

# **Constitution Rules and By-Laws**

of the

# **Bulimba Memorial Bowls and Community Club Inc.**

**Adopted 3 December 2011**

**Amended 13 October 2012**

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# **CONSTITUTION RULES**

## **BULIMBA MEMORIAL BOWLS AND COMMUNITY CLUB INC.**

### **SECTION A - THE CLUB**

#### **1. NAME**

The name of the incorporated club is Bulimba Memorial Bowls and Community Club Inc. (***the Club***).

#### **2. OBJECTS OF THE CLUB**

The objects of the Club are:

- (a) to advance and promote the sport of Bowls;
- (b) to provide the best possible standard of playing facilities for members 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; and
- (d) to promote and enhance the sport of Bowls in the local community.

#### **3. CLUB TO BE AFFILIATED**

The Club shall be affiliated with Bowls Queensland (hereinafter referred to as "BQ") and accepts and abides by the Rules and By-Laws of BQ, only in relation to the sport of Lawn Bowls, including:-

- (a) No rule or by-law of the Club shall be in conflict with the Rules and By-laws of Bowls Australia, and/or BQ.
- (b) The Club shall renew its affiliation with BQ each year in accordance with the Articles of Association of BQ through the payment of the requisite Annual Affiliation Fee, which is the total of the capitation fees for all members of the Club.
- (c) The Club shall be a member of a District Bowls Association, (hereinafter referred to as a DBA) and accepts and abides by the Rules and By-laws of the DBA only in relation to the sport of Lawn Bowls.
- (d) The Club shall renew its membership with the DBA each year in accordance with the Rules and By-laws of the DBA, and pay an annual membership fee to the DBA.
- (e) The Club shall elect the Club's Delegate at its Annual General Meeting.
- (f) The Club shall provide, through the DBA, the statistical and other returns prescribed by BQ. By-laws, and provide to BQ, and the DBA, a copy of the Clubs Annual Report.
- (g) The Club shall promptly advise BQ, through the DBA of any event which affects the status of the Club's affiliation with BQ, the legal status of the Club and of any changes or amendments to the Club's constitution, and
- (h) The Club shall not affiliate with any Club, Association, or corporation which has an object or purpose of a political or religious nature.

#### **4. POWERS**

The powers of the Club are:

- (a) To control the funds and other assets and the liabilities of the "Bulimba Memorial Bowls and Community Club Inc."
- (b) 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 under or by virtue of rule 38(d);

- (c) In furtherance of the objects of the Club 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 frequenting the Club's premises.
- (d) To purchase, take on lease or in exchange, hire and otherwise acquire any lands, buildings, easements or property, real and personal, and any rights or privileges which may be requisite for the purposes of, or capable of being conveniently used in connection with, any of the objects of the Club; provided that in case the Club shall take 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;
- (e) To enter into any arrangements with any Government or Authority that are incidental or conducive to the attainment of the objects and the exercise of the powers of the Club; to obtain from any such Government or Authority any rights, privileges and concessions which the Club may think it desirable to obtain; and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions;
- (f) To appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workmen and other persons as may be necessary or convenient for the purposes of the Club ensuring a selection panel of three (3) or more are formed to select any new employee.
- (g) 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 any unsecured notes, debentures or other securities of the incorporated Club, or in or about the incorporated Club or promotion of the incorporated Club or in the furtherance of its objects;
- (h) To construct, improve, maintain, develop, work, manage, carry out, alter or control any houses, buildings, grounds, works or conveniences which may seem calculated directly or indirectly to advance the Club's interests, and to contribute to, subsidise or otherwise assist and take part in the construction, improvement, maintenance, development, working, management, carrying out, alteration or control thereof;
- (i) 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;
- (j) To take, or otherwise acquire, and hold shares, debentures or other securities of any company or body corporate;
- (k) In furtherance of the objects of the Club to lend and advance money or give credit to any person or body corporate; to guarantee and give guarantees or indemnities for the payment of money or the performance of contracts or obligations by any person or body corporate, and otherwise to assist any person or body corporate;
- (l) To borrow or raise money either alone or jointly with any other person or legal entity in such manner as may be thought proper and whether upon fluctuating advance account or overdraft or otherwise to represent or secure any moneys 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, lien or other security upon the whole or any part of the incorporated Club's property or assets present or future and to purchase, redeem or pay-off any such securities;
- (m) To draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments;
- (n) In furtherance of the objects of the Club 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;
- (o) To take or hold mortgages, liens or charges, to secure payment of the purchase price, or any unpaid balance of the purchase price, of any part of the Club's property of whatsoever kind sold by the Club, or any money due to the Club from purchasers and others;
- (p) To take any gift of property whether subject to any special trust or not, for any one or more of the objects of the Associations but subject always to the proviso in sub-rule (d);

- (q) To take such steps by personal or written appeals, public meetings 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;
- (r) To print and publish any newspapers, periodicals, books or leaflets that the Club may think desirable for the promotion of its objects;
- (s) In furtherance of the objects of the Club to amalgamate with any one or more incorporated clubs having objects altogether or in part similar to those of the Club and which shall prohibit the distribution of its or their income and property among it or their members to an extent at least as great as that imposed upon the Association under or by virtue of rule 38(d);
- (t) In furtherance of the objects of the Club 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 associations with which the Club is authorised to amalgamate;
- (u) In furtherance of the objects of the Club to transfer all or any part of the property, assets, liabilities and engagements of the Club to any one or more of the incorporated associations with which the Club is authorised to amalgamate;
- (v) To make donations for patriotic, charitable or community purposes;
- (w) To transact any lawful business in aid of the Commonwealth of Australia in the prosecution of any war in which the Commonwealth of Australia is engaged;
- (x) To do all such other things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the Club.

## **5. ALL ACTIVITIES TO BE LAWFUL**

The Club shall comply with all lawful requirements of the Local, State and Commonwealth Governments, and Authorities having any jurisdiction over any activity of the Club.

## **SECTION B - MEMBERSHIP OF THE CLUB**

### **6. MEMBERSHIP**

Membership of the Club shall comprise Ordinary Members, Senior Members, Life Members and Junior Members each of whom shall be bound by this Constitution Rules and By-laws as duly amended from time to time. The membership of the Club may be limited, either generally, or as to a particular class, or classes, as the Council may determine, from time to time.

Annual Membership fees for ordinary members comprise of two (2) components – (a) Club Membership fee and (b) Affiliation fees thus giving Annual Membership Fee. In the case of Senior Members the Club Membership fee component will be waived.

## **7. ELIGIBILITY FOR MEMBERSHIP**

To be eligible for membership, a person must be:

- (a) not less than eighteen(18) years of age (other than Junior Members as provided for in this Constitution);
- (b) interested in the sport of Bowls;
- (c) prepared to support and promote the welfare of the Club and the sport of Bowls;
- (d) of good repute and character and compatible with other members;
- (e) free of indebtedness to any bowls club, any District Association or any State Bowls Authority, and not under an order or notice of suspension from any bowls club or Bowls Association.
- (f) Reference to any gender within the Constitution and By-laws includes the opposite gender unless the context otherwise indicates.

