

# MACKAY BOWLING CLUB



# CONSTITUTION

JULY 2019

# SECTION 1

## NAME, INTERPRETATIONS AND STATEMENT OF OBJECTS & POWERS

### 1. NAME

1. The name of the incorporated association is Mackay Bowling Club Incorporated. (In this constitution, thereby called "the Club").

### 2. INTERPRETATION

#### 2.1 *In this Constitution, unless the contrary intention appears:*

- (a) "Board" means the Board of Management of the Club.
- (b) "Financial year" means the year ending 30 September.
- (c) "General Meeting" means a general meeting of members convened to conduct nominated special business.
- (d) "Member" means a full member of the Club.
- (e) "Ordinary Member of the Board" means a member of the Board who is not an Officer of the Board under clause 3 of section 5.
- (f) "Bowls Association" means the men's and/or women's world lawn bowling associations (as they exist from time to time) and any national, State and/or District Bowls Association (which exists from time to time) affiliated directly or indirectly with a world lawn bowling association and which exercises valid jurisdiction for the Game of Bowls over the geographic area within which the club is situated and with which the Club may affiliate if it is properly qualified in accordance with the Conditions for Affiliation with the appropriate Bowls Association.
- (g) "The Act" means the Queensland Associations Act as amended from time to time.
- (h) "The Regulations" means regulations under the Act.
- (i) "General Subscription" means a subscription as determined under clause 8 of Section 2.
- (j) "Supplementary Subscription" means a subscription applicable to a Section Committee.
- (k) "Financial Controller" means the officer of the Board responsible for overseeing the finances of the Club in accordance with clause 9 of section 5
- (l) "Treasurer" means the officer of a Section Committee responsible for overseeing the finances of a Section in accordance with clause 1 of section 3.

- 2.2 In this Constitution, a reference to the Secretary is a reference to the Board Secretary.

- 2.3 The Board shall interpret the meaning of any words or expressions contained in this constitution in any case where doubt arises subject only to confirmation or contradiction by a general meeting called for the purpose.

### 3 OBJECTS OF THE CLUB

#### *The Objects of the Club are:*

- 3.1 To provide facilities and activities of a non-political character for members and for the social and competitive playing of the game of bowls as prescribed by the Club and Bowls Associations with which the Club is affiliated.
- 3.2 To promote and develop the Club, its facilities and activities within the local community for the benefit of Members and the Game of Bowls in particular; and in general, for the community within which the Club exists.

- 3.3 To advance and promote the Game of Bowls, to sustain the integrity of the game of Bowls and to provide programs to develop and maintain consistent high standards for the Game of Bowls.
- 3.4 To provide, promote and develop such other programs, activities and use of the Club to generate and enhance good fellowship within and between members, other bowls and sports clubs and the community, and without prejudice to the Game of Bowls.

#### **4. STATEMENT OF POWERS**

***The powers of the Club in furtherance of the objects are:***

- 4.1 To raise and borrow any moneys required for the purposes of the Club upon such terms and conditions and/or on such securities as may be determined.
- 4.2 To purchase, take, lease, exchange, hire or otherwise acquire any real or personal property and other rights and privileges necessary or convenient for the Club.
- 4.3 To construct, alter, add to, or maintain all buildings and other property belonging to the Club.
- 4.4 To sell, mortgage, improve, manage, develop, lease, dispose of, turn to account or otherwise deal with all or any part of the property of the Club except that the Club is prohibited from making any distribution whether in money, property or otherwise to its members.
- 4.5 To affiliate with those Bowls Associations which exercise valid jurisdiction for the Game of Bowls over or for the geographic area within which the Club exists and with which the Club is qualified to affiliate.
- 4.6 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.
- 4.7 To apply for, hold and renew a club licence pursuant to the Queensland Liquor Act and Regulations as amended from time to time and any permit or authority thereunder.
- 4.8 To apply for and to hold and renew licences, authorities and permits pursuant to the Queensland Art Union and Amusement Act as amended from time to time.
- 4.9 To apply for and to hold and renew licences, authorities and permits pursuant to the Queensland Machine Gaming Act as amended from time to time.
- 4.10 To appoint, employ, suspend or remove such managers, clerks, secretaries, servants, work persons and other persons as may be necessary or convenient for the purposes of the Club.
- 4.11 To enter into Formal Reciprocal Arrangements with any other club or clubs provided that any such arrangements are:
  - (a) only with any club whose objects are complementary to those of the Club; and
  - (b) for the mutual benefits of the members of the clubs between which each Formal Reciprocal Arrangements exist.

## SECTION 2

### MEMBERSHIP

#### 1. MEMBERSHIP

##### 1.1 *The Club shall consist of the following classes of members: -*

- (a) Full Members.
- (b) Dual Members
- (c) Life Members.
- (d) Social Members.
- (e) Junior Members.

##### 1.2 To be eligible for membership each person must properly qualify for the class of membership for which they are nominated and must be a person.

- (a) of good character and repute and compatible with the Members
- (b) supportive of the Club and the Objects of the Club

##### 1.3 The number of members of each class is unlimited.

#### 2. APPLICATION FOR MEMBERSHIP

##### 2.1 A person aged not less than eighteen years who is nominated and elected to membership as provided in this constitution is eligible to be a member of the Club on payment of any entrance fee and annual subscription payable under this Constitution

##### 2.2 A nomination of a person for membership of the Club: -

- (a) shall be made in writing on the prescribed Nomination Form
- (b) shall be lodged with the Secretary of the Club.
- (c) shall be signed by the Proposed Member, and by the nominator and seconder, both of whom shall be Full Members of the Club.
- (d) shall be accompanied by a payment of;
  - i the annual general subscription for Social Members
  - ii the nomination fee for Full or Dual Members

##### 2.3 As soon as is practicable after the receipt of a nomination, the Secretary shall post it on the Club's notice board for exhibition at least seven days immediately preceding the day of election and an interval of not less than two weeks shall elapse between the date of nomination and election.

##### 2.4 Members shall be elected by the Board by ballot (if required) and

- (a) three adverse votes shall exclude the applicant.
- (b) the decision of the Board as to whether any candidate has been duly elected or not shall be final.
- (c) the Secretary shall record the result of any ballot in the minutes.

##### 2.5 Upon a nomination being approved by the Board the Secretary shall, with as little delay as possible, notify the nominee in writing that they are approved for membership of the Club.

##### 2.6 The Secretary shall enter the nominee's name in the register of members.

##### 2.7 If a newly elected member fails to pay their subscription within twenty-eight days after their election, their election shall be void unless they justify the delay to the satisfaction of the Board.

