



THE CONSTITUTION

of the

Corinda Bowls Club Inc.

Part 1: Rules

Rule No.	Heading	Page No.
	SECTION A – THE CLUB	
1	Definitions	3
2	Interpretation	3
3	Name	3
4	Objects	3
5	Powers	3
	SECTION B – MEMBERSHIP OF THE CLUB	
6	Membership	4
7	Eligibility for Membership	4
8	Classification and Privileges of Membership	4
9	Admission to Membership	5
10	Resignation from Membership	7
11	Register of Members	7
12	Prohibition on Use of Information on Register of Members	7
	SECTION C – GOVERNANCE OF THE CLUB	
13	Annual General Meetings	8
14	Business of General Meeting	8
15	Notices of Motion	8
16	Notice of General Meeting	8
17	Quorum for and Adjournment of General Meeting	8
18	Procedure at a General Meeting	9
19	Voting at a General Meeting	9
20	Special General Meeting	9
21	Special Resolutions	10
22	Minutes of General Meeting	10
	SECTION D – MANAGEMENT OF THE CLUB	
23	The Management Committee	10
24	Management Committee to be Elected Annually	11

Corinda Bowls Club Inc. - Constitution

25	Election of the Management Committee	11
26	Resignation or Removal from Office of Management Committee Member	12
27	The Management Committee to Fill Vacancies	12
28	Functions of Management Committee	12
29	Executive Committee	13
30	Meetings of Management Committee	13
31	Quorum for, and Adjournment of, Management Committee Meeting	14
32	Special Meeting of Management Committee	14
33	Documents of the Club	14
34	Appointment of Subcommittees	14
35	Acts not Affected by Defects or Disqualifications	15
36	Resolutions of Management Committee Without Meeting	15
37	By-laws	15
38	Common Seal	15
39	Alterations to this Constitution	15
40	Activities to be Lawful	15
41	Indemnity of Members	15
42	Secretary to Keep Minutes	16
43	Finance	16
44	General Financial Matters	17
45	Distribution of Surplus Assets	17
46	Affiliation	17
47	Conduct of Members	17
48	Disciplinary Provisions	18
49	Player Commitments	18
50	Corinda Ladies' Bowling Club Inc.	18

Corinda Bowls Club Inc. - Constitution

SECTION A – THE CLUB

1 Definitions

- 1.1 **Club** means the Corinda Bowls Club Inc.
- 1.2 **Constitution** means the **Rules** and **By-laws** of the Club in force for the time being.
- 1.3 **Management Committee** means the members for the time being of the Management Committee of the Club as constituted in accordance with these **Rules** and **By-laws** and is the controlling body of the Club subject only to any direction of members at a General Meeting.
- 1.4 **Member** means any member of the Club.
- 1.5 **Seal** means the common seal of the Club.
- 1.6 **Month** means calendar month.
- 1.7 **WB** means World Bowls.
- 1.8 **BA** means Bowls Australia.
- 1.9 **BQ** means Bowls Queensland.
- 1.10 **DBA** means District Bowls Association.
- 1.11 **Book or register**, in addition to its common meaning, may encompass any filed, electronically produced data, minutes, financial reports or any other form of recording.
- 1.12 Where “**members present**” is mentioned, it is to be read as “members present or their proxies”.
- 1.13 **Special resolutions** are matters such as the Election of Life Members, suspension and/or termination of membership, alterations to this Constitution or removal of a Member of the Management Committee.
- 1.14 **The Financial Year** shall be from 1st July to 30th June of the following year.

2 Interpretation

- 2.1 In these **Rules**: the **Act** means the *Associations Incorporation Act 1981* as amended.
- 2.2 **A Quorum for Members Present** means:
 - 2.2.1 at a Management Committee meeting, see **Rule 31**; or
 - 2.2.2 at a General Meeting, see **Rule 17**.
- 2.3 A **word or expression** that is not defined in these **Rules**, but is defined in the Act, has, if the context permits, the meaning given by the Act.

