant fixtures,
- (b) select or recommend other playing representations of the club,
- (c) appoint team managers for Pennant teams,
- (d) arrange the appointment of umpires and markers for all Pennant events conducted at the club which require such appointments,
- (e) keep appropriate records in respect of numbers participating in Pennant teams and
- (f) conduct the affairs of Pennant Selectors in the manner of a Sub-Committee.
- (g) maintain clear line of communication and co-operation with Bowls Committee, Greens Committee, and Coaching staff.

(4) Bowls Committee

The Bowls Committee shall:

- (a) be responsible for the management of all bowling activities of the Club (directly or by delegation)
- (b) prepare fixtures, organize and oversee all pennant and non-pennant bowling activities (intra-club and inter-club tournaments), and social bowling events (including barefoot, U3A and corporate invitations),
- (c) make the draw, determine handicaps for club competitions and arrange umpires and markers as necessary to successfully conduct all competitions held at the Club,
- (d) liaise with Social Committee whenever catering is required for any Bowling activity of the Club
- (e) be the primary liaison for Bowls Victoria, Yarra Region Bowls and any other bowls organization that the Club decides to be involved with,
- (f) provide final approval of all Club media releases, promotional materials, and articles provided to third parties on behalf of the Club,
- (g) ensure all elements of the Bowls Program is inclusive, transparent, cohesive and provides a safe and comfortable environment for all members and guests
- (h) maintain clear lines of communication and co-operation with Pennant Selectors, Greens Committee and Coaching staff.

(5) Social Committee

The Social Committee shall:

- (a) arrange such social events as may be directed by the Bowls Committee,
- (b) arrange appropriate catering requirements for Pennant and organized social events at the club, and
- (c) organise and conduct such fund-raising activities as may be directed by the General Committee

(6) Greens Committee

The Greens Committee shall:

- (a) liaise with Bowls Committee throughout the year to ensure all sanctioned bowling activities have fully prepared greens that are fit for purpose (ie periodically cleaned, groomed, brushed, scarified, sprayed, and line-marked and/or any other work as determined by the Greens Committee to properly maintain all greens)
- (b) maintain in good working condition all equipment and machinery, and organize any new or replacement items as and when required
- (c) provide advice to Umpire and Side managers during pennant, and to organisers for all non-pennant bowling activities if greens, for any reason, are deemed unplayable
- (d) maintain clear lines of communication and co-operation with Pennant Selectors, Bowls Committee and Coaching staff.

(7) Coaching staff

- (a) the Club Coach shall be appointed by and report to the Board of Management,
- (b) the Coach shall develop programs for individual and team bowlers to improve overall bowling ability at the Club
- (c) work with Pennant selectors to develop measurable competition performance goals for the Club
- (d) determine and initiate a training program and undertake (and/or delegate) regular training sessions
- (e) maintain clear lines of communication and co-operation with Pennant Selectors, Bowls Committee and Greens Committee.

