

BY LAWS
THURINGOWA CITY BOWLS CLUB INC.

COLOUR CODING OF THIS DOCUMENT:

- **GREEN refers to MANAGEMENT COMMITTEE**
 - **BLACK refers to both MENS AND LADIES SECTIONS**
 - **BLUE refers to MENS SECTION**
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PART A – THE CLUB

1. Club Colours
2. Club Logo
3. Rules
4. Reciprocal Clubs
5. Dress Standards

PART B – THE MEMBERS

6. Scope of Member Privileges and Responsibilities
7. Relativity of Subscriptions Between Classes of Membership.
8. Pro Rata of Subscriptions
9. Qualification for Visitors.

PART C – GOVERNMENT OF CLUB

10. Election of Management Committee and Section Officers at Respective Annual General Meetings
11. Conduct of The Election.
12. Duties of Club Office Bearers.
13. Authority Limits for Spending Funds.
14. Sub Committees of The Management Committee.
15. Reimbursement of Expenses

PART D - BOWLS SECTIONAL COUNCILS – FOR ADMINISTRATION OF BOWLS

16. Duties and Supervisory Responsibilities of Ladies and Men's Sections

PART E - MEN'S SECTION SPECIFIC BY LAWS

17. The Men's Section
18. Objects of The Section
19. The Section Affiliation
20. Powers of The Section
21. All Activities to Be Lawful
22. Membership
23. Eligibility for Membership
24. Classification and Privileges of Members
25. Admission to Membership

26. Resignation from Membership
27. General Meetings
28. Notices for General Meetings
29. Quorums for General Meetings
30. Special Resolutions
31. The Council
32. Council to Be Elected Annually
33. Patron
34. Election of Council
35. Election of Selection Committee
36. Election and Ballot Procedures
37. Vacancies on Council
38. Functions of The Council
39. Section Executive Committee
40. Meetings of The Council
41. Committees of The Council
42. Validity of Actions
43. Indemnity of Members
44. Documents
45. Player Commitments
46. Duties of Office Bearers and Committees
47. Conduct of Club Championships
48. Control of Club Championships

PART G – GENERAL (page 22)

49. Members Bowls
50. Activities Shall Be Lawful
51. Attire and Uniform
52. Bowls Specifications
53. Laws of The Game

Thuringowa City Bowls Club Incorporated

BY-LAWS

INTRODUCTION

The Club Constitution provides that “the Management Committee and Men’s and Ladies Sections may make Regulations/Bylaws and alter, amend or rescind the same as occasions may require, and enforce penalties for their breach. Such Regulations/Bylaws shall have the same force and effect as this Constitution, but shall not in any way oppose or be in conflict with this Constitution.” Matters contained in Bylaws directly concerning the activities managed by the Men’s and Ladies Sections shall be determined by the appropriate Section at a general meeting.

By-laws shall be established –

- a) To assist with the proper and diligent business and administration of the Club, and

- b) To assist with the clarification of and /or the provision of procedures for the management and administrative arrangements required for the Club about which the constitution is otherwise silent.

The procedures for making a by-law shall be as follows-

- (i) The Management Committee on its own initiative or from representation from a Member or number of Members, or the Men's or Ladies Sections at a general meeting shall decide to make, amend and/or repeal one or more by-laws;
- (ii) Each proposed by-law proposed by the Management Committee or the Sections shall be posted on the Notice Board for fourteen (14) days for comment by members to be made in writing to the Club Secretary before the Management Committee or Sections resolves any change to the by-law; and
- (iii) The Management Committee or Sections shall decide upon each new by-law and shall post each new by-law on the Notice Board in a conspicuous position for at least twenty-eight (28) days.

The Club Secretary shall maintain a register of current by-laws.

The Management Committee and Sections shall exercise their responsibility to provide for by-laws with the same skill and diligence as that required for the maintenance of a competent and up to date constitution.

PART A – THE CLUB

1. **CLUB COLOURS** – the colours of the Club are Black, White and Gold.
2. **CLUB LOGO** – THE Club logo shall be depicted as an Australian magpie and shall be utilized on such documents and apparel as the Club shall determine.
3. **RULES** – Rules as set out herein apply to the Club in general and to both Sections.
4. **RECIPROCAL CLUBS**

The clubs with which the Club has Formal Reciprocal Arrangements are –

- Each licensed club affiliated with Bowls Queensland
- Reciprocal clubs as approved by the Management Committee from time to time.

PART B – THE MEMBERS

5. **DRESS STANDARDS** - All members and visitors shall be properly attired in at least good, clean, neat casual wear. Footwear must be of the appropriate standard and worn at all times.
6. **SCOPE OF MEMBER PRIVILEGES AND RESPONSIBILITIES.**

Each member of each class of membership shall be afforded equal opportunities within the Club to contribute to its development and to enjoy the results of this development.

a) Ordinary and life Members.