- 2.8 The payment of the subscription or using the Club's property shall imply a member's acquiescence in the Clauses, By-laws and Regulations of the Club.
- 2.9 Any person whose application for membership is rejected shall receive a written notification of the decision, be refunded any nomination or subscription paid and shall not again be nominated for a period of at least six months from the date of the rejection or voidance of membership.
- 2.10 A right, privilege, or obligation of a person by reason of their membership of the Club: -
- (a) is not capable of being transferred or transmitted to another person;
  - (b) ceases on termination of their membership whether by death or resignation or otherwise.

### **3. FULL MEMBERS**

- 3.1 A Full Member shall pay the prescribed General Subscription which will include the Capitation Fees and any other fees prescribed by the Bowls Associations.
- 3.2 A Full Member shall enjoy all privileges of the Club. After a twelve (12) month period dated from the successful membership application, they shall be eligible to nominate for positions on the Board of Management and Section Committee, propose new members of the Club, and attend and vote at all General Meetings of the Club or Section.

### **4. DUAL MEMBERS**

- 4.1 A Dual member shall pay the dual member subscription as determined by the Board of Management.
- 4.2 A Dual Member shall enjoy all privileges of the Club. After a twelve (12) month period dated from the successful membership application, they shall be eligible to nominate for positions on the Board of Management and Section Committee, propose new members of the Club, and attend and vote at all General Meetings of the Club or Section.

### **5. LIFE MEMBERS**

- 5.1 The Men's or Ladies Sections may lodge nominations for Life Membership with the Secretary. The nominator is to provide a written submission addressing how the nominee meets the Life Membership criteria. The Secretary must table the nomination at the subsequent Board of Management Meeting.
- 5.2 The Board of Management must evaluate the nomination against the Life Membership criteria considering the general principles. Each nomination must be considered on its merits. In considering the nomination, members of the Board of Management are not to be influenced by any personal relationship with the nominee and are not to make direct comparisons with other Life Members, nominees or persons not nominated. The Board of Management may request additional information from the nominator if that would assist its deliberations.
- 5.3 General Principles to consider when granting Life Membership
- (a) The granting of Life Membership is a great honour and should not be treated lightly.
  - (b) Life Membership should not be considered as a competitive matter and nominees must be considered individually and on their personal attributes and achievements and not in comparison with others. While it is inevitable that comparisons will be made, for example, against the types of achievements of past recipients, direct comparisons should not be made.
  - (c) Criteria are provided for guidance, but it is the overall contribution of the nominee that must be evaluated. There is necessarily some subjectivity in the granting of Life Membership. Nominees' strengths against the various criteria will vary. Some nominees will be extremely

strong in some criteria but weaker against others; as others will have more general qualifications.

- (d) Life Membership is reserved for those whose contribution goes beyond the ordinary or even the excellent for an extended period, not just a few years.

#### 5.4 Criteria to be considered in granting Life Membership

- (a) Length of active membership, to have contributed to the Club to the degree necessary for Life Membership, a nominee will almost necessarily have been a member and involved for a significant time. While there is no 'minimum' period of membership, a period of 10 years' active membership is an indicator of a long-term commitment
- (b) Positions held and length of time, the nominee may be able to demonstrate a significant contribution to the running of a section or Board of Management over a majority of those years of membership. This may include

significant contributions while holding positions on the Sections or Board of Management (bearing in mind that mere membership of such committees does not on its own mean a person has made significant contributions)

participating to a much greater extent than the average Member as a regular, consistent and reliable Volunteer in club activities or events

multiple active roles benefitting many people of the Mackay Bowling Club over a long period of time are the most obvious indicators of outstanding service to the Club, deserving of Life Membership.

- (c) History of active Bowling, Life Members could have been active in lawn bowls, participating regularly in events. Nominees may be able to demonstrate bringing significant honour to our Club by bowling accomplishments for themselves and on behalf of the Club through representation of the same.

- 5.5 The Board of Management must decide whether to grant the nominee Life Membership and provide its decision to the subsequent Annual General Meeting.

- 5.6 The members present at the subsequent Annual General Meeting will ratify the decision. It may, on motion of one, seconded by another and passed by a vote of 2/3 majority of those voting, veto the decision of the Board of Management on reasonable grounds. It may only do so at its first meeting after receipt of the decision.

## 6 SOCIAL MEMBERS

- 6.1 Any person over the age of eighteen years may be accepted a Social Member of the Club.
- 6.2 Social Members shall be entitled to all the privileges of the Club other than the right to vote or to hold office or to nominate persons for membership of the Club and to take part in any management function of the Club.
- 6.3 Subject to the provisions of Clause 8.3, Social Members shall pay an annual general-subscription as determined at the previous Annual General Meeting of Members.

## 7. JUNIOR MEMBERS

- 7.1 No person under the age of eighteen years shall be admitted as a member other than as a Junior Member.
- 7.2 Any person of good character aged less than eighteen years who is nominated and approved for Junior Membership of the Club in accordance with this Constitution is eligible to be a Junior

Member on payment of the nomination fee and/or Annual General Subscription payable under this constitution.

- 7.3 Junior Members shall not be entitled to purchase or consume liquor on the premises of the Club nor shall they be eligible to hold office or vote at any meeting of the Club but shall be entitled to participate in such Bowls activities as the Section Committees determine.
- 7.4 On attaining the age of eighteen years junior members shall be ineligible to continue in such membership class but shall be eligible for nomination and acceptance to other membership without delay as provided in this constitution.

## **8 NOMINATION FEE AND ANNUAL GENERAL-SUBSCRIPTION**

- 8.1 The Board may fix a Nomination or Subscription for any class or category of member except Full and Life membership.
- 8.2 A defined Annual General Subscription for Full and Life membership shall be fixed from year to year by the members at the Club's Annual General Meeting and shall be due and payable in advance by the 31st of December each year following such Annual Meeting.
- 8.3 The Board is empowered to prevent any member whose subscription is in arrears from exercising the whole or any of the privileges of the Club.
- 8.4 If any member fails to pay the Annual General Subscription before the 31st of January following the Annual General Meeting their membership shall cease, but should a sufficient explanation be made to the Board, it shall have the power to restore the member to the register upon payment of the amount due.
- 8.5 Should any member of the Club for any cause whatsoever cease to be a member for one or more years they may be re admitted without paying back-subscriptions-in arrears, provided a majority of the Board consents thereto.
- 8.6 Any member contemplating absence for a period may on application to the Board be granted leave of absence for a period not exceeding two years, subject to the payment of a nominal amount fixed by the Board.

