# VALENTINE BOWLING CLUB CO-OPERATIVE BY-LAWS 2025

The following are the Rules and By-Laws of the Valentine Bowling Club Co-Op. Ltd, as approved and adopted by the Board of Directors on 28th May 2025

These Rules and By-Laws are supplementary to, but do not supersede, the Constitution of the Co-Op. Ltd., the Co-operatives (Adoption of National Law) Act 2012 No.29, Registered Clubs Act 1976 and Liquor Act 1982.

## PRELIMINARY

These By-Laws are made by the Board of the Club pursuant to the power conferred upon the Board by Rule 5 of the Constitution. The Board may alter or repeal a By-law as it may deem necessary or expedient for the proper conduct and management of the Club. These By-Laws shall come into force and have full effect and authority and be binding upon members after notice thereof has been posted on the Club's Notice Board for seven (7) days.

These By-Laws are to be read subject to the Constitution and in any event of any inconsistency, the Constitution shall prevail. These By-Laws are binding on each member of the Club in the same manner as if each member has subscribed his/her name thereto. In the By-Laws the expression "the Club" means the registered Club known as the "VALENTINE BOWLING CLUB CO-OP. LIMITED".

# ALL MEMBERS

## MEMBERSHIP

The Registered Clubs Act defines a **member** in relation to a club, as a person who is elected to membership of the club or a life member who is elected to membership of that club for life.

These meanings apply in respect of both the Constitution and these By-laws. The election of ordinary members shall be by the Board of Directors (Rule 18 d) of the Constitution. Intending Bowling members will be permitted six (6) games of club organised fixtures/galas or coaching. Subsequent use of bowling facilities will require full registration as a bowling member.

### 1) LIFE MEMBERS

Life Membership Guidelines

a) Number of continuous years membership minimum 10 years as a full member

b) Board participation to be a consideration

c) Personal examples in promoting Club Pride, Harmony, Team Spirit and Loyalty.

d) Consistent, sustained and dedicated service or achievement

e) A current financial member.

### 2) SUSPENSION AND EXPULSION OF MEMBERS

a) It shall be an offence to:

i) Use objectional or obscene language
ii) Damage Club property and/or Members/Visitors property.
iii) Remove Club property without authority.
iv) Enter or remain on Club premises at unauthorised times.
v) Disregard the instruction of any Member of the Board/ Management or authorised staff when duly warned.
vi) Infringe the Rules and By-Laws of the Club.
vii) Cause offence to any Member/Members or Visitor/Visitors of the club which is prejudicial to the good order, comfort or welfare of the Club.
viii) To give your membership card to an unauthorised person or to place your membership card in such a position that it can be illegally used by unauthorised persons.
ix) To slander or abuse the Board or Staff of the Club.
x) To gain entry or remain in restricted areas of the club without credentials.
xi) Be in possession of, use or distribute any alleged illegal substance on Club's premises or car park.
xii) Steal items or funds belonging to the Club or Member/Visitor, either from the back of house areas, common areas or gaming machine credits.
xiii) Accept payment of funds that are not owed to them via the gaming machines, TAB, Keno or Point of sale registers.

b) GENERAL CONDUCT - Members called upon to appear before the Board will not be permitted to re-enter the Club pending a hearing by that Committee. Members, upon being found guilty and subject to suspension or expulsion, will be asked to hand in their membership card.

c) A member, at the conclusion of a suspension period, must provide the Board with a written request to be re-instated as a member of the Co-operative.

**3) DRESS REGULATIONS – GENERAL**

Members and visitors are requested to observe an acceptable standard of dress, clean, neat and tidy within the Club and surrounds at all times. No offensive apparel is permitted. For full details see Club Dress Rules on Notice Board in Foyer and on entrance doors.

**4) PROPERTY**

a) Members shall at all times exercise due care with all club property and shall do all within their power to keep the premises in a tidy condition and report any abuse of property to the management

b) A member shall not remove from the Club any club property without the express permission of Management

c) Any member damaging club property shall be liable to replace same, or the value of, at the discretion of the Board of Directors

d) No unauthorised person shall use or handle the club's public address system, video or television sets

e) Club furniture and fittings must be handled with care

f) Bowls bags and personal effects are only permitted in locker room lockers and must not be left in any other internal area of the Club.