All ordinary and Life Members shall be equally afforded all the privileges offered by the Club in return for which all such members shall accept full responsibility for the Club.

b) Junior Members.

Junior Members means a person under the age of eighteen (18) years who shall be equally afforded all the privileges as permitted by the Constitution and the various acts as well as the opportunity to participate in the Game of Bowls within the Club for the same extent as that offered to Ordinary and Life Members.

Junior Members shall subscribe to and comply with all the responsibilities of membership as those applying to Ordinary and Life Members but cannot participate in any way in the business of management of the Club.

c) Honorary Members.

All Honorary Members shall be equally afforded the privileges offered by the Club to Ordinary and Life members. Honorary Members may be invited to participate in selected social bowling activities.

All Honorary Members shall comply with all the responsibilities of membership as those applying to Ordinary and Life Members but cannot participate in any way in the business or management of the Club.

7. RELATIVITY OF SUBSCRIPTIONS BETWEEN CLASSES OF MEMBERSHIP.

The Management Committee shall at least annually review and establish the fees and charges associated with the membership of the Club in accordance with the Constitution.

- a) **Ordinary Members.** – Ordinary members shall pay the full Club subscription plus applicable Association affiliation fees, which may be incorporated with the Club Subscription.
- b) **Junior Members** – Junior Members shall pay a subscription of 50% of the full Club annual subscription plus applicable Association affiliation fees.
- c) **Life Members-** Life members shall not pay the club subscription nor affiliation fees.
- d) **Foundation Members** – Foundation Members shall pay the annual Club subscription less a discount of \$10 plus applicable Association affiliation fees.
- e) **Honorary Members-** Honorary Members shall not pay a subscription.

8. PRO RATA OF SUBSCRIPTIONS

The payment of subscriptions for new members is pro rata as follows –

| | |
|-----------------|------|
| July – December | 100% |
| January- March | 75% |
| April- May | 50% |
| June | 25% |

9. QUALIFICATION FOR VISITORS.

The basic qualification for a person to be admitted as a visitor to the Club as a bowler is that the person must be an Affiliated Member of World Bowls and maintains proper standards of dress, behavior and decorum.

PART C – GOVERNMENT OF CLUB

10. ELECTION OF MANAGEMENT COMMITTEE AND SECTION OFFICERS AT RESPECTIVE ANNUAL GENERAL MEETINGS:

- a) **Returning Officer and Poll Officials-** The Management Committee and respective Section Councils shall each appoint a member, who does not hold a current elective position or is a candidate, at the respective Annual General Meetings as Returning Officer.

He/she will liaise with the Club Secretary or respective Council Secretaries, to oversee and conduct elections. Jointly they will supervise the preparation and safe custody of all papers, instruments, materials and equipment for the election.

On polling day, he/she will assume sole authority to conduct the ballot, and will be responsible to the members for its undertaking and conclusion. He/she will have the power of veto if unconstitutional or improper conduct practices are observed or brought to his/her attention.

Three or more members will be appointed as polling officials to collect, count and reconcile ballot papers under the supervision of the Returning Officer.

At least two members will be appointed as issuing officials to register voters and issue Ballot papers.

- b) **Nominations** - Any Ordinary or Life Member who is not encumbered by the Constitution may stand for office. Each candidate will submit their candidature on the official nomination form, proposed and seconded by two Ordinary or Life Members. Nominations will close twenty-one (21) days prior to the Annual General Meeting and will be displayed on the notice board for a period of fourteen (14) days prior to the meeting.

11. CONDUCT OF THE ELECTION.

In the event that there are more nominations than vacancies for the Management Committee or the respective Section Councils, a ballot shall be conducted. Voting will be secret, and candidates will be listed on the ballot paper by position nominated and if more than one nomination in alphabetical order. All eligible voters will register before voting. Upon the declaration of the poll, if there is no dispute or appeal the papers will be destroyed upon the submission of a motion to the members to this effect.

12. DUTIES OF CLUB OFFICE BEARERS.

Club President - The Club President shall preside at all meetings of the Club and Management Committee. He/she shall attend to carrying out of the decisions of the Club or Management Committee and generally see that members are properly accommodated and the Rules of the Club are adhered to.

Deputy Club President - Shall assist the Club President, and ensure that all duties allotted to him/her by the Management Committee are properly carried out. In the absence of the Club President, the Deputy Club President will carry out the duties normally performed by the Club President.

