



CONSTITUTION OF  
BRAMBLE BAY BOWLS AND  
RECREATION CLUB  
INCORPORATED

Incorporated Rules No IA03059



**Incorporated – Rules – No IA03059  
Approved July 2023**

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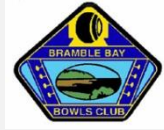
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# Constitution

## Bramble Bay Bowls and Recreation Club

Incorporated – Rules – No IA03059



### 1. Name

The name of the Incorporated Club shall be Bramble Bay Bowls and Recreation Club Incorporated – hereinafter referred to as the “Club” or the “Incorporated Club”.

### 2. Definitions

The following interpretations shall operate within this constitution.

- (a) “The Club” or “The Incorporated Club” means the above named Club.
- (b) “The Constitution” means the Constitution of the Club in force for the time being.
- (c) “The Board of Management” – hereinafter referred to as the “Board”– means the members for the time being of the Board of Management of the Club as constituted in accordance with this constitution and is the controlling body of the Club subject only to any direction by members at a General Meeting.
- (d) “The Subsidiary Clubs” shall mean the Bowls/Bowling Clubs and Recreational Clubs approved by the Board from time to time and subject to the conditions set down in Section 24.
- (e) “Month” means Calendar Month.
- (f) “Year” means the Club Financial Year.
- (g) “Membership Year” means Calendar Year.
- (h) “Days” means working days clear.
- (i) “Member” means any member of the Club.
- (j) “Bowls Australia” means the National Body controlling all bowls in Australia.
- (k) “Bowls Queensland” means the State Association controlling bowls in Queensland.
- (l) “District Association” means the Moreton Bay District controlling bowls in this district.
- (m) “Chairperson” means Chairperson of the Board of Management as hereinafter provided.
- (n) Reference to any gender includes all genders unless the context indicates otherwise.
- (o) Singular includes the plural unless the context indicates otherwise.
- (p) A “Special Resolution” is a Resolution to amend the Rules, or a Resolution proposed on Notice at a General Meeting convened by the Board or by the requisition of Members. Such a Resolution requires a three-quarter majority .
- (q) ‘Secretary/Manager’ includes General Manager, Club Manager, CEO or Manager as an employee appointed by the Board and whose duties are defined in the Terms of Employment.

### 3. Objectives

- (a) To advance and promote the Game of Bowls.

- (b) To provide the best possible standard of facilities for members for the social and competitive playing of the Game of Bowls in accordance with the Laws of the Game prescribed by Bowls Australia.
- (c) To provide, develop and promote such activities as from time to time are deemed appropriate to provide good fellowship between members of the Club.
- (d) To promote and enhance the Game of Bowls in the local community.

## 4.Powers

### 4.1 Control of Funds and Assets

The Club will maintain control over the funds, other assets and liabilities of all subsidiary groups that may be approved from time to time.

### 4.2 Affiliations

#### 4.2.1 Affiliations – Associations

- (a) To subscribe to, become a member of and co-operate with any other association, club or organisation, whether incorporated or not, whose objects are altogether or in part similar to those of the Club provided that the Club shall not subscribe to or support with its funds any club, association or organisation which does not prohibit the distribution of its income and property among its members to an extent at least as great as that imposed on the Club by Section 13.
- (b) To amalgamate with any one or more incorporated associations having objectives altogether or in part similar to those of the Club and which shall prohibit the distribution of its or their income and property amongst its or their members to an extent at least as great as that imposed under or by virtue of Section 13.
- (c) To enter into any arrangements with any Government or Authority that is incidental and conducive to the attainment of the objects and the exercise of the powers of the Club and to obtain from any such Government or Authority any rights privileges and concessions which the Club may think it is desirable to obtain and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions

#### 4.2.2 Affiliations - Bowls Associations

- (a) Affiliate with Bowls Queensland and accept and abide by the Rules and By-Laws of Bowls Queensland in so far as they apply to the game of bowls.
- (b) Must be a member of a District Bowls Association and accept and abide by the Rules and By-Laws of the District Bowls Association in so far as they apply to the game of bowls.
- (c) Renew its affiliation with Bowls Queensland each year in accordance with the Articles of Association of Bowls Queensland and pay the annual affiliation fee.
- (d) Renew its membership with the District Bowls Association each year in accordance with the Rules of the District Bowls Association and pay annual membership fees to the District Bowls Association.

- (e) Elect a delegate(s) to the District Bowls Association in accordance with the Rules and By-Laws of the District Bowls Association.
- (f) Provide to Bowls Queensland and to the District Bowls Association the returns that are required by those bodies.
- (g) Provide advice to Bowls Queensland and to the District Bowls Association within thirty (30) days of any event which could affect the status of the clubs affiliation with Bowls Queensland, the legal status of the club and/or any changes or amendments to the clubs constitution.
- (h) Not to make, amend or repeal a Rule or By-Law in relation to the playing of the game of bowls that conflicts with the Rules and By-Laws of Bowls Australia Inc, Bowls Queensland or the District Bowls Association.

#### 4.3 Trading

- (a) To buy, sell and deal in all kinds of articles, commodities and provisions, both liquid and solid, for the members of the Club or persons legally frequenting the Club premises.
- (b) The Club shall trade with business who have an Australian Business Number (ABN) where possible.

#### 4.4 Property

- (a) To purchase, lease, exchange, hire or otherwise acquire any lands, buildings, easements or property, real and personal, and any rights or privileges which may be requisite for the purpose of, or capable of being conveniently used in connection with any objects of the Club – provided that in the case of the Club shall take hold or hold any property which may be subject to any trusts the Club shall only deal with the same in such manner as is allowed by law having regard to such trusts.
- (b) To construct, improve, maintain, develop, work, manage, carry out, alter or control any houses, buildings, grounds, work or conveniences which may seem calculated directly or indirectly to advance the Club interests, and to contribute to subsidies or otherwise assist and take part in the construction, improvement, maintenance, development, working, management, carrying out, alteration or control thereof.
- (c) To sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or any part of the property and rights of the Club.
- (d) To take or hold mortgages, liens or charges, to secure payment of the purchase price, or any unpaid balance of the purchase price, or any part of the Club property or whatsoever kind sold by the Club or any money due to the Club from purchasers and others.
- (e) To take any gift of property whether subject to any special trust or not, for any one or more objects of the Club but subject always to the proviso in sub-section 4.2.



- (f) To purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities and engagements of any one or more of the incorporated association with which the Club is authorised to amalgamate.
- (g) To transfer all or any part of the property, assets, liabilities and engagements of the Club on to any one or more of the incorporated associations with which the Club is authorised to amalgamate.

#### 4.5 Finance

- (a) To advance money or give credit to any person or body corporate, to guarantee and give guarantees or indemnities for the payment of money for the performance of contracts or obligations to the Club by any person or body corporate.
- (b) To borrow or raise money either jointly with any other person or legal entity in such manner as may be thought proper and whether upon fluctuating advance or overdraft or otherwise to represent or secure any monies and further advances borrowed or to be borrowed alone or with others as aforesaid by notes secured or unsecured, debentures or debenture stock perpetual or otherwise or by mortgage, charge or other security upon the whole or any part of the incorporated association's property or assets present or future and to purchase, redeem or pay-off any such securities.
- (c) To take such steps by personal or written appeals, public meeting or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Club in the shape of donations, annual subscriptions or otherwise.

#### 4.6 Investments

- (a) To invest and deal with the money of the Club not immediately required in such manner as may from time to time be thought fit.
- (b) To take, or otherwise acquire, and hold shares, debentures or other securities of any company or body corporate.
- (c) To remunerate any person or body corporate for services rendered, or to be rendered, and whether by way of brokerage or otherwise in placing or assisting to place or guaranteeing the placing of unsecured notes, debentures or other securities of the incorporated association, or in or about the incorporated association or promotion of the Incorporated Association of the furtherance of its objects.

#### 4.7 Donations

To make donations for patriotic, charitable or community purposes.

#### 4.8 General

- (a) To do all things as are incidental or conducive to the attainment of the objectives and the exercise of the powers of the Club.
- (b) The Club shall comply with all lawful requirements of the Commonwealth, State and Local Government and other Statutory Authorities over any activity of the Club.

## 5.Membership

### 5.1 Classes of Membership

The Club shall consist of the following classes of members:-

- i. Ordinary Members
- ii. Dual Members – Non Declared
- iii. Life Members
- iv. Junior Bowling Members
- v. Honorary Members
- vi. Social Members

### 5.2 Limitation of Membership.

The membership of the Club may be limited either generally or as to any particular class or classes as the Board from time to time may determine.

### 5.3 Qualifications for Membership and Privileges.

#### (a) Ordinary Members

- i. Not less than 18 years of age.
- ii. Interested in playing the game of Bowls.
- iii. Of good character and compatible with other members.
- iv. Free of indebtedness to any Bowls Club or Bowls Association of which such person is or may have been a member. No person shall be admitted or remain a member of the Club who is or has been a member of any club affiliated with Bowls Australia or Bowls Queensland, or any other Bowls Association unless such person satisfies the Board of the Club by presentation of a clearance on the official form that the person does not owe any money to any other club and further satisfies the Board of the Club that they are not under any order of suspension or exclusion from any other club.
- v. Ordinary Members shall be entitled to all privileges of the Club and shall be entitled to vote at Annual General and Special General Meetings of the Club.

#### (b) Dual Members – Non Declared

- i. Not less than 18 years of age and are interested in playing the game of Bowls.
- ii. Of good character and compatible with other members.
- iii. Free of indebtedness to any Bowls Club or Bowls Association of which such person is or may have been a member. No person shall be admitted or remain a member of the Club who is or has been a member of any club affiliated with Bowls Australia or Bowls Queensland, or any other Bowls Association unless such person satisfies the Board of the Club by presentation of a clearance on the official form that the person does not owe any money to any other club and

further satisfies the Board of the Club that they are not under any order of suspension or exclusion from any other club.

- iv. Dual Members shall be entitled to all privileges of the Club and shall be entitled to vote at Annual General and Special General Meetings of the Club.

(c) Life Members

- i. Upon receipt of a submission from the Ladies Bowling Club, or the Men's Bowls Club, the Board may recommend that a member be elected a Life Member of the Club in honour of special services rendered by the member to the Club. Such election shall be by special resolution of a three-quarter majority of the members present and entitled to vote at any Annual General Meeting of the Club of which proper notice of such resolution has been given by the Board.
- ii. Life Members shall be entitled to all privileges of Ordinary Members but shall not be relieved of any financial obligation other than the Annual Club Subscription.
- iii. Levies payable to the District Association or State Associations or National Associations are required to be paid.
- iv. The Board has the power to limit the number of Life Members at any one time.

(d) Junior Bowling Members

- i. Junior Bowling Members will comprise such members who are under eighteen (18) years.
- ii. Junior Bowling Members shall be entitled to play bowls in any Club or District competition according to the conditions laid down for the playing of the event.
- iii. They shall not be entitled to vote nor to nominate members for office nor to nominate other persons to membership of the Club.
- iv. On attaining the age of eighteen (18) years a Junior Bowling Member shall apply in writing for ordinary membership which application will be dealt with in the same manner as any application for ordinary membership.
- v. They shall not be allowed under any circumstances to be served with, to obtain from the Club or to consume liquor on the Club premises.

(e) Honorary Members

- i. Upon a recommendation from the Board, the Club may at any General Meeting elect as an Honorary Member any person who has rendered service, or brought benefit and esteem to the Club, and who is no longer able to play bowls.
- ii. Honorary Members shall be entitled to the social privileges of the Club but shall not hold any office in the Club or take part in nor vote at meetings of the Club nor nominate members to the Club.
- iii. They shall be exempt from the payment of annual subscriptions and levies.

(f) Social Members

- i. The Board may admit any person as a Social Member of the Club and charge such membership fees as determined by the General Meeting at which Annual Fees are fixed.
- ii. Social Members shall be entitled to the privileges of membership, except they shall not be entitled to hold any office of the Club, nor be entitled to nominate members for election to any position in the Club nor take part in nor vote at meetings of the Club.
- iii. They shall not be entitled to nominate members of the Club, nor shall be entitled to play bowls.
- iv. They shall be persons of good repute whose interests and activities are, in the opinion of the Board, compatible with those of the existing members of the Club.
- v. They shall not be under eighteen (18) years of age.

6. Admission to Membership

6.1 Applications

- (a) Applications for Ordinary and Dual Membership of the Club must be made in writing on an Application Form prescribed by the Board and shall provide the following details:-
  - i. Name and signature of applicant
  - ii. Full address – residential and postal (if different).
  - iii. Telephone Number.
  - iv. Occupation – or previous occupation.
  - v. Date of Birth (optional for Adults – Compulsory for Junior Bowling Members)
  - vi. Email address
  - vii. Date of Application.
  - viii. Copy of Clearance if applicant has been or is a member of another Bowls Club
  - ix. Signed by Proposer and Secunder who are two (2) Ordinary Members of the Club.
- (b) The application form is to be accompanied by the prescribed Nomination fee and shall indicate the type of membership applied for.
- (c) The properly completed application form is to be handed to the Office Administration.
- (d) Unless the application is rejected the nomination fee will be non refundable.

6.2 Application Procedure

6.2.1 Bowling Membership

- (a) The Application Form or a true copy of the Application Form shall be displayed on the Club Notice Board for at least seven (7) days before submission to the Board, and not less than fourteen (14) days shall elapse between the receipt of the application and its acceptance by the Board.

- (b) Each application for membership shall be firstly forwarded to the Secretary of the appropriate Men's or Ladies Club within seven (7) days of receipt.
- (c) The respective Men's or Ladies Bowls Club shall consider the application at its next meeting and shall advise the Board Secretary in writing within seven (7) days of such meeting whether the Bowls Club has any objection to such application.
- (d) The Board shall not deal with any application for membership until it has received signed approval from the appropriate Men's or Ladies Bowls Club.
- (e) The Board shall advise the applicant within seven (7) days of the application being considered as to whether the application has been accepted or not.
- (f) If after advice of acceptance, the intending member has not replied within 28 days from the date of notification, excepting extenuating circumstances, the application lapses and no refund of the nomination fee will be made.
- (g) If inquiries are necessary in relation to an application or an appeal, the determination of the application or the appeal may be deferred for a period of not more than three (3) months. The applicant is to be advised accordingly.

#### 6.2.2 Social Members

- (a) New Applicants shall complete a prescribed form as set out in Rule 6.1 (a) i-vi
- (b) On receipt of Membership Fee, a Membership Card will be issued.
- (c) Membership to be renewed annually.