## **8. CLASSES OF MEMBERSHIP**

### **(a) Ordinary Members**

An Ordinary Member is a bowling member whose application for membership of the Club has been approved by the Council, and has paid all the prescribed fees. A member is entitled to all the privileges of the Club and entitled to exercise all the rights of membership.

### **(b) Life Members**

An Ordinary Member may be elected by the Club at a General Meeting to Life Membership of the Club in recognition of services rendered to the Club. Such election shall be by resolution of a three-quarters majority of members present and entitled to vote at a General Meeting. Life Members shall be free to enjoy all club privileges and exercise all rights, but shall be exempt from the payment of Annual Membership fee.

The number of Life Members shall be unlimited.

### **(c) Senior Members**

The Council may admit an Ordinary Member, who has been at least 10 years continuously a financial member and reaches the age of 80 years, to the class of Senior Member. This membership carries the privilege of being freed from payment of Club Membership fee as long as he remains a member. However the Senior Member will be responsible for the payment of any Affiliation fees.

### **(d) Junior Members**

A junior bowler under the age of eighteen (18) years may become a Junior Member upon such terms and conditions, and upon the payment of such fees as the Council shall determine from time to time. They shall not be entitled to vote nor nominate members for office nor to nominate other persons to membership of the Club. They shall be entitled to play bowls in any Club competition according to the conditions laid down for the playing of the event. They shall not be allowed under any circumstances to be served, to obtain or to consume liquor from or on Club premises, or engage in any form of gambling on the premises.

### **(e) Honorary Members**

The Club may, at any General Meeting, elect as an Honorary Member, any person who has rendered service, benefit or esteem to the Club.

Honorary Members shall be entitled to the social privileges of the Club, but shall not be entitled to hold any office in the Club, nor take part in, nor vote at meetings of the Club, nor to nominate Ordinary Members of the Club, and shall be exempt from the payment of Annual membership fees, and levies to the Club. Honorary Membership shall be renewed on an annual basis.

### **(f) Temporary Members**

The Council may admit as a Temporary Member any person who does not normally reside within the district where the Club is established, provided always that such person is a full subscribing and financial member of a bowls club or Bowls Association affiliated directly or indirectly with the World Bowls Board, and who is not under suspension or expulsion by order of that Club, or any other Club so affiliated. Such membership shall not exceed a three months period, but shall be subject to renewal at the discretion of the Council. A Temporary Member shall be entitled to the privileges of membership, except he shall not be entitled to hold any office in 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. He shall not be entitled to nominate Ordinary Members of the Club, nor participate in any game other than a social game of the Club. A Temporary Member shall be charged such membership fees as may be decided by Council from time to time.

**(g) Associate Members**

The Council may elect any qualified person as an Associate Member of the Club for such period or periods and charge such membership fees as the Council shall determine. Associate Members shall not be entitled to hold any office of the Club nor to take part in nor to vote at meetings nor to nominate persons for membership nor to take part in any Inter-Club matches and Club Championships. Associate Members may participate in social play provided space is available. The special qualifications for election as an Associate Member shall be as follows:

- (i) Has been a playing member of this Club and is no longer active; or
- (ii) Is an ordinary member of another bowls club.

**(h) Social Members**

The Council may elect any person as a Social Member of the Club and charge such membership fees as the Club shall determine from time to time. Such Social membership shall not exceed 75% of Ordinary Membership Fees. Social members shall be entitled to the social 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 or vote at meetings of the Club, nor shall they be permitted to engage in the Game of Bowls within the Club. Application for Social membership shall be as prescribed in Rule 9(a) for Ordinary members.

The special qualifications of Social membership shall be:

- (i) Any person who is of good repute and whose interests and activities are, in the opinion of the Council, compatible with those of the existing members of the Club.
- (ii) Not under eighteen (18) years of age.

**9. ADMISSION TO MEMBERSHIP**

**(a) Application Form**

An application for Membership of the Club (with the exception of honorary and temporary members as provided for in this constitution) must be made in writing on a form prescribed by the Council and shall bear the name and signature of the proposer and seconder as well as the nominees signature, full name, address, date of birth, and be accompanied by the prescribed fee, and a interclub clearance form if applicable. Such fee shall be refunded if the application is rejected.



**(b) Proposed Members Register**

Particulars of all applications for Membership of the Club (with the exception of honorary and temporary members as provided for in this constitution) shall forthwith, upon receipt of same, be entered in the order of time in which each application is received by the Secretary in a book (hereinafter referred to as the Proposed Members Register) to be kept by the Secretary. Each entry shall record the full name and address of the person proposed, and the time and date of receipt by the Secretary of the application, and in relation to any and every vacancy however arising in the membership of the Club, each application shall be dealt with, and determined in the order in which it is so recorded.

**(c) Display of Nominations**

Immediately upon the application for membership being recorded in the proposed members register, it shall be displayed on the notice board.

The names and addresses of each person proposed as a member shall be displayed on the Club's notice board for at least seven (7) days prior to the date on which the Council shall consider the application for membership.

**(d) Objections to Application for Membership**

Any member or members may object to any application for membership by delivery of a written objection to the Secretary of the Club.

If no written objection is received, all applications for membership shall be dealt with and determined by the Council at a duly convened meeting.

If a written objection is received from a member, or members of the Club, the Council shall investigate the objection before making a decision in relation to acceptance or rejection of the applicant.

For the purpose of inquiring with respect to an applicant, the matter of dealing with and determining the application may be postponed for no longer than three (3) months. Any other such proposals may be dealt with and determined during that period, if:

- (i) The vacancy in respect of which the postponed proposal is required to be dealt with and determined is kept open during the period of postponement.
- (ii) The postponed proposal is dealt with and determined forthwith upon the expiration of the period of postponement thereof, and in priority to any and every proposal evidenced by the proposed members register as being of a later date.

**(e) Members to Retain Qualifications**

A person shall not be allowed to remain a member of the Club unless he continues to remain financial, and complies with the Constitution Rules and By-laws of the Club.

**(f) Temporary Membership Applications**

Applications for Temporary Membership of the Club shall be by letter addressed to the Secretary, signed by the applicant, and setting out the qualifications and circumstances upon which he relies in support of his application. The Secretary shall be empowered to grant Temporary Membership of up to three (3) months. Subsequent applications of a maximum of three (3) months shall be determined by the Council.

**(g) Acceptance of Rules by Members**

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

**10. REJECTION OF APPLICATION FOR MEMBERSHIP**

A person, whose application for membership is rejected by the council, may within ten (10) days of receipt of written notification thereof lodge with the Secretary of the Club written notice of intention to appeal against the decision of the Council. The appeal shall be determined as set out in 13(b) of this Constitution.