3 Name

- 3.1 The name of the incorporated association is **Corinda Bowls Club Inc. (the Club)**.

4 Objects

- 4.1 **The objects of the Club are:**
 - 4.1.1 to advance and promote the sport of Bowls;
 - 4.1.2 to provide the best possible standard of playing facilities for members in accordance with the Laws of the Sport of Bowls prescribed by BA;
 - 4.1.3 to provide, develop and promote activities, including such other sporting activities as approved by the members, that are from time to time deemed appropriate to provide good fellowship between and among members of the Club;
 - 4.1.4 to promote and enhance the sport of Bowls in the local community.

5 Powers

- 5.1 The Club has all the powers of an individual.
- 5.2 The Club may, subject to any provisions in the **By-laws** of the Club,:
 - 5.2.1 enter into contracts;
 - 5.2.2 acquire, hold and dispose of property;

Corinda Bowls Club Inc. - Constitution

5.2.3 make charges for services and facilities it supplies; and

5.2.4 do other things necessary or convenient in carrying out its affairs.

SECTION B – MEMBERSHIP OF THE CLUB

6 Membership

6.1 The membership of the Club consists of Ordinary Members and any of the following classes of members: Life Members, Junior Members, Temporary Members, Social Members and Honorary Members.

6.2 The number of Ordinary and Junior Members is unlimited but the number of Life Members shall be limited to a maximum of 5% of the total number of Ordinary and Life Members of the Club at the time of such election.

6.3 Every applicant for any class of membership of the Club must be proposed by one (1) Ordinary or Life Member of the Club and seconded by another such member in the manner provided in **Rule 9.1** hereof.

7 Eligibility for Membership

7.1 To be eligible for membership a person must be:

7.1.1 not less than 18 years of age for membership other than junior membership;

7.1.2 interested in playing the sport of Bowls;

7.1.3 prepared to support and promote the welfare of the Club and the sport of Bowls;

7.1.4 of good character and compatible with other members; and

7.1.5 free of indebtedness to any Bowls Club, DBA, BQ or BA and not under an order or notice of suspension or expulsion from any Bowls Club or DBA.

7.2 No person will be admitted as a member of the Club who is a member of any club affiliated with BQ unless such person satisfies the Management Committee by presentation of a clearance on the official form as prescribed by BQ.

7.3 An employee of the Club whether on salary, wages or contract may be a member of the Club but will not be eligible to nominate for or hold any elected office of the Club or to nominate or second any other member for an elected office of the Club.

8 Classification and Privileges of Membership

8.1 **Ordinary Members** are persons whose applications for membership of the Club have been approved by the Management Committee and who have paid all the prescribed fees. Ordinary Members are entitled to all the privileges of the Club and to exercise all the rights of membership.

8.2 **Life Members** are ordinary members who, on the recommendation of the Management Committee, have been elected a Life Member by the Club at a General Meeting in recognition of services rendered to the Club. Such election must be by resolution of a 75% majority of members present and entitled to vote at a General Meeting. A Life Member shall be free to enjoy all Club privileges and exercise all rights but shall be exempt from the payment of the annual subscriptions.

8.3 Junior Members.

8.3.1 Persons under the age of 18 years may apply for Junior Membership of the Club. A Junior Member is:

8.3.1.1 neither entitled to vote nor to nominate members for office nor to nominate other persons to membership of the Club;

8.3.1.2 entitled to play bowls in any State, District, National or club competition according to the conditions laid down for the playing of the event

8.3.1.3 not under any circumstances to be served or consume liquor from or on the Club premises nor engage in any form of gambling on the premises.

