



CARLINGFORD BOWLING SPORTS AND RECREATION CLUB LTD

ACN 000 110 976

A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL



2025 BY-LAWS

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CORPORATIONS ACT
A PUBLIC COMPANY LIMITED BY GUARANTEE AND NOT HAVING
A SHARE CAPITAL

BY-LAWS
TO BE READ IN CONJUNCTION WITH THE CONSTITUTION
OF
CARLINGFORD BOWLING, SPORTS & RECREATION CLUB LTD
ACN 000 110 976

NAME

The name of the Company (hereinafter called ***"the Club"***) is Carlingford Bowling, Sports & Recreation Club Ltd

DEFINITIONS

The definitions contained in the Club Constitution adopted at a Special general Meeting held on 22 September 2025 will apply to all and any By-Laws.

BOARD OF DIRECTORS

- i. Nomination for election of a Director must be made in writing and signed by two Full Members who are entitled to attend and vote at meetings of the Club pursuant to the Constitution and by the nominee who must also signify his consent to the nomination and must be accompanied by the statutory declaration; Directors Code of Conduct with statutory declaration attached.
- ii. The Secretary must forthwith upon receipt of a nomination post the name of the candidate and his proposers on the Notice Board.

POWERS OF THE BOARD

Sub Committees

- i. For the purpose of this clause to permit any such section to adopt a name distinctive of such section (provided it be described as a section of the Club) and to become affiliated with the bodies controlling sports in New South Wales on such terms and conditions (not inconsistent with this Constitution or ***"The Registered Clubs Act"***) as such controlling bodies may from time to time require and to pay on behalf of the Club capitation or affiliation fees to any such controlling bodies or as required by such bodies.

- ii. All monies received by the sub club **must** be banked in fully into the Club's bank account via over the till payments in system, to be credited to each club's account and includes the following items:
 - a. Green Fees
 - b. Club championship entry monies
 - c. Raffle Monies
 - d. Annual "Promotional" Monies that each Club may or may not run
 - e. Entry Fees for Carnival/s or Special Events Monies
 - f. Entry Fees for Jackpot Games.
 - g. Trophy monies collected on the day then expended to participants.
 - h. An individual receipt should be given to Members when collecting Championship entry Fees.
 - i. Duplicate account income Receipt books are to be completed, including each Club's Financial ledger numbers, for each item received by the sub club, when payment is made to the Club.

- iii. All monies paid out to members by each sub club must be requested on the appropriate form to the Bar staff on the day required. All monies paid out for the following must be signed for on the appropriate form by the person receiving monies:
 - a. Raffle Monies
 - b. Annual "Promotional" Monies that each Club may or may not run
 - c. All Winning Prizes for Carnival/s or Special Events Monies
 - d. All Winning Prizes for Jackpot Games.
 - e. All Trophy monies paid out on the day to the Winning Participants.
 - f. Should the expense amount be over \$200.00, arrangements have to be made with the Group Executive Officer for permission to receive the increased amount, prior to requesting monies.
 - g. Each Sub Club shall maintain a monthly report of Income and Expenditure including Profit and/or Loss for the month. The Financial Report should be reported to the sub-Club's monthly Management Meeting.

- iv. Subject to the general control and supervision of the Board each such section shall manage its own affairs but shall make regular reports to the Board (or otherwise as may be required from time to time by the Board). The Minutes and records of the Section shall also be produced promptly upon request to the Secretary at the Club's office for inspection by or on behalf of the Board.

- v. Subject as hereinafter provided the by-laws of each such section may be amended from time to time by a majority of the members for the time being of such section at a general meeting of such members either annually or at a meeting convened specifically for such purpose provided that no amendment proposed to and approved by the meeting of members of the section shall have effect unless and until it shall have been approved by resolution of the Board of Directors.