A record in a Members Admissions Book shall be kept by the Club of the time and date of the holding of every such meeting of the Council or Special General Meeting of members of the Club, the names of the members present and entitled to vote on the question of the admission of each and every person proposed as a member at such a meeting, and the names of the person proposed and whether they are accepted or not. If there is more than one member to be balloted for each shall be balloted for separately.

Any applicant who has been rejected by the Council or by ballot at a Special General Meeting of members of the Club shall not be proposed for membership during the next twelve (12) months unless it appears to the satisfaction of the Council that an injustice has been done.

## **11. RESIGNATION FROM MEMBERSHIP**

### **(a) Member May Resign**

A member may resign from the Club at any time by giving notice in writing to the Secretary. Such resignation shall take effect from the date of such notice being received by the Secretary unless a later date is specified in the notice when it shall take effect on that later date. The Secretary shall acknowledge in writing, the receipt of each resignation.

A request for a interclub clearance shall not be taken as a resignation.

### **(b) Responsibility for Outstanding Monies**

Resignation from the Club shall not relieve any person from the payment of any membership fees, or other monies due or payable by that person at the time of the resignation or termination of membership.

The resignation of any member shall involve the automatic forfeiture of all rights and privileges in respect to all club matters and property.

Any member, who resigns after the commencement of the new financial year shall be liable for that years' subscription fees, as well as any other monies owed to the Club by that member.

Any member failing to give written notice to the Secretary of an intended resignation prior to the date on which that member's subscription is due shall be liable for the current years subscription fee, and any other monies owing to the Club by that member.

## **12. CONDUCT OF MEMBERS**

Members and visitors shall, at all times, maintain a proper discipline and decorum, and shall not conduct illegal gambling, betting on games, speak obscene or abusive language or indulge in unseemly conduct. Any alleged infringement of this clause, on report in writing to the Council, shall be investigated by the Council, which shall have power to demand and direct apologies, and, if necessary, if the offending person be a member, to deal with that person under the provisions of Rule 13, or if he be a member of another club to report his conduct to such club, to the DBA, and to BQ. If the person be a visitor, who is not a member of a bowls club, the Senior Officer present at the time shall have authority to have that person removed from the Club premises.

Any infringement of this provision and any complaints or protests lodged by a member or members of the Club in respect of any member or members of the Club shall be in writing to the Secretary, and shall be dealt with in the first place by the Council, who may, if deemed necessary, call a Special General Meeting. The member or members in respect of whom such complaints or protests have been lodged shall be entitled to attend the Council meeting personally to state his (their) case(s).

### **13. SUSPENSION FROM OR TERMINATION OF MEMBERSHIP**

The Council shall have power to reprimand, suspend or expel any member who fails to observe any of the Rules or By-laws of the Club, the District Association, or of BQ, 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 Association, or its members, or who on any Club or BQ and District Association premises engages in illegal gambling, betting, or uses obscene or abusive language.

#### **(a) Complaint to be in Writing**

A member shall not be dealt with by the Council under this provision, except upon a charge or complaint made in writing to the Secretary. Such charge or complaint shall set out the conduct, which is the subject matter of the charge or complaint, and bear the signature of the complainant. Any member so charged shall be notified in writing by the Secretary of the nature of the complaint, and the member charged shall be given the right of answering the charge by appearing before the Council, and of calling evidence, and of questioning witnesses.

In the event of a Junior Member being called before the Council on a charge or complaint, such member shall be entitled to be accompanied by Parent/Guardian.

#### **(b) Right of Appeal**

Any person so reprimanded, suspended, or expelled shall have the right of appeal within ten(10) days of receipt of written notice of reprimand, suspension or expulsion to a special general meeting. Such written notice shall inform the person of his right of appeal under this rule. The appeal shall be in writing, signed by the appellant. Upon receipt by the Secretary of the Notice of Appeal, a Special General Meeting shall be called by the Secretary in accordance with Rule 15(b), and the appellant shall be entitled to all Club privileges until such appeal is determined. An appeal shall be deemed lost unless upheld by a three-quarters majority of those members present and entitled to vote at the meeting. There shall be no further right of appeal.

Forthwith, after the expiration of the said ten (10) days, if the person suspended or expelled has failed to appeal, or if his appeal has failed at the Special General Meeting, the person concerned shall lose all rights and privileges of the Club during the period of suspension or expulsion, and the Secretary shall certify, in writing, to the DBA, and BQ the name of the person suspended or expelled, and the period of suspension.

A member shall not be suspended from the privileges of membership under this rule for a longer period than six(6) months. Any person, whether he be a member of this Club, a member of another bowls club affiliated with BQ, or any other Bowls Association, and is suspended or expelled by order of this Club, or any other club or association, or is removed from the list of members of a club or association, as a result of his failure to pay monies to that club, or association, shall be denied the privileges of membership of this club, and shall not be permitted to enter the premises of this Club during the period of his suspension, expulsion, or removal.

An expelled member shall not be eligible to apply for readmission to the Club for a period of at least one(1) year after the date of his expulsion.

#### **(c) Member Who Defaults in Payment of Subscriptions**

The Council may terminate the membership of any person whose Annual Membership fee is three (3) months in arrears. Any such person so removed from membership, who desires re-admission shall tender payment of all arrears, not exceeding twelve (12) months subscription, and apply in accordance with Rule 9. Payment of a nomination fee may be waived at the discretion of the Council.

### **14. REGISTER OF MEMBERS**

The Council shall cause a register to be kept, in which shall be entered the name, residential address, and date of birth of each person admitted to membership of the Club, and the date of admission, and membership number.

Particulars shall also be entered into the Register of all Deaths, Resignations, Terminations and Reinstatements of membership, and any further particulars as the Council, or the members at any General Meeting may require from time to time. The Register shall be open for inspection at all reasonable times by any member who has previously applied to the Secretary for such inspection.

## **SECTION C - GOVERNMENT OF THE CLUB**

### **15. GENERAL MEETINGS**

#### **(a) Annual General Meeting**

The Annual General Meeting of the Club shall be held during the month of August on a date to be fixed by the Council.

The business of the Annual General Meeting shall include:

1. Reading the notice convening the meeting.
2. Confirmation of the Minutes of the previous Annual General Meeting and/or Special General Meeting/s.
3. Consideration and adoption of the Annual Report.
4. Presentation of the Annual Balance Sheet and Financial Statements and consideration and adoption thereof.
5. Election of a Patron.
6. Election of Council.
7. Election of Selectors.
8. Appointment of Auditor, or Auditors.
9. Consideration of Notices of Motion.
10. Determination of Honoraria.
11. Any general business that may be brought forward in accordance with the Rules of the Club.

#### **(b) Special General Meetings**

The Secretary shall convene a Special General Meeting -

1. When directed to do so by the Council, or
2. On the requisition in writing signed by not less than one-third of the members presently on the Council, or
3. On the requisition in writing by Ordinary and Life members being in number not less than the number of members presently on the Council, plus one.
4. On being given notice in writing of an intention to appeal against the decision of the Council to reject an application for membership or to suspend, or terminate the membership of any person.