8.3.2 On attaining the age of 18 years, a junior member will automatically be transferred to that of an Ordinary Member.

Corinda Bowls Club Inc. - Constitution

8.4 Temporary Members are persons who do not normally reside within our District to whom the Management Committee has offered membership of the Club. Such a person must be a financial member in good standing with a Bowls Club or Bowls Authority affiliated with BA. Such membership will not exceed three (3) months but may be renewed at the discretion of the Management Committee. Temporary Members are entitled to the privileges of membership except that they must neither hold any office in the Club nor nominate members for election to any position in the Club nor take part in nor vote at meetings of the Club. They may not nominate Ordinary Members of the Club nor participate in any game other than a social game of the Club. Temporary Members must pay the membership fees determined by the Management Committee.

8.5 Social Members are persons the Management Committee may elect as a Social Member of the Club and charge the membership fees that the Management Committee determines. Social Members are entitled to the social privileges of membership. An application for social membership must be as prescribed in **Rule 9**. A Social Member must also be:

8.5.1 a person who is of good repute and whose interests and activities are in the opinion of the Management Committee compatible with those of the existing members of the Club;

8.5.2 not under 18 years of age.

8.6 Honorary Members are persons the Club may at any General Meeting elect as an Honorary Member who has rendered service, benefit or esteem to the Club. An Honorary Member is entitled to the social privileges of the Club but must not hold any office in the Club nor take part in or vote at any meeting of the Club nor nominate ordinary members of the Club. An Honorary Member is exempt from the payment of members' subscriptions, fees and levies imposed by the Club. Honorary membership must be renewed annually.

8.7 Lady Associate Members

8.7.1 Each and every financial member of the Corinda Ladies Bowling Club Inc., provided she is not less than 18 years of age, shall be a Lady Associate Member of the Corinda Bowls Club Inc.

8.7.2 Lady Associate Members shall not be entitled to hold any office in the Club nor to take part in nor vote at meetings of the Club nor to nominate Ordinary Members of this Club nor take part in Club Championships other than Mixed Championships.

9 Admission to Membership

9.1 Application Form

An application for membership of the Club, with the exception of honorary and temporary members as provided for in these **Rules**, must be made in writing on a form prescribed by the Management Committee and shall bear the name and signature of the proposer and seconder as well as the nominee's signature, full name, address, date of birth, and be accompanied by the prescribed fee. Such fee is to be refunded if the application is rejected. The application form will display the amount of the club's public liability.

9.2 Annual Membership Subscription

9.2.1 The annual membership subscription for each ordinary membership and for each other class of membership (if any) is:

9.2.1.1 the amount decided by the members from time to time at a General Meeting; and

9.2.1.2 is payable when, and in the way, the Management Committee decides.

9.3 Proposed Members Register

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

Corinda Bowls Club Inc. - Constitution

9.4 Display of Nominations

The names and addresses of each person proposed as a member must, immediately upon the application for membership being recorded in the proposed Members Register, be displayed on the Notice Board for at least 14 days prior to the date on which the Management Committee will consider the application for membership. These nominations should be announced by the President at each afternoon tea during this period.

9.5 Objections to Application for Membership

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

9.5.2 All applications for membership shall be dealt with and determined by the Management Committee at a duly convened meeting.

9.5.2.1 If a written objection is received from a member or members of the Club, the Management Committee must investigate the objection before making a decision in relation to acceptance or rejection of the applicant. For the purpose of enquiring with respect to an applicant, the matter of dealing with and determining the application may be postponed for no longer than 3 months. Any other such proposals may be dealt with and determined during that period.

9.6 Acceptance of Membership

9.6.1 The Management Committee must ensure that as soon as possible after the person applies to become a member of the Club, and before the Management Committee considers the person's application, the person is advised whether or not the Club has public liability insurance and, if the Club has public liability insurance, the amount of the insurance.

9.6.2 The Management Committee must decide at the meeting whether to accept or reject the application.

9.6.3 If a majority of the members of the Management Committee present at the meeting vote to accept the applicant as a member, the applicant must be accepted as a member for the class of membership for which he applied.

9.6.4 The Secretary of the Club must, as soon as practicable after the Management Committee decides to accept or reject an application, give the applicant a written notice of the decision.