#### 6.3 Acceptance of Rules

All Members on admission shall be deemed to have agreed to be bound by this Constitution and the Rules and By-Laws of the Club for the time being in force. No person shall be allowed to remain as a member of the Club unless they possess the qualifications defined in this constitution.

#### 6.4 Objections against a Membership Application

- (a) Any member or members may object to an application for membership by delivery of a written objection to the Secretary.
- (b) In the case of a bowling member or intended bowling member, an objection may also be lodged by the appropriate Men's or Ladies Bowls club.
- (c) If a written objection is received from either a member or members of either Bowls Club, the Board shall deal with the application and shall notify the applicant that his or her application for membership has been approved or rejected.
- (d) If no written objection is received all proposals for membership shall be dealt with and determined by the Board at a duly convened meeting.

#### 6.5 Appeals Against Rejection of Application

- (a) A person whose application for membership is rejected by the Board may within fourteen (14) days of receiving written notification thereof lodge with the Secretary written notice of their intention to appeal against the decision of the Board.
- (b) A member or members may appeal against the decision of the Board in accepting or refusing an application for membership by lodging with the Secretary within fourteen (14) days written notice of his/their intention to appeal against the decision of the Board.
- (c) If an objection under (a) or (b) above is received, the procedure shall be:-
  - i. A Special General Meeting shall be called at a time to be determined by the Board unless the applicant or members have withdrawn their objection.
  - ii. Members shall be given fourteen (14) day's notice of the meeting.
  - iii. The Applicant and/or members objecting to the Board decision shall be notified in writing of the time and date of the meeting and invited to attend.
  - iv. Applicants and/or members shall not be legally represented.
  - v. Junior applicants may be accompanied by a Parent or Guardian.
  - vi. The decision of such meetings shall be by secret ballot.
  - vii. If more than one applicant is to be balloted for separate ballots shall be conducted.
  - viii. A two-thirds majority will be required to uphold the appeal.
  - ix. An Applicant whose name has been rejected either by the Board or by a Special General Meeting shall not be proposed again for membership during the following twelve (12) months.

## 7 Resignation of Membership

- (a) A resignation from membership is not valid unless received in writing by the Men's or Ladies Secretary and acknowledged in writing by the Men's or Ladies Secretary.
- (b) Notice of resignation shall not relieve any person from the payment of any subscription due and payable by them at the time of their resignation.
- (c) Members failing to give to the Men's or Ladies Secretary written notice of their intended resignation prior to the date on which their subscription is due shall be liable for the current subscription fee for that year and any other money due and payable by them to the Club.
- (d) A request for a clearance does not in itself constitute a resignation.
- (e) On resignation that person forfeits all rights and privileges in respect to all Club matters and property.

## 8. Leave of Absence

- (a) All applications for leave of absence shall be in writing and shall be considered by the Board.
- (b) Members on Leave of Absence shall not vote, nor take part in elections or meetings of the Club.

## 9. Suspension and/or Termination of Membership

### 9.1 Non-payment of Fees

- (a) The Board may remove from the membership register the name of any person whose subscription is three (3) months in arrears.
- (b) A person whose name has been removed may apply for re-admission using the procedures set down in Section 6.
- (c) A person applying for re-admission shall tender payments of all arrears owing but not exceeding twelve months subscription.
- (d) The Board may at its discretion waive the payment of a further Nomination Fee.

### 9.2 Reprimand, Suspension or Expulsion

- (a) The Board has the power to reprimand, suspend or expel any member who, on the Club premises or elsewhere, is, in the opinion of the Board guilty of conduct derogatory to the character of a gentleman or lady or prejudicial to the interest of the Club. This includes behaviour where the Club or the Manager of the Club is liable to a penalty under the Queensland Liquor Act. Queensland Gaming Machine Act or any other relevant Act.

The Penalties available to the Board include:

- i. Dismiss the complaint
  - ii Demand and/or direct an apology and/or issue a reprimand
  - iii Suspend a member for up to twelve (12) months
  - iv Expel a member
  - v Issue any other appropriate orders.
- (b) A member shall be dealt with by the Board under this provision upon a charge or complaint in writing to the Secretary.
  - (c) The written complaint must set out:-
    - i. Details of the conduct that is the subject of the charge.
    - ii. Details of place, time and date.
    - iii. Witnesses to the conduct that is the subject of the charge.
    - iv. Signatures of Complainant/s
  - (d) The member so charged shall be notified in writing by the Secretary of the nature of the complaint and advised that he/she has the right of answering the charge by appearing before the Board, calling evidence and questioning witnesses.
  - (e) The member shall not be entitled to be legally represented, but in the case of a Junior he may be accompanied by a parent or guardian.
  - (f) The Board shall notify the charged member by Express Post, Email or by hand if on the premises, of the decision by the Board.

- (g) If a penalty has been imposed the member must also be advised of his right to appeal and the procedures thereof.
- (h) Social members are dealt with by the Club Manager and do not have the right of appeal against Suspensions or Expulsions. Social members who have been expelled are not eligible to reapply for any class of membership at a later date.

### 9.3 Appeals - Reprimand, Suspension or Expulsion

- (a) If either party to the complaint is dissatisfied with the Board's decision(s) or rulings, they are entitled to appeal the decision of the Board. This must be done in writing to the Club Secretary within 14 days of the written notice of the decision(s) or rulings, and state clearly the grounds on which the appeal is made.
- (b) The appeal shall be determined within 28 days by an independent Appeals Tribunal appointed by the Board. The Tribunal shall make a determination that either:
  - The appellants grounds for appeal are valid and therefore his/her appeal be upheld.
  - The appellants grounds for appeal are not valid and appeal be dismissed.

The Tribunal shall **not** consider new pleas or evidence. The outcome of the tribunal hearing will be conveyed to the Secretary who informs the appellant of the outcome of the hearing.

- (c) The member so charged shall not have rights to Club privileges until such time as the appeal is determined.
- (d) The appellant shall not be entitled to legal or other representation but a Junior may be accompanied by a Parent or Guardian.
- (e) If after fourteen (14) days the Member has:-
  - i Not lodged an appeal – or
  - ii The appeal has been lost – then

The person shall lose all rights and privileges of the Club during the period of suspension, and is still liable for all membership fees and other charges applicable to their membership for the duration of the suspension. There shall be no further rights of appeal.

- (f) A member who is **expelled** is no longer a member of the Club and is not entitled to any refunds. Expelled members do not have the right to reapply for any class of membership of the Club at a later date
- (g) The Men's or Ladies Secretary shall notify in writing Bowls Queensland and any District Association of any suspension or expulsion setting down the name of the member and the suspension period or the date of expulsion.
- (h) A person under suspension or who has been expelled from this Club or any other affiliated Bowls Club shall not enter the premises during the period of suspension or expulsion.



## 9.4 Conduct of Appeal Tribunal

- (a) The Board of Management appoints the Tribunal members. Care should be taken to select truly independent members to hear the appeal in accordance with the constitution. The Tribunal would ideally number three or four members and should include:
- A person with an understanding of the Club's responsibilities under the terms of its Liquor Licence, Gaming Licence, the Qld Liquor Act and the Qld Gaming Machine Act & other relevant acts.
  - A person with a good knowledge of sport, ideally bowls
  - A person of experience and skills suitable to the function of the Appeal Tribunal.

This would not include a member of the Board of Management. There should be no relationship between a member of the Tribunal and the appellant.

- (b) The appellant must be granted right to appear before the Tribunal and present his/her case for appeal.
- (c) Representatives of the Board and/or Management also have the right to appear before the tribunal and present the reasons for disciplinary action that was taken.
- (d) The Tribunal will hear evidence from witnesses if it considers the evidence relative to the ground for appeal. No new evidence or witnesses are to be considered.
- (e) All members of the Tribunal shall, on acceptance of their appointment; sign a statement that they agree to abide by the terms of the Constitution and Bylaws.
- (f) The Tribunal shall conduct their enquiries and hearings in private, and apart from the notification to the Board of Management (who will duly notify the appellant of the determination), all matters relating to the Tribunal hearing shall remain confidential.
- (g) Appropriate advices should be given to Bowls Queensland and to the District Bowls Association. If any doubt exists to the procedure to be followed, then advice should be sought from BQ (Bowls Queensland) and/or our honorary Solicitor before proceeding.

## 10 Listing of Members

- (a) The Board shall ensure an up to date members' listing is kept of names and residential addresses and dates of birth of all persons admitted to membership of the Club, the dates of their admission and subscription payments.
- (b) The members' listing should be regularly updated to register deaths, resignations, terminations and reinstatements of membership and any further particulars as the Board or the members at any General Meeting may require from time to time.

- (c) The Members' Listing shall be available to Committee members of the Men's or Ladies club with a view to carrying out their duties.

## 11. Board of Management

### 11.1 Members of the Board

- (a) The management of the business and affairs of the Club shall be under the management of the Board.
- (b) The Board shall consist of the following:-
  - i. Chairperson
  - ii. Deputy Chairperson
  - iii. Hon. Secretary
  - iv. Hon. Treasurer
  - v. Four (4) Ordinary Members
- (c) In the initial year of rotational elections the Chairman and Secretary be elected for twelve (12) months and the Treasurer and Deputy Chairman for twenty-four (24) months. Two members elected with the highest number of votes shall be elected for twenty-four (24) months and the remaining two members for twelve (12) months.
- (d) In subsequent years successful nominees will be elected for two (2) years.
- (e) All retiring Board Members are eligible for re-election
- (f) All members of the Board shall be honorary and elective
- (g) Board positions are open to all Ordinary and Life Members.
- (h) Board Members whose term of Office has expired shall retire at the Annual General Meeting.

### 11.2 Executive Committee

- (a) The Executive Committee of the Board of the Club shall consist of the following:-
  - i. Chairperson
  - ii. Deputy Chairperson
  - iii. Hon. Secretary
  - iv. Hon. Treasurer
- (b) Three members shall constitute a quorum.
- (c) An ordinary board member may be invited to attend if necessary to obtain a quorum.
- (d) The Executive Committee will transact business which may arise between Board Meetings.
- (e) The Committee shall not incur expenditure in excess of \$5,000, or deal in property of the Club.
- (f) Actions taken shall be reported and ratified at the next Board Meeting.

### 11.3 Election of Board Members

The procedure for the election of members of the Board shall be as follows:-

- (a) In the month before the AGM, the Board shall appoint a Returning Officer for the Board Elections.
- (b) The Returning Officer shall liaise with the Secretary in arranging for the necessary notices, ballot papers, ballot boxes and procedures as set down in this section.
- (c) The Returning Officer may arrange assistance as required.
- (d) Any two Ordinary Members or Life Members may nominate any Ordinary Member or Life Member to serve as a member of the Board.
- (e) The proposer, seconder and nominee must be financial members from the date of nomination to the date set down for the election, inclusive.
- (f) No paid employee shall be eligible to be a member of the Board of Management.
- (g) The nomination showing all details on the official nomination form and with the required signatures shall be lodged with the Secretary at least twenty-eight (28) days prior to the Annual General Meeting.
- (h) On receipt of a nomination the Secretary shall check to see that the nomination conforms to the conditions set down in this section and Section 61 (A) of the Associations Incorporation Act.
- (i) If the nomination is in order, the nomination form (or a copy) of the form is to be placed as soon as possible on the Notice Board in an area set aside for Election Notices.
- (j) If the nomination form is not in order the nominee is to be advised as soon as possible.
- (k) Within seven (7) days of the close of nominations the Secretary shall place on the Notice Board an alphabetical list of the nominees together with the names of their proposers and seconds.
- (l) After the close of nominations – if the nominations exceed the number of vacancies - the Returning Officer shall arrange for:-
  - i. A public draw for positions on the Ballot Paper.
  - ii. The preparation and the distribution of balloting lists.
- (m) Ballot Papers will be available for all Ordinary and Life Members.
- (n) Ballot papers shall be available at the Annual General Meeting.
- (o) Voting shall be by secret ballot and by deletion of names.
- (p) In the event of a tied vote, a further ballot will be held at the Annual General Meeting.
- (q) If insufficient nominations are received, vacancies may be filled from the floor of the meeting.

- (r) A nomination from the floor on behalf of an absentee member for a vacant position will be accepted provided consent to the nomination is in writing and signed by the nominee.
- (s) The Returning Officer shall advise the Chairperson of the meeting of the results of any ballot, and the Chairperson shall announce the results of ballots to the meeting.
- (t) Ballot material shall be destroyed only after a motion authorising the destruction is passed at the meeting.

#### 11.4 Board Vacancies

- (a) Any member of the Board may resign by giving notice in writing to the Secretary, and shall take effect as from the date of receipt or such later date as the letter of resignation may indicate.
- (b) A Board position becomes vacant if any of the conditions of Section 64 (2) of the Associations Incorporations Act 1981 as amended apply.
- (c) A Board member may be removed from office at a General Meeting subject to the following:-
  - i. The member shall be given due notice of the meeting and the opportunity to fully present his/her case.
  - ii. Such member shall not be represented by a Solicitor, Barrister or any other agent.
  - iii. The question of removal shall be determined by a special resolution of members at a General Meeting.
  - iv. The motion for removal must be carried by a three-quarters majority
  - v. There is no right of appeal against a member's removal.
- (d) The Board shall have power at any time to appoint any eligible member to fill any casual vacancy – except the Chairperson - on the Board. Members appointed to fill casual vacancies shall be appointed for the term of office of the members they are replacing.
- (e) In the event of the office of Chairperson becoming vacant between Annual Meetings, nominations shall be called and shall be elected by members of the Club at a General Meeting called for that purpose.
- (f) When vacancies occur and the number of Board members is reduced to a number below that fixed for a quorum, the continuing members may act for the purposes of increasing the number of members of the Board or of calling a General Meeting of the Club but for no other purposes.

#### 11.5 Powers of the Board

Subject to this Constitution or special resolutions carried at any General Meeting, the Board shall:-

- (a) Have the general control and management of the administration of the business affairs, property and funds of the Club.