Notices requesting a Special General Meeting shall clearly state the reason why such Special General Meeting is being convened, and the nature of the business to be transacted thereat.

A Special General Meeting shall only consider the matter/s for which notice has been given to members.

#### **(c) Notices of Motion**

Notices of Motion to be included on the agenda of the Annual General Meeting or any General Meeting shall be received by the Secretary at least twenty-one(21) days prior to the meeting at which they will be discussed.

## **16. NOTICES FOR GENERAL MEETINGS**

The Secretary shall convene all general meetings of the Club by giving not less than fourteen (14) days notice by circular, posted or delivered, to each Ordinary and Life Member. The notice of a general meeting shall clearly state the nature of the business to be discussed thereat.

## **17. QUORUMS FOR GENERAL MEETINGS**

At any general meeting the number of members required to constitute a quorum shall be double the number of members on the Council, plus one.

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.

If within half an hour from the time appointed for the commencement of a general meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Council, or the Club, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day, and at such other time and place as the Council may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum.

The Chairman 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 from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for twenty-eight (28) days or more, notice of the adjourned meeting shall be given as in the case of the original meeting. Save as aforesaid it shall not be necessary to give any notice of an adjournment, or of the business to be transacted at an adjourned meeting.

## **18. CONDUCT OF GENERAL MEETINGS**

Unless otherwise provided by this Constitution Rules, or the By-laws, at every General Meeting -

### **(a) The Chairman**

The President shall preside as Chairman, or if there is no President, or if he is not present within fifteen (15) minutes after the time appointed for the holding of the meeting, or is unwilling to act, a Vice President shall be Chairman, or if a Vice President is not present, or is unwilling to act, then the members present shall elect one of their number to be Chairman of the meeting.

The Chairman shall maintain order and conduct the meeting in a proper and orderly manner.

### **(b) Voting**

Every question, matter, or resolution shall be decided by a majority of votes of the members present and entitled to vote. Every financial member present shall be entitled to one vote, and in the case of equality of voting the status quo shall be maintained.

The contested election of Councillors and Selectors shall be by secret ballot, in accordance with the By-laws.

## **19. SPECIAL RESOLUTIONS**

Election of Life Members, Suspension and/or Termination of Membership, Alterations to the Constitution Rules, removal of a member of Council and such other matters that members may resolve by simple majority vote at a General Meeting to be "Special Resolutions" shall be resolved by the affirmative vote of at least three-quarters of the members present at the meeting and entitled to vote.

## **20. SPECIAL LEVIES**

The Club may, at any time, strike a Special Levy on all members by a Special Resolution at a General Meeting of the Club. A notice advising that the levy has been struck, and the amount thereof, shall be advised, in writing, to each member within seven (7) days following the meeting.

If a member fails to pay the levy within twenty-eight (28) days of the date of the letter of advice, he shall be deemed to be unfinancial and shall thereafter be deprived of all privileges of membership of the Club.

## **21. THE AUDITOR**

An Auditor, who shall be qualified as required by the Association Incorporation Act, 1981, (as amended) shall be appointed to audit the accounts, and prepare reports for submission to the next Annual General Meeting. The Auditor shall, when required by Council, conduct special audits and investigations. The Auditor shall, at all times, have access to the books of account, vouchers, and relevant records of the Club, and shall have the right to obtain explanations relative to the finance and affairs of the Club, and the accounts from any person holding office or employment in the Club.

## **22. THE COMMON SEAL**

The Council shall provide for a Common Seal, and for its safe custody. The Common Seal shall only be used by the authority of the Council, and every instrument to which the seal is affixed shall be signed by the Secretary and any other two (2) Executive Committee Members (President, Vice Presidents or Treasurer).

## **23. ALTERATIONS TO THIS CONSTITUTION**

Subject to the provisions of the Association Incorporation Act, this Constitution may be amended, rescinded, or added to from time to time by a Special Resolution carried at a General Meeting.

## **24. DISTRIBUTION OF SURPLUS ASSETS**

If the Club be wound up, and there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid or distributed among the members of the Club, but shall be given or transferred to some other institution having objects similar to the objects of the Club, and which shall prohibit the distribution of its income and property among its members to an extent at least as great as is imposed on the Club under or by virtue of subclause 38(d), such institution to be determined by the members of the Club, provided the institution to which the property of the club is transferred, is an institution approved by the Commissioner of Taxation as an institution referred to in Section 23 of the Income Tax Assessment Act, 1936 (as amended)

## **SECTION D - MANAGEMENT OF THE CLUB**

### **25. THE COUNCIL**

In these Rules the Management Committee shall be called the Council. The management and business of the Club shall be vested in a Council comprising the following:

President, Senior Vice President, Junior Vice President, Secretary, Treasurer, Greens Director, Providore, Games Director, District Bowls Association delegate and two (2) ordinary members.

All of whom shall be collectively known as Councillors.

All offices shall be honorary and elective. Every financial Ordinary Member, Senior Member and Life Member of the Club shall be eligible to hold any office.

## **26. COUNCIL TO BE ELECTED ANNUALLY**

Save as otherwise provided in the Constitution Rules, and subject thereto, each Councillor shall be elected at the Annual General Meeting of the Club and shall hold office from the conclusion of the election at which he was elected until the conclusion of the election held at the next ensuing Annual General Meeting of the Club, but shall be eligible for re-election. A contested election for any position shall be resolved by ballot in accordance with the By-laws.

## **27. ELECTION OF THE COUNCIL**

At the Annual General Meeting all Councillors shall retire from office, but shall be eligible, upon nomination, for re-election. The election of Councillors shall take place in the following manner:

- (a) Any two financial Ordinary Members of the Club shall be at liberty to nominate members to serve as a member of the Council.
- (b) No candidate is eligible for election as a member of the Council unless they, their proposer and seconder are financial from the date of nomination to the date of election inclusive.
- (c) The nomination, which shall be in writing and signed by the candidate, the proposer and seconder, shall be lodged with the Secretary at least fourteen (14) days before the Annual General Meeting at which the election is to take place.
- (d) The Secretary shall place any nomination received between 28 days and 14 days prior to the Annual General Meeting in a conspicuous place on the notice board. After this period has lapsed nominations are taken down and replaced with a list of candidates in alphabetical order, with proposes and seconders name.
- (e) Balloting lists shall be prepared (if necessary) containing the names of candidates in alphabetical order, and each financial member present at the Annual General Meeting shall be entitled to vote for any number of such candidates not exceeding the number of vacancies.
- (f) Should there be insufficient number of candidates nominated, nominations may be taken from the floor of the meeting.
- (g) No Permanent paid employee shall hold office on Council.
- (h) No elected Executive officer, as defined in Rule 30, shall hold any other Council position.

## **28. VACANCIES ON THE COUNCIL**

### **(a) A Councillor May Resign**

Any member of the Council may resign from the membership of the Council at any time by giving notice in writing to the Secretary and such resignation shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice when it shall take effect on that later date.