- vi. Any disciplinary action by the section in respect of any member of such section shall at once be reported to the Board together with the reasons therefor and with a recommendation as to further action (if any) to be taken by the Board.
- vii. The Chairperson shall be ex officio a member of all such committees. A committee may meet and adjourn as it thinks proper. Questions arising at any meeting of a committee shall be determined by a majority of votes of the members present and in the case of an equality of votes the Chairperson of the meeting shall have a second and casting vote. The meetings and proceedings of any committee consisting of two or more members shall be governed by the provisions herein contained for regulating the meetings and proceedings of the Board so far as the same are applicable thereto and are not superseded by this clause or by any regulation made by the Board pursuant to this clause.

Trading Hours

- i. The Board of Directors may, in its discretion, delegate to the Secretary the determination of opening and closing times and may in delegating the power place conditions on its exercise.
- ii. Members, guests, and visitors will vacate the Club's premises as soon as practicable after trading ceases.
- iii. Members, Guests, and Visitors will ensure, when leaving the Club's premises, they do so quietly and with respect to surrounding neighbours and businesses.
- iv. No Liquor will be made available, gaming machine service rendered, or jackpots paid after trading ceases.

Liquor

- v. Liquor in unsealed containers purchased within *the Club* must not be carried away from Club Premises.
- vi. Consumption of liquor is restricted to those areas of the Club which are licensed.
- vii. All purchases of liquor in sealed containers must be removed from the Club premises by eleven (11.00pm), in accordance with ***"The Registered Clubs Act"***.

Food

- viii. No food may be consumed in within the Club, other than that which is purchased within the Club.
- ix. Permission must be obtained from the Secretary for any relaxation of By-Law ***Pvii***.
- x. The removal from Club premises, of foodstuffs purchased from, or supplied by. the Club is strictly prohibited, other than food sold for take away purposes.

Dress Standards

- xi. The General appearance of all members, guests, and visitors, whilst they are on Club's premises, is to be neat and tidy at all times.

- xii. the Club reserves the right to refuse entry to any person if their general appearance or dress standard is likely to offend members.
- xiii. The following clothing is unacceptable standard and must not be worn on the Club's premises at the Club unless approve by the Secretary for the purposes of a promotion or Club activities:
 - a. Thongs; or
 - b. Running shorts; or
 - c. Stubbies; or
 - d. Abbreviated shorts; or
 - e. Football socks; or
 - f. Football jumpers, polo shirts displaying logos could be worn in the Club during any Rugby league event; or
 - g. Singlets; or
 - h. Muscle shirts.
 - i. Any "Outlaw" Biking apparel. Refer to list of unacceptable clothing items at the Club's front desk.
- xiv. Males are not permitted to wear caps of any description in the Club's premises with the exception of outdoor areas and unless required for medical, or religious reasons.
- xv. Pennant Uniforms or bowls attire are not permitted to be worn in the Club auditorium, except for authorised /official Bowls functions, unless approved by the Secretary.
- xvi. For the purpose of attending the outdoor deck or terrace areas work clothing may be worn, up until 7.30pm each day, excluding the following:
 - a. Dirty; or
 - b. Torn; or
 - c. Offensive clothing.

At all times, ***the Club's*** management has the final say in relation to acceptability of clothing, including the exclusion of offensive wording.

Club Property

- xvii. Members will at all times take reasonable care of Club Property.
- xviii. Members will take reasonable care of the Club's equipment.
- xix. Members are not permitted to enter the Administrative Office and/or Boardroom at the Club, unless invited by a Director of the Board or the Secretary.
- xx. Members are not permitted to use:
 - a. Club Stationery; or
 - b. Club equipment
 without the authority of the Secretary.
- xxi. Members are not permitted to remove
 - a. Club property; or
 - b. Club equipment.
 without the authority of the Secretary.

- xxii. Club telephones, other than pay phones, may not be used for outgoing calls by members, guests, or visitors without the authorisation from the Duty Manager for The Club's premises.