- (b) Have the authority to interpret the meaning of this constitution and any matter on which the constitution is silent.
- (c) Borrow or raise or secure the payment of money in such manner as the members of the Club may think fit and secure the same or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the Club in any way and in particular by the issue of debentures, perpetual or otherwise charged upon all or any of the Club property, both present and future and to purchase, redeem or pay off such securities.
- (d) Borrow money from members at a rate of interest not exceeding interest at the rate for the time being charged by bankers for overdrawn accounts on money lent, whether the term or the loan be short or long, and to mortgage or charges on its property or any part thereof and to issue debentures and other securities, whether outright or as a security for any debt, liability or obligation of the Club and to provide and pay off such securities.
- (e) Invest in such manner as the members of the Club may from time to time determine.
- (f) Regulate the opening closing and use of greens.
- (g) Transact and authorise expenditure provided that the Board is not empowered to authorise any single item of expenditure in **excess of \$60,000** without prior approval of the Annual General Meeting or a Special General Meeting of the Club.
- (h) Appoint Sub-Committees and/or Sections to undertake such functions as the Board sees fit.
- (i) Terminate and dissolve any such Sub-Committee or Section.
- (j) Reconstitute any Sub-Committees or Sections
- (k) Appoint members of the Board as required to serve on Sub-Committees or the committees of Sections.
- (l) Call General Meetings of members.
- (m) Arrange meetings of the Board
- (n) Determine from time to time the maximum number of members of the Club.
- (o) Control the conduct of members and visitors.
- (p) Authorise the admission of new members.
- (q) Grant Leave of Absence to members.
- (r) Set playing fees and other charges including Annual Nomination Fees.
- (s) Take out all required licences.
- (t) Hire or let premises or greens.
- (u) Engage or dismiss labour
- (v) Enter into employment contracts.

- (w) The Board has the authority to appoint a Secretary/Manager if desired and to determine duties, conditions of employment and remuneration and allowances.
- (x) Make By-Laws not inconsistent with this Constitution the Laws of the Game or any Act of Parliament.
- (y) Appoint assistants to office bearers
- (z) Act at all time in the interests of members

#### 11.6 Meetings of the Board

- (a) The Board shall meet at least once every calendar month.
- (b) At least seven (7) days notice shall be given of Monthly Board Meetings.
- (c) At least One (1) days notice shall be given of any Special Board Meeting and the notice shall state the nature of the business to be discussed.
- (d) A Special Board Meeting may be convened at the request of the Chairperson or on the requisition in writing signed by not less than one third of the members of the Board. Such requisition shall state the reason for the Special Meeting and the nature of the business to be transacted thereat.
- (e) The quorum at a Board Meeting shall be a simple majority of the number of members elected to the Board at the close of the last Annual General Meeting.
- (f) Voting at Board Meetings shall be by a simple majority of those members present and eligible to vote.
- (g) The Chairperson may exercise a second or casting vote in the case of equality of votes.
- (h) A Board member is not eligible to vote in respect to any contract, purchase or engagement of labour in which they may have a pecuniary or personal interest. If an ineligible member votes, the vote shall not be counted and the minute noted accordingly.
- (i) The Chairperson shall preside at all meetings of the Board. Or in the absence of the Chairperson the Deputy Chairperson shall preside. If ten (10) minutes after the appointed time, neither Chairperson nor Deputy Chairperson are present, the members present may choose one of their members to chair the meeting.
- (j) If within half an hour of the appointed time of the meeting a quorum is not present, the meeting, if called following a requisition of members of the Board, shall lapse. In all other cases the meeting stands adjourned to the same day the next week at the same time and place. If at the adjourned meeting a quorum is not present within half an hour of the appointed time, the meeting shall lapse.
- (k) A Resolution in writing signed by all the members of the Board for the time being entitled to receive notice of a meeting of the Board and eligible to vote shall be as valid and effectual as if it had been passed at a meeting of the Board duly convened and held. Any such resolution may consist of several documents in like form, each signed by one or more members of the Board.

- (l) The Presidents of the Men's Bowls Club and the Ladies Bowling Club may attend Board Meetings and take part in the discussions but shall have no voting rights unless that person is also a member of the Board.

## 11.7 Minutes

- (a) The Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every management meeting and general meeting to be entered in a book to be open for inspection at any reasonable times by any financial member who previously applies to the secretary for that inspection.
- (b) To ensure the accuracy of the recording of such minutes the minutes of every meeting shall be signed by the chairperson of that meeting or the chairperson of the next succeeding meeting verifying their accuracy.
- (c) The minutes of any annual general meeting shall be signed by the chairperson of that meeting or the chairperson of the next succeeding general meeting or annual general meeting.

## 11.8 Board Indemnity

All acts done by any meeting of the Board or of a sub-committee or by any person acting as a member of the Board, notwithstanding that it is afterwards discovered that there has been some defect in the appointment of any such member of the Board or person acting as aforesaid, or that the member of the Board or any of them was disqualified, be as valid as if every such person had been duly appointed and was qualified to be a member of the Board.

## 12. Meetings

### 12.1 Annual General Meetings

- (a) The Annual General Meeting of the Club shall be held during the month of **September** on a date to be fixed by the Board.
- (b) The meeting shall be called by giving not less than fourteen (14) days notice by circular posted or by Club Notices or Social Media.
- (c) The agenda shall be:-
  - i. Reading the notice convening the Meeting.
  - ii. Reading and confirmation of Minutes of the previous Annual General Meeting and Special General Meetings.
  - iii. Presentation, consideration and adoption of the Annual Report.
  - iv. Presentation, consideration and adoption of the Balance Sheet and Financial Statements.
  - v. Election of the Members of the Board
  - vi. Appointment of Auditor/s and Solicitor/s - (Honorary or Retained).
  - vii. Notices of Motion
  - viii. Striking Annual Membership Fees for the next financial year for all classes of membership.
  - ix. Transact applicable general business.

## 12.2 General Meetings

The Secretary shall convene a General Meetings as follows:-

- (a) When directed by the Board – or
- (b) On the requisition in writing signed by not less than double the number of members of the Club presently on the Management Committee plus one (1) who are Ordinary or Life Members of the Club,. and clearly stating the reason/s for the convening of the General Meeting.
- (c) On the requisition in writing signed by not less than 33% of the members presently on the Board.
- (d) On being given notice in writing of an intention to appeal against a decision by the Board to reject an application for membership, to terminate the membership of any person or to appeal against a suspension or expulsion.

## 12.3 Rules for General Meetings

(a) Notices:-

- i. The Secretary shall convene a General Meeting within twenty-one (21) days of being requested to do so.
- ii. The Secretary shall give at least fourteen (14) days notice of the General Meeting.
- iii. The manner by which notice shall be given shall be determined by the Board.
- iv. When a meeting has been called to determine an appeal against rejection or termination of membership or an appeal against suspension or expulsion, notice of the meeting shall be given to the appellant in writing.
- v. Notices of Meetings shall clearly state the nature of the business to be discussed.
- vi. Notices posted to the last known address of a member shall be deemed to have been duly given.
- vii. The accidental omission to give notice to any particular member shall not invalidate the meeting.
- viii. Notices of Motion to be included on the agenda of the Annual or General Meeting shall be received by the Secretary at least twenty-eight (28) days prior to the meeting at which they are to be discussed

(b) Quorum

- i. At any General Meeting called under Rule 12.2 the number of members required for a **quorum shall be thirty-one (31)**.
- ii. No business shall be transacted at any General Meeting unless a quorum of members is present.
- iii. If within half an hour from the time appointed for the commencement of the General Meeting a quorum is not present, the meeting shall stand adjourned to the same day in the next week at the same time and place, and if at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the members present shall be a quorum.



- iv. If the General Meeting is convened by requisition of members of the Board of the Club or Association Members under Rules 12.2 ii & iii and a quorum is not present within half an hour of the appointed time for the commencement of the General Meeting, the meeting shall lapse.

(c) Adjournment of General Meetings

- i. The Chairman may with the consent of members present at a meeting at which a quorum is present adjourn the meeting from time to time and place to place.
- ii. No business shall be conducted at any adjourned meeting other than unfinished business left from the adjourned meeting.
- iii. If the meeting is adjourned for thirty (30) days or more, notice of the adjourned meeting shall be given as was given for the original General Meeting.

(d) Procedures for General Meetings

- i. The Chairperson shall preside at all General Meetings or in his/her absence the Deputy Chairperson.
- ii. If the Chairperson and Deputy Chairperson are not present within ten (10) minutes of the time appointed for the commencement of the meeting members present shall elect one of their number to chair the meeting.
- iii. The Chairperson shall maintain order and conduct the meeting in a proper and orderly manner.
- iv. Every resolution shall be decided by a majority of votes of the members present and eligible to vote.
- v. Each member present and eligible to vote shall be entitled to one vote.
- vi. Members who are one month in arrears in the payment of membership subscriptions are ineligible to vote.
- vii. In the case of equal votes, the Chairperson may exercise a casting vote.
- viii. Voting shall be by show of hands unless one-fifth of the members present demand a ballot.
- ix. Such a ballot shall be a secret ballot.
- x. Ballot papers shall be marked in such manner as the Chairperson may determine.
- xi. The Secretary shall record full and accurate minutes of all questions, matters, resolutions and other proceedings at all General Meetings.
- xii. The minutes – confirmed or amended – shall be signed by the Chairperson at the next applicable General Meeting.
- xiii. Any resolution proposed as a Special Resolution at a General Meeting requires approval from not less than **three-quarters of members** present and eligible to vote.
- xiv. Resolutions at General Meetings in relation to refusal of membership, appeals against reprimand, suspension of expulsion require **a two-thirds majority** for the upholding of the Board Decision.
- xv. Ordinary and Procedural Motions require a simple majority.

## 12.4 Standing Orders

- (a) Movers of motions, which must be seconded, are limited to five (5) minutes and all other speakers to the motion (including the right of reply) to three (3) minutes. Such time limits may be extended by the Chairman with the consent of the meeting.
- (b) A member shall be entitled to speak only once to each question, but with the permission of the Chairman, may correct a mis-statement. Every amendment moved shall be treated as a new question. The mover of any original motion shall have the right of reply.
- (c) No motion of dissent from the Chairman's ruling or decision shall be permitted unless made before any other business or speech has intervened and no debate shall be allowed.
- (d) It shall not be permissible for the mover to withdraw any motion that has been put to the meeting except with the consent of the seconder.
- (e) A speaker shall not be interrupted, except on a point of order.
- (f) If the Chairman wishes to clarify a motion or amendment, he shall do so before the reply by the mover.
- (g) A notice of motion to alter or rescind a motion and a notice of motion which has been lost shall not be in order unless it is signed by four (4) members, provided that this shall not apply where three (3) months have elapsed since the motion was passed or lost, as the case may be.
- (h) Where a motion to alter or rescind a motion has been lost no similar motion shall be brought forward within three (3) months thereafter, and the effect of this provision shall not be evaded by substituting any motion differently worded, but in principal be the same.
- (i) Discussion shall not be permitted upon any motion for adjournment. If upon the same question being put on any such motion and the same is lost, the subject then under consideration or next on the business paper shall be discussed and it shall not be competent for any member to again move for adjournment unless half an hour has elapsed from the time of moving the one that has been lost.
- (j) The proceedings of any Committee appointed by the Board shall be guided by these Standing Orders, so far as they are applicable.

## 13. Finance

### 13.1 Financial Year

The Financial Year of the Club will be from 1 July to 30 June.

### 13.2 Annual Subscriptions

- (a) A nomination fee and annual subscription shall be payable in advance by all members except as provided for in this constitution.
- (b) Such fees and subscriptions shall be determined at the Annual General Meeting.
- (c) The Annual Subscription shall be deemed to be due and payable on the 31<sup>st</sup> December for the following calendar year..
- (d) If a member fails to pay the subscription within one (1) month of it becoming due the member shall be deemed to be unfinancial.
- (e) Members admitted after the commencement of the Financial Year shall pay a pro rata subscription on a quarterly basis.

- (f) The Board may at its discretion vary fees in the case of an individual member in difficult or indigent circumstances.
- (g) Such reduced fees are to be paid within 28 days.

### 13.3 Levies

- (a) The Club may at any time strike a special per capita levy on all Ordinary and Life Members at an Annual or a General Meeting by special resolution.
- (b) No levy shall be payable unless it has been passed by not less than a **three-quarter majority** of the members present and eligible to vote.
- (c) A Notice advising that a levy has been struck and the amount of the levy shall be posted on the Notice Board within two days of the meeting.
- (d) Members who have not paid the levy within fourteen (14) days shall be advised by letter, delivered or posted to the last known address of the member.
- (e) If the member fails to pay the levy within one (1) month of the delivery or the posting of the letter that member shall be deemed unfinancial.

### 13.4 Unfinancial Members

- (a) Any member who becomes unfinancial shall forthwith be deprived of all privileges of membership, including:-
  - i. The right to hold office.
  - ii. The right to speak, at any meeting of the Board or at a General Meeting of the Club, or to vote in an election.
  - iii. The right to nominate any person for office or be nominated for office in the Club.
  - iv. The right to enter and to play in Club matches.
  - v. The right to enter the Club property.
- (b) The Games Director is to be advised of unfinancial members
- (c) All privileges shall be restored upon payment of all subscriptions and monies due to the Club.

### 13.5 Funds

- (a) The funds of the Club shall be banked in the name of the Club in such bank as the Board may from time to time determine.
- (b) Proper books and accounts shall be kept and maintained either written or printed or electronically in English showing correctly the financial affairs of the Club and the particulars usually shown in books of like nature.
- (c) All monies shall be banked as soon as possible after receipt.
- (d) All amounts of \$100 or over shall be paid by cheques signed by any two of the Chairperson, Treasurer or Secretary or by authorised electronic transfer.
- (e) Payments made in connection with gaming shall be made in accordance with the appropriate regulations in force from time to time.
- (f) Payments by electronic transfer may be made for wages and payments to Governmental Agencies and Registered Payees.

- (g) In the event of absence or illness an additional Board Member may be registered as a signatory.
- (h) Cheques shall be crossed "Not Negotiable". Except for allowances and Petty Cash recoupments.
- (i) The Board shall determine from time to time the amount of Petty Cash which may be held under the imprest system.
- (j) The Board shall determine from time to time the amount which shall be held on the premises in the way of cash and cash floats.
- (k) All expenditure shall be approved or ratified at a Board Meeting.

### 13.6 Audit

- (a) As soon as practicable and within two (2) months after the end of the financial year the Treasurer shall cause to be prepared in conjunction with the Club Auditors, a statement containing particulars of:-
  - i. The income and expenditure for the financial year just ended.
  - ii. The assets and liability and of all mortgages, charges and securities affecting the property of the Club at the end of the Financial Year.
- (b) All such statements shall be examined by the Auditor who shall present his signed report of the audit to the Secretary prior to the holding of the Annual General Meeting following the close of the Financial Year.