## **9 REGISTER OF MEMBERS**

- 9.1 The Secretary shall keep and maintain a Register of Members in which shall be entered the full name, address and date of entry of the name of each member together with the date of the latest payment of their subscription. The register shall be available for inspection by members and other authorised persons.
- 9.2 Every member shall communicate in writing any change of their address to the Secretary who shall register same.

## **10 LIABILITIES OF MEMBERS**

- 10.1 If a member, by any breach of Club Rules, or by any unlawful act, causes the Club or any officer of the Club to suffer any loss of money or property, such member shall be civilly liable to the Club or such officer for the amount so lost.

## **11 RESIGNATIONS OF MEMBERS**

- 11.1 A member of the Club may resign from the Club by giving notice in writing to the Secretary
- 11.2 On receiving a notice of resignation the Secretary shall make in the register of members an entry recording the date on which the member by whom the notice was given ceased to be a member.

- 11.3 Any member retiring from the Club, or ceasing for any reason whatever to be a member thereof, shall not have any right, title or interest in or to any property of the Club

## **12 EXPULSION/SUSPENSION OF MEMBERS/VISITORS**

- 12.1 The Board may by resolution expel, suspend for a specified period, any member or visitor from membership of the Club or entering the Club's premises if the Board believes the member or visitor has been found guilty within the following rules of the Association:
- (a) Misappropriation of funds within the Association; or
  - (b) A substantial breach of the Rules of the Association; or
  - (c) Gross misbehaviour in connection with or towards the Association, Staff, Directors, other Members, Patrons and Facilities of the Club; or
  - (d) Conduct unbecoming of a member or prejudicial to the interests of the Club and the game of bowls; or
  - (e) Knowingly failing to comply with any resolution of the Board of Management; or
  - (f) After having been reasonably requested to assist a direction, failing to assist a direction of the Club Management or the Lawful Committee of Body of the Association in any way in the performance of its functions; or
  - (g) Behaving in a drunken, disorderly or offensive manner at any meeting held under the Rules of the Association; or
  - (h) Aiding or encouraging any member in the offence under the Rules
- 12.2 If an incident report is provided to the Management by making a written complaint and it is of the opinion the incident is a matter involving serious misconduct by a member or visitor, the Chairperson/Vice Chairperson may temporarily suspend a member/visitor until the next Board of Management meeting to be dealt with under the following provisions. (Section 12 Expulsion/ Suspension of Members/Visitors).
- 12.3 A member shall not be expelled/suspended in accordance with sub-rule 1 of this Rule until they have been given fourteen days' notice to appear before the Board of Management together with the details of the offence or offences with which they are charged.
- 12.4 The Board of Management shall not expel/suspend a Member in accordance with sub-rule 1 of this Rule until the person charged with an offence has been heard in their own defence and has had a reasonable opportunity to represent all relevant evidence in their defence.
- 12.5 Any Full, Dual, Life or Junior member expelled/suspended may appeal the decision of the Board of Management to the next Annual General Meeting or Special General Meeting by giving written notice of their intention to appeal and the grounds upon which their appeal is based to the Secretary within fourteen days of the decision of the Board of Management.
- 12.6 Where the Secretary receives a notice under sub-clause 12.5, they shall notify the Board and the Board shall convene a General Meeting of the Club to be held within twenty-eight days after the date on which the Secretary received the notice.
- 12.7 At a General Meeting of the Club convened under sub clause 12.5
- (a) no business other than the question of the appeal shall be transacted;
  - (b) the Board may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution;
  - (c) the member shall be given an opportunity to be heard; and



- (d) the members present shall vote by secret ballot on the question whether the resolution should be confirmed or revoked.
- 12.8 If at the General Meeting:
- (a) two-thirds of the members present vote to revoke the resolution, the resolution is revoked.
- (b) in any other case, the resolution is confirmed.
- 12.9 Social Members may appeal to the Board of Management by giving written notice of their intention to appeal and the grounds upon which their appeal is based to the Secretary within fourteen days of the decision of the Board of Management.
- (a) The Board will meet within 21 days of the written appeal as received and after resolution determine whether to confirm or revoke the resolution.
- (b) The Board of Management's decision is final.
- 12.10 No Member who is charged with conduct specified in sub-rule 1 of these rules nor any person who is bringing the charges against a Member shall vote or participate in the deliberations once the hearing of the charge or charges is concluded. The Member who is charged or any person who is bringing the charges shall retire and let the members and the Board of Management make its decision in private. The Member will be notified in writing of the final resolution as decided.

## **SECTION 3**

### **MEN'S AND LADIES' BOWLS SECTIONS**

#### **1 FUNCTIONS OF SECTIONS**

- 1.1 The Men's Section shall comprise the male Full, Dual or Life Members of the Club and the Ladies Section shall comprise the female Full, Dual or Life Members of the Club.
- 1.2 The Sections shall each be responsible to the Board for the management and conduct of all Section Bowls' activities.
- 1.3 The Sections shall be jointly responsible for the conduct of mixed events.
- 1.4
- (a) Each section shall seek affiliation with its State and District Bowls Associations.
- (b) In playing bowls, members shall observe the Laws and Rules of the respective Bowls Associations.
- (c) Failure to observe any such Laws and Rules may render the offending player liable to disqualification from the match or competition.
- 1.5 Secretaries of the Men's and Ladies Sections shall keep a record of all members attending committee or general meetings, accurately record the minutes of such meetings and perform any other duties appropriate to the office of Secretary as required by the Section Committee from time to time.

#### **2 SECTION ANNUAL GENERAL MEETINGS**

- 2.1 Each Section may hold such general meetings of its members as may be convened under this constitution but shall hold a Section Annual General Meeting at such date and place as the Section Committee determines. Such meeting to be held prior to the date set down for the club's Annual General Meeting.

- 2.2 The business of the Section Annual Meetings shall be: -
- (a) to confirm the minutes of the last preceding Section Annual Meeting and of any Section General Meetings held since that meeting.
  - (b) to receive from the Section President, a report on the activities of the Section for the previous year ended.
  - (c) to approve any honoraria recommended by the Committee
  - (d) to elect the officers of the Section and the members of the Section Committee.
  - (e) to elect the Section Match Committee.
  - (f) to elect the Section Selection Committee.
  - (g) to determine the number of Pennant sides to be entered in Pennant competitions but on the resolution of the members this matter may be referred to the Section Committee with power to act.
  - (h) to transact any other business of which due notice has been given.
  - (i) to transact any other general business but any resolutions arising from such business shall be recommendations to the Section Committee only.
- 2.3. A section general meeting shall require a quorum of twice the Committee Members plus one including at least one Officer of the Committee.
- 2.4 A Copy of the Section Annual Report shall be lodged with the Secretary not less than seven days prior to the Section Annual General meeting.