9.7 Acceptance of Rules by Members

9.7.1 All members, on admission, are deemed to have agreed to be bound by the **Rules** and **By-laws** of the Club in force at the time.

9.8 Appeal against rejection or termination of membership

9.8.1 A person whose application for membership has been rejected, or whose membership has been terminated, may give the Secretary written notice of his intention to appeal against the decision.

9.8.2 A notice of intention to appeal must be given to the Secretary within one (1) month after the person receives written notice of the decision.

9.8.3 If the Secretary receives a notice of intention to appeal, the Secretary must, within one (1) month after receiving the notice, call a General Meeting to decide the appeal.

9.9 A General Meeting to decide appeal

9.9.1 The General Meeting to decide an appeal must be held within three (3) months after the Secretary receives the notice of intention to appeal.

9.9.2 At the meeting, the applicant must be given a full and fair opportunity to show why the application should not be rejected or the membership should not be terminated.

9.9.3 Also, the Management Committee and the members of the Committee who rejected the application or terminated the membership must be given a full and fair opportunity to show why the application should be rejected or the membership should be terminated.

9.9.4 An appeal must be decided by a majority vote of the members present and eligible to vote at the meeting.

9.9.5 If a person whose application for membership has been rejected does not appeal against the decision within one (1) month after receiving written notice of the decision, or the person appeals but the appeal is unsuccessful, the Secretary must, as soon as practicable, refund the membership fee paid by the person.

Corinda Bowls Club Inc. - Constitution

10 Resignation from Membership

10.1 A resignation from membership shall not be valid unless it has been received and acknowledged in writing by the Secretary of the Club. A Member shall not be deemed to have resigned from the Club unless the resignation is in writing and is delivered or posted to the Secretary and is acknowledged as aforesaid. Where the date of resignation is not stipulated by the Member, the resignation becomes effective as from the date of receipt of the resignation by the Secretary.

10.2 No such resignation shall relieve any person from the payment of any subscription or other money due or payable by them at the time of resignation. The resignation of any Member shall involve automatic forfeiture of all rights and privileges in respect to all Club matters.

10.3 The Management Committee may terminate a Member's membership if the Member:

10.3.1 is convicted of an indictable offence; or

10.3.2 does not comply with any of the provisions of these **Rules**; or

10.3.3 has membership fees in arrears for at least two (2) months; or

10.3.4 conducts himself in a way considered to be injurious or prejudicial to the character or interests of the Club.

10.4 Subject to **Rule 48**, before the Management Committee terminates a Member's membership, the Committee must give the Member a full and fair opportunity to show why the membership should not be terminated. If, after considering all representations made by the Member, the Management Committee decides to terminate the membership, the Secretary of the Committee must give the Member a written notice of the decision.

11 Register of Members

11.1 The Management Committee must keep a register of Members of the Club.

11.2 The register must include the following particulars for each Member:

11.2.1 the full name of the Member;

11.2.2 the postal or residential address of the Member;

11.2.3 the date of admission as a Member;

11.2.4 the date of death or time of resignation of the Member;

11.2.5 details about the termination or reinstatement of membership; and

11.2.6 any other particulars the Management Committee or the members at a General Meeting decide.

11.3 The register must be open for inspection by members of the club at all reasonable times.

11.4 A Member must contact the Secretary to arrange an inspection of the register.

11.5 However, the Management Committee may, on the application of a Member of the Club, withhold information about the Member (other than the Member's full name) from the register available for inspection if the Management Committee has reasonable grounds for believing the disclosure of the information would put the member at risk of harm.

12 Prohibition on Use of Information on Register of Members

12.1 A Member of the Club must not:

12.1.1 use information obtained from the register of members of the Club to contact, or send material to, another member of the Club for the purpose of advertising for political, religious, charitable or commercial purposes; or

12.1.2 disclose information obtained from the register to someone else, knowing that the information is likely to be used to contact, or send material to, another member of the Club for the purpose of advertising for political, religious, charitable or commercial purposes.