Club Secretary- The Club Secretary shall conduct the affairs of the Management Committee under the direction of the Club President. He/she shall be responsible for the general administration of the Club, the compilation and accuracy of minutes of all meetings and the handling and presentation of all correspondence to the meetings. Should the Club Secretary be absent or ill or neglect or refuse to do

anything required under the Rules of the Management Committee, the Management Committee shall have power to appoint any other member in his/her stead.

Club Treasurer- The Club Treasurer shall undertake the duties and responsibilities as listed in the Constitution and these by-laws. He/she shall ensure that financial and legal obligations are fulfilled and liaise with the Club Secretary in the preparation of budgets and financial plans. He/she shall present the completed financial reports to the Management Committee and Club general meetings. He/she shall ensure reports are completed for financial and statutory authorities.

Bowls Coordinator - The Bowls Coordinator will liaise with the Greenkeeper to ensure that the greens are kept in good playing order. In conjunction with the Greenkeeper the Bowls Coordinator will determine whether greens are suitable for play in the case of bad weather, or if the Bowls Coordinator is not available, the Club President will make such decision. In the absence of both the Bowls Coordinator and the Club President the decision on whether play will be cancelled will be made by another member of the Management Committee after consultation with the Match Committee on the day. The Bowls Coordinator will also be responsible for

- The preparation and maintenance of the Annual Calendar detailing events and use of the premises,
- The promotion of bowls plays and
- Assisting with the coordination of events by the Men's and Ladies Sections including requirements for catering for events, as required from time to time.

13. AUTHORITY LIMITS FOR SPENDING FUNDS.

The following limits apply to the spending of funds-

a) The Club in General Meeting.

Unlimited, subject to proper feasibility studies determined by financial viability and finance available either held in Club accounts or through a financial institution whose borrowings are approved by the Government of the Commonwealth of Australia or the Government of Queensland.

b) The Management Committee.

The authority of the Management Committee is limited to any item or work not previously approved by the Club at a General Meeting for which the cost does not exceed twenty-five thousand dollars (\$25,000) for the whole item or unit of work.

c) Club Executive.

Club Executive authority is limited to a total of \$5,000 between Management Committee meetings.

14. SUB COMMITTEES OF THE MANAGEMENT COMMITTEE.

Sub Committees shall only have an authority to spend funds if such an authority is included in the brief established by the Management Committee.

15. REIMBURSEMENT OF EXPENSES

Any person who undertakes an authorized activity for and/or on behalf of the Club and who incurs any expense in association with that activity shall have fair and reasonable reimbursement of that expense without provision of any payment by way of commission or profit.

PART D - BOWLS SECTIONAL COUNCILS – FOR ADMINISTRATION OF BOWLS

- 16.** A Ladies Section Council and a Men’s Section Council will be responsible to the Management Committee for the administration of Bowls and to act on its behalf. Each Section Council will be elected in accordance with the Constitution Clause 21.

Duties and Supervisory Responsibilities;

- (i) Each Section is wholly and solely responsible for the conduct of games, matches, events and competitions of the Game of Bowls within, for and on behalf of the Club in respect of the separate activities associated with games for ladies and men.
- (ii) Each Section shall co-operate and act in unison on all matters associated with the corporate development, promotion, marketing, development and maintenance of standards, coaching and umpiring of the Game of Bowls and other associated activities within, for and on behalf of the Club.
- (iii) Each Section shall act on behalf of the Club in respect to matters associated with the Club’s affiliation with the respective Ladies and Men’s Bowls Associations and elect delegates to such bodies at their Section Annual general meetings.
- (iv) Each Section has the authority to form sub-committees, which will adhere to committee rules as stated in the Constitution (the Section Council substituting for the Management Committee). Minutes will be incorporated in the Minutes of the section meeting following the sub-committee’s meeting, for ratification.
- (v) Subject to the absolute control and supervision of the Management Committee, each Section under the Constitution shall manage its own affairs but shall make monthly reports to the Management Committee (or otherwise as may be required). The minutes and records of the Section shall be produced when required by the Management Committee and available for regular inspection.

PART E - MEN’S SECTION SPECIFIC BY LAWS

17. THE MEN’S SECTION

- (a) The Section is a part of the Club Inc. and is constituted under and subject to the Constitution of the Club Inc.
- (b) The Section may make an Agreement with the Club Inc. in respect of the functions and responsibilities of the Section and the Club Inc.

18. OBJECTS OF THE SECTION

The objects of the Section are: -

- (a) To provide for social and competitive playing of the Sport of Bowls in accordance with the Laws and By-Laws of the Game adopted by Bowls Australia.
- (b) To provide, develop and promote the Sport of Bowls in the Section.
- (c) To engage in such activities as from time to time will generate good fellowship and that will lead to the betterment of bowls within and outside the Club.