### 3 SECTION COMMITTEES

- 3.1 The affairs of each of the Sections shall be managed by the respective Section Committee.
- 3.2 The officers of each Section **may** include:
- (a) the President
  - (b) the Senior Vice-President
  - (c) the Junior Vice-President
  - (d) the Secretary
  - (e) the Treasurer
  - (f) the Games Director
  - (g) the Chairperson of Selectors
  - (h) the District Delegates
  - (i) the patron
- 3.3 Each Section Committee shall at its Annual General Meeting, elect one of its section members to serve as a member of the Board of Management in accordance with the clause 2 of section 5.
- 3.4 The provisions (clause 5 of section 5), so far as they are applicable and with the necessary modifications, apply to the election of persons to any of the officers mentioned in subclause 3.2.
- 3.5 Where the number of nominees exceeds any position to be filled, an election by secret ballot shall be conducted at the Annual General Meeting.
- 3.6 Each officer of the Sections shall undertake the duties of the office as determined by the Section Committee. They will hold office for not less than twelve months and until their successor is elected but is eligible for re-election.
- 3.7 In the event of a casual vacancy in any office referred to in sub-clause 3.2, the Committee may appoint one of the section members to the vacant office and the member so appointed may continue in office for the remainder of the term of the person they replace.

### 4 ELECTION OF OFFICERS AND COMMITTEES

- 4.1 Nominations of candidates for election as officers of the sections or as ordinary members of the Committees and for the Match and Selection Committees:
- (a) shall be made in writing, signed by two members of the respective Section and accompanied by the written consent of the candidate endorsed on the form of nomination and
  - (b) shall be delivered to the Secretary of the Section not less than fourteen days before the date fixed for the holding of the Section Annual Meeting.
- 4.2 If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- 4.3 If insufficient written nominations are received to fill all vacancies on the Committee, the candidates nominated shall be deemed to be elected and further nominations shall be received from the floor at the Section Annual Meeting.
- 4.4 If the number of nominations exceeds the number of vacancies to be filled, a secret ballot shall be held.
- 4.5 There shall be no restrictions on any member of the Committee holding a position on the Board of Management.
- 4.6 The Ballot for the election of officers, ordinary members of the committee and the Section delegates shall be conducted at the Section Annual Meetings by two scrutineers appointed by the members at such meetings.
- (a) The method of voting shall be by crossing out the name of the member or members nominated not desired and leaving the correct number of members to fill the vacant offices.
  - (b) Ballot papers containing a greater or lesser number of persons to be elected shall be informal.
  - (c) After counting of votes has been completed the Scrutineers shall deliver to the Chairperson a paper listing the successful candidates.
  - (d) If two or more candidates receive an equal number of votes the chairperson shall, in each case, exercise their casting vote to declare the candidate elected.

## 5 CLUB DELEGATES

- 5.1 Two Delegates to the District Bowls Association, at least one of whom shall be a member of the Committee shall be elected by the Section's Annual General meeting.
- 5.2 Any Delegate absenting them self from two consecutive meetings of the District Bowls Association without good and valid reason to the satisfaction of the Committee shall be held to have vacated their office.
- 5.3 The Committee shall have power to fill any vacancy.
- 5.4 The Delegates shall make regular reports to the respective Committees.

## 6 SECTION MATCH COMMITTEE

- 6.1 A Match Committee comprising not more than three financial members shall be elected by the members at the Annual Meeting of the Section.
- 6.2 The duties of the Match Committee shall be:
- (a) to arrange the Bowls Program for the season
  - (b) to control all Club Championships

(c) to make the draw and determine handicaps for Section competitions if applicable.

6.3 In the event of any member or members of the Match Committee vacating a position for any reason whatsoever; then such vacancy or vacancies shall be filled by another financial member or members to be appointed by the Section Committee.

6.4 The Match Committee shall have power to co-opt any financial member to assist in conducting tournaments, but a final decision on any matter within its duties shall rest entirely with the Match Committee.

## 7 SECTION SELECTION COMMITTEE

7.1 A Selection Committee comprising not more than three financial members shall be elected at the Section Annual General Meeting.

7.2 The duties of the selection committee shall be

- (a) to select teams and sides to represent the Section in Pennant fixtures, and
- (b) to select or recommend other playing representatives of the Section.

7.3 In the event of a casual vacancy occurring on the Selection Committee, the Section Committee may appoint a financial member to fill such vacancy.

7.4 The Selection Committee shall have power to co-opt any financial member to assist in its duties but a final decision on any matter within its duties shall rest entirely with the Selection Committee.

## 8 VACANCIES ON COMMITTEES

8.1 The position of an officer of the Section or ordinary member of the Section Committee becomes vacant if the officer or member:

- (a) ceases to be a member of the Club
- (b) becomes an insolvent or bankrupt
- (c) resigns their office by notice in writing given to the Section Secretary; or
- (d) fails to attend three consecutive Committee Meetings

## 9 PROCEEDINGS OF COMMITTEES

9.1 The Committee shall meet at least 8 times in each year at such place and such times as the Committee periodically determines.

9.2 If the President or any three members of the Committee require the committee to hold a special Committee meeting, they shall do so by giving notice to members of the Committee of any such Special Committee Meeting. The notice shall specify the time and place of such meeting and the general nature of the business to be transacted at such meeting.

9.3 No business other than the business stated in the notice shall be transacted at such meeting.

9.4 Any four members of the Committee shall constitute a quorum for the transaction of the business of an ordinary or special committee meeting of the Committee.

9.5 No business shall be transacted unless a quorum is present and if within half an hour of the time appointed for the meeting, a quorum is not present, the meeting shall stand adjourned to the same place and at the same hour of the same day in the following week, unless the meeting was a Special Committee Meeting in which case it lapses.

9.6 At meetings of the Committee:

- (a) the President or in their absence the Vice President shall preside; or

- (b) if the President and the Vice-President are absent, one of the remaining members of the Committee as may be chosen by the members present shall preside.
- 9.7 Questions arising at a meeting of the Committee or of any sub-committee appointed by the Committee shall be determined on a show of hands or, if demanded by a member, by a poll taken in such manner as the person presiding at the meeting may determine.
- 9.8 Each member present at a meeting of the Committee or of any sub-committee appointed by the Committee (including the person presiding at the meeting) is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- 9.9 The Committee may decide at its discretion whether other members may attend any committee meeting and be permitted to participate in debate or exercise a vote.
- 9.10 Notice of each Committee Meeting shall be served on each member of the Committee.