**5) GAMBLING**

No part of the club premises shall be used for the purpose of organised betting or gambling, or the playing of any games that are considered by the Board of Directors or the CEO to be detrimental to the interests of the Club.

**6) RAFFLES**

The sale of raffle tickets is not permitted in the club without the approval of the Board or the C.E.O.

**7) MEETINGS**

Meetings may not be held on club premises without the approval of the Board or the C.E.O.

**8) PETITIONS**

Petitions of any kind shall not be brought onto club premises for the purpose of signature or otherwise without the approval of the C.E.O.

**9) PARKING**

a) Cars parked in the club parking area must be parked in an orderly manner and in accordance with the parking lines provided

b) Designated areas reserved adjacent to the Club premises are for the disabled exclusively.

c) Cars must not be double-parked at any time

d) All cars parked will be at the owner's risk. The Club accepts no responsibility for any damaged incurred

e) Drivers, when completing a clock-wise circuit of the car park, must not exceed 10 kms per hour within the car park area .

f) Consumption of liquor in the club carpark areas and unruly behaviour will not be tolerated

## 10) SPECIAL DAYS

The Board may proclaim any day as a Special Day and such days shall be conducted in accordance with any Special conditions as the Board may prescribe.

## 11) SMOKE FREE ZONES

a) Members and Visitors must at all times strictly observe the no-smoking requirements in designated smoke free zones, including the perimeter of the greens.

b) The Valentine Bowling Club also has a 'Smoke-Free Greens' Policy that complies with the "SmokeFree Environment Act 2000". The Controlling Body will announce prior to the commencement of play, outside 'smoking only' areas for bowlers.

## 12) CLUB MACHINERY

Under no circumstances will club machinery be removed from the club premises without the authority of the C.E.O. or Club executives. This also applies to loans to other clubs or bodies.

## 13) SOCIAL MEMBERS AFFILLIATED SPORTS CLUBS

Social members who are members of sporting clubs that operate under the auspices of the Valentine Bowling Club Co-Op. Limited must provide an annual report and financial statement to the Board of the Cooperative confirming their on-going viability. Should a Sport Club be wound-up for any reason, the VBC Cooperative will not be liable for debts incurred

## 14) MEMBERSHIP CARDS

Every member is required to produce their membership card to any official of the club on request. Membership cards are not transferable.

## 15) HOW TO VOTE FORMS

It shall be an offence for members of visitors to distribute how to vote cards on club property. This includes inducing members on how to vote at any Annual General Meeting or special meeting where voting for Board candidates or policy changes to Club activities is required.

# ALL BOWLING MEMBERS

* Relates to By-Laws applicable to both VMBC and VWBC

**16) *NEW MEMBER FEES**

In the case of a new Bowling Member joining after the first day of October and the first day of April next, a pro rata scale will apply.

| | |
|---|---|
| Up until 1 October | Full fees |
| After 1 October | Pro rata scale applies |

For example:

after 1 October - 1/2 of fees

after 1 November - 5/12 of fees

after 1 December - 4/12 of fees etc.

**17) DRESS ON BOWLING GREENS**

a) The Valentine Bowling Club (VBC) has a current Uniform Policy. This policy is displayed on the Notice Board and as an Addendum to these By-Laws. All members must follow the rules, as formulated by the Policy.

b) For “roll-up”, members should be neatly and respectably dressed.

c) Regulation bowls shoes (flat sole) must be worn at all times while on the bowling greens. Barefoot bowlers are exempt from this rule.

d) The Board of Directors may, at its discretion, vary the foregoing Dress regulations from time to time. The Controlling Body and/or Bowls manager may, under special circumstances, modify these requirements in the case of an individual player or players on the day of play only.

e) Club Pennant shirts:

i) Current Club Pennant shirts must be worn in all Club Championship events, District events and Tournament play.

**18) GREENS**

a) Members who do not deliver their bowls level with the green (i.e. dumpers) may be asked to go to the coaching staff to alleviate the problem. Dump mats will be required if deemed necessary by coach.

b) The Bowls Manager or officer in Charge of the day may prevent members from play if they are likely to cause damage to the greens.

c) Roll-ups will be permitted on greens allocated on the roll-up board at times and directions stated on the board.

d) Bowlers should not walk across greens to reach their rink before the commencement of play or returning to the club on completion of the game.