19. THE SECTION AFFILIATION

The Section via the Club Incorporated shall be affiliated with Bowls Queensland (BQ) and accepts and abides by the Rules and By-Laws of Bowls Queensland, in relation to the sport of Lawn Bowls, including: -

- (a) The Section shall be a member of a District Bowls Association (DBA) and accepts and abides by the Rules and By-Laws of the D.B.A. in relation to the sport of Lawn Bowls;
- (b) The Section via the Club Incorporated shall renew its affiliation with the D.B.A. each year in accordance with the Rules and By-Laws of the D.B.A., and pay an annual affiliation fee to the D.B.A.;

- (c) The Section shall elect the Section's D.B.A. Delegate at the AGM;
- (d) The Section shall provide to the Management Committee the statistical and other returns prescribed by B.Q. By-Laws,
- (e) The Section shall promptly advise B.Q., (through the D.B.A.), of any event which affects the status of the Club's affiliation with B.Q.

20. POWERS OF THE SECTION

The powers of the Section are subject to any agreement, which might exist between the Section and the Club Incorporated.

21. ALL ACTIVITIES TO BE LAWFUL

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

22. MEMBERSHIP

The Club shall consist of Ordinary Members, Life Members and Junior Members, each of whom shall be bound by the Club Constitution and By Laws as duly amended from time to time.

23. ELIGIBILITY FOR MEMBERSHIP

To be eligible for membership a person must be a male: -

- (a) Not less than eighteen (18) years of age, (other than Junior Members as provided for in the Club Constitution).
- (b) Interested in the Sport of Bowls.
- (c) 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.
- (d) No person shall be admitted or remain a member of the Section who is or has been a member of any Club affiliated with B.Q. or any other Bowls Association unless he satisfies the Council by presentation of a clearance on the official form that he does not owe any money to any other Club and further satisfies the Council that he is not under order of suspension or expulsion from any other Club.

24. CLASSIFICATION AND PRIVILEGES OF MEMBERS

(a) **Ordinary Member** - is a male bowling member whose application for membership of the Club has been approved by the Management Committee, and has paid the prescribed fees. He shall be entitled to all the privileges of the Club and shall be entitled to vote at all General Meetings of the Section and the Club Incorporated.

- (i) He shall be entitled to play bowls in any Club Championship according to the Conditions laid down for the playing of the event.
- (ii) Any Member who is also a member of another Bowls Club shall sign the prescribed Declaration Form indicating which club he will represent for the coming bowling year. The Form is to be signed each year and submitted prior to the commencement of the Club Championships and Pennant season.

- (b) **Junior Member** - shall be a male junior bowler who is under the age of eighteen (18) years of age who may become a Junior Member upon such terms and conditions, and upon payment of such fees as the Management Committee shall determine from time to time.
 - (i) Junior Members shall not be entitled to hold office in the Club nor take part in nor vote at any meetings of the Club nor to nominate any other person to membership of the Club.
 - (ii) They shall be entitled to play bowls in any Club competition according to the conditions laid down for the playing of the event.
 - (iii) 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 a Parent/Guardian.
 - (iv) On attaining the age of eighteen (18) years a Junior Member shall apply in writing for ordinary membership. The application shall be dealt with in the same manner as any application for Ordinary membership.
 - (v) They shall not be allowed under any circumstances to be served, to obtain or to consume liquor from or on the Club premises, or engage in any form of gambling on the premises.

25. ADMISSION TO MEMBERSHIP

- (a) Objections to Applications for Membership - Any member or members may object to any application for membership by delivery of a written objection to the Club Secretary. If no written objection is received, all applications for membership shall be dealt with and determined by the Council at a duly convened meeting and forwarded to the Management Committee for approval. If a written objection is received from a member or members of the Club, the Secretary shall return the Application to the Management Committee to be dealt with in accordance with the Club Constitution.
- (b) 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 and By-Laws of the Club.
- (c) Acceptance of Rules by Members - All members, on admission and on renewal of membership each year, shall be deemed to have agreed to be bound by the Constitution and By-Laws of the Club in force for the time being.

26. RESIGNATION FROM MEMBERSHIP

- (a) A Member may resign - from the Club at any time by giving notice in writing to the Club Secretary. Such resignation shall take effect from the date of such notice being received by the Club Secretary unless a later date is specified in the notice when it shall take effect on that later date. ***A request for a 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 subscriptions, 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 period of grace for payment following the commencement of the new financial year shall be liable for that year's subscription fee, as well as any other monies owed to the Club by that member.