## **10. BY-LAWS**

- 10.1 The Section Committees may from time to time and as required; make, amend and/or repeal By-Laws consistent with the Constitution. Any By-Law may be repealed or amended by a general meeting of the Club.

## **11 CONVENING AND BUSINESS OF GENERAL MEETINGS**

- 11.1 A Section Committee may, whenever it thinks fit, convene a General Meeting of the Section Members.
- 11.2 The Committee shall, on the requisition in writing of not less than twelve members whose subscriptions are not in arrears, convene a General Meeting of the Section.
- 11.3 The conditions and procedures for conduct of Section General Meetings shall be consistent with the provisions for General Meetings of the Board in accordance with clauses 4, 5, 6 and 7 of section 5

# **SECTION 4**

## **GENERAL MEETINGS AND ANNUAL GENERAL MEETINGS**

### **1 ANNUAL GENERAL MEETINGS**

- 1.1 The Club shall in each calendar year convene an Annual General Meeting of its members.
- 1.2 The Annual General Meeting shall be held at such date and place as the Board from time to time determine but shall not be later than the 30th November in each year.
- 1.3 The Annual General Meeting shall be specified as such in the notice convening it.
- 1.4 The ordinary business of the Annual General Meeting shall be:
  - (a) to confirm the minutes of the last preceding Annual General Meeting and of any General Meeting held since that meeting;

- (b) to receive from the Board the Annual Report upon the performance of the Club during the previous year;
- (c) to receive and consider the Audited Financial Statements as submitted by the Financial Controller
- (d) to receive the Auditor's Report
- (e) to approve the Capital Acquisitions and Works program for the ensuing year
- (f) to declare members of the Board elected for the ensuing year
- (g) to elect Auditors;
- (h) to fix the amount of Annual Subscriptions;
- (i) to elect such sub-committees as the Board shall determine;
- (j) to approve any honoraria recommended by the Board
- (k) to transact any other business affecting the interest and welfare of the Club, of which due notice has been given.
- (l) to transact any other general business, but any resolutions arising from such business shall be recommendations to the Board only.

1.5 The Annual General Meeting shall be in addition to any other General Meetings that may be held in the same year.

## 2 GENERAL MEETINGS

2.1 All Meetings of members other than the Annual General Meeting shall be called General Meetings.

2.2 The Secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each General Meeting are entered in a Minute Book.

2.3 If asked by a member of the Club, the Secretary must, within 28 days after the request is made

- (a) make the minute book for the specified General Meeting available for inspection by the member at a mutually agreed time and place; and
- (b) give the member copies of the Minutes of the meeting.

## 3 CONVENING AND BUSINESS OF GENERAL MEETINGS

3.1 The Board may, whenever it thinks fit, convene a General Meeting of the Club and, where, but for this sub clause, more than fifteen months would lapse between Annual General Meetings, shall convene a General Meeting before the expiration of that period.

3.2 The Board shall on the requisition in writing of not less than fifteen members whose subscriptions are not in arrears, convene a General Meeting of the Club.

3.3 The request for a General Meeting shall state the objects of the meeting and shall be signed by the members making the request and be sent to the Club's address care of the Secretary and may consist of several documents in a like form, each signed by one or more of the members making the request.

3.4 If the Board does not cause a General Meeting to be held within one month after the date on which the requisition is delivered to the Secretary, the members making the requisition, or any of them, may convene a General Meeting to be held not later than three months after that date.

## 4 NOTICE OF MEETING

4.1 The Secretary of the Club shall, at least fourteen days before the date fixed for holding a General Meeting of the Club and subject to Clause 5, cause to be sent to each member of the Club at their address or nominated email address appearing in the register of members, a notice by pre-paid post or nominated email address stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting

4.2 A copy of the notice shall be posted on the notice board of the Club.

4.3 No business other than that set out in the notice convening the meeting shall be transacted at the meeting.

4.4 A member desiring to bring any business before a meeting may give notice of that business in writing to the Secretary 14 days prior to the date of the General Meeting. The Secretary shall include that business in the notice calling the next General Meeting after the receipt of the notice.

## 5 NOTICES

5.1 A notice may be served by or on behalf of the Club upon any member either personally or by sending it by post to the member at their address shown in the Register of Members or by their registered email address.

5.2 Where a document is properly addressed pre-paid and posted to a person as a letter, the documents shall, unless the contrary is proved, be deemed to have been given to the person at the time at which the letter would have been delivered in the ordinary course of post.

## 6 PROCEEDINGS AT MEETINGS

6.1 All business that is transacted at a General Meeting and all business that is transacted at the Annual General Meeting except for, that specially referred to in this Constitution as being the ordinary business of the Annual General Meeting, shall be deemed to be special business.

6.2 No item of business shall be transacted at a General Meeting unless a quorum of members entitled under these clauses to vote is present during the time when the meeting is considering that item.

6.3 At any General Meeting, the number of Members required to constitute a quorum shall be double the number of Members on the Management Committee plus one.

6.4 If within half an hour after the appointed time for the commencement of a General Meeting, a quorum is not present, the meeting if convened upon the requisition of members shall be dissolved and in any other case shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairperson at the time of the adjournment or by written notice to members given before the date to which the meeting is adjourned) at the same place and if at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present, being not less than twenty, shall be a quorum.

## 7 CHAIRPERSON AT GENERAL MEETINGS

7.1 The Chairperson or in their absence the Vice-Chairperson shall preside as Chairperson at each General Meeting of the Club.

7.2 If the Chairperson and the Vice-Chairperson are absent from a General Meeting, the members present shall elect one of their number to preside as Chairperson at the meeting.

## 8 ADJOURNMENT OF GENERAL MEETINGS

8.1 The Chairperson of a General Meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

8.2 Where a meeting is adjourned for fourteen days or more, a like notice of the adjourned meeting shall be given as in the case of the General Meeting.

**9 VOTING AT GENERAL MEETINGS**

- 9.1 A question arising at a General Meeting of the Club shall be determined on a show of hands unless a secret ballot is demanded. A declaration by the Chairperson that a resolution has, on a show of hands, been carried or lost and an entry to that effect in the Minute Book of the Club shall be evidence of the fact.

**10 MEMBERS' VOTES**

- 10.1 Upon any question arising at a General Meeting of the Club, a member has one vote only.
- 10.2 All votes shall be given personally.
- 10.3 In the case of an equality of voting on a question, the Chairperson of the meeting is entitled to exercise a second or casting vote.