## 19) SELECTION COMMITTEE DUTIES

a) Members shall be elected by the Annual General Meetings of the VMBC and VWBC The Bowls Manager (where appointed) shall be Chairman. If there are insufficient nominations, the Board shall appoint a Committee.

b) The filling of a casual vacancy on the Selection Committees is prescribed in the "Responsibilities and Duties".

c) The Selection Committee shall:

i) Confirm with the Bowls Manager/Chairman that all prospective Pennant players' names are recorded with the Zone Secretary as well as the RNSWBA. Failure to comply with this requirement results in the loss of Pennant points caused by the playing of an unregistered player.

ii) Nominate members for Zone Representative teams or sides upon request.

iii) Appoint a committee member to place the list of selected teams on the notice board by 5pm on the Monday preceding each match. The teams shall not be altered except at a meeting of selectors in person or electronically with the Chairman.

iv) Decide on an agreed method of selection.

v) Arrange both internal and external trials as necessary.

vi) Put in place a reporting process of liaison with side managers. (A template of the Side Manager's Reporting Process is included in the Addendum to these By-Laws).

vii) Liaise with club coaches to organise weekly practice sessions prior to and during the Pennant season.

## 20) GNB CHAMPIONSHIP EVENTS

a) Entry fees for District Championships and other events will be paid for by members and a receipt obtained before entries are permitted.

## 21) BOWLS COMMITTEES

a) The Valentine Bowls Committees, consisting of up to 15 members, hereafter known as the Bowls Committee, is specially formed to assist the Bowls Manager manage the day to day control and operation of bowls within the registered Men's and Women's Clubs

b) The Bowls Committee, as a sub-committee of the Board, shall be elected at the AGM of the VMBC for a period of two (2) years and the VWBC for a period of one (1) year

c) The role of the Bowls Committees are outlined in their Responsibilities and Duties document

## 22) BOWLS MANAGER

a) The Bowls Manager will control and manage all Club Championships, District Events and Tournaments held by the Club

b) The Bowls Manager will be directly responsible to the CEO and will liaise with the Bowls Committees and Selection Committees to ensure that all requirements of the Bowls Committees are satisfied

c) Specific roles and responsibilities are outlined in the Bowls Manager Job Description and included as an Addendum.

## 23) CONTROLLING BODY

The Controlling Body for Club Championship games is appointed by the Bowls Manager and for Galas by the Bowls Committees. Their role is defined by Roles and Responsibilities as per Bowls Australia (BA).

## 24) CHAMPIONSHIP RULES

All Club competition and Association events will be conducted under the Bowls Australia (BA) Laws of the game of bowls in Australia and Royal New South Wales Bowling Association Conditions of Play effective 1st January 2017.

**Conditions of Play for Club Competition matches and Association events:**

a) Club Championship matches may be played, by mutual agreement, before the scheduled playing date. Players must contact the Bowls Manager to arrange for rink space.

b) The draw will be posted on the Bowls notice board at least seven (7) days prior to the commencement of the first round, and six (6) days in subsequent rounds.

## 25) ACCREDITED REPRESENTATIVES (BOWLS)

The following officials of the VBC are appointed representatives of the Club:

a) Bowls Manager/ Bowls Co-ordinator

b) Delegates or designated proxy delegates from the Bowls Committees (representing the Club in Zone matters).

## 26) CLUB PENNANT CLOTHING

The issuing of Club Pennant clothing to members will be determined annually by the Board.

## 27) MOBILE PHONES

The use of mobile phones is prohibited on the greens and surrounds during competitive play.

## 28) MEMBER HEALTH AND SAFETY

a) The VBC has adopted an Extreme Weather Policy

b) The Controlling Body or its nominee should use the weather station device to determine if play should continue during:

   i) State, Zone and District competitive play

   ii) Club championships

   iii) Roll-up, Coaching sessions and social play

c) The heat stress index defines the climate conditions, as a combination of temperature and humidity, that are dangerous for play.