### 13.7 Use of Funds

- (a) The profits (if any) and the income and property of the Club, however derived, shall be used and applied solely in promotion of its objectives and in the exercise of its powers as set out in this Constitution.
- (b) No portion of the funds shall be distributed, paid or transferred directly or indirectly by the way of dividend, bonus or otherwise by way of profit to or amongst members.
- (c) Payment may be made in good faith of interest to any member in respect to monies advanced by them to the Club or otherwise owing by the Club to them or of remuneration to any Officers or employees of the Club or any member of the Club or other person in return for any services actually rendered to the Club.
- (d) A member may be repaid for out of pocket expenses incurred on behalf of the Club, money lent, reasonable and proper charges for goods hired by the Club or reasonable and proper rent for premises demised or let to the Club.
- (e) No member shall be entitled to any benefit or advantage from the Club which is not shared equally by every other member of the Club.
- (f) Officers and employees are expressly precluded from receiving an amount or other consideration in the way of commission or allowance or gifts calculated by reference to the quantity of liquor sold or supplied to the Club or on the receipts to the Club for such liquor.

## 14. Documents and Records

- (a) The Board shall provide for the safe custody of books, instruments of title and securities of the Club.
- (b) Duplicate copies of electronic data shall be stored in a safe place apart from the original data records.

## 15. Common Seal

- (a) The Board shall provide for a Common Seal and its safe custody.
- (b) The Common Seal shall be used only by the authority of the Board.
- (c) Every instrument to which the Common Seal is affixed shall be signed by the Chairperson or the Deputy Chairperson and countersigned by the Secretary or, in their absence, another person appointed by the Board for that purpose.

## 16. Alteration of Rules

- (a) Subject to the provisions of the Association Incorporation Act 1985 as amended and the Liquor Act 1992 as amended, this constitution may be amended, rescinded or added to from time to time by a special resolution carried by a **three-quarter majority** vote at any General Meeting.
- (b) A special resolution requires a notice of motion.
- (c) Amendments, rescissions or additions shall not be valid until they have been submitted to and approved by the relevant Government Department and the Liquor Licensing Commission.
- (d) Copies of the changes are to be forwarded to Bowls Queensland for their information.

## 17 Solicitors and Auditors

### 17.1 Solicitors

A solicitor (Honorary or Retained) shall be appointed at the Annual General Meeting of the Club.

### 17.2 Auditors

- (a) An Auditor, Auditors or a Firm of Auditors qualified under the Associations Incorporation Act 1981 as amended shall be appointed at the Annual General Meeting.
- (b) They shall audit the accounts of the Club and prepare a signed report for submission to the Annual General Meeting.
- (c) The Auditor/s shall not be a member of the Board of the Club, a servant of the Association, or a partner, employee or employee of the Secretary or a member of the Board.
- (d) Any vacancy occurring after the Annual General Meeting may be filled by the Board.
- (e) The Auditor/s shall, when requested by the Board, conduct special audits and investigations.
- (f) The Auditor/s shall at all times have access to the books of accounts, vouchers and relevant records of the Club.

- (g) The Auditor/s shall have the right to check all cash holdings and stocks at the Club at any time and obtain explanations relative to the finance and affairs of the Club from any person holding office or employed by the Club.

## 18. Gambling, Disputes etc.

- (a) The following shall not be allowed on Club premises:-
- i. Meetings on political or religious subjects.
  - ii. Illegal gambling or betting on games.
  - iii. Obscene or abusive language.
  - iv. Unseemly or inappropriate conduct.
  - v. Use of Gambling Machines by persons under the age of 18 years.
- (b) When any instances of the above are reported to the Board in writing, the Board shall investigate and has the power to:-
- i. Demand a direct apology.
  - ii. Deal with the member under Section 9.
- (c) If the person is member of another bowls club, the matter shall be reported to that club and to Bowls Queensland.
- (d) If the person is a visitor and not a member of a bowls club, the Senior Duty Manager on duty shall cause that person to be removed from the premises.

## 19. Liquor

- (a) Liquor shall not be sold or supplied to any person under the age of eighteen (18) years.
- (b) Laws and Regulations as set down in the Liquor Act 1992 and as amended are to be observed.
- (c) **Persons deemed to be under the influence shall not be served.**
- (d) A decision made by the senior staff member on duty in relation to a person being under the influence and service being refused shall be binding and not in question.
- (e) Each such incidence shall be included in the Incident Book and reviewed by the Board.
- (f) When the Club premises are hired for a private "invitation only" function, the nominee or a representative of Club management shall be present to ensure that the sale and supply of liquor is in accordance with the Liquor Act 1992 or as amended.

## 20. Indemnity

In the event of any proceedings being taken against a Member or Members of the Club in respect of any Member, or things done by them in the proper performance of their duties or by direction or with the authority of the Club, the Club shall indemnify such Member or Members of the Club so proceeded against in respect to their costs of such proceedings and in respect of all costs and damages and other sums which they may be compelled to pay in the course of or as a result of such proceedings.

## 21. Winding Up

- (a) The Club subject to the provisions of the Association Incorporation Act 1981 as amended may be wound up by a special resolution of the members at a General Meeting.

- (b) The resolution is to be confirmed by resolution at a further General Meeting called not less than fourteen (14) days and not more than thirty (30) days thereafter.
- (c) The two meetings may be convened by the one (1) notice delivered or posted fourteen (14) days before the date of the first General Meeting.
- (d) The resolution shall not be deemed to have been carried unless passed by **three-quarters** of the financial members present and entitled to vote at each of the General Meetings.
- (e) The Club shall be wound up when the financial membership is reduced to seven (7) or fewer members.

## 22. Distribution of Surplus Assets

- (a) If the Club is wound up in accordance with the provisions of the Association Incorporation Act 1981, and there remains, after satisfaction of all debts and liabilities, any property whatsoever, the same shall not be paid or distributed among the members of the Club.
- (b) Any surplus funds or assets shall be given or transferred to some other institution or institutions having objects similar to the objectives of the Club and which prohibits the distribution of income and property among members to an extent at least as great as that imposed on the Club under Section 13.7 of this constitution.
- (c) Members shall determine the institution/s to which the assets are to be transferred provided that the institution/s are approved by the Commissioner of Taxation as an institution referred to in Section 23 of the Income Tax Assessment Act 1936 (as amended).

## 23. Visitors

- (a) Regulations regarding visitors under the Liquor Act 1992 as amended allow the serving of liquor to the following:-
  - i. Guests accompanied by a financial member.
  - ii. Members of reciprocal clubs and their guests.
  - iii. Applicants for membership for 30 days after the receipt of their application.
  - iv. Visitors who reside at least 5 kilometres from the Club premises.
  - v. Interstate and overseas visitors.
  - vi. Bowlers who are financial members of a Bowls Club affiliated with a State, Australian or International Bowls authority.
  - vii. Non-playing Officials accompanying a bowls team.
- (b) There is no provision for temporary membership.
- (c) All visitors while on the Club premises are subject to the control of the Club.
- (d) The Club reserves the right to refuse and/or terminate admission to the Club premises if the Senior Duty Manager deems that such action is in the interests of the Club and its patrons.
- (e) If such a person refuses a lawful request to leave the premises that person may be dealt with according to law.

## 24. Subsidiary Clubs

## 24.1 Bowling Clubs

- (a) Within the authority of Bramble Bay Bowls and Recreation Club Incorporated, subsidiary Bowling Clubs may operate.
- (b) All members of the Bowls/Bowling Clubs shall also be financial playing members of Bramble Bay Bowls and Recreation Club Incorporated.
- (c) The Men's Bowls Club shall be affiliated with Bowls Queensland and MBDBA..
- (d) The Ladies Bowling Club shall be affiliated with Bowls Queensland and MBDLBA

## 24.2 Recreational Clubs

- (a) The Board of Bramble Bay Bowls and Recreation Club Inc. may from time to time approve the formation and operation within the Club of Recreational Clubs.
- (b) Applications for approval must be accompanied by the proposed Rules and By-Laws of the Subsidiary Club and an undertaking that the proposed Club will adhere to the Administration procedures set down in the following section.

## 24.3 Administration of Subsidiary Clubs

- (a) The subsidiary Clubs shall administer and regulate the activities by members of their respective Clubs.
- (b) Each Club shall have the authority to amend its Rules and to make By-Laws provided they are not inconsistent with the Constitution of the Club.
- (c) Management shall be under the control of a Committee as provided for in the rules of the respective Clubs.
- (d) An Executive Committee of each subsidiary Club shall have authority to transact urgent business that may arise between meetings of the Management Committee.
- (e) The Executive Committee shall report any such business transacted to the next meeting of the Committee for ratification.
- (f) Expenditure by the Executive Committee shall not exceed \$500 or deal in the property of the Club.
- (g) The subsidiary clubs shall apply to the Incorporated Club for the use of the Club House and all facilities for specific events.
- (h) The subsidiary clubs shall keep the Incorporated Club fully informed of their activities by submission of dates and particulars of proposed coming events requiring use of the Club facilities, and all requests involving the acquisition of plant or equipment involving significant expenditure.
- (i) Members of all Subsidiary Clubs shall be also members of Bramble Bay Bowls and Recreation Club.

## 24.4 Meetings

- (a) The Annual General Meeting of each subsidiary Club shall be held in the month prior to the Annual General Meeting of the Club.



- (b) The procedure for the notification and holding of Annual Meetings, and General Meetings shall be as set down as in Section 12 although the agenda may be varied from Club to Club.

#### 24.5 Finance

- (a) The respective Clubs shall maintain their own financial records of funds received and dispersed by them in such form as may be required from time to time by the Treasurer of the Incorporated Club.
- (b) The general provisions set down in Section 13 shall apply.
- (c) The respective Clubs shall have the right to recommend an Annual Subscription for members. The recommendation shall be submitted to the Secretary of the Club one (1) month prior to the General Meeting at which the Annual Fees are set.
- (d) The Clubs have the authority to raise other funds as they consider necessary to carry out the daily functions of their committees.
- (e) All funds raised by Subsidiary Clubs shall be transferred to the Incorporated Club where such funds will be credited and expenditure debited to that particular Club.

#### 25. Player Commitments

- (a) When a member of a club has been called to fulfil a Bowls Australia, Bowls Queensland, District Bowls Association or Club commitment in a match or on official business, on any day on which they have been drawn to play in a Bowls Australia, Bowls Queensland, District Bowls Association or Club commitment, the onus shall be on the player to notify Bowls Queensland, the District Bowls Association or Club as the case may be.
- (b) The Controlling Body may define the circumstances which it will not accept as a valid reason for a players unavailability. However, a substitute is not permitted if an intended player enters another competition scheduled to be played at the same time. If a substitute is refused on these grounds the Controlling Body shall declare the position of the absent player and the provisions of Law 33.9 DR2.3.1.1 shall apply. Provisions consistent with this clause shall be included in all Club Rules, and shall be deemed to be a condition of competitions conducted by the Club.

## **By-Laws of Bramble Bay Bowls and Recreation Club Incorporated.**

### 1. Duties of Board Members

#### 1.1 Chairperson of the Board

- (a) The Chairperson of the Board shall be responsible subject to the directions of the Board and General Meetings of Members for the overall administration of the Club.
- (b) He/she shall preside at all Board Meetings and the General Meetings of the Club.
- (c) He/she shall be an ex-officio member of all sub-committees appointed by the Board.
- (d) He/she shall see that the Constitution - Rules and By-Laws of the Club in force - are fully adhered to by all Members.

#### 1.2 Deputy Chairperson of the Board

- (a) The Deputy Chairperson shall assist the Chairperson to ensure that all directions of the Board or General Meetings of Members and the Rules and By-Laws of the Club in force are carried out.
- (b) He/she shall, in the absence of the Chairperson, carry out the duties normally performed by the Chairperson.
- (c) The Deputy Chairperson shall take the chair when the Chairperson vacates the chair because of a conflict of interests or a wish by the Chairperson to participate in the debate.
- (d) If the Deputy Chairperson is absent or refuses or neglects to carry out a legal direction of the Board, the Board shall have the power to invite and appoint another Board Member or a Member of the Club to act in the position of Deputy Chairperson

#### 1.3 Secretary to the Board

- (a) The Secretary shall cause to be kept all such books and records as may from time to time be required to be kept by Governmental, Semi-Governmental Authorities and other Associations with which the Club is affiliated.
- (b) The Secretary shall keep a faithful record of the business transacted at all Board and General Meetings.
- (c) The Secretary shall issue notices of all General Meetings of the Club.
- (d) The Secretary shall cause an accurate register of Members as required in the Associations Incorporation Act of 1981 and as amended.
- (e) The Secretary shall keep a record of all correspondence and reply to such correspondence as the Board may direct.
- (f) The Secretary shall co-ordinate the compilation of Annual and Semi-Annual Reports and any other Reports as directed by the Board.
- (g) If the Secretary is absent or refuses or neglects to carry out a legal direction of the Board, the Board shall have the power to invite and appoint another Board Member or a Member of the Club to act in the position of Secretary
- (h) In the case of an appointment of a Club Secretary/Manager, the elected Secretary becomes a member of the Board.

#### 1.4 Duties of Treasurer

- (a) The Treasurer shall cause to be kept records of the receipts and expenditure and to keep correct accounts showing the financial affairs of the Club as required by the Associations Incorporation Act of 1981 and as amended.
- (b) Report the financial position of the Club at each Monthly Meeting.
- (c) Submit to the Annual and Semi-Annual Meetings of the Club statements of the finances of the Club.
- (d) Submit to the Annual General Meeting a statement of accounts audited by the Auditors appointed at a General Meeting.
- (e) Should the Treasurer be absent or neglects or refuses to carry out any legal direction by the Board, the Board shall have the power to replace the Treasurer and appoint any other Member of the Club in that capacity.

#### 1.5 Duties of Treasurer – Secretary/Manager Appointed -

In the event of a Secretary/Manager being appointed the Duties of the elected Treasurer shall be as follows:-

- (a) Assist the Board in the formulation of financial policies.
- (b) Monitor budgetary flow requirements.
- (c) Cause to be prepared and check monthly, quarterly and annual profit and loss statements with notes on budget variances.
- (d) Review and monitor progressive performance and recommend any remedial action required.
- (e) Monitor the use of management and accounting information systems.
- (f) Ensure that the accounting systems provide accuracy and security in all aspects of dealings in cash and other assets.
- (g) Ensure that control procedures are planned so that no transaction takes place solely on the initiative of one person.
- (h) Assist in the preparation of performance reports and the long term resource management requirements of the Club.