### **(b) Removal of a Councillor**

A Councillor may be removed from office by a three-quarters majority of members present and entitled to vote at a Special General Meeting of the Club. The Councillor effected shall have due notice of such meeting and shall be afforded reasonable facilities for making such representations to the meeting as thought fit, but shall not be entitled to be represented by a Solicitor, Barrister, or other agent. There shall be no further right of appeal.

### **(c) Council to Fill Vacancies**

The Council shall have power at any time to appoint any properly qualified member to fill any casual vacancy on the Council until the next Annual General Meeting. The continuing Councillors may act notwithstanding any casual vacancy in the Council, but if and so long as their number is reduced below the number fixed by or pursuant to this Constitution as the necessary quorum of the Council, the continuing member or members may act for the purpose of increasing the number of members of the Council to that number prescribed as a quorum or for summoning a general meeting of the Club, but for no other purpose.

Provided however that in the event of a vacancy occurring in the office of President between Annual General Meetings the office shall only be filled by members of the Club present and entitled to vote at a Special General Meeting called for that purpose.

## **29. FUNCTIONS OF THE COUNCIL**

Except as otherwise provided by the Constitution Rules, and the resolution of members of the Club carried at any General Meeting, the Council -

- (a) Shall have general control and management of the administration of the affairs, property and funds of the Club.
- (b) Shall have authority to interpret the meaning of these rules, and any matter relating to the Club on which these Rules are silent, and
- (c) Exercise all the powers of the Club –
  1. To invest in such manner as the members of the Club may from time to time determine.
  2. To control its membership, finances, meetings, program, conduct of games and the use of greens.
  3. To transact and authorise expenditure, provided that Council is not empowered to authorise any single item of expenditure in excess of \$10,000 without prior approval of a General Meeting of the Club.
  4. To appoint committees.
  5. To call General Meetings of members.
  6. To arrange meetings of the Council.
  7. To appoint selectors for all play for which the Selection Committee is not responsible.
  8. To charge fees.
  9. To make or vary By-laws from time to time but not inconsistent with this Constitution.
  10. To appoint assistants to Office Bearers, such assistants not being able to exercise any power unless they have otherwise been elected on to the Council by the Club, and
  11. To otherwise act in the interest of members.

## **30. EXECUTIVE COMMITTEE**

The Executive Committee of the Club shall consist of the President, Vice Presidents, Secretary, and Treasurer, three (3) members thereof to constitute a quorum.

The Executive Committee shall transact any urgent business of the Club that may arise between Council meetings, and submit a report of any such business transacted by it to the next meeting of the Council, provided always that the Executive Committee shall not incur expenditure in excess of \$1000 between meetings of the Council, nor deal with the property of the Club. All business transacted by the Executive Committee shall be ratified and approved by the Council at the next Council meeting.

## **31. MEETINGS OF THE COUNCIL**

The Council shall meet at least once every calendar month to exercise its functions of which at least seven(7) days notice shall be given. At every meeting of the Council a quorum shall be not less than a simple majority of a number equal to the number of members elected to the Council as at the close of the last Annual General Meeting of members.



A Special Meeting of the Council shall be convened by the Secretary on the decision of the President, or on the requisition in writing, signed by not less than one-third of the members of the Council, such requisition to clearly state the reasons why the special meeting is being convened, and the nature of the business to be transacted thereat.

Any member of the Council who is absent from regularly notified meetings of the Council on three (3) consecutive occasions without the consent of the Council shall be deemed to have vacated the office.

The Council may meet together and regulate its proceedings as it thinks fit, provided that questions arising at any meeting of the Council shall be decided by a majority of votes and, in the case of equality of votes the status quo shall be maintained.

A member of the Council shall not vote in respect to any contract or proposed contract with the Club in which he is interested or any matter arising thereout, and if he does so vote his vote shall not be counted.

Not less than one(1) days notice shall be given by the Secretary to members of the Council of any Special Meeting of the Council. Such notice shall clearly state the nature of the business to be discussed thereat.

The President shall preside as Chairman at every meeting of the Council, or if there is no President, or if at any meeting he is not present within fifteen (15) minutes after the time appointed for holding the meeting, a Vice President shall be Chairman, or if a Vice President is not present at the meeting or is unwilling to act then the members may choose one of their number to be Chairman of the meeting.

If within half an hour from the time appointed for the commencement of a Council meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Council, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place as the Council may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall lapse.

### **32. COMMITTEES OF THE COUNCIL**

The Council may delegate any of its activities to a committee consisting of such members of the Club as the Council thinks fit. Any committee so formed shall, in the fulfilment of the activities so delegated, conform to any regulations that may be imposed on it by the Council. The Council may appoint the Chairman of any committee.

If no Chairman is appointed by the Council, a committee may elect a Chairman of its meetings. If no such Chairman is elected, or if at any meeting the Chairman is not present within fifteen (15) minutes after the time appointed for holding the meeting, the members present may choose one of their number to be Chairman of the meeting.

A committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the members present and, in the case of equality of votes, the status quo shall be maintained.

### **33. VALIDITY OF ACTIONS**

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

### **34. INDEMNITY OF MEMBERS**

In the event of any proceedings being taken against a member. or members of the Club in respect of any matter, or thing done by them in the proper performance of their duties, or by the direction, or with the authority of the Club, the Club shall indemnify such member, or members, of the Club so proceeded against in respect of 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 or as a result of such proceedings.

### **35. RESOLUTIONS IN WRITING**

A resolution in writing signed by all the members of the Council for the time being entitled to receive notice of a meeting of the Council shall be as valid and effectual as if it had been passed at a meeting of the Council duly convened and held. Any such resolution may consist of several documents in like form, each signed by one or more members of the Council.

### **36. SECRETARY TO KEEP MINUTES**

The Secretary shall cause full and accurate minutes of all questions, matters, resolutions, and other proceedings of every Council meeting and general meeting 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 purposes of ensuring the accuracy of the recording of such minutes, the minutes of every Council meeting shall be signed by the Chairman of that meeting, or the Chairman of the next succeeding Council meeting verifying their accuracy. Similarly, the minutes of every general meeting shall be signed by the Chairman of that meeting, or the Chairman of the next succeeding general meeting; provided that the minutes of any Annual General Meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding Annual General Meeting.

### **37. FINANCE**

#### **(a) Financial Year**

The Financial Year of the Club shall end on 30th June each year.

#### **(b) Membership Fees**

The Annual Membership Fees shall be payable by each member in advance and in full.

The Annual Fee shall be payable by all Ordinary, Junior and Social Members of the Club. Such subscription shall be determined at a Special General Meeting called for that purpose, and shall continue in force until altered at a subsequent Special General Meeting called for that purpose. When so determined the Annual Membership fee shall be deemed to be due and payable on the first day of the commencement of the next financial year, and shall apply for that financial year. If a member fails to pay his fees when due, he shall be deemed to be unfinancial. The fee, as fixed, shall be payable by new members joining the Club in that financial year.