Use of Club's Premises

- xxiii. Approval of the Secretary must first be obtained for;
 - a. Use of the address of the Club or of the Club's premises at the Club in any advertisement.
 - b. Use of the address *of* the Club or *of* the Club's premises at the Club in any circular, letter or document in connection with any business undertaking.
 - c. Exhibition of any pamphlet, advertisement or notice of any kind on the Club's premises; and
 - d. Meetings of any description on the Club's premises at the Club.
 - e. Members, guests, and visitors booking for shows or the use of any function rooms at *the Club*, will do so in accordance with the procedures provided by the Secretary.

Gaming Machines

- xxiv. ***the Club*** reserves the right to delay, or refuse, the payment of any monies purporting to have been won on any of the gaming machines operating in ***the Club's*** premises where the Secretary 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 Club*** in accordance with "*The Registered Clubs Act*"
- xxv. Members, guests, or visitors are not permitted to reserve machines other than the one they are playing, and the practice of alternating between machines is not permitted.
- xxvi. No Machine will be reserved for more than three (3) minutes unless authorised by the Duty Manager for the Club's premises for the purpose of the member, guest or visitor using an outdoor smoking area.
 - a) A player wanting to use a machine which has been reserved for longer than three (3) minutes must first request the Duty Manager for the Club's premises to announce over the public-address system that the machine will be unreserved unless the player who reserved the machine returns to the machine immediately.
 - b) The player making the request may only play the machine after receiving permission to do so from the Duty Manager for the Club's premises.
- xxvii. No person under the age of eighteen (18) years will operate a gaming machine.
- xxviii. Only Australian legal tender is to be used to play the Club's gaming machines in the denominations as indicated on the gaming machines.

- xxix. The gaming machines can only be played by members, guests' temporary members who are lawfully on the Club's premises.
- xxx. No jackpot or prize will be paid unless the winning combination is seen by an authorised employee and verified to be paid pursuant to the Club's procedures made pursuant to ***"The Registered Clubs Act"*** for paying jackpots.
- xxxi. No jackpots, prize or winning combination will be paid to a player if won before the opening time of the Club or after closing time has been announced and members, guests and visitors have been requested to leave.
- xxxii. In the case of a member, any jackpot or prize of \$1,500.00 or more may be paid within 72 hours of verification of financial membership.
- xxxiii. In the case of a non-member, any jackpot or prize of \$1,500.00 or more may be paid within 72 hours by cheque and will be mailed to the address of that person as per the information recorded on VSI Scan Units the Club Register of Guests.
- xxxiv. the Club reserves the right to ensure that every jackpot, short pay, or machine refill is played off.
- xxxv. the Club reserves the right to refuse any member. guest of member. temporary member or honorary member the right to play gaming machines on the Club premises.
- xxxvi. the Club may refuse payment if, in the opinion of the Duty Manager for the Club's premises, the machine has malfunctioned and/or if a winning combination showing has not been registered on the machine.
- xxxvii. Any player of this Club's gaming machine acknowledges, by choosing to play ***the Club's*** gaming machines, that the Club's decision as to whether a gaming machine has malfunctioned or not and/or an if a winning combination showing has not been registered on the machine, is final.
- xxxviii. If the gaming machine is able to be operated without payment, except for the playing of games won, it is the player's responsibility to immediately report the malfunction to a Club employee.
- xxxix. If the gaming machine overpays, pays on a non-winning combination or otherwise malfunctions, the player must immediately report the malfunction to a Club employee.
- xl. Tilting, rocking or in any way moving or damaging a Club gaming machine is strictly prohibited.
- xli. It is a breach of ***"The Registered Clubs Act,"*** and an offense under that Act. for a person to:
 - a) To have possession of a device made or adapted, or intended by the person to be used, for interfering with the normal operation of a Club gaming machine; or
 - b) To do anything calculated, or likely to interfere with the normal operation of a Club gaming machine; or
 - c) To do anything calculated to render a Club gaming machine capable or incapable, even temporary, of producing a winning combination.

- xlii. the Club will report to the police any person that the Secretary considers, on reasonable grounds, may be committing an offense under ***“The Registered Clubs Act.”***
- xliii. the Club reserves the right to refuse payment to any member, guest or temporary member who in the opinion of the Club has breached this By-Law.
- xliv. Any Member, guest, temporary member or visitor breaching this By-Law may be requested to immediately leave the Club’s premises and the member may be liable to suspension.