27. GENERAL MEETINGS

(a) Annual General Meeting

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

The business of the Section Annual General Meeting shall include -

- (i) Reading the notice convening the meeting.
- (ii) Confirmation of Minutes of the previous Annual General and/or Special General Meeting.
- (iii) Presentation and consideration of the President's Report.
- (iv) Appointment of a Patron. (if necessary)
- (v) Election of Council.
- (vi) Election of Committees.
- (vii) Consideration of Notices of Motion.
- (viii) To transact any general business that may be brought forward.

(b) Special General Meetings

The Section Secretary shall convene a Section Special General Meeting -

- (i) When directed to do so by the Council.
- (ii) On the requisition in writing signed by not less than one-third of the Members presently on the Council; or
- (iii) On the requisition in writing by 10% of the Ordinary and Life men Members.

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. The 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 no later than seven (7) days before the meeting at which they will be discussed, and shall be in writing.

28. NOTICES FOR GENERAL MEETINGS

- (a) The Section Secretary shall convene all general meetings of the Section by giving not less than twenty-one (21) days notice for the AGM or a Special General Meeting in writing to the members of the Section. The Council shall determine the manner by which such written notice is distributed.
- (b) The Notice of a General Meeting shall clearly state the nature of the business to be discussed thereat.
- (c) Any notice if posted to a Member's last known address shall be deemed to have been duly given. It shall be the duty of each member to notify the Secretary, in writing, of any change of address.
- (d) The inadvertent omission to give notice of a meeting to any member shall not invalidate the meeting.

29. QUORUMS FOR GENERAL MEETINGS

- (a) At any General Meeting the number of ordinary and life members required to constitute a quorum shall be more than 20% of members of the Section.
- (b) If a quorum is not present within half an hour from the time appointed for the commencement of a general meeting, the meeting shall stand adjourned to the same day in the next week at the same time and place or to such other day, time and place as the Council may determine. 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.
- (c) 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 fourteen days (14) 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.

30. SPECIAL RESOLUTIONS

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.

31. THE COUNCIL

- (a) In these rules the Section Committee shall be called the Council. The management of the Section shall be vested in a Council comprising of a President, Vice President, Bowls Secretary, Games Director, D.B.A. delegate/s and five (5) Ordinary Members. All of whom shall be Declared Members of the Club, and shall be collectively known as Councilors.
- (b) All officers under these By Laws shall be honorary and elective, save as hereinafter provided. Every eligible financial Ordinary and Life Member of the Section who has declared for the Club, with the exception of paid employees, shall be eligible to hold any such office.

32. COUNCIL TO BE ELECTED ANNUALLY

Save as is otherwise provided in these By Laws and subject thereto, each Councilor shall be elected at the AGM of the Section 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 AGM of the Section but shall be eligible for re-election. With the exception of the Games Director who shall be elected at the AGM but will not commence his 12 months tenure of office until 1st January the following year in line with the approved Bowling Year. A contested election for any position shall be resolved by ballot in accordance with the By-Laws.

33. PATRON

There may be a Patron, the position being honorary and filled by a member or non-member appointed at the AGM on the recommendation of Council.

34. ELECTION OF COUNCIL

At the AGM of the Section, all members of the Council for the time being shall retire from office but shall be eligible upon nomination for re-election. The election of Councilors shall take place in the following manner:

- (a) Any two (2) Ordinary or Life Members may nominate an eligible Ordinary or Life Member to serve on the Council:
- (b) No candidate is eligible for election as a member of the Council unless he, his 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 and his proposer and seconder, shall be lodged with the Secretary at least fourteen (14) days before the AGM at which the election is to take place;

35. **ELECTION OF SELECTION COMMITTEE**

- (a) The Selection Committee shall consist of three (3) or more members of the Club [not exceeding five (5)] who will be elected by majority vote at the AGM each year, or at such Special General Meeting as may be called for that purpose by the Council. The member/s of the Selection Committee shall continue in Office until his (their) successor(s) has been appointed.
- (b) The election of the Selection Committee shall be in accordance with the Election of Council (above).

.36. **ELECTION AND BALLOT PROCEDURES**

- (a) Voting shall be by secret ballot if more than ONE nomination is received for each position, with the exception of Councilors and Selectors, then only if more than five (5) nominations are received.
- (b) The method of secret ballot voting shall be to delete the name/s of the candidate/s not required by the voter.
- (c) The result of each ballot shall be determined on "First past the post" principles. If there is an equal number of votes for two or more of the candidates for the last remaining position in a ballot a further ballot shall be conducted between the two or more 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 called from the floor of the meeting.
- (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.