#### **(c) Nomination Fees (For Club Championships)**

The Council shall have power to charge nomination fees for Club Championships under its control, such fees being subject to variation as determined by majority decision of the Council.

#### **(d) Unfinancial Members**

Any member who becomes unfinancial shall forthwith be deprived of all privileges of membership of the Club, including -

1. The right to hold office.
2. The right to speak or vote at any meetings of Council or at any general meeting of the Club.
3. The right to nominate any person for office or be nominated for office in the Club
4. The right to enter for and play in Club matches or social play.
5. The right to enter Club property.

All privileges shall be restored to a previously unfinancial member upon the payment of all subscriptions and monies due by him to the Club.

### **38. HANDLING OF FUNDS**

All funds of the Club shall be kept in accounts in the name of the Club in a financial institution or financial institutions decided by the Council, PROVIDED THAT any such financial institution is an "Approved Deposit-taking Institution" in accordance with the *Banking Act 1959*.

#### **(a) Operation of Accounts with Financial Institutions**

- (1) Signatories to Club accounts shall be Treasurer, Secretary, President and up to two other members of the council as determined by the council.
- (2) To enable the utilization of electronic banking facilities, Club accounts will be operated on a "one to sign" basis.

#### **(b) Books of Account**

Proper books and accounts shall be kept and maintained either in written or electronic form in the English language showing correctly the financial affairs of the Club, and particulars usually shown in books of a like nature. All monies shall be banked as soon as practicable after receipt thereof.

#### **(c) Payment of Accounts**

- (1) All payments on behalf of the Club shall be made by such methods as authorised by the Council including, cash, cheque, electronic funds transfer, debit card and credit card.
- (2) The Council shall determine from time to time, the maximum amounts payable by cash, debit card and credit card.
- (3) The Council shall determine the amount of petty cash that shall be kept on the imprest system.
- (4) All expenditure shall be approved or ratified at a Council meeting.

#### **(d) Preparation of Reports**

A detailed financial report shall be presented to each regular monthly Council meeting.

As soon as practicable after the end of each financial year the Treasurer shall cause to be prepared for presentation to the Club, and for incorporation into the accounts of the Club, a statement containing particulars of the income and expenditure for the financial year just ended. All such statements shall be examined by the auditor, who shall present a report upon such audit to the Secretary prior to the holding of the Annual General Meeting next following the financial year in respect of which the audit was made.

#### **(e) Application of Club Funds and Property**

The income and property of the Club whencesoever derived shall be used and applied solely in promotion of its objects and in the exercise of its powers as set out herein and no portion thereof shall be distributed, paid, or transferred directly or indirectly by way of dividend, bonus, or otherwise by way of profit to or amongst the members of the Club, provided that nothing herein contained shall prevent the payment in good faith of interest to any such member in respect of monies advanced by him to the Club, or otherwise owing by the Club to him or of remuneration to any officers or servants of the Club or other 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 charges for goods hired by the Club, or reasonable and proper rent for premises demised or let to the Club.

#### **(f) Members Enjoy Equal Benefits**

No member shall be entitled to any benefit or advantage from the Club which is not shared equally by every member thereof, provided however, that honoraria may be paid to officers in appreciation of services, provided the same has been recommended by Council, and approved by resolution of the Club at the Annual General Meeting.

No officer or employee of the Club shall receive any monies by way of commission or allowance calculated by reference to the quantity of liquor sold or supplied by the Club or the receipts of the Club for such liquor.

### **39. DOCUMENTS**

The Council shall provide for the safe custody of books, documents, instrument of title and securities of the Club.

### **40. LAWS OF THE GAME AND BOWLS TO BE MARKED**

The Laws and By-laws of the Game adopted from time to time by Bowls Australia and BQ, respectively, shall be the Laws and Rules of the Game for this Club. Bowls shall conform, in all respects, to the Laws of the Game and shall have a distinguishing mark. No member shall use another member's bowls without his permission.

### **41. PLAYER COMMITMENTS**

When a member of a Club has been called to fulfil a Bowls Australia, BQ, District Bowls Association or Club commitment in a match or on official business, on any day on which he has been drawn to play in a Bowls Australia, BQ, District Bowls Association or Club commitment, the onus shall be on the player to notify BQ, District Bowls Association or Club, as the case may be.

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 39B(iv) shall apply.

This clause shall be included in the Club rules, and shall be deemed to be a condition of competitions conducted by the Club.

### **42. VISITORS**

Members shall have the privilege of introducing a friend or friends to their Club. No visitor shall be supplied with refreshments unless on the invitation and in the company of a member or members who shall be responsible for ensuring the visitors name and address are entered in the visitor's book.

All visitors, who are members of any Club affiliated with the Royal Queensland Bowls Association or the Queensland Ladies Bowling Association Inc. and who are not under notice or order of suspension or expulsion shall have reciprocal rights with this Club and shall be deemed to be visiting members of the Club whilst on the Club premises. Such visitors may be accorded the privileges of the Club, but shall not take part in any meetings of the Club nor vote thereat.

All visitors who are members of any Club affiliated with Bowls Australia, Australian Women's Bowling Council or with any Controlling Body affiliated with World Bowls Board or any International Women's Bowling Board and who are not under any notice or order of suspension or expulsion shall be deemed to be visiting members of the Club whilst on Club premises. Such visitors may be accorded the privileges of members of the Club but shall not take part in any meeting of the Club or vote thereat.

All visitors shall whilst on the Club premises be subject to the control of the Club. The Club reserves the right to refuse and or terminate admission to the Club premises of any visitor without assigning any reason for such refusal, and to regulate the attendance of visitors at the Club for any such periods it deems advisable. The Senior Officer present may exercise the Club rights and powers under this rule at the time. If a visitor refuses a lawful request to leave the premises, he immediately becomes a trespasser, and may be dealt with according to law.

# **BY-LAWS**

## **BULIMBA MEMORIAL BOWLS AND COMMUNITY CLUB INC.**

### **1. RETURNING OFFICER**

- (a) At any Annual General Meeting or Special General Meeting the meeting shall appoint a Returning Officer and scrutineers whose duties shall be to control the issuing of ballot papers and subsequent collection and counting of same.
- (b) The Returning Officer shall liaise with the Secretary to ensure that only those entitled to vote are issued with the necessary ballot papers.
- (c) The Returning Officer shall advise the Chairman of the meeting the result of the scrutineer's count and the Chairman shall announce the result to the meeting.
- (d) 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.

### **2. ELECTION AND BALLOT PROCEDURES**

- (a) Nominations for members of the Council shall be made in accordance with the Constitution.
- (b) Voting shall be by secret ballot. Every ordinary, Senior and Life member shall be supplied with ballot papers.
- (c) The results 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.
- (d) If insufficient nominations are received for the positions of elected Council members, the candidates so nominated shall be declared elected and the meeting shall proceed to fill any remaining vacancies, and, if necessary conduct a ballot, but with nominations from the floor of the meetings.
- (e) In the case of a ballot being necessary to resolve a matter other than election, members shall indicate their choice on ballot papers in a manner specified by the Chairman of the meeting.