**11 CONDUCT OF A POLL**

- 11.1 If at a meeting, a poll on any question is demanded by not less than ten members, it shall be taken at that meeting in such a manner as the Chairperson may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.
- 11.2 A poll that is demanded on the election of a Chairperson or on a question of an adjournment shall be taken forthwith and a poll that is demanded on any other question shall be taken at such time before the close of the meeting as the Chairperson may direct.

**12 MEMBERS VOTING TO BE FINANCIAL**

- 12.1 At any Annual General Meeting or General Meeting, only those Members who are financial at the time of the meeting shall be entitled to vote.
- 12.2 Proxy voting shall not be permitted.

**13 RESOLUTIONS TO BE BINDING ON ALL MEMBERS**

- 13.1 All resolutions of the Annual Meeting of members or of any General Meeting of the Club shall be conclusive and binding on all members, whether they have been present at such meeting or not.

**14 NON-COMPLIANCE WITH CONSTITUTION**

- 14.1 Non-compliance with any part of this constitution shall not render any proceedings void unless the members at a General Meeting so direct.

**SECTION 5****BOARD OF MANAGEMENT****1 BOARD OF MANAGEMENT**

- 1.1 The affairs of the Club shall be managed by a Board of Management constituted as provided in Clause 4
- 1.2 The Board:
- (a) Shall meet at least once every calendar month to exercise its functions of which at least seven days' notice shall be given.
  - (b) shall control and manage the business and affairs of the Club;



- (c) may, subject to this Constitution, the Regulations and the Act, exercise all such powers and functions as may be exercised by the Club other than those powers and functions that are required by this Constitution to be exercised by General Meetings of the members of the Club;
- (d) subject, to this Constitution, the Regulations and the Act, has power to perform all such acts and things as appear to the Board to be essential for the proper management of the business and affairs of the Club;
- (e) may from time to time delegate any of their powers to such Sub-Committees consisting of members of the Club as they shall appoint; and
  - i may recall or revoke any such delegation or appointment.
  - ii all Sub-Committees shall in the exercise of the powers delegated, conform to any regulation that may be prescribed by the Board.
- (f) shall on the authority of a General Meeting of the Club impose levies on the members;
- (g) shall authorise all expenditure and direct the method of dealing with moneys received for or on behalf of the Club; and
- (h) shall have power from time to time to make by-laws and regulations not inconsistent with this Constitution for the efficient working of the Club, and
  - i may later, amend or rescind same as occasion may require;
  - ii all by-laws shall be entered by the Secretary in a book to be kept for the purpose and be available for inspection by the members.
- (i) may form sub-committees and determine the title, terms of reference and conditions for such sub committees.
- (j) each sub-committee shall be chaired by a Board Member and shall comprise a Chairperson together with a minimum of two other persons appointed by the Board who may be drawn from all classes of members. The Board Chairperson or representative appointee shall be ex-officio on all Club committees

## **2 COMPOSITION OF THE BOARD**

- 2.1 The Board shall comprise eight Full Members, Dual or Life Members; six of whom shall be elected in accordance with Clause 5 hereof, and two appointed by the Section Committees in accordance with clause 3.3 of Section 3
- 2.2 An employee of the Club cannot be nominated for a position on the Board of Management

## **3 EXECUTIVE COMMITTEE**

- 3.1 The Executive Committee of the club shall consist of (a) any three of the chairperson, deputy chair person, secretary, financial controller, and (b) one remaining management committee member provided always that if required, any two of the former, in addition to any one of the latter constitute a quorum.
- 3.2 The Executive Committee shall transact any urgent business of the Club that may arise between Management Committee meetings and submit a report of any such transaction to the next meeting of the Management Committee, provided always that the Executive Committee shall not incur expenditure more than \$15,000 between meetings of the Management Committee. All business transacted by the Executive Committee shall be ratified and approved by the next Management Committee meeting.

## **4 ELECTION OF OFFICERS**

- 4.1 The officers of the Board of Management shall include
  - (a) Chairperson
  - (b) Vice Chairperson
  - (c) Secretary
  - (d) Financial Controller
  - (e) Club Co-ordinator
  - (f) Green Director

- 4.2 Each officer of the Board is elected for a period of twelve months until the termination of business at the appropriate Annual General Meeting and is eligible for re-election.
- 4.3 In the event of a casual vacancy occurring on the Board, the Board shall appoint an eligible Member of the Club to fill the vacant position and to hold office for the remaining term of the person replaced.

## 5 ELECTION OF THE BOARD

- 5.1 The Board of Management shall be elected by financial Full, Dual and Life Members.
- 5.2 Nominations for election to the Board of Management shall be opened at least six weeks before the Annual General Meeting and;
- (a) All nominations of candidates for the election to the Board of Management shall be lodged with the Secretary, in writing and signed by the candidate, their proposer and seconder, who shall be financial Full, Dual or Life Members and.
  - (b) Nominations when received shall be posted on the notice board of the Club immediately;
  - (c) Nominations shall remain open for at least fourteen days and will close at 7 pm fourteen days before the date fixed for the Annual General Meeting
  - (d) All retiring members of the Board shall be eligible to nominate for the ensuing election.
- 5.3 If insufficient nominations are received to fill all positions, the candidates nominated shall be declared elected by notice in writing and posted on the notice board of the Club immediately. Any unfilled positions shall be elected at the Annual General Meeting by majority of votes cast by financial Full, Dual and Life Members.
- 5.4 If the number of nominations received is equal to the number of positions to be filled, the persons nominated shall be declared elected and the results posted on the notice board of the Club immediately.
- 5.5 If the number of nominations exceeds the number of positions to be filled, a secret ballot for the election of Members to the Board shall be conducted in the following manner;
- (a) The ballot shall be conducted by a minimum of two scrutineers,
  - (b) The ballot shall remain open until the time prescribed for the commencement of the ensuing Annual General Meeting.
  - (c) Members shall make a number of votes no more than equal to the number of positions available. Those nominees who receive the majority approval of the Members shall be considered elected.
  - (d) The ballot result shall be declared at the Annual General Meeting.

## 6 PROCEEDINGS AT BOARD MEETINGS

- 6.1 The rules for the proceedings of committees so far as they are applicable and with the necessary modifications shall apply to proceedings of the Board of Management.
- 6.2 Any four Members of the Board, at least one of whom shall be an Executive Board member, shall constitute a quorum for the transaction of business of a meeting of the Board.

## 7 CHAIRPERSON

- 7.1 Except as otherwise provided in this Constitution, the Chairperson shall preside at all meetings to regulate and keep order of all proceedings.