#### 1.6 Ordinary Board Members

- (a) The Board as soon as possible after election shall appoint Officers and Ordinary Board Members to the Sub-Committees of the Club.
- (b) Board Members may serve on one or several Sub-Committees.
- (c) Where possible the Chairperson of a Sub-Committee shall be a Board Member who reports to the Board at each monthly meeting.
- (d) If a Board Member is absent for three meetings without seeking prior Board Approval, or refuses or neglects to carry out a legal direction of the Board, the Board shall have the power to declare the position vacant and invite and appoint another Member of the Club to act as a Board Member until the next AGM.

## 2. Sub-Committees

### 2.1 Sub-Committees

- (a) The Chairperson of each sub-committee shall advise the Board Chairman of the time and date of each proposed meeting.
- (b) The Chairperson shall report to each monthly Board Meeting.
- (c) The Board may appoint ad hoc committees with special functions.
- (d) Decisions of sub-committees will be by a simple majority.
- (e) Equality of votes will be **deemed to be negative**.

### 2.2 Finance

- (a) The Treasurer shall be the Chairperson.
- (b) To ensure that the finances of the Club are being supervised and handled in a proper manner.
- (c) To assist the Treasurer in the preparation of financial reports, audit and budget statements to be presented to the Board.
- (d) To investigate projects involving on-going or capital expenditure and to make recommendations to the Board.
- (e) To assist and advise other sub-committees as to the availability of funds when considering projects and employment of staff.

### 2.3 Gaming

- (a) To assist staff in the cash clearances of gaming machines and the compilation of clearance records.
- (b) To analyse machine returns and meter readings as required to ensure that all requirements of Government Regulations relating to gaming machines and other forms of gambling which may be introduced are adhered to.
- (c) To recommend to the Board changes in the number and types of machines which are deemed advisable.
- (d) To recommend types of in-house machine and gaming promotions and detail the provisions for supervision of such.
- (e) To liaise with other sub-committees where promotions may involve products for which they are responsible.
- (f) To supervise security arrangements in relation to the use of machines and the safe keeping and accounting for cash and cash floats.
- (g) To conduct random checks on clearances, machine readings and floats to ensure that records are factual.

### 2.4 Bar

- (a) To liaise with the Bar Manager in relation to the observance of the Liquor Act 1992 and as amended.
- (b) To receive recommendations from the Bar Manager for submission to the Board on the following matters:-

- i. Pricing of products for sale.
  - ii. Hours of trading.
  - iii. Hiring and rostering of staff.
  - iv. Classification of staff and staff training.
  - v. Promotions and advertising.
  - vi. Equipment and maintenance
- (c) To arrange for stock taking as required by the Auditor.
  - (d) To supervise security arrangements for stocks, cash and cash floats.
  - (e) In consultation with the Treasurer to carry out random audits of stock, cash, cash floats and Cash Register records.
  - (f) To check periodically time sheets against hours worked.

## 2.5 Catering

### 2.5.1 Catering Officer - No Contract Caterer

- (a) To liaise with the senior catering officer to ensure that all regulations set down by Government and Council in relation to the preparation and handling of food are strictly observed.
- (b) To receive recommendations from the catering officer for submission to the Board on the following:-
  - i. Pricing of products for sale.
  - ii. Hours of Trading.
  - iii. Hiring and rostering of staff.
  - iv. Classification of staff and staff training.
  - v. Promotions and advertising.
  - vi. Equipment and Maintenance.
- (c) To arrange for stock taking as required by the Auditor.
- (d) To supervise security arrangements and carry out periodically checks on cash and register records.
- (e) To check periodically time sheets against hours worked.
- (f) To arrange for assistance from members as required in conducting special functions.

### 2.5.2 Contract Caterer Engaged

When a Contract Caterer is engaged the Board will be responsible to supervise and negotiate within the terms of the Contract.

## 2.6 Greens and Surrounds

- (a) To liaise with the Greenkeeper to ensure greens and surrounds are maintained in the best possible condition.
- (b) To consult with the Greenkeeper as to the fitness of the greens for play.
- (c) To ensure that all regulations relating to the workplace in regard to safety, the use of machinery and chemicals are adhered to.

- (d) To receive recommendations from the Greenkeeper for consideration and submission to the Board the following:-
  - i. Playing schedules.
  - ii. Maintenance of greens surrounds and machinery.
  - iii. Purchases of greens supplies.

## 2.7 Buildings

- (a) To advise and make recommendations to the Board on all matters of structural changes, repairs, maintenance and furnishings.
- (b) To obtain quotations for minor works.
- (c) To have plans and specifications prepared by qualified consultants for major works.
- (d) To liaise with the Finance Committee.
- (e) To supervise structural changes, repairs and maintenance approved by the Board.
- (f) Co-opt members as necessary to the Committee.
- (g) To supervise and review as required the performance of cleaning contractors.
- (h) To oversee the efficient working of security and fire systems.
- (i) To ensure that the provisions of the Workplace Health and Safety are adhered to.

## 2.8 Promotions and Entertainment

- (a) To recommend to the Board programs of entertainment and promotions detailing projections of costs, anticipated income and procedures for each activity.
- (b) To liaise with the Catering and Bar Sub-Committees in requirements for each entertainment or promotion.
- (c) To arrange flyers, advertising and other publicity for entertainments and promotions.
- (d) To arrange for the preparation and restoration of the function areas for special events.

## 2.9 Mixed Bowls Committee

- (a) The Mixed Bowls Committee formed from representatives of the Men's Bowls Club and the Ladies Bowling Club shall be responsible for the conduct of bowls events open to Ladies and Men.
- (b) The Veterans Club shall be responsible for the organisation and conduct of events run by their Club.

## 3. Playing Days

Mondays – Play subject to Board Approval

- (a) Tuesdays, Fridays and Sundays – Mixed Bowls Committee
- (b) Thursdays and Saturdays – Men's Bowls Club
- (c) Wednesdays - Ladies Bowling Club
- (d) Variations to these days are by agreement with the Respective Clubs.

## 4. Dress Rules

- (a) The Board shall set down a good standard of dress as the minimum requirement in relation to Members and Visitors in the Club House.
- (b) The dress rules are to be prominently displayed in the Club.
- (c) Staff are to be made familiar with the rules and procedures for maintaining the required standard.

## 5. Animals

Any animals, domestic or otherwise, shall not be allowed on or within Club premises, other than a dog in the performance of its duty assisting and blind and/or deaf.

## 6. Children

All children on or within the Club premises must, at all times, be under the strict supervision of a responsible adult, over the age of 18 years.

## 7. Club Colours

The Club colours will be as defined.

## 8. Lockers

Only financial bowling members of the respective Divisions are to have lockers. The Board of Management will set the rental fees and will allocate lockers. All rental fees for lockers are to be paid by 31<sup>st</sup> December for the following year.

## 9. Alteration to By-Laws

- (a) Suggestions for a proposed alteration to these By-Laws must be submitted in writing as a Notice of Motion to the Board.
- (b) It shall be proposed and seconded by eligible members.
- (c) The Board shall cause the Notice of Motion to be displayed on the Notice Board for **twenty-eight (28)** days prior to the Board Meeting at which the resolution is to be discussed and determined.
- (d) If the resolution is carried it becomes effective immediately and details shall be sent to the relevant State and District Authorities and the Proposer.
- (e) If the By-Law is rejected the Proposer is to be advised with brief reasons for the rejection and resubmitting the resolution in an amended form which may be acceptable.

## 6. Notice Board

- (a) A Notice Board is to be provided in a conspicuous place in the Club House.
- (b) The area set aside for Board Notices shall be for Board use only.





## **Constitution of the Bramble Bay Men's Bowls Club**

### **1. Name**

The name of the Club shall be Bramble Bay Men's Bowls Club (hereinafter referred to as the "Men's Club").

### **2. Objectives**

- (a) To advance and promote the game of Bowls.
- (b) To promote the best possible standard of playing facilities for members in accordance with the Laws of the Sport of Bowls (including domestic regulations for Australia).
- (c) To provide develop and promote activities that from time to time deemed appropriate to provide good fellowship between members of the Club.
- (d) To promote and enhance the Game of Bowls in the local community.

### **3. Affiliation**

The Club shall:

- (a) Affiliate with Bowls Queensland and a District Bowls Association and accept and abide by the Rules and By-Laws of Bowls Queensland and the District Bowls Association in so far as they apply to the game of bowls.
- (b) Renew its affiliation with Bowls Queensland and the District Bowls Association each year in accordance with the Rules of the Associations and pay the annual affiliation fees.
- (c) Elect a Delegate/s to the District Bowls Association in accordance with the Rules and By-Laws of the District Bowls Association.
- (d) Provide the State and District Associations with returns required by them.
- (e) Provide advice to the State and District Associations within thirty (30) days of any event which would affect the status of the Clubs affiliation with them, the status of the Club and/or any changes or amendments to the constitution of the Club.
- (f) Not make, amend or repeal a By-Law in relation to the playing of the game of bowls that may conflict with the Rules and By-Laws of Bowls Australia or the District Bowls Association.

### **4. Membership**

- (a) The membership of the Men's Club shall comprise all male bowling members of the Incorporated Club.
- (b) The membership of the Men's Club shall be divided into the following categories:
  - Ordinary,
  - Dual / Non Declared
  - Life
  - Junior Members

Who meet the requirements of Rule 5.3 (a), (b), (c) and (d) respectively of the Incorporated Club.

- (c) Before a recommendation for Life Membership goes forward to the Board of the Incorporated Club, the proposal shall be placed as a Notice of Motion to an Annual Meeting of the Men's Club.

- (d) The Notice re Life Membership shall require a majority vote of members present in favour of the recommendation.
- (e) Suspension and/or termination of membership shall be referred to the Incorporated Club under the requirements of Rule 9 of their Constitution.

#### 5. Qualifications for Membership.

To qualify for membership a person must be:

- (a) Prepared to support and promote the welfare of the Club and the game of bowls.
- (b) Of good character and compatible with other members.
- (c) Free of indebtedness to any Bowls Club, District Association or any State Bowls Association, and not under an order of notice of suspension or expulsion from any Bowls Club or Bowls Association.

#### 6. Junior Bowling Membership.

Male persons under the age of eighteen (18) years of age who have been granted membership under the conditions set down in Rule 5.3 (d) of the Incorporated Club.

#### 7. Disciplinary Provisions.

- (a) Any member of the Club who fails to observe the Rules or By-Laws of the Club or who is deemed guilty of an act, practice or conduct calculated to bring discredit on the game of bowls or to the Club or District Bowls Association or its members, or who on any Club or District Bowls Association premises engages in illegal gambling, betting or uses obscene or abusive language renders himself liable to expulsion or suspension.
- (b) Any such breach or misconduct shall be investigated by the Men's Club Committee and a report compiled.
- (c) If the matter requires a reprimand or an apology the matter may be dealt with by the Men's Club.
- (d) If it is thought that a suspension or expulsion should be considered a written report is to be submitted to the Board of Management with a request to act under Rule 9.2 of the Incorporated Club.

#### 8. Resignation

- (a) A resignation from membership shall not be valid unless it has been received and acknowledged in writing by the Secretary of the Club. A member shall not be deemed to have resigned from the Club unless his resignation is in writing and is delivered or posted to the Secretary of the Club and is acknowledged as aforesaid.
- (b) No such resignation shall relieve any person from the payment or any subscription or other money due or payable by him at the time of resignation. The resignation of any member shall involve automatic forfeiture of all rights and privileges to all Club matters.

## 9. Committee

### 9.1 Members of Committee

The management of the administration of the Men's Club shall be vested in a Committee which shall consist of the following:-

- i. President
- ii. Senior Vice President
- iii. Junior Vice President
- iv. Secretary and Assistant Secretary
- v. Treasurer and Assistant Treasurer
- vi. Games Director
- vii. District Bowls Association Delegate/s
- viii. Three Committeemen

### 9.2 Election of Committee

- (a) At every Annual General Meeting of the Men's Club the Committee shall retire from office but if nominated shall be eligible for re-election.
- (b) Only Ordinary and Life Members shall be entitled to stand or be elected to the Committee. Only Ordinary and Life Members of the Men's Club shall be entitled to vote at any meeting of the Men's Club.
- (c) The members of the Committee shall be elected annually by ballot at the Annual General Meeting of the Men's Club in the month prior to the Annual General Meeting of the Club Incorporated.
- (d) Resignation from the Committee must be in writing and posted or handed to the Secretary or in the absence of the Secretary to another Officer. The resignation will become effective upon receipt unless a later date is specified.
- (e) The committee position automatically becomes vacant if any condition of The Associations Incorporations Act 1981 as amended Section 64(2) applies.
- (f) A committee member who consistently fails to carry out the duties required for his particular office as set down in the By Laws of the Men's Club may be removed from office on notice of motion at a General Meeting where a majority of members present vote for such removal.
- (g) The member shall be notified in writing handed personally or posted to his last known address advising of the contents of the Notice of Motion and the time and place of the meeting.
- (h) He shall be given the opportunity at the meeting, if he so wishes, to fully show cause as to why he should not be removed from office.
- (i) He is not entitled to legal representation at the meeting.
- (j) A member has no right to appeal against the decision.

### 9.3 Powers of Committee

Except as otherwise provided by these rules and subject to the resolution of the members of the Club at any General Meeting of the Club, the Committee shall have the following powers:-

- (a) Generally control and manage the administration of the Men's Club.
- (b) Appoint sub-committees
- (c) Arrange meeting of the Club.
- (d) To fill any vacancy in any office of the Club where such person is not a member of the Committee.
- (e) Appoint selectors for all play for which the selector or selection committee is not responsible.
- (f) Appoint representatives to act on the Mixed Bowls Committee.
- (g) Charge fees.
- (h) Make or vary By-Laws from time to time but not inconsistent with the Sport of Bowls (including domestic regulations for Australia).
- (i) Otherwise act in the interests of Club members.

#### 9.4 Meetings of Committee

- (a) The Committee shall meet at least once every calendar month to exercise its functions of which seven (7) notice at least shall be given.
- (b) A Special Meeting of the Committee shall be convened by the Secretary upon receipt of a request signed by not less than one-third of the members of the Committee which request shall clearly state the reasons why such a Meeting is being convened and the nature of the business to be transacted.
- (c) At every meeting of the Committee a quorum shall not be less than a simple majority of the number of members elected to the Committee at the close of the last Annual General Meeting of members.
- (d) Subject to previously provided in this rule the Committee may meet together and regulate the proceedings as they think fit provided that questions arising at any meeting of the Committee shall be decided by a majority of votes and, in the case of equality of votes, the Chair may have a second or casting vote.
- (e) Notice of not less than one (1) day's notice shall be given by the Secretary to members of the Committee of any Special Meeting of the Committee. Such notice shall clearly state the nature of the business to be discussed.
- (f) The President shall preside at all meetings of the Committee and in his absence the Vice President. Should the President or Vice President not be present within ten (10) minutes after the appointed time for holding the meeting, the Committee members may choose one of their number to chair the meeting.
- (g) If within thirty (30) minutes from the time appointed for the commencement of the meeting a quorum is not present, if convened upon the requisition of the members, the meeting shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and the same place, and if at the adjourned meeting a quorum is not present within thirty (30) minutes, the meeting shall lapse.