12.2 **Rule 12.1** does not apply if the use or disclosure of the information is approved by the Club.

Corinda Bowls Club Inc. - Constitution

SECTION C – GOVERNANCE OF THE CLUB

13 Annual General Meetings

- 13.1** The Annual General Meeting must be held:
- 13.1.1** at least once each year; and
 - 13.1.2** within three (3) months of the end of the financial year.
- 13.2** The business of the Annual General Meeting shall include:
- 13.2.1** Minutes of the previous meeting, presentation, consideration and adoption of the Annual Report of the Management Committee including the Financial Report and Balance Sheet accompanied by the Auditor's Report (refer to Section 59 of the Act);
 - 13.2.2** Election of the Management Committee of the Club;
 - 13.2.3** Appointment of a Patron;
 - 13.2.4** The election of a Liaison Officer (Junior Bowlers) if this is requested by the Management Committee;
 - 13.2.5** Election of Selectors in accordance with the **By-laws**;
 - 13.2.6** Appointment of an Auditor (refer to Section 59 of the Act);
 - 13.2.7** Consideration of Notices of Motion; and
 - 13.2.8** Transaction of any general business.

14 Business of General Meeting

- 14.1** The confirmation of minutes of business arising from the previous General Meeting
- 14.2** Dealing with Notices of Motion
- 14.3** Committee Reports
- 14.4** General Business

15 Notices of Motion

- 15.1** Notices of Motion shall be given to the Secretary to be included on the agenda of the Annual General Meeting or any General Meeting at least 28 days prior to the meeting at which they will be discussed.

16 Notice of General Meeting

- 16.1** The Secretary may call a General Meeting of the Club.
- 16.2** The Secretary must give at least 14 days written notice of the meeting .
- 16.3** If the Secretary is unable or unwilling to call the meeting, the President must call the meeting.
- 16.4** A notice of a General Meeting must state the business to be conducted at the meeting.

17 Quorum for and Adjournment of General Meeting

- 17.1** The quorum for a General Meeting is at least double the number of members elected or appointed to the Management Committee at the close of the Club's last General Meeting plus one (1).
- 17.2** No business may be conducted at a General Meeting unless there is a quorum of members when the meeting proceeds to business.
- 17.3** If there is no quorum within 30 minutes after the time fixed for a General Meeting called on the request of members of the Management Committee of the Club, the meeting lapses.
- 17.4** If there is no quorum within 30 minutes after the time fixed for a General Meeting called other than on the request of members of the Management Committee of the Club:
- 17.4.1** the meeting is to be adjourned for at least seven (7) days; and

Corinda Bowls Club Inc. - Constitution

17.4.2 the Management Committee is to decide the day, time and place of the adjourned meeting.

17.5 The President may, with the consent of any meeting at which there is a quorum, and must if directed by the meeting, adjourn the meeting from time to time and from place to place.

17.6 If a meeting is adjourned under **Rule 17.5**, only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.

17.8 The Secretary is not required to give the members notice of an adjournment or of the business to be conducted at an adjourned meeting unless a meeting is adjourned for at least 30 days.

17.9 If a meeting is adjourned for at least 30 days, notice of the adjourned meeting must be given in the same way notice is given for an original meeting.

18 Procedures at a General Meeting

18.1 A Member may take part and vote in a General Meeting in person or by using any technology that reasonably allows the Member to hear and take part in discussions as they happen.

18.2 A Member who participates in a meeting as mentioned in **Rule 18.1** is taken to be present at the meeting.

18.3 At each General Meeting:

18.3.1 The Club's President is to preside as Chairperson;

18.3.2 In the absence of the President, the Vice President shall preside or if the President or the Vice President is not present within 10 minutes after the time appointed for the holding of the meeting or is unwilling to act, the Members present shall elect one of their number to be Chairperson of the meeting;

18.3.3 The Chairperson must conduct the meeting in a proper and orderly way.

19 Voting at General Meeting

19.1 At a General Meeting, each question, matter or resolution, other than a special resolution, must be decided by a majority of votes of the members present.

19.2 Each Member present and eligible to vote is entitled to one (1) vote only and, if the votes are equal, the Chairperson has a casting vote as well as a primary vote.

19.3 A Member is not entitled to vote at a General Meeting if the Member's annual subscription is in arrears at the date of the meeting.

19.4 The method of voting is to be nominated by the Chairperson.

19.5 However, if at least 20% of the Members present demand a secret ballot, voting must be by secret ballot.

19.6 If a secret ballot is held, the Chairperson must appoint two (2) members to conduct the secret ballot in the way the Chairperson decides.

19.7 The result of a secret ballot as declared by the Chairperson is taken to be a resolution of the meeting at which the ballot was held.

19.8 Proxies may be appointed to vote at a General Meeting on a Member's behalf.

19.8.1 An instrument appointing a proxy must be in writing and be in the form as determined from time to time by the Management Committee and set out in the **By-laws**.

20 Special General Meeting

20.1 The Secretary must call a Special General Meeting by giving each Member of the Club notice of the meeting within 14 days after:

20.1.1 being directed to call the meeting by the Management Committee; or

20.1.2 being given a written request signed by:

20.1.2.1 at least two (2) members of the Management Committee when the request is signed; or

20.1.2.2 at least the number of Ordinary Members of the Club equal to double the number of members of the Club on the Management Committee when the request is signed plus one (1); or

Corinda Bowls Club Inc. - Constitution

20.1.2.3 being given a written notice of an intention to appeal against the decision of the Management Committee:

20.1.2.3.1 to terminate a person's membership; or

20.1.2.3.2 to reject an application for membership.

20.2 A request mentioned in **Sub-rule 20.1.2** must state:

20.2.1 why the Special General Meeting is being called and

20.2.2 the business to be conducted at the meeting.

20.3 A Special General Meeting must be held within three (3) months after the Secretary:

20.3.1 is directed to call the meeting by the Management Committee; or

20.3.2 is given the written request mentioned in **Sub-rule 20.1.2.2**; or

20.3.3 is given the written notice of an intention to appeal mentioned in **Sub-rule 20.1.2.3**.

20.4 If the Secretary is unable or unwilling to call the special meeting, the President must call the meeting.

21 Special Resolutions

21.1 Special resolutions are matters such as the Election of Life Members, rejection/suspension/termination of membership, alterations to this Constitution or removal of a Member of the Management Committee. Such resolutions should be decided by an affirmative vote of at least 75% of the members present at the meeting and entitled to vote.

22 Minutes of General Meetings

22.1 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.

22.2 To ensure the accuracy of the minutes:

22.2.1 the minutes of each General Meeting must be signed by the President of the meeting, or the Chairperson of the next General Meeting, verifying their accuracy; and

22.2.2 the minutes of each Annual General Meeting must be signed by the Chairperson of the meeting, or the Chairperson of the next meeting of the Club that is a General Meeting or Annual General Meeting, verifying their accuracy.

22.3 If asked by a Member of the Club, the Secretary must, within 28 days after the request is made:

22.3.1 make the minute book for a particular General Meeting available for inspection by the Member at a mutually agreed time and place; and

22.3.2 give the Member a copy of the minutes of the meeting.

22.4 The Club may require the member to pay the reasonable costs of providing copies of the minutes.

SECTION D – MANAGEMENT OF THE CLUB

23 The Management Committee

23.1 Appointment or Election of Secretary

23.1.1 The Secretary must be an individual residing in Queensland, or in another State but not more than 65km from the Queensland border, who is:

23.1.1.1 a Member of the Club elected as Secretary; or

23.1.1.2 any of the following persons appointed by the Management Committee as Secretary:

23.1.1.2.1 a Member of the Club's Management Committee;

23.1.1.2.2 another Member of the Club;

23.1.1.2.3 another person.

23.1.2 If the Club has not elected an interim officer as Secretary for the Club before its incorporation, the Members of the Management Committee must ensure a Secretary is appointed or elected for the Club within one (1) month after incorporation.

Corinda Bowls Club Inc. - Constitution

23.1.3 If a vacancy happens in the office of Secretary, the Members of the Management Committee must ensure a Secretary is appointed or elected for the Club within one (1) month after the vacancy happens.

23.1.4 If the Management Committee appoints a person mentioned in **Sub-rule 23.1.1.2.2** as Secretary, other than to fill a casual vacancy on the Management Committee, the person does not become a member of the Management Committee.

23.1.5 However, if the Management Committee appoints a person mentioned in **Sub-rule 23.1.1.2.2** as Secretary to fill a casual vacancy on the Management Committee, the person becomes a member of the Management Committee.

23.1.6 If the Management Committee appoints a person mentioned in **Sub-rule 23.1.1.2.3** as Secretary, the person does not become a member of the Management Committee.

23.2 Removal of Secretary

23.2.1 The Management Committee of the Club may remove a person appointed by the Committee as the Secretary.

23.2.2 If the Management Committee removes a Secretary who is a person mentioned in **Sub-rule 23.1.1.2.1**, the person remains a member of the Management Committee.

23.2.3 If the Management Committee removes a Secretary who is a person mentioned in **Sub-rule 23.1.1.2.2** and who has been appointed to a casual vacancy on the Management Committee under **Sub-rule 22.1.5**, the person remains a member of the Management Committee.

23.3 The Secretary's functions include, but are not limited to:

23.3.1 calling meetings of the Club, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the President of the Club;

23.3.2 keeping minutes of each meeting; and

23.3.3 keeping copies of all correspondence and other documents relating to the Club;

23.3.4 maintaining the register of members of the Club.

23.4 Membership of Management Committee

23.4.1 The business and operations of the Club shall be controlled by a Management Committee comprising the following: **President, Vice President, Secretary, Treasurer, Games Director, Greens Director, Provide, DBA Delegate, Senior Selector and two (2) Ordinary Members all of whom shall be Members of the Club.**

23.4.2 All offices shall be honorary and elective. Subject to **Section 61A** of the Associations Incorporation Act 1981, every financial Ordinary and Life Member of the Club shall be eligible to hold any office.

24 The Management Committee to be Elected Annually

24.1 Each Member of the Management Committee shall be elected at the Annual General Meeting of the Club. They shall hold office until the conclusion of the election held at the next ensuing Annual General Meeting of the Club but shall be eligible for re-election. A contested election for any position shall be resolved by ballot in accordance with the **By-laws**.

25 Election of the Management Committee

25.1 A member of the Management Committee may only be elected as follows:

25.1.1 Any two (2) members of the Club may nominate another member (the candidate) to serve as a member of the Management Committee;

25.1.2 The nomination must be:

25.1.2.1 in writing; and

25.1.2.2 signed by the candidate and the members who nominated him; and

25.1.2.3 given to the Secretary at least 14 days before the Annual General Meeting at which the election is to be held;

25.1.3 Each member of the Club present and eligible to vote at the Annual General Meeting may vote for one (1) candidate for each vacant position on the Management Committee;

25.1.4 If, at the start of the meeting, there are not enough candidates nominated, nominations may be taken from the floor of the meeting.

Corinda Bowls Club Inc. - Constitution

25.2 A person may be a candidate only if the person:

25.2.1 is not under the age of 18 years;

25.2.2 is not ineligible to be elected as a member under Section 61A of the Act

25.2.3 is financial; and

25.2.4 is not under suspension or expulsion.

25.3 A list of the candidates' names in alphabetical order, with the names of the members who nominated each candidate, must be posted on the Notice Board of the Club for at least seven days preceding the