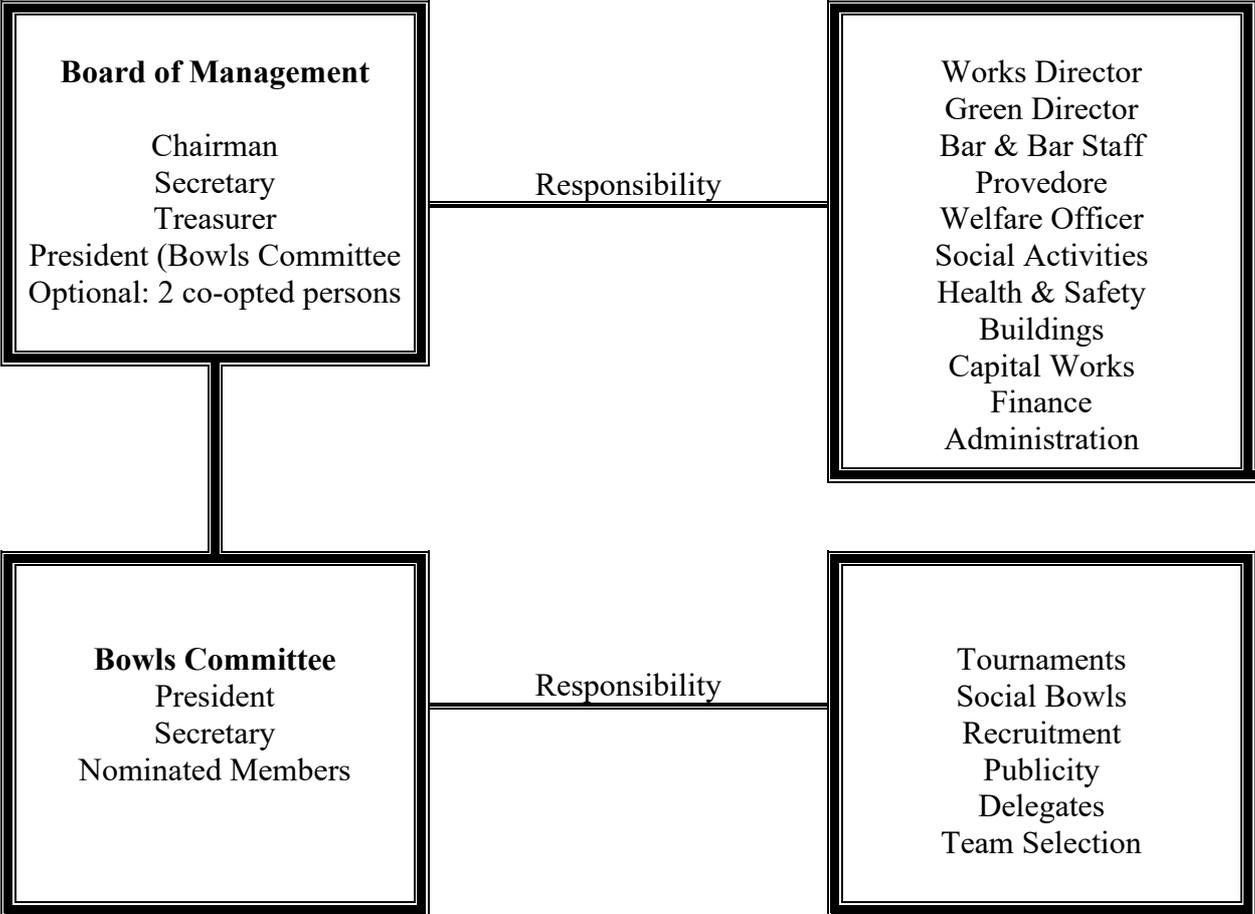
(8) Welfare Officer

A Welfare Officer may be appointed by the General Committee to attend to the welfare of members as appropriate.

(9) Provedore

A Provedore may be appointed by the General Committee to purchase or acquire when directed various items on behalf of the section as and when required.

# ORGANISATION STRUCTURE



Appendix 1 – Application for Membership

CITY OF HEIDELBERG BOWLING CLUB INC. A0005883G APPLICATION FOR MEMBERSHIP  
PLEASE COMPLETE BOTH SIDES OF APPLICATION

TO: THE HON. SECRETARY  
CITY OF HEIDELBERG BOWLING CLUB PHONE: 9457 1030  
INC.  
P O BOX 444 EMAIL: info@cityofheidelbergbowlingclub.com.au  
ROSANNA 3084

I ..... DATE OF BIRTH .....

OF ..... POST CODE .....

PHONE HOME MOBILE EMAIL  
.....

OCCUPATION .....(if retired state previous occupation)

Desire to become a member of The City of Heidelberg Bowling Club Inc. In the event of my admission as such a member, I agree to be bound by the Rules of the Club for the time being in force.

MEMBERSHIP CATEGORY (tick one)

FULL  RESTRICTED  SOCIAL

I HAVE NOT PREVIOUSLY BEEN A MEMBER OF A BOWLING CLUB. \_\_\_\_\_  
 I HAVE PREVIOUSLY BEEN A MEMBER OF A BOWLING CLUB/S

STATE CLUBS AND DATE LAST AFFILIATED ..... DATE.....  
..... DATE.....  
..... DATE.....

SIGNATURE OF APPLICANT ..... DATE.....

AS MEMBERS OF THE CITY OF HEIDELBERG BOWLING CLUB INC.

I..... PROPOSE AND I..... SECOND  
SIGNATURE & DATE .....SIGNATURE & DATE .....

THE NOMINATION OF THE APPLICANT WHO IS PERSONALLY KNOWN TO US, FOR MEMBERSHIP OF THE CITY OF HEIDELBERG BOWLING CLUB INC.

DATE OF LODGEMENT OF APPLICATION .....DATE OF ELECTION.....

DATE & AMOUNT OF PAYMENT OF ANNUAL SUBSCRIPTION DATE.....AMOUNT .....

APPLICATION FOR MEMBERSHIP  
(CONTD)

**THE FOLLOWING INFORMATION REGARDING NEXT OF KIN IS REQUIRED IN CASE OF  
EMERGENCY**

1. NAME..... RELATIONSHIP.....  
ADDRESS .....POST CODE.....  
PHONE NOS: MOBILE.....HOME..... WORK.....
  
2. NAME..... RELATIONSHIP.....  
ADDRESS .....POST CODE.....  
PHONE NOS: MOBILE..... HOME..... WORK.....
  
3. NAME..... RELATIONSHIP.....  
ADDRESS .....POST CODE.....  
PHONE NOS: MOBILE..... HOME..... WORK.....