Credit Facilities

- xlvi. No credit will be extended, in any circumstances, to any person.

Car Parking

- xlvi. Members, guests and visitors will at all times park their cars in accordance with the signage in the car parking area of the Club’s premises and must enter and leave the Club premises in a careful manner.
- xlvi. Members, guests and visitors must not park in those areas set aside for by use by designated Club officials at the Club’s premises.
- xlvi. Member, guests and VISITORS’ may only park in the Club car park at the Club’s premises when they are attending the Club or engaged in Club business.
- xlix. When member, guest or visitor is on the Club’s premises they will promptly comply with any instruction they are given by a Club employee in relation to parking.

Reimbursement of Expenses

- I. ***the Club*** will reimburse all reasonable costs or expenses in relation to the provision of uniforms Director’s Uniform, for the use of each Director when representing the Club.
- II. ***the Club*** will reimburse any reasonable expenses incurred by a member acting in good faith on behalf of the Club, where;
 - a. The member is acting in:
 - An office to which they have been elected; or
 - A position to which they have been appointed by the Board of Directors; and
 - b. The expenditure was approved in advance:
 - By the board of Directors; or
 - By the Secretary; or
 - c. The expenditure is not contrary to the Constitution.
 - d. Despite By-Law **19 s 11.c.**, If a Member has expended money on behalf of the Club in good faith, and in circumstance of emergency where no authorisation for the expenditure had been obtained, the Board of Directors may, in its absolute discretion where the expenditure ins not contrary to the Constitution and in accordance with this By-Law, determine to reimburse the expenditure or some part of it.

- e. Any person seeking reimbursement of reasonable expenses must, to obtain reimbursement, promptly provide, and in any event no later than fourteen (14) days following the expenditure receipts detailing;
 - i. the nature of the expenditure;
 - ii. The date of the Expenditure;
 - iii. the place of the expenditure; and
 - iv. the amount of the expenditure.

It is a breach of this By-Law to falsely claim for the reimbursement of expenses.

t. *Employees*

the Club's employees will be under the direction of the Secretary.

- a. No Member, guest or visitor will in relation to the Club's employees:
 - i. Act discourteously to them; or
 - ii. Reprimand them; or
 - iii. Direct or attempt to direct, them in their duties
- b. A Director of the Board will not, in relation to the Club's Employees:
 - i. Act discourteously to them; or
 - ii. Reprimand them; or
 - iii. Direct, or attempt to direct, them in their duties.

MEMBERS' RESOLUTIONS

The notice must:

be in writing stating the Rule number in the Constitution, as well as the change required to be made, and reason for the change to the Constitution.

- a. set out the wording of the proposed resolution; and
- b. be signed by the members proposing to move the resolution.
- c. Separate copies of a document setting out the notice may be used for signing by members if the wording of the notice is identical in each copy;
- d. The percentage of votes that members have is to be worked out as at the midnight before the members give the notice.
- e. If the Club has been given notice of a resolution under Rule 198, the resolution is to be considered at the next general meeting that occurs more than 2 months after the notice is given;
- f. the Club must give all its members notice of the resolution at the same time, or as soon as practicable afterwards, and in the same way, as it gives notice of a meeting;
- g. the Club is responsible for the cost of giving members notice of the resolution if the Club receives the notice in time to send it out to members with the notice of meeting;
- h. The members requesting the meeting are jointly and individually liable for the expenses reasonably incurred by *the Club* in giving members notice of the resolution if the Club does not receive the members' notice in time to send it out with the notice of meeting. At a general meeting, the Club may resolve to meet the expenses itself.

- i. the Club need not give notice of the resolution:
 - i. if it is more than 1,000 words long or defamatory; or
 - ii. if the members making the request are to bear the expenses of sending the notice out - unless the members give the Club a sum reasonably sufficient to meet the expenses that it will reasonably incur in giving the notice.