37. **VACANCIES ON COUNCIL**

- (a) **A Councilor May Resign** - from 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) **A Councilor May Be Removed** - from office by a three-quarters majority of members present and entitled to vote at a Special General Meeting of the Section. The Councilor affected 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 any 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 AGM.
 - (i) The continuing Councilors 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 these By Laws as the necessary quorum of the Council, the continuing member or members may act for the purposes 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.
 - (ii) Provided however that in the event of a vacancy occurring in the office of Section 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.

38. **FUNCTIONS OF THE COUNCIL**

- (a) Except as otherwise provided by these By Laws, and subject to the Management Committee and the resolutions of the members of the Club carried at any General Meeting, the Council -
 - (i) Shall have the general control and management of the affairs of the Section;
 - (ii) Shall have authority to interpret the meaning of these Section by Laws and any matter relating to the Section on which these By Laws are silent;
- (b) The Council may exercise all the powers of the Section-
 - (i) To control its meetings, program, conduct of games, and use of the greens subject to the agreement of the Management Committee;
 - (ii) To appoint committees;
 - (iii) To call General Meetings of Section members;
 - (iv) To arrange meetings of the Council;
 - (v) To appoint selectors for all play for which the appointed Selector or Selection Committee is not responsible;
 - (vi) To receive fees for process to the Club Inc.;
 - (vii) To appoint assistants to Office Bearers - such assistants not being able to exercise any power unless the Section has otherwise elected them onto the Council;
 - (viii) To otherwise act in the interest of the Section members.

39. **SECTION EXECUTIVE COMMITTEE**

- (a) The Section Executive Committee shall consist of the President, Vice President and Secretary.
- (b) The Executive Committee shall transact any urgent business of the Section that may arise between Council Meetings and submit a report of any such business transacted by it to the next meeting of the Council. All business transacted by the Executive Committee shall be ratified by the Council at the next Council meeting.

40. MEETINGS OF THE COUNCIL

- (a) 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.
- (b) 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 at the last Section AGM.
- (c) A Special Meeting of the Council shall be convened by the Secretary on the request of the President, or a 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. The Secretary shall give not less than seven (7) day's notice to members of the Council of any special meeting of the Council.
- (d) The Council may meet together and regulate its proceedings as it thinks fit, provided that 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, the Vice President shall be Chairman or if the Vice President is not present then the members may choose one of their number to be Chairman of the meeting.
- (e) Any elected member of the Council who is absent from three (3) consecutive regular notified meetings, without the consent of the Council, shall automatically vacate his office.

41. COMMITTEES OF THE COUNCIL

- (a) The Council may delegate any of its activities to a committee consisting of such members of the Section as the Council thinks fit. Any committee so formed shall, in the fulfillment 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.
- (b) If no Chairman is appointed by Council, the committee may elect the Chairman. 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.
- (c) 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 an equality of votes, the status quo shall be maintained.

42. VALIDITY OF ACTIONS

All acts done by any meeting of the Council, or of a Section 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 as if every such person had been duly appointed and was qualified to be a member of the Council.

43. INDEMNITY OF MEMBERS

As Per Rule 29 of the Club Constitution.

44. DOCUMENTS

The Council shall provide for the safe custody of books and documents of the Section.

45. **PLAYER COMMITMENTS**

- (a) When a member of the Club has been called to fulfill a B.A., B.Q., D.B.A. or Club commitment in a match or on official business, on any day on which he has been drawn to play in a B.A. B.Q. D.B.A. or Club commitment, the onus shall be on the player to notify B.Q., D.B.A. or Club, as the case may be.
- (c) The Controlling Body may define circumstances that 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 Bowls Australia Law 46 shall apply.
- (d) This clause shall be included in the Section rules, and shall be deemed to be a condition of competitions conducted by the Section.

46. **DUTIES OF OFFICE BEARERS and COMMITTEES**

The Section President shall:

- (i) Be a member of the Management Committee;
- (ii) Preside at all meetings of the Council;
- (iii) Attend to the carrying out of decisions of the Club and Council and see that members are properly accommodated, and that the Constitution of the Club Inc. and terms of reference of the Club are adhered to;
- (iv) Be an ex-officio member of all Section committees and sub-committees, including the Selection Committee.
- (v) Overall and generally be responsible for and carry out the duties expected of a person holding such position.

The Section Vice President shall:

- (i) Assist the Section President in seeing that all matters requiring attention are properly carried out;
- (ii) In the absence of the Section President, carry out the duties normally allocated to the Section President;
- (iii) Be Chairman of the Match Committee.

The Section Secretary shall:

- (i) Issue all Section notices and keep minutes of Section meetings;
- (ii) Attend to registration of members;
- (iii) Receive and dispatch all Section correspondence and submit such reports as may be required;
- (iv) Deal with all correspondence on bowling matters;
- (v) Display notices on the Section Notice Board or refer them to the Council for action;
- (vi) Collect nomination fees for Association events and lodge nominations by the due date;

- (vii) Supply such information, details and statements as may be required from time to time by the Management Committee;
- (viii) Receive all monies and pay over to the Club Treasurer for banking in the Club's account;
- (ix) Otherwise carry out all proper duties and instructions which the Section President or Council shall direct.