### **3. CLUB COLOURS**

The colours of the Club shall be Green and Gold and shall bear the name of Bulimba Memorial Bowls and Community Club.

### **4. CLUB LOGO**

The Club logo shall be depicted on such documents as the Council shall determine from time to time.

### **5. THE PRESIDENT**

SHALL:

- attend to the carrying out of the decisions of the Council and generally see that the members are properly accommodated, and that the Constitution of the Club is adhered to.
- be an ex-officio member of all committees except any Selection Committee.
- overall and generally be responsible for and carry out the duties expected of a person holding such position.

## **6. THE VICE PRESIDENTS**

SHALL assist the President in seeing that all matters requiring attention are properly carried out. In the absence of the President, the Senior Vice President shall carry out the duties normally allocated to the President. In his absence the Junior Vice President shall do so. Vice Presidents will be responsible for fund raising and promoting functions within the club.

## **7. THE SECRETARY**

SHALL:

- issue all notices and keep minutes of meetings.
- attend to the registration of members.
- receive and dispatch correspondence and submit such reports as may be required.
- deal with all correspondence.
- display notices on the Club notice board, or refer them to the Committee for action, ensure nomination fees are collected for Association events and lodge nominations by the due date.
- otherwise carry out all proper duties and instructions which the President or Council shall direct.

## **8. ASSISTANT SECRETARY (Appointed by Council )**

SHALL assist the Secretary in any of his duties as required, and act in his stead when necessary. 4564621017901680

## **9. THE TREASURER**

SHALL:

- receive all monies and pay all accounts after due and proper authorisation.
- maintain proper books of account and submit detailed statements to statutory bodies as required and to the Annual General Meeting.
- report the financial position of the Club at each monthly meeting of Council.

## **10. ASSISTANT TREASURER ( Appointed by Council )**

SHALL assist the Treasurer in any of his duties as required, and act in his stead when necessary.

## **11. GREENS DIRECTOR**

- the greens shall be under the full control of the Council, but it may delegate its authority to the Greens Director who shall liaise with the greenkeeper as to the maintenance of a good playing surface.
- the Greens Director's decision shall be final regarding the question as to whether the green or greens are in a fit state for use or not. In the absence of the Green Director, members of the Council present shall be responsible for making a decision regarding the suitability of the green or greens for play.
- subject to the concurrence of the President, the Greens Director has power to order the necessary material and procure extra assistance if required for maintaining the greens in good playing order.
- The Greens Director SHALL present a report regarding the greens to each monthly meeting of the Council.

## **12. PROVIDORE**

Subject to the control of the Council, the Providore SHALL:

- be responsible for all Club Bar and Kitchen operations including co-ordination of staff and ensure that details of all accounts in connection with his duties are submitted to the Treasurer.
- present a report to each monthly meeting of the Council.

### **13. THE GAMES DIRECTOR**

SHALL:

- ensure sufficient number of members are available on all playing days to organise matches on those days.
- be responsible for the collection of fees applicable to any games being played.
- organise and manage all inter-club social visits at home or away and shall, subject to the Council allocate dates for all of such bowls fixtures.
- determine conditions of social play, subject to the approval of Council.
- arrange for an umpire for the day for games under his control.
- be a member of the Special Events Committee (if applicable).
- be responsible to the Council for the conduct of all Club Championships.
- if he so desires, appoint a committee to assist.
- abide by the rules of procedure set out for Club Championships.
- appoint markers for all singles games including Association games.

### **14. ASSISTANT GAMES DIRECTOR (Appointed by the Council)**

SHALL assist the Games Director in the conduct of his duties as required by the Games Director.

### **15. THE PUBLICITY OFFICER (Appointed by the Council )**

SHALL take the appropriate action to have all forthcoming fixtures, results of social and competition play, and all matters of interest to members reported briefly and publicised to the best advantage.

### **16. DISTRICT ASSOCIATION DELEGATES**

- The Annual General Meeting shall elect one or more delegates in accordance with the rules of the District Association to represent the Club at District Association meetings.
- He or they shall attend the meetings of the Association and vote thereat as instructed by the Council of the Club. The delegates shall report fully to the Council of the Club at the monthly meeting following the meeting of the District Association on the proceedings of the District Association.

### **17. UMPIRES**

The Chairman of the Umpires Committee shall:-

- keep, or cause to be kept, a register of those club members who are National Umpires.
- compile reports as required by State or District Associations.
- convene meetings of umpires when and as requested.
- appoint umpires for all games as required by the Games Director.
- ensure that umpires are kept informed of all changes and amendments to B.A. Rules affecting umpires and their duties.
- ensure that umpires equipment is maintained in proper condition.

The Umpire of the Day shall carry out his duties in accordance with the procedures and Laws of the Game.

## **18. REGULAR SUB-COMMITTEES AND THEIR FUNCTIONS**

The President shall be an ex-officio member of all sub-committees, with the exception of the Selection Committee.

The Council may appoint sub-committees for any purpose whatsoever.

The Chairman of each sub-committee shall present a report to each regular monthly meeting of the Council.

All sub-committees shall meet regularly to deal with matters within the scope of that committees designated functions. The Chairman of each sub-committee shall advise the President and Secretary of the date and time of any proposed meeting. The President and Secretary shall be notified immediately of all suggestions or decisions reached by the sub-committees. All decisions and suggestions shall be submitted to the Council as recommendations for approval unless the Council has granted prior permission to act.

## **19. SPECIAL EVENTS COMMITTEE**

The Council may appoint a Chairman and a Committee to organise and conduct special bowls events as promoted from time to time by the Club.

## **20. SELECTION COMMITTEE**

The Selection Committee shall select teams and sides for pennant matches, inter-club games and Social games.

The Selection Committee shall consist of three (3) or more members of the club (not exceeding five (5) ).

The Chairman of the Committee shall arrange to:

- appoint a manager for each pennant side.
- prepare the cards for each pennant side.
- forward the results of all selected games played to the DBA as required.
- arrange with the Green Director the rinks for selected play.
- keep records of the games played by each pennant player/team performance and display a program point score for each side.
- when directed by Council select individuals, teams, sides, for any representative games.
- appoint Master Score Board attendants for selected games at home, if required.
- liaise with Games Director

## **21. PENNANT SIDE MANAGERS**

SHALL:

- check with the team captains the presence of all players prior to the pennant games;
- arrange the draw for pennant play at home or away, assist in the completion of official result slips at the end of play;
- ensure that a master score board is kept up to date as required by the DBA rule;
- at the end of the days play return cards and copy of result slip to the Chairman of Selectors.