- 7.2 On advice from the Board, the Chairperson shall be empowered to appoint a member or any employee of the Club as the Club's nominee to hold the Liquor Licence pursuant to the Queensland Liquor Act and Regulations thereunder.

## **8 VICE CHAIRPERSON**

- 8.1 Assists the Chairperson to ensure all duties allotted by the Board of Management are properly carried out.
- 8.2 In the absence of the Chairperson, carries out the duties normally performed by the Chairperson.

## **9 FINANCIAL CONTROLLER**

- 9.1 The Financial Controller of the Board:
- (a) shall oversee the financial operation of the Club
  - (b) shall present a full financial report to each monthly meeting of the Board of Management
  - (c) shall present the audited financial statements to each Annual General Meeting
- 9.2 The accounts and records referred to in sub-clause 9.1 shall be available for inspection by the members.

## **10 SECRETARY**

- 10.1 The Secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each Management Committee meeting are entered in a Minute Book.
- 10.2 To ensure the accuracy of the minutes of each Management Committee meeting or General Meeting or Annual General Meeting, the minutes must be signed by the Chairperson of the meeting, or the Chairperson of the next Management Committee Meeting verifying their accuracy.
- 10.3 Keep all Board of Management records as may from time to time be required and furnish all necessary returns or information to the Licensing Commission and Department of Fair Trading as required.
- 10.4 Issue notices of all meetings and keep an accurate record of business transactions at all meetings.
- 10.5 Receive and action all correspondence as directed by the Board of Management.
- 10.6 Receive all membership applications and action as per SECTION 2 MEMBERSHIP Clause 2.2 – 2.6 of this Constitution.

## **11 GREEN DIRECTOR**

The Green, bank, grounds and surrounds shall be under the full control of the Board of Management with delegation to the Green Director who shall:

- 11.1
- (a) liaise with the Green Keeper to ensure the upkeep to these areas is of a high standard and meets all safety requirements.
  - (b) make the final decision regarding whether the Green is in a fit state for play except when they are absent in which case SECTION 7 – GENERAL Clause 3.3 shall apply.

## **12 CLUB CO-ORDINATOR**

The building and maintenance shall be under the full control of the Board of Management with delegation to the Club Co-Ordinator who shall:

- 12.1 (a) ensure that the building is maintained to the required safety standards and kept in good repair.
- (b) make recommendations to the Board of Management as they see fit to facilitate 12.1
- (c) ensure that the Club furniture, furnishings and such other equipment as determined by the Board of Management are properly stored, cared for and maintained and initiate actions to repair or replace worn, damaged or lost items as required.

## **13 REMOVAL OF MEMBER OF THE BOARD**

- 13.1 The Club at a General Meeting may by resolution remove any member of the Board before the expiration of their term of office and appoint another member in their stead to hold office until the expiration of the term of the member removed.
- 13.2 The procedures and conditions defined in clause 12 of section 2 shall apply regarding the removal of a member of the Board.
- 13.3 The member to whom a proposed resolution referred to in sub-clause 9.1 may make representation in writing to the Secretary or Chairperson of the Board within twenty-one days of the date of the resolution and so request that the resolution be notified to the members of the Club. The Secretary or the Chairperson may send a copy of the representation to each member of the Club or, if they are not so sent, the member may require that they be read out at the Meeting.

## **14 INDEMNITY OF OFFICERS**

- 14.1 If the Secretary, Financial Controller or any member of the Board or a Section Committee, in their office as such has paid or is liable to pay money for any act, default or omission of any other person, such money shall be refunded to them by the Club or be paid by the Club.

## **15 BY-LAWS**

- 15.1 The Board may, from time to time and as required, make, amend/and or repeal By-Laws consistent with the Constitution. Any By-law may be repealed or amended by a general meeting of the Club

## **16 BOARD MEMBERS' ABSENCE FROM MEETINGS**

- 16.1 Attendance at Board meetings. Any member of the Board who absents themselves from the regularly notified meeting of the Board on three consecutive occasions without arranged approval from the Board of Management shall be deemed to have vacated their position on the Board.

# **SECTION 6**

# **F I N A N C I A L**

## **1 GENERAL**

- 1.1 On behalf of the Management Committee, the Financial Controller must, as soon as practicable after the end date of each financial year ensure a financial statement for its last reportable financial year is prepared.

- 1.2 The income and property of the Club must be used solely in promoting the Clubs objects and exercising the Clubs powers.
- 1.3 The Management Committee must ensure the safe custody of the books, documents, instruments of title and securities of the Club.
- 1.4 The end year of the Club's financial year is the 30<sup>th</sup> September in each year.

## **2 BANK ACCOUNTS**

- 2.1 The bank accounts of the Club shall be kept with such Bank or Building Society as shall from time to time be appointed by the Board.
- 2.2 All cheques or electronic payments drawn on the account and all drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by any two as nominated from the list of three people as authorised and minuted by a meeting of the Board of Management.
- 2.3 These minutes stating the three nominated persons will be supplied to the such Bank or Building Society as shall from time to time be appointed by the Board giving authorisation of the same.

## **3 ACCOUNTS**

- 3.1 Any item of expenditure exceeding such amount that has been approved in the annual budget shall be first approved by the Board.
- 3.2 Any major item of Capital Acquisition or Works and Leases exceeding \$50,000 not approved at the previous Annual General Meeting shall first be approved by a General Meeting of Members

## **4 CONTROL OVER PROPERTY**

- 4.1 Unless the previous sanction of any General or Annual General Meeting of the Club empowers the Board to do so, it shall not negotiate a loan, issue debentures, give any security of any property of the Club, sell or purchase any realty, lease any of the land, buildings or property of the Club nor in any way extend the liabilities of the Club beyond the assets and estimated revenue of the Club.
- 4.2 The orders in writing of a quorum of those assembled at the meetings and signed by the Chairperson of the day, and confirmed by the Secretary, shall vindicate anything done or purported to be done by them in pursuance of such direction. No person not being a member of the Club shall be entitled to inquire into the regularity of such direction beyond the verification of the signature of the Secretary.

## **5 BORROWING POWER**

- 5.1 If at any time the Club at a General or Annual General Meeting passes a resolution authorising the Committee to borrow money, the Board shall thereupon be empowered for the purpose of the Club to borrow such amount of money, either at one time or from time to time and at such rate of interest, and in such form or manner and upon such security as shall be specified in such resolution. Thereupon the Board shall make all dispositions of the Club property, or any part thereof, and enter into such agreements in relation thereto as the Board may deem proper for giving security for such loans and interest.
- 5.2 All members of the Club shall be bound by the decision of the meeting.

## **6 AUDIT**

- 6.1 An auditor or auditors who shall not be office-bearers of the Club, shall be appointed at each Annual General Meeting.
- 6.2 Nominations for such office shall be taken at the Annual General Meeting in each year.

- 6.3 The Auditors shall have the power at all times to examine the books and documents of the Club, and shall, as soon as convenient after the close of the financial year audit a Statement of Income and Expenditure and Balance Sheet, as prepared by the Financial Controller, setting forth the financial business of the Club since the end of the preceding financial year.
- 6.4 After consultation with the Chairperson and Vice Chairperson of the Board, the Auditor shall be empowered to conduct a special audit at any time and in any section or department of the Club.

## **7 FUNDS**

- 7.1 The funds of the Club shall be derived from entrance fees, subscriptions, green fees, competitions, gaming, bar and general trading, catering, donations and such lawful sources as the Board determines.
- 7.2 The Club shall provide and maintain its facilities from the funds of the Club

## **8 APPLICATION OF PROFIT**

- 8.1 The Club is a non-proprietary Club.
- 8.2 The profits and other income of the Club shall be applied to the promotion of the purposes for which the members of the Club are associated together and no payment of any dividends or distribution of profits or income to or amongst the members of the Club shall be made.
- 8.3 No person shall receive a greater profit, benefit or advantage from the Club than that received by every other member thereof other than an approved remuneration or honorarium.

# **SECTION 7**

## **GENERAL**

### **1 CLUB COLOURS**

- 1.1 The colours of the Club shall be Red and Gold.

### **2 SOLICITOR**

- 2.1 There shall be a Solicitor to the Club, who may be appointed by the Board upon such terms and for such period as the Board may direct.

### **3 GREENKEEPER, GREEN'S COMMITTEE AND GREEN DIRECTOR**

- 3.1 No capital expenditure may be made without the approval of the Board of Management.
- 3.2 The Greenkeeper is responsible to the Board of Management through the Green Director.
- 3.3 In the absence of the Greenkeeper or Green Director, any member of either Section Committees or any member of the Board Executive shall have power to prevent play at any time.
- 3.4 No member shall be allowed to play on the playing area unless wearing Bowls Australia approved foot apparel.

### **4 SEAL**

- 4.1 The Management Committee must ensure the Club has a Common Seal.

- 4.2 The Common Seal of the Club shall be securely kept in the custody of the Secretary or Management Committee.
- 4.3 The Common Seal shall not be affixed to any instrument except by the authority of the Board and the affixing of the Common Seal shall be attested by the signatures either of two Officers of the Board, or of one officer of the Board and the Secretary.
- 5 SUPPLY OF LIQUOR**
- 5.1 A person shall be supplied with liquor in the Club premises under the current Liquor Act and Regulations.
- 6 VISITORS**
- 6.1 The names of all guests and the names of members introducing them shall be recorded in a book kept for that purpose and the introducers shall be responsible for their conduct and any damage they may cause whilst in the club. Such visitors may only remain in the Club during the pleasure and in the presence of the member introducing them to the Club.
- 6.2 The foregoing restrictions shall not apply to persons attending a function held by a private person or company, visiting sporting team or playing visitors.
- 6.3 Any member may object to the Senior staff member of the presence of any guest who is behaving in an objectionable manner and the Staff member shall take appropriate action.
- 6.4 The privileges of this clause may be withdrawn by a majority decision made at a Board or Special Board Meeting called for such purpose.
- 6.5 Guests may be allowed to take part in games, but not to the exclusion of members of the Club.
- 6.6 Members introducing guests are held responsible for any debts contracted by them to the Club.
- 7 RECIPROCAL MEMBERS**
- 7.1 Reciprocal members may enter the Club as per the guidelines as stated within the Liquor Act and associated Regulations.
- 8 OBJECTIONABLE BEHAVIOUR**
- 8.1 On the Club premises, no objectionable language, indecent act, disorderly behaviour, or unlawful gambling or betting shall be allowed.
- 8.2 All members whilst on club premises shall conform to dress regulations as prescribed.
- 9 DAMAGE TO PROPERTY**
- 9.1 No member shall remove any item of club property from the Club premises without approval.
- 9.2 Damage to Club property is to be immediately reported in order that the Board may determine any claim for insurance.
- 9.3 Members wilfully damaging Club property may be held liable for the cost of repairs or replacement.
- 10 DISPUTES AND SUGGESTIONS**
- 10.1 All suggestions and complaints must be made in writing to the Secretary, who shall bring the same before the Board at the next meeting.

- 10.2 Should any dispute or disagreement between members on the Club's premises, the same may be referred in writing to the Board by either party and the Board shall be empowered to resolve the matter.

## **11 CLUB-HOUSE OPEN**

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

## **12 WINDING UP OR CANCELLATION**

- 12.1 In the event of the winding up or the cancellation of the incorporation of the Club, the assets of the Club shall be disposed of in accordance with the provisions of the Act.
- 12.2 The surplus assets must not be distributed among the members of the Club.
- 12.3 The surplus assets must be given to another bowls entity –
- (a) having objects similar to the Club's objects; and
  - (b) the rules of which prohibit the distribution of the entity's income and assets to its members.

## **13 ALTERATIONS to CONSTITUTION and BY-LAWS**

- 13.1 This Constitution shall not be altered except in accordance with the Act. No new clause shall be made, nor any existing clause altered or repealed except at a General Meeting called for that purpose and then only upon the motion being carried by a majority of two thirds of the members present at the meeting.
- 13.2 A copy of any proposed new clause, alteration or repeal shall be delivered to the Secretary at least twenty-eight days before such meeting and shall be inserted in the Notice convening the meeting at which such proposed new clause, alteration or repeal is to be brought. A notice thereof shall be posted on the notice board of the Club fourteen clear days before such meeting.
- 13.3 A by-law may be repealed by a simple majority of the members present at the meeting called for that purpose.
- 13.4 (a) In the event of the Board being advised that under the Act, or under any Statutory Authority any clause or clauses of this Constitution require to be altered, amended or repealed for the purpose of complying with the law, the Board shall have power to alter, amend or repeal any such clauses and any such alteration, amendment or repeal shall notwithstanding anything elsewhere contained in this Constitution forthwith take full effect.
- (b) The Board shall cause any such alteration to be exhibited in the Club's premises within fourteen days after it has made the same.
- 13.5 The Secretary of the Club shall, within one month from the making of any amendment or alteration in this Constitution, forward to the Officer responsible under the Act a certified copy of every such amendment or alteration.