Notices sent by ordinary mail to a Member's last known address shall be deemed good and sufficient notification to the member of the matters set out therein. It shall be each members duty to notify the Section Secretary of any change of his address. Such notices shall be deemed to have been received on the day on which, in the ordinary course of post, they would have been delivered. [See also Constitution Rule 30]

The Games Director shall:

- (i) Abide by the rules of procedure set out for Club Championships, in conjunction with the set of 'Conditions of Play for Club Championships.'
- (ii) Be responsible to the Council for the conduct of all Club Championships, and report to the Council at each monthly Council meeting;
- (iii) Be a member of the Match Committee;
- (iv) Give priority allocation of rinks for Championship play;
- (v) Determine an Umpire for the day for games under his control;
- (vi) Be responsible for the collection of fees applicable to any games being played under his control.
- (vii) Assist the Section Secretary with the collection of nomination fees for DBA events and lodging the nominations by the due date.

District Association Delegate/s shall:

- (i) Attend the meetings of the Association and vote thereat as instructed by the Council.
- (ii) Report fully to the Council at the monthly meeting following the meeting of the District Association on the proceedings of the District Association.
- (iii) Arrange for a replacement to attend in his place if he is unable to attend any meeting of the District Association, and advise the Section President or the Section Secretary.

Ordinary Councilors shall assist the Council as required in the normal running of the affairs of the Club and attend the monthly meetings of the Council.

Publicity Officer - The Council may appoint a Publicity Officer, if necessary, who shall take the appropriate action to have all forthcoming fixtures publicised to the best advantage;

Regular Committees and Their Functions

- (a) The Section President shall be ex-officio member of all committees.
- (b) With the exception of the Selection Committee, the Council may appoint committees for any purpose whatsoever;
- (c) The Chairman of each and every committee shall be responsible to the Section President, and shall present a report to each regular monthly meeting of the Council;

- (d) All committees shall meet regularly to deal with matters within the scope of their designated functions;
- (e) The Chairman of each and every committee shall advise the Section President and Section Secretary of the date and time of any proposed meeting;
- (f) The Section President and Section Secretary shall be notified immediately of all suggestions or decisions reached by each committee affecting the affairs of the Section;
- (g) All decisions and suggestions shall be submitted to the Council as recommendations for approval unless Council has granted prior permission to act.

The Match Committee

- (a) The Council shall appoint a Chairman, normally the Section Vice-President, and a Committee to organise and conduct special men's bowls events as promoted from time to time by the Club.
- (b) The Committee shall be responsible for;
 - (i) Meeting as and when necessary for the purpose of setting rules and regulations for the conduct of any Men's Club events;
 - (ii) Organising and managing all Men's inter-club social visits at home or away and shall, subject to Council, allocate dates for all such visits;
 - (iii) The collection of fees applicable to any games being played under its control;
 - (iv) Determining an Umpire for the day for games being played under its control;
 - (v) Appointing markers for Association or carnival single matches;
 - (vi) Adjudicating on any disputes arising from Championship play, which cannot be resolved by the Umpire for the day or the Games Director. The Match Committee's decision WILL BE FINAL.
- (vi) Adjudicating on any disputes arising during special bowls events, in conjunction with the Umpire for the day. The Match Committee's decision WILL BE FINAL.

The Selection Committee shall:

- (a) Elect one of their number to act as Chairman of the committee;
- (b) Select individuals, teams or sides for official Club representation as required;
- (c) Grade and/or handicap players for all Club competitions for which grading and/or handicapping is/are required;
- (d) In consultation with the Section President, appoint a captain for each pennant side;
- (e) Prepare the cards for each pennant side, and forward the results of all pennant games played to the D.B.A. as required;
- (f) Arrange with the Bowls Coordinator the rinks for pennant play;

- (g) Keep records of games played by each pennant player - teams performance, and display a program point score for each pennant side;
- (h) Appoint Master Score Board attendants for pennant games at home, if required;
- (i) When playing away games, ensure that travel and green fee cheques for side Captains are available, if required;
- (j) Appoint sufficient number of members so that not less than two (2) members are available on all social playing days to organise matches on those days;
- (k) Be responsible for the collection of fees applicable to any games being played under its control;
- (l) Determine an Umpire for the day for games being played under its control, if required;
- (m) invite the Section President to observe the selection process when determining the team to represent the Club in the DUNN CUP.