## **22. CONDUCT OF CLUB CHAMPIONSHIPS**

Unless otherwise determined by Council -

- Club Championships shall consist annually of those laid out in Club Competition Rules, in addition to any other competitions which may be decided by the Council.
- Nominations for club championships shall be in the hands of the Games Director not later than the closing date decided by the Games Director, for the time being, in control.
- The Games Director shall make all drawings for championships in the presence of not less than three members of the Club, each of whom shall attest the drawings by signing each drawing before it is placed on the notice board.
- The Games Director shall commence the competitions as soon as practicable after the draw is completed.
- The Games Director shall call the games to be played, giving at least fourteen (14) days notice thereof by placing the names on the notice board and/or by public announcement and/or verbal notification on a previous playing day.
- A player shall be a financial member of the Club at the closing of nominations in order to be eligible to play in the Club Championships.

Club Championships shall be under the control of the Games Director for the time being, and shall be conducted under the following conditions:

- The bowling year for all championships shall commence on the 1st January.
- Games set down are to be played and a substitute provided if any player is unavailable. Subject to agreement between opposing teams, availability of rinks, and consent of the Games Director, games may be played before the date set down.
- Team captains are responsible for availability of their team players, or provision of a substitute.
- Captains, who have to provide a substitute for an unavailable player, must ascertain if the player is an "ELIGIBLE" substitute and REPORT the substitution to the Games Director, or Controlling Body PRIOR to the commencement of the fixture. The consent of the umpire of the day must be obtained and the card initialled by him.
- Any member of the Bulimba Memorial Bowls and Community Club, who is a member of another bowls club, and who plays pennants with another club is not eligible to play championships or pennants with Bulimba Memorial Bowls and Community Club in same official bowling year.
- All games will be played under Australian Laws of the Game.
- The "PLAY OR FORFEIT" rule will apply and the decision of the Controlling Body will be FINAL.
- An "Umpire of the Day" will be appointed for ALL CHAMPIONSHIP GAMES, Bowls Australia rules to apply.

## **23. ATTIRE:**

### **Playing Attire:**

Every player, umpire and marker participating or officiating in competition games shall be attired in accordance with Bowls Australia regulations, the State Association, District Association and Club Competition Rules.

### **Mufti/Social Events:**

Variations in the playing attire may be allowed as approved by the Controlling Body.

## **24. REGISTRATION ON PLAYING DAYS**

Each member shall be responsible for registration of his name on any playing day. Normal closing time for registration to play bowls is up to one(1) hour 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.

## **25. CANCELLATION OF REGISTRATION**

A member, having entered his name for bowls, and subsequently is unavailable or does not wish to play, must advise the Club official in charge of that days play not later than one(1) hour before the commencement of play.

## **26. NOTICE BOARD**

A notice board, upon which all notices relating to the club shall be posted, shall be placed in a conspicuous position in the clubhouse.

## **27. ALTERATIONS TO BY-LAWS**

Adoption of alterations and/or additions to these by-laws shall be made only by Special Resolution of the Council after written notice of motion has been given to the Council. 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 Council. Copies of alterations and additions to by-laws shall be forwarded to BQ for information only.

## **28. JUNIOR BOWLERS**

### **(a) Definition Junior Bowlers**

Junior bowler means a male bowler under the age of eighteen (18) years of age. A Junior Bowler is permitted to be a member of this Club.

Excepting school students using the facilities of the Club as part of a recognised school activity, the only bowlers under the age of eighteen (18) years permitted to engage in the game of bowls at this Club are junior members of affiliated clubs.

### **(b) Junior Bowlers**

- (5) Provision is hereby made for a number of junior bowlers to be members of this club, the maximum number to be determined by the Council.
- (6) Junior bowlers may use the greens for practice and coaching, play social matches among themselves or with adult bowlers as determined by the Council. They shall be entitled to play bowls in any club competition according to the conditions laid down for the playing of the event.
- (7) Junior bowlers are permitted to use the club facilities but shall not be allowed under any circumstances to be served, to obtain, or to consume liquor or tobacco products from or on the Club premises or engage in any form of gambling on the premises.
- (8) A Junior Bowler wishing to become a member of this Club shall make application on a form prescribed by the Council available from the Secretary. Fees, as prescribed by the Council, shall accompany the application, and in the event that the application is refused, such fees shall be returned to the applicant.
- (9) Each application shall be dealt with separately by the Council and it shall be at the absolute discretion of the Council to grant or refuse membership without assigning any reason.
- (10) On attaining the age of eighteen (18) years of age a Junior Bowler shall cease to be a Junior Member and shall be eligible to join, as an Ordinary Member of the Club, subject to the normal joining requirements of the Club.

(11) A Junior Bowler shall, subject to the rules of other bowls clubs, enjoy the same reciprocal privileges of other bowls clubs as are enjoyed or permitted to members of such clubs.

(c) Fees

Junior Bowlers shall pay an Annual Membership Fee as determined by the Council, such subscription to be due and payable within one(1) month of acceptance as a member of the Club. If a Junior Bowler fails to pay his annual membership fee within one (1) month of acceptance as a member he shall be deemed to be unfinancial. Junior Bowlers becoming members of the Club subsequent to July shall pay a pro-rata portion of subscription on a monthly basis from the date of his acceptance as a member until 30th June.

(d) Termination of Membership

- (1) Notice of termination of membership shall not be valid unless it has been received and acknowledged in writing by the Secretary of the Club. A junior bowler shall not be deemed to have terminated his membership to this club unless notice of his intention is delivered or posted to the Secretary and acknowledged as aforesaid. No such termination shall relieve the junior bowler from payment of any fees or other money due or payable by him at the time of such termination.
- (2) Termination of membership to this club shall involve automatic forfeiture of privileges as a Junior Member of this Club.
- (3) Junior bowlers failing to give notice to the Secretary of this club of his intention to terminate membership prior to the date on which his subscription is due shall be liable for the current years subscription and any other money owed to the club by him.

1. The Council may remove from the list of junior bowlers the name of any junior bowler whose subscription is the three (3) months in arrears. Any such junior bowler desiring re-admission shall tender payment of all arrears not exceeding twelve(12) months subscription and re-apply in accordance with Clause 9. Payment of fees may be waived by the Council.

(e) Liaison Officer

- (1) The Council shall appoint an Ordinary Member as Liaison Officer (and a Deputy Liaison Officer, if required) to liaise with the Junior bowlers to ensure that their participation in the Game of Bowls is to the mutual advantage of the junior bowlers of this club, and their behaviour on the premises of this, and any other club they may visit, is in keeping with the standards of this club.
- (2) The Liaison Officer shall introduce the junior bowlers to the various officers of the Club, and in the case of such officers as the Games Director; their individual duties are to be explained.
- (3) In these and any associated activity the Deputy Liaison Officer will function under the direction of the Liaison Officer, who will keep the Council fully informed on the junior bowlers activities.

(f) General

All junior bowlers in becoming members of this Club shall be deemed to be bound by this By-law, and shall be expected to comply with such directions as given to them by Officers of the Club.