## 9.5 Executive Committee

- (a) The Executive Committee of the Club shall consist of the President, Vice President, Honorary Secretary and Honorary Treasurer. Three members are to form a quorum.
- (b) It shall be the duty of the Executive Committee to transact any urgent business of the Club that may arise between Committee Meetings and to submit a report of any such business transacted by it to the next meeting of the Committee, provided always that the Executive Committee shall not incur expenditure in excess of \$500 between any meetings or the Committee or deal with the property of the Club.

## 10. Meetings

### 10.1 Annual General Meetings

- (a) The Annual General Meeting of the Men's Club shall be held in the month prior to the Annual General Meeting of the Incorporated Club on a date to be fixed by the Committee.
- (b) The meeting shall be called by giving not less than fourteen (14) days notice by circular, or by club notices prior to the date of such Annual General Meeting. Ballot papers will be available at the Annual General Meeting if required.
- (c) A quorum shall be **twenty five percent** of eligible members.
- (d) The business to be transacted shall be as follows:-
  - i. Reading of the notice convening the meeting.
  - ii. Confirmation of the minutes of the previous Annual General Meeting and/or Special General Meetings.
  - iii. Presentation and adoption of the Annual Report.
  - iv. Presentation of the Balance Sheet and Financial Statements and consideration and adoption thereof.
  - v. Election of Committee.
  - vi. Election of Social Selectors.
  - vii. Notice/s of Motion
  - viii. To transact any General Business that may be brought forward in accordance with the rules of the Club.

### 10.2 Special General Meetings

The Secretary shall convene a Special General Meeting:

- (a) When directed to do so by the Committee.
- (b) Upon a request in writing signed by not less than double the number of members presently on the Committee plus one (1). Such request shall clearly state the reason why such Special General Meeting is being convened.

- (c) The meeting shall be called within fourteen (14) days after the receipt of the request to do so and the notice of the meeting shall be given by not less than seven (7) days notification on the Men's Club Noticeboard prior to the date of such Special General Meeting.

### 10.3 Quorum for General Meeting

- (a) At any General Meeting the number of members required to constitute a quorum shall be double the number of members on the Committee plus one (1).
- (b) No business shall be transacted at any General Meeting unless a quorum of members is present at the time when the meeting proceeds to business.
- (c) If within thirty (30) minutes from the time appointed for the commencement of the General Meeting a quorum is not present, the meeting, if convened on the request of members of the Committee, shall lapse except in the case of Rule 16 (Dissolution) of the Club Incorporated. In any other case it shall stand adjourned to the same day in the next week at the same time and place as the meeting may determine, and, if at the adjournment meeting a quorum is not present within thirty (30) minutes the members present shall be a quorum.

### 10.4 Adjournment

The President may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and place to place but no business shall be transacted other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for thirty (30) days or more, notice of the adjournment shall be given as in the case of the original meeting.

### 10.5 Notice

- (a) The Secretary shall convene all General Meetings of the Club by giving not less than seven (7) days notice of any such meeting to the members of the Club.
- (b) The manner in which such notice shall be given shall be determined by the Committee. Notice of a General Meeting shall clearly state the nature of the business to be discussed thereat.

### 10.6 Meeting Rules

Unless otherwise provided by these rules, at every General Meeting:

- (a) The President shall preside at all General Meetings of the Club (and in his absence a Vice-President). Should the President (or a Vice-President) not be present within ten (10) minutes after the time appointed for the holding of the meeting, then the members present shall elect one of their number to chair the meeting.
- (b) The President or Chairman shall maintain order and conduct the meeting in a proper orderly manner.

- (c) Every question, matter or resolution shall be decided by a majority of votes of members present and entitled to vote.
- (d) Every member present shall be entitled to one vote and, in the case of equality of votes, the President or Chairman may have a second or casting vote.
- (e) No member is entitled to vote at any General Meeting if his annual subscription is more than one (1) month in arrears at the time of the meeting.
- (f) Voting shall be by a show of hands or a division of numbers unless more than one-fifth (1/5) of the members present demand a ballot, in which case there shall be a secret ballot. The President shall appoint two (2) members to conduct the secret ballot in such a manner as the President may determine, and the result of the ballot, as declared, shall be deemed to be the resolution of the meeting at which the ballot is demanded.

## 10.7 Minutes

- (a) The Secretary shall cause full and accurate minutes of all questions, matters and resolutions and other proceedings of every Committee Meetings and General Meetings to be entered in a book to be open for inspection at all reasonable times by any financial member who previously applies to the Secretary for that inspection. For the purpose of ensuring the accuracy of the recording of such minutes, the minutes of every meeting shall be signed by the President of that meeting or the President of the next succeeding General Meeting.
- (b) Special Resolutions. Any resolution proposed as a special resolution at a General Meeting shall not be deemed to be carried unless it has been passed by not less than three-quarters of the members present and entitled to vote at the meeting. A change to the Club Rules shall be done only by a Special Resolution

## 11 Financial

### 11.1 Financial Year

The Men's Club Financial Year shall coincide with the Financial Year of the Incorporated Club (July to June).

### 11.2 Membership Fees

- (a) The Membership year is January 1<sup>st</sup> to December 31<sup>st</sup>.
- (b) An Annual subscription shall be payable as per Rule 13 of the Incorporated Club and is due and payable by the 31<sup>st</sup> December for the next calendar year.
- (c) Any member who becomes unfinancial shall forthwith be deprived of all privileges of membership of the Club as in Rule 13.4 of the Incorporated Club

### 11.3 Management of Funds

- (a) Any funds of the Men's Club shall be paid into the Incorporated Club by means of the Cash Control Dockets. Payment Vouchers shall be submitted to the Incorporated Club for money to be expended.
- (b) Cash Control Dockets shall be signed by two members of the Club whilst Payment Vouchers shall be signed by two members of the Men's Club Executive.
- (c) All expenditure shall be approved or ratified at a Committee Meeting.
- (d) A statement of the Men's Club funds shall be presented at each Monthly Meeting.
- (e) Expenditure by the Executive Committee is limited by Rule 9.5.b.

### 11.4 Audit

All accounts of the Men's Club shall be audited as required by the Incorporated Club.

### 11.5 Use of Funds

- (a) The income and property of the Men's Club shall be used and applied solely in the promotion of its objectives and in the exercise of its powers as set out herein.
- (b) No portion thereof shall be distributed, paid or transferred directly or indirectly by way of dividend, bonuses or otherwise by way of profit to or among the members of the Club.
- (c) Nothing herein contained shall prevent the payment in good faith of interest to any member in respect of monies advanced by them to the Club or otherwise owing by the Club to them.
- (d) Remuneration may be paid to any Officer or servant of the Club, or to any member of the Club or person in return for any services actually rendered to the Club provided further that nothing herein contained shall be construed so as to prevent the payment or repayment to any member of out of pocket expenses, money lent, reasonable and proper rent for premises demised or let to the Club.
- (e) No member shall be entitled equally to any benefit or advantage from the Club which is not shared by every member thereof.

## 12. Committee Vacancies

The Committee may at any time appoint an Ordinary or Life Member of the Men's Club to fill a casual vacancy in respect to the Committee or the additional selector or to fill a casual vacant position arising from insufficient nominations being received to fill that position and the member so appointed shall hold office until the next Annual General Meeting.

## 13. Pennant Selection Committee

- (a) The Pennant Selection Committee shall consist of three members to be elected at a General Meeting to be held in February each year.
- (b) Nominations shall be called and received at least fourteen (14) days prior to the General Meeting. A ballot (if necessary) will be conducted at the meeting.



- (c) The Committee shall elect one of its members as chairman.

#### 14. Player Commitments.

- (a) When a member of the Club has been called to fulfil a Bowls Australia, Bowls Queensland, District or Club Commitment in a match or on official business on any day when he has been drawn to play in a Bowls Australia, Bowls Queensland, District or Club commitment, the onus shall be on the player to notify the relevant Associations of his commitments.
- (b) The Controlling Body may define circumstances which it will not accept as a valid reason for a player's **unavailability**. However a substitute is not to be permitted if an intended player enters another competition scheduled to be played at the same time. If a substitute is refused on these grounds the Controlling Body shall declare the position of the absent player vacant and the provision of Law 39 of the Laws of the Sport of Bowls Crystal Mark Current Edition shall apply.
- (c) Provision consistent with this clause shall be included in all Club rules, and shall be deemed to be a condition of the competitions of the Club.

#### 15. Winding Up

- (a) The winding up of the Club shall follow the procedures set down in Rule 21 of the Incorporated Club.
- (b) The Club shall be wound up when the financial membership is reduced to three (3) or fewer members.

#### 16. Alteration to Rules

Subject to the provisions of the Constitution of the Incorporated Club these rules may be amended, rescinded, carried at a General Meeting, provided that no such amendment, rescission or addition shall be valid unless the same have the approval of the Incorporated Club.

#### 17. Activities Shall Be Lawful

Refer to Incorporated Club Rule 4.8 (b)

## **By-Laws of the Men's Bowls Club**

### **1. The President**

#### **Shall**

- (a) Attend to the carrying out of the decisions of the Committee and the Board of the Incorporated Club and generally see that the members are properly accommodated and that the Constitution of the Incorporated Club and the terms of reference to the Men's Bowls Club are adhered to.
- (b) Be an ex-officio member of all committees except any Selection Committee.
- (c) Overall and generally be responsible for and carry out the duties expected of a person holding such office.
- (d) Provide an annual report for inclusion in the Men's Club Annual Report.

### **2. The Vice-Presidents**

#### **Shall**

- (a) Assist the President in seeing that all matters requiring attention are properly carried out
- (b) In the absence of the President they shall carry out, by agreement, the duties normally allocated to the President.

### **3. The Secretary**

#### **Shall**

- (a) Issue all notices and keep minutes of meetings.
- (b) Attend to registration of members
- (c) Receive and dispatch correspondence and submit such reports as may be required.
- (d) Deal with inwards correspondence on bowling matters.
- (e) Display notices on the Club Notice Board and refer them to the Committee for action.
- (f) Collect nomination fees for State and District events and lodge nomination by the due date.
- (g) Carry out all proper duties and instructions which the Committee may direct.

### **4. The Treasurer**

#### **Shall**

- (a) Supervise the receipts and payments of all monies.
- (b) Provide a statement of the Men's Club finances for each committee meeting.
- (c) Provide a Financial Statement for inclusion in the Men's Club Annual Report.

### **5. The Games Director**

#### **Shall**

- (a) Be responsible to the Committee for the conduct of all Club Championships and (if he so desires) appoint a Committee to assist him.
- (b) Abide by the rules of procedure set out for Club Competitions.
- (c) Appoint Markers for all singles games under his control.
- (d) Arrange for an Umpire for the day for games under his control.
- (e) Be a member of the Mixed Bowls Committee (if applicable).
- (f) Give priority to allocation of rinks for Competition Play.
- (g) In the event of inclement weather the appointed controlling body of the day shall liaise with the Greens Director or Greenkeeper re play.
- (h) The decision is to be made no earlier than one hour prior to the scheduled commencement of play.

## 6. The Publicity Officer

### Shall

- (a) Take appropriate action to have all forthcoming fixtures advertised.
- (b) Arrange for the publishing of social and competition play to the best advantage.

## 7. District Association Delegate/s

- (a) The Annual General meeting shall elect a delegate in accordance with the rules of the District Association to represent the Club.
- (b) He shall attend the meetings of the District Bowls Association and vote as instructed by the Committee.
- (c) He shall report fully to the Committee at the following monthly meeting on the proceedings of the District Association.

## 8. Umpires and Coaches

### 8.1 Umpires

- (a) The Chairman of the Umpires Committee shall keep or cause to be kept a register of those club members who are National Umpires and qualified Measurers.
- (b) He shall compile reports as required by State and District Associations.
- (c) Convene meetings of Umpires when and as requested.
- (d) Appoint Umpires for all games as requested by the Games Director.
- (e) Ensure that all Umpires are kept informed of all changes and amendments to the Bowls Australia Rules affecting Umpires and their duties.
- (f) Ensure that Umpires equipment is maintained in proper condition.
- (g) The Umpire of the Day shall carry out his duties in accordance with the procedures and Laws of the Sport of Bowls (including domestic regulations for Australia).

### 8.2 Coaches

- (a) A Chairman of the Coaching Committee shall be appointed annually at a meeting of all registered Coaches.

- (b) The Chairman shall keep a register of Club members who are accredited and their level of accreditation.
- (c) Liaise with the State and District Association on seminars and coaching clinics and advise Coaches accordingly.
- (d) Convene meetings of all Coaches as required.
- (e) Ensure coaching equipment and manuals are maintained in proper condition.
- (f) Keep a record of all coaching performed at the Club.
- (g) Ensure Coaches are informed on any new coaching techniques or equipment.
- (h) Arrange further coaching for new members as requested by the Committee.

## 9. Sub-Committees and Functions

- (a) The President shall be ex-officio member of all sub-committees with the exception of the Selection Committee.
- (b) The Committee may appoint Sub-Committees for any purpose whatsoever.
- (c) The Chairman of each Sub-Committee shall present a report to each regular monthly meeting of the Committee.
- (d) All Sub-Committees shall meet regularly to deal with matters within the scope of their designated functions.
- (e) The Chairman of such Sub-Committees shall advise the President and Secretary of the date and time of any proposed meeting.
- (f) The President and Secretary shall be notified as soon as possible of all suggestions or decisions reached by the Sub-Committee.
- (g) All decisions and suggestions shall be submitted to the Committee as recommendations for approval unless the Committee has granted prior approval to act.
- (h) Sub-Committees shall submit to the Committee at least one week prior to the monthly meeting proposed expenditure of \$500 or over.

## 10. Special Events Committee

- (a) The Committee may appoint a Chairman and a Sub-Committee to organise and conduct special bowls events as promoted from time to time by the Club.
- (b) The Sub-Committee will liaise with the Board regarding the approval of the Board for the conduct of special events.

## 11. Pennant Selection Committee

- (a) The Pennant Selection Committee shall select teams and sides for pennant matches.
- (b) They shall also grade and/or handicap players for all Club competitions where grading/handicapping are required.
- (c) Shall appoint a manager for each pennant side.
- (d) Prepare the cards for each pennant side.
- (e) Forward the results of all pennant games to the District Association as required.
- (f) Arrange with the Greens Director the rinks to be used for pennant play.
- (g) Keep records of the games played by each pennant player.

- (h) Record team performances and display a programme point score for each pennant side.
- (i) When directed by the Committee select individuals, teams and sides for representative games.
- (j) Appoint Master Score Board attendants to pennant games at home if required.
- (k) Prepare travel and Green Fee vouchers, where applicable, for side managers when teams play away.

## 12. Pennant Side Managers

- (a) Shall check with team captains for the presence of all players prior to the pennant game.
- (b) Pay car driver allowances (if applicable) and green fees to the Club visited during pennant play (if applicable).
- (c) Ensure that the Master Score Board is kept up to date as required by the District Association.
- (d) At the end of play return cards and a copy of the result slip to the Chairman of Selectors.

## 13. Catering Liaison Officer

- (a) The Catering Liaison Officer shall liaise with the respective officer of the Incorporated Club to negotiate the requirements of the Committee on playing days under the control of the Committee.
- (b) Shall advise Caterers of agreements so made and inform caterers of numbers involved.

## 14. Conduct of Club Championships

Unless otherwise determined by the Committee:-

- (a) Club Championships shall consist annually of:
  - i. Open and B Grade Singles
  - ii. Open and B Grade Pairs
  - iii. Novice
  - iv. Fours
  - v. Triples

In addition to any other competition which may be decided by the Committee.

- (b) Nominations for Club Championships shall be in the hands of the Games Director not later than the closing date decided on by the Games Director for the time being in control.
- (c) Nomination Fees shall be paid by the prospective players as directed by the Games Director, either with the submission of nomination or on the day of first playing in that competition.
- (d) The Games Director shall make all draws for championships either in the presence of three (3) members of the Club, each of whom shall attest the draw by signing

each draw before it is placed on the Notice Board or by the use of a computer specifically for that purpose and the draw is attested to by both the computer operator and the Games Director before it is placed on the Notice Board.

- (e) The Games Director shall commence the competition as soon as practicable after the draw is completed.
- (f) The Games Director shall call the games to be played giving at least seven (7) day's notice thereof by placing the names on the Notice Board. Public announcements and or verbal notification on a previous playing day may supplement this.
- (g) A player shall be a financial member of the Club at the time of closing of nominations in order to be eligible to play in Club Championships.
- (h) Club Championships shall be under the control of the Games Director for the time being, and shall be conducted under the following conditions:-
  - i. The bowling year for all championships shall commence on the 1st day of July.
  - ii. Men's Championships are to be played on Saturday mornings and afternoons or Sunday morning.
  - iii. Mixed championships are to be played on Sunday morning and/or afternoon or as arranged by the contestants and the requirements of the draw.
  - iv. All fixtures are subject to the availability of rinks.
  - v. Championship games will not be called on sessions of Sponsored Days or visits by Social Clubs.
  - vi. A substitute can play in place of an unavailable player provided the laws of the Sport of Bowls (including domestic regulations for Australia) allow.
  - vii. Skips who have to provide a substitute for an unavailable player must ascertain if the player is an "eligible" player substitute and report the substitution to the Games Director or Games Committee or controlling body prior to the commencement of the fixture. The consent of the Umpire must be obtained and the card initialled by him.
  - viii. Subject to an agreement between opposing teams, availability of rinks and consent of the Games Director games may be played before the date as set down.
  - ix. Team Skips are responsible for availability of their team players and of a substitute.
  - x. All games will be played under the Laws of the Sport of Bowls including Domestic Regulations for Australia.
  - xi. The "play, sub or forfeit" rule will apply and the decision of the controlling body will be final/
  - xii. An Umpire of the day will be appointed for all Championship Games.

## 15. Attire

Attire shall be as set down by District, State or Australian authorities with the proviso that these may be varied by the controlling body for local social games.

## 16. Bowls etc.

- (a) No member shall use another members bowls or other personal property without the owner's permission.
- (b) Bowls or jacks shall not be dropped or thrown onto the green.

## 17. Registration for Playing Days

- (a) Each member will be responsible for registration of his name on playing days.
- (b) Normal closing time for registration to play bowls is up to 60 minutes before the time set down for commencement of play on any playing day, provided that no further names shall be accepted after sufficient players have entered for play on that day, and further provided, that names may be accepted after that time on the decision of the Bowls Office that they can be accommodated.
- (c) Green Fees are to be paid at least 20 minutes prior to the scheduled time of the commencement of play.

## 18. Cancellation of Registration

A member having entered his name for bowls and who is subsequently unavailable or does not wish to play must advise the Club official in charge of that days play not later than 60 minutes before the commencement of play.

## 19. Pre-Play Roll Up

- (a) No bowling prior to the commencement of social play shall be permissible.
- (b) The Games Director, at his discretion, may permit trial ends prior to competition play as allowed for in the competition rules.

## 20. Notice Board

Subject to the approval of the Board of Management of the Incorporated Club in relation to the size and position, a notice board, upon which all notices relating to the Club are posted, shall be placed in a conspicuous position in the clubhouse.

## 21. Alteration to By-Laws

- (a) Alteration or additions to these By-Laws shall be made only by Special Resolution of the Committee after written Notice of Motion has been given to the Committee.
- (b) The meeting may amend such motion and pass it in its amended form and it shall become effective when displayed on the Notice Board by order of the Committee.
- (c) Copies of the amendments are to be forwarded to District and State Associations for their information.

## **Constitution of the Bramble Bay Ladies Bowling Club**

### **1. Name**

The Club shall be known as the Bramble Bay Ladies Bowling Club (hereinafter called "The Ladies Club").

### **2. Objectives**

- (a) To advance and promote the Game of Bowls.
- (b) To provide the best possible standard of facilities for members for the social and competitive playing of the Game of Bowls in accordance with the Laws of the Sport of Bowls prescribed by Bowls Crystal Mark current Edition.
- (c) To provide, develop and promote such activities as from time to time are deemed appropriate to provide good fellowship between members of the Club.
- (d) To promote and enhance the Game of Bowls in the local community.

#### **2.1 Affiliation**

The rules of Affiliation shall be as for Rule 4.2.2 of the Incorporated Club.

### **3. Membership**

#### **3.1 Classes of Membership**

The membership of the Ladies Club shall comprise female members of the Incorporated Club.

The classes of membership shall be:

- i. Ordinary Members
- ii. Dual (Non Declared) Members
- iii. Life Members
- iv. Junior Bowling Members
- v. Honorary Members

#### **3.2 Ordinary Members**

A member whose capitation fees are paid to the State and District Associations through the Club and have full voting rights at meetings.

#### **3.3 Dual Members**

A member who is also a member of another club and has declared for that club and whose capitation fees are NOT paid to the State and District Associations through this Club. They have no voting rights at meetings.

#### **3.3 Life Members**

- (a) Recommendations for the award of Life Membership may be made by the members in accordance with the provisions of Rule 5.3(b) of the Rules of the Incorporated Club.



- (b) Before such a recommendation goes forward to the Board of the Incorporated Club, the proposal shall be placed on Notice of Motion to an Annual General Meeting of the Ladies Club.
- (c) The motion shall require a majority vote of members present voting in favour of the recommendation.

### 3.4 Junior Bowling Members

Junior Bowling Members will comply with Rule 5.3(c) of the Incorporated Club.

### 3.5 Honorary Members

- (a) A member who, owing to retirement through ill health, is no longer able to participate in the Game of Bowls, and in appreciation for services rendered, may be invited to become an Honorary Member.
- (b) Such members shall be eligible to attend all Social Functions but shall have no voting rights.
- (c) They shall be exempt from the payment of annual subscriptions and levies.

## 4. Qualifications for Membership

To be eligible for membership a person must be:

- (a) A member of the Incorporated Club.
- (b) Eighteen years of age or over if not a Member of a Junior Bowls Association.
- (c) Interested in playing the Game of Bowls.
- (d) Of good character and compatible with members.
- (e) Free of indebtedness to any Bowling Club or Bowling Association of which she may have been a member.
- (f) Able to present a Clearance from a previous Club.
- (g) Any suspension or termination of membership shall be referred to the Incorporated Club under the requirements of Rule 9.

## 5. Admission of Members

- (a) Members shall be admitted to the Ladies Club in accordance with Rules 6.1 and 6.2 of the Incorporated Club.
- (b) Any objection to the admission of a member shall be dealt with in accordance with Rules 6.4 of the Incorporated Club.

## 6. Members Bound by Rules

All members on admission to the Ladies Club shall be deemed to have agreed to be bound by the Rules and By-Laws of the Ladies Club and by the Constitution and Rules of Bowls Queensland for the time being in force.

### 6.1 Player Commitments

- (a) When a member of a Club has been called to fulfil a Bowls Australia, Bowls Queensland, District Bowls Association or Club commitment in a match or on official business, on any day on which they have been drawn to play in a Bowls Australia, Bowls Queensland, District Association or Club commitment, the onus shall be on the player to notify Bowls Queensland, the District Bowls Association or Club as the case may be.
- (b) The Controlling Body may define circumstances which it will not accept as a valid reason for a player's unavailability. However, a substitute is not to be permitted if an intended player enters another competition scheduled to be played at the same time. If a substitute is refused on these grounds the Controlling Body shall declare the position of the absent player vacant and the provisions of Law 39 shall apply. Provisions consistent with this clause shall be included in all Club Rules, and shall be deemed to be a condition of competitions conducted by the Club.

## 7. Annual Subscription

An Annual Subscription shall be payable as per Rule 13.2 of the Incorporated Club.

## 8. Liability for Fees

Any member failing to give notice to the Hon. Secretary of her intended resignation prior to the date when such fees are due for payment, shall be liable for subscription for the current year.

## 9. Uniform

All members of Clubs and Districts, while playing on any green at any time, including Sundays, in any games or Association matches, shall be bound by the Rules and Constitution of the National Authority and the Rules and Constitution of Bowls Queensland.

## 10. Management

The general management of the Ladies Club shall be vested in a Committee which shall consist of the following members of Committee.

## 11. Members of Committee

### 11.1 Officers

- i. President
- ii. Senior Vice President
- iii. Junior Vice President
- iv. Honorary Secretary
- v. Honorary Treasurer
- vi. Games Director
- vii. District Delegate
- viii. Six (6) Committee Persons

## 11.2 Election of Committee

- (a) ALL Committee Members shall be Honorary
- (b) At every Annual General Meeting of the Ladies Bowling Club the Committee shall retire from office but if nominated shall be eligible for re-election.
- (c) Only Ordinary and Life Members shall be entitled to stand or be elected to the Committee. Only Ordinary and Life Members of the Ladies Bowling Club shall be entitled to vote at any meeting of the Ladies Bowling Club.
- (d) The members of the Committee shall be elected annually by ballot at the Annual General Meeting of the Ladies Bowling Club in the month prior to the Annual General Meeting of the Club Incorporated.
- (e) Resignation from the Committee must be in writing and posted or handed to the Secretary or in the absence of the Secretary to another Officer. The resignation will become effective upon receipt unless a later date is specified.
- (f) The committee position automatically becomes vacant if any condition of The Associations Incorporations Act 1981 as amended Section 64(2) applies.
- (g) A committee member who consistently fails to carry out the duties required for his particular office as set down in the By Laws of the Ladies Bowling Club may be removed from office on notice of motion at a General Meeting where a majority of members present vote for such removal.
- (h) The member shall be notified in writing handed personally or posted to his last known address advising of the contents of the Notice of Motion and the time and place of the meeting.
- (i) She shall be given the opportunity at the meeting, if she so wishes, to fully show cause as to why he should not be removed from office.
- (j) She is not entitled to legal representation at the meeting.
- (k) A member has no right to appeal against the decision

## 11.3. Powers of Committee

The Committee shall have the following powers:-

- (a) Generally control and manage the administration of the Club.
- (b) Appoint sub-committees.
- (c) Arrange meetings of the Club.
- (d) Appoint representatives to act on the Mixed Bowls Committee.
- (e) Charge fees.
- (f) Otherwise act in the interests of Club members.

## 11.4 Meetings of Committee

- (a) The Committee shall meet at least once every calendar month to exercise its functions of which at least seven (7) days notice shall be given.
- (b) A Special Meeting of the Committee shall be convened by the Secretary on a request signed by not less than one-third of the members of the Committee clearly

stating the reasons why such a meeting is being convened and the nature of the business to be transacted.

- (c) (c) At every meeting of the Committee a quorum shall not be less than a simple majority of the number of Members elected to the Committee at the close of the last Annual General Meeting of Members.
- (d) Subject to previously provided in this rule the Committee may meet together and regulate the proceedings as they think fit provided the questions arising at any meeting of the Committee shall be decided by a majority of votes and in the case of an equality of votes, the Chair may have a second or casting vote.
- (e) Notice of not less than one (1) day's notice shall be given by the Secretary to Members of the Committee of any Special Meeting of the Committee. Such notice shall clearly state the nature of the business to be discussed.
- (f) The President shall preside at all meetings of the Committee and in her absence the Vice President. Should the President or Vice President not be present within ten (10) minutes after the appointed time for holding the meeting, The Committee Members may choose one of their number to chair the meeting.
- (g) If within thirty (30) minutes from the time appointed for the commencement of the meeting a quorum is not present, if convened under the requisition of the members, the meeting shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and the same place, and if at the adjourned meeting a quorum is not present within thirty (30) minutes, the meeting shall lapse.

## 12 Executive Committee

- (a) The function of the Executive Committee shall be to carry out the instructions of the members as resolved at the General Meetings of the Club.
- (b) The Executive Committee shall consist of the:
  - i. President
  - ii. Two Vice Presidents
  - iii. Honorary Secretary
  - iv. Honorary Treasurer
- (c) A simple majority of Executive Members shall constitute a quorum.
- (d) The Executive Committee shall ensure that the Laws of the Sport of Bowls Crystal Mark current Edition and the Rules of the Ladies Club are adhered to.

## 13. Removal of Officers

A Committee Member who is not consistently meeting the requirements of the position may be removed from office on Notice of Motion at a General Meeting where the majority of members present vote for such removal. The member shall be notified in writing of the outcome.

## 14. Funds

- (a) The Financial Year of the Ladies Club shall coincide with the Financial Year of the Incorporated Club.
- (b) The income of the Ladies Club shall be used and applied solely in the promotion of its objectives and in the exercise of its powers.
- (c) The funds of the Ladies Club shall be deposited with the Incorporated Club for credit to the Ladies Club. All operations on the Account shall be approved jointly by any two of the President, Hon. Secretary or Hon. Treasurer.
- (d) Proper books and accounts shall be kept and maintained either in written or printed form in the English language showing correctly the financial affairs of the Ladies Club.
- (e) All monies shall be deposited as soon as practicable after receipt thereof.
- (f) All amounts of \$100 and over shall be paid by cheque or EFT.
- (g) The members shall determine the amount of Petty Cash which shall be kept on the imprest system.
- (h) All expenditure shall be approved or ratified at a General Meeting.
- (i) As soon as practicable after the end of the financial year the Hon. Treasurer shall cause to be prepared a statement containing particulars of the income and expenditure for the financial year.
- (j) The income and property of the Ladies Club whensoever derived shall be used and applied solely in the promotion of its objects and in the exercise of its powers as set out herein.

No portion thereof shall be distributed, paid or transferred directly by way of dividend, bonus or otherwise by way of profit to, or among the members of the Ladies Club.
- (k) Nothing herein contained shall prevent the payment, in good faith, of interest to any such member in respect of monies advanced by her to the Club or otherwise owing by the Club to her.
- (l) Remuneration may be paid to any officers or servants of the Club or person provided that nothing herein contained shall be construed as to prevent the payment of out of pocket expenses, money, rent, reasonable and proper charges for goods hired by the Ladies Club or reasonable and proper rent for premises demised or let to the Ladies Club.
- (m) No member shall be entitled equally to any benefit or advantage from the Club which is not shared by every member thereof.

## 15. Meetings

### 15.1 Annual General Meetings

- (a) The Annual General Meeting of the Ladies Club shall be held in the month prior to the Annual General Meeting of the Incorporated Club on a date to be fixed by the members.
- (b) The meeting shall be called by giving not less than fourteen (14) day's notice by placing a notice on the Ladies Club Notice Board.

- (c) The quorum shall be twenty-five percent of members.
- (d) Should a quorum not be present within thirty (30) minutes of the scheduled time, the meeting shall be adjourned for one (1) week. Should a quorum not be present those present shall constitute a quorum.

## 15.2 Business of Annual General Meeting

- (a) The Secretary to read Notice of Meeting
- (b) The confirmation of the minutes of the previous Annual General Meeting and any Special General Meetings held during the year.
- (c) The Hon. Secretary shall submit the Annual Report for the year.
- (d) The Hon. Treasurer shall submit a Statement of the receipts and expenditure of funds during the financial year.
- (e) Any other business in accordance with the Rules of the Incorporated Club.
- (f) Notices of Motion.
- (g) Appointment of a Patron/s.
- (h) Election of Committee Members. This shall be the last item on the Agenda.

## 15.3 Special General Meetings

- (a) A Special General Meeting may be called by the Executive Committee, or by the Secretary on receipt of a request to do so signed by not less than double the number of committee members for the time being plus one (1).
- (b) At least fourteen (14) day's notice shall be given by placing a notice on the Ladies Club Notice Board, and shall be called within fourteen (14) days of receipt of the request.
- (c) The quorum for a Special General Meeting shall be twenty-five percent of members. Should a quorum not be present within thirty (30) minutes of the scheduled starting time, the meeting shall be adjourned for one (1) week. Should there not be a quorum present at the adjourned meeting those present will constitute a quorum.
- (d) At a Special General Meeting the procedure shall be:
  - i. The Notice of Meeting shall be read.
  - ii. The business for which the meeting was called shall be dealt with. No other business shall be allowed.

## 15.4 General Meetings

Any General Meeting at which a quorum is not present shall stand adjourned for one (1) week. Should a quorum of twenty five percent of members not be present within thirty (30) minutes of the scheduled starting time those present at the adjourned meeting shall constitute a quorum.

## 15.5 Voting

Subject to the provisions of Rule 3 of the Ladies Constitution thereof all members shall have one (1) vote on business transacted at meetings they are eligible to attend, with the exception of the President or Chairwoman who shall have a casting vote in addition to her primary vote in the event of a tied vote.

## 15.6 Returning Officer

- (a) At the meeting prior to the Annual General Meeting, members shall appoint a Returning Officer whose duties shall be to control the issuing of ballot papers and subsequent collection and counting of same at the AGM.
- (b) The Returning Officer shall liaise with the Secretary regarding the preparation of ballot boxes and shall ensure that only those entitled to vote are issued with the necessary ballot papers and that the ballot boxes are correctly located for the lodgement of same.
- (c) The Meeting will appoint the number of scrutineers as required to conduct the ballot. Neither the Returning Officer nor any scrutineer shall be a candidate in such ballot.
- (d) The Returning Officer shall advise the Chairperson of the meeting, the result of the Scrutineer's count and the Chairman shall announce the result to the meeting.
- (e) The ballot material shall not be destroyed without the authority of a motion passed at the meeting and it shall be the duty of the Returning Officer to carry out such instruction.

## 15.7 Election and Ballot Procedures

- (a) Nominations for members of the Council will be in accordance with the Constitution.
- (b) If there is more than one nomination for a position, names are to be drawn for Ballot positions.
- (c) Voting shall be by secret ballot. Every Ordinary and Life member shall be supplied with ballot papers.
- (d) The result of each ballot shall be determined on "first past the post" principle. If there be an equal number of votes for two or more candidates for the last remaining position in a ballot, a further ballot shall be conducted between the two candidates who tied.
- (e) If only one nomination is received for any position of elected office bearers, candidates so nomination shall be declared elected.
- (f) Any vacant positions can be nominated from the floor and any member not present shall indicate in writing their willingness to accept nomination from the floor for any unfilled position.

## 16. Membership Notices

It shall be the duty of each member to notify the Hon. Secretary in writing of any change in her address.

## 17. Amendments to the Rules

Subject to the provisions of the Rules of the Incorporated Club these rules may be amended, rescinded or added to from time to time at an Annual General Meeting or a Special General Meeting called for the purpose in such manner as outlined in Rule 16 of the Club Incorporated Constitution and after notice of the proposed alterations have been given to the Hon. Secretary. When requests are received in accordance with the provisions of Rule 16 hereof the date of such Special General Meeting shall be

announced within fourteen (14) days of the receipt of the requisition by the Hon. Secretary. Notice of such meeting shall be given as provided in Rule 15.3 of the Ladies Constitution.

## 18. By-Laws

The Ladies Club may from time to time make By-Laws not inconsistent with the Ladies Club Rules for the purpose of more effectively carrying out the Objectives and managing the affairs of the Ladies Club. A copy of such By-Laws shall be posted in the Clubhouse.

## 19. Sub-committees and Their Functions

- (a) The President and the Hon. Secretary shall be ex-officio members of all sub-committees.
- (b) The members shall have the authority to appoint the sub-committees for any purpose whatsoever.
- (c) The Chairwoman of each sub-committee shall present a report to each regular Monthly Meeting.
- (d) All sub-committees shall meet regularly to deal with matters within the scope of the Committees designated functions.
- (e) The Chairwoman of each sub-committee shall advise the President and the Hon. Secretary of the date and time of any proposed meeting.
- (f) The President and the Hon. Secretary shall be notified immediately of all suggestions or decisions reached by the sub-committee.
- (g) All decisions and suggestions shall be submitted to the members as recommendations for approval unless the members have granted prior permission to act.
- (h) No project requiring the expenditure of funds other than Petty Cash shall be undertaken without prior consent of the members.

## 20. Special Events Committee

- (a) The members may appoint a Chairwoman and a committee to organise and conduct special bowls events as proposed from time to time by the Ladies Club.
- (b) The Ladies Club Hon Secretary shall liaise with the Board of Management regarding the Board approval for the conduct of any special event.

## 21. Trophies

- (a) All trophies offered by the Ladies Club shall be played for under such conditions as the Ladies Club may from time to time determine subject to the Constitution and Rules of the National Authority and State Authority.
- (b) All trophies donated to the Club shall be subject to acceptance by the Ladies Club, and shall be played for under such conditions as the donor or donors may impose, provided such conditions are approved by the Ladies Club and conform to the Ladies Club Rules.



## 22. Laws of the Sport of Bowls Crystal Mark Current Edition.

The Laws of the Sport of Bowls Crystal Mark current Edition adopted from time to time by the National Authority shall be the Laws of the Game for Ladies Club Championships. Domestic Conditions of Play may be formulated for Ladies Club games.

## 23. Winding Up

Rule 21 (a) to (e) of the Incorporated Club apply.

# **Bramble Bay Ladies Bowling Club**

## **By-Laws**

### **1. Duties of Office Bearers**

#### **1.1 President**

- (a) The President shall preside at all meetings, regulate and keep order in the proceedings and carry into effect the Rules of the Club and Laws of the Sport of Bowls Crystal Mark Current Edition.
- (b) In her absence, the chair shall be taken by one of the Vice-Presidents as the meeting may appoint.
- (c) If none of these are present the meeting may elect any other member present to take over.
- (d) The President shall be an ex-officio member of all committees and sub-committees.
- (e) Provide an annual report for inclusion in the Ladies Club Annual Report.

#### **1.2 Hon Secretary**

- (a) The Hon. Secretary shall attend all meetings of the Club and conduct the affairs of the Club under the direction of the President and members.
- (b) She shall keep her books in an orderly manner, attend to correspondence and make a report on matters that come under her notice in connection with the affairs of the Club.
- (c) She shall consult the President, or in her absence the Vice-Presidents, on all matters requiring attention between meetings of the Club.
- (d) She shall be responsible for the safe custody of the property under her control.
- (e) She shall keep and maintain a register of the names and addresses of the Ladies Club Members.
- (f) Should the Secretary be absent or ill, or neglect or refuse to do anything required by the Rules, the Club shall have the power to appoint the Hon Assistant Secretary or any other financial member to act in her stead.

#### **1.3 Hon Assistant Secretary**

The Hon. Assistant Secretary shall keep a record of all inward Club Invitations and Acceptances of the Club under the direction of the President and members and assist the Hon Secretary as required.

#### **1.4 Hon Treasurer**

- (a) The Hon Treasurer shall keep an accurate record of the financial position of the Club, and report the financial position of the Club at each Monthly Meeting.
- (b) She shall receive all subscriptions and donations and other monies which may become due and payable to the Club.
- (c) She shall present to the Annual General Meeting a Statement of Income and Expenditure.

- (d) Should the Treasurer be absent or ill, or neglect or refuse to do anything required by the Rules, the Club shall have the power to appoint the Hon. Assistant Treasurer or any other financial member to act in her stead.

#### 1.5 Hon. Assistant Treasurer

To assist the Hon. Treasurer.

#### 1.6 Games Director

- (a) The Games Director shall supervise and conduct all Club Competitions.
- (b) She shall collect all monies for competition entries and hand the amount over to the Treasurer when completed.
- (c) She shall contact the Greenkeeper with regard to the rinks available for each days play and instruct the selectors accordingly.
- (d) The Club may decide conditions for Social Play and grade players for Club Graded Competitions
- (e) All Club Championships are played under the Laws of the Sport of Bowls Crystal Mark Current Edition.
- (f) Arrange for an Umpire of the Day for games under her control.

#### 1.7 Assistant Games Director

To assist the Games Director.

### 2. Controlling Body

- (a) The Controlling Body for all events shall be as set down in the Laws of the Sport of Bowls Crystal Mark Current Edition.
- (b) The Club Executive may delegate a person or persons to act on behalf of the Controlling Body in local games and competitions.
- (c) Authority to adjudicate on disputes may be delegated to a Committee of the Executive, Games Director and the Umpire of the Day.

### 3. Calling of Competitions

- (a) It will be the responsibility of all members to watch the Notice Board in the Ladies Room for the calling of games.
- (b) Competitions are to be called where possible one (1) week in advance.
- (c) Markers are to be called by the same method.
- (d) The Play, Sub or Forfeit Rule will be enforced.
- (e) In the event of there being no play due to weather conditions, those competitions called will be played automatically on the next playing day.
- (f) Championship games can be played on or before the drawn date.

## 4. Umpires and Coaches

### 4.1 Umpires

- (a) Chairman of the Umpire's Committee shall keep or cause to be kept, a register of those club members who are National Umpires and qualified Measurers.
- (b) She shall compile reports as required by State and District Associations.
- (c) Convene meetings of Umpires when and as requested.
- (d) Appoint Umpires for all Games as requested by the Games Director.
- (e) Ensure that all Umpires are kept informed of all changes and amendments to the Bowls Australia Rules affecting Umpires and their duties.
- (f) Ensure that Umpire's equipment is maintained in proper condition.
- (g) The Umpire of the day shall carry out her duties in accordance with the procedures and laws of the game.

### 4.2 Coaches

- (a) Chairman of the Coaching Committee shall be appointed annually at a meeting of all registered Coaches.
- (b) The Chairman shall keep of register of club members who are accredited and their level of accreditation.
- (c) Liaise with the State and District Association on the seminars and coaching clinics and advise Coaches accordingly.
- (d) Convene meetings of all Coaches as required.
- (e) Ensure coaching equipment and manuals are maintained in a proper condition.
- (f) Keep a record of all coaching performed at the club.
- (g) Ensure Coaches are informed on any new coaching techniques or equipment.
- (h) Arrange further coaching for new members as requested by the Committee.

## 5. Pennant Selectors

- (a) The Pennant Selectors shall select teams and sides for Pennant matches.
- (b) They shall appoint a Manager for each Pennant side.
- (c) Forward the results of all Pennant games to the District Association as required.
- (d) Arrange with the Greenskeeper the rinks to be used for Pennants play.
- (e) Keep records of the games played by each Pennant player.
- (f) Appoint master scoreboard attendants to Pennant games at home if required.
- (g) Prepare travel vouchers where applicable for Side Managers when teams play away.

### 5.1 Pennant Side Managers

- (a) Check with Team Skips for the presence of all players prior to the Pennant's game.
- (b) Collect and pay Green Fees during Pennant play.
- (c) At the end of play, retain cards and the original copy of the results slip, a copy of which is to go to the Chairman of Selectors.

## 6. Honour Board

The Honour Board for Special Events will list:

- i. Winners of National and State Championships
- ii. Winners of Champion of Champions
- iii. Winners of District Singles, Pairs, Triples and Fours
- iv. Winners of Club Championship Singles, Pairs, Triples and Fours.