Umpires - The Chairman of the Umpires Committee shall:

- (a) keep, or cause to be kept, a register of those Club members who are National Umpires;
- (b) compile reports as required by State or District Associations;
- (c) convene meeting of Umpires as and when requested;
- (d) appoint Umpires for all games as requested;
- (e) ensure that Umpires are kept informed of all changes and amendments to the B.A. Rules affecting Umpires and their duties;
- (f) ensure that the Umpire's equipment is maintained in proper condition.

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

Pennant Side Captains shall:

- (a) check with the team skips the presence of all players prior to pennant games;
- (b) pay car drivers allowances (if applicable) and green fees to Clubs visited during pennant play.
- (c) arrange the draw for pennant play at home or away, and assist in completing official results slips at the end of play;
- (d) ensure that a Master Score Board is kept up to date as required by the DBA rule;
- (e) at the end of the days play, return cards and a copy of results slips to the Chairman of Selectors.

47. CONDUCT OF CLUB CHAMPIONSHIPS

Unless otherwise determined by the Council: -

- (a) Club Championships shall consist annually of 'Open' and 'B' Grade Singles, 'Open' and 'B' Grade Pairs, 'Open' Fours and 'Open' Triples, in addition to any other competitions, which may be decided by Council. Mixed competition to be played in consultation with the Ladies Section.

- (b) Nominations for Club Championships accompanied by the relevant nomination fees shall be in the hands of the Games Director not later than the closing date decided on by the Games Director.
- (c) The Games Director shall make all drawings for Club championship in the presence of at least two (2) members of the Club, each of whom shall sign the drawings before they are placed on the Notice Board. The games director shall commence the competition as soon as practicable after the draw is completed.
- (d) 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 if possible, by notice in the press during the week preceding the date of play and/or by public announcement and/or verbal notification on a previous playing day. Players are responsible for checking the Notice Board as to the days they are called to play.
- (e) Players shall be financial members of the Club to be eligible to enter Club Championships, and where a Member is also a member of another Bowls Club shall sign the prescribed Declaration Form indicating which Club he will represent for the coming bowling year. The form is to be signed each year and submitted prior to the commencement of the Club Championships and the Pennant season.
- (f) Any member of Thuringowa City Bowls Club who is also a member of another bowls club and 'Declares' for another bowls club is not eligible to enter or act as a substitute in any Club Championship, which leads to a 'Champion of Champions' event.

48. CONTROL OF 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: -

- (a) The bowling year for all Championships shall commence on the 1st January each year.
- (b) All games will be played under the Bowls Australia Laws of the Sport of Bowls. (Crystal Mark Version)
- (c) All disputes unresolved by the Umpire for the day or the Games Director shall be decided on by the Match Committee and such decision WILL BE FINAL.
- (d) All Club Championships shall be played on Saturday and Sunday mornings where possible, or Saturday and Sunday afternoons where necessary; or at such times as may be arranged by the contestants within the requirements of the draw. All games subject to the availability of rinks.
- (e) Games set down are to be played and a substitute provided if a 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 as set down.
- (f) Team captains are responsible for the availability of their team members or provision of a substitute. Captains who provide a substitute player must ensure the player is an 'ELIGIBLE' substitute and REPORT the substitute to the Umpire or Games Director prior to the commencement of the game. The Umpire or Games Director must initial the card.
- (g) The 'PLAY, SUB OR FORFEIT' RULE WILL APPLY AND THE DECISION OF THE CONTROLLING BODY, i.e. the Match Committee, will be final.

- (h) The attire for Men for Club Championships will be the Club uniform, either old or new, or all white, or a mixture in team events. The uniform of other clubs is not acceptable. Markers in Singles games are also required to be correctly attired.

PART G – GENERAL

65. MEMBERS BOWLS

Each member is wholly and solely responsible for his/her own bowls, bag, associated equipment and all clothes and personal items; and the club shall at no time accept any responsibility for their security, safe-keeping or any loss or damage whether or not it is or is not contained in any locker, cupboard or cabinet provided by the Club. No member shall use the bowls of another member without that member's permission.

66. ACTIVITIES SHALL BE LAWFUL.

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

67. ATTIRE AND UNIFORM.

In social and Club competitions, dress as approved by the Club shall be worn. In all official games, regulation dress as approved by the District, State and National bodies shall be worn. The Management Committee shall cause an up to date list of required standards of dress to be posted on the Club notice board at all times.

68. BOWLS SPECIFICATIONS.

Bowls shall conform to the specification of Bowls Australia laws of the game.

69. LAWS OF THE GAME.

The laws and rules of the game adopted from time to time by controlling associations shall be the laws and rules of the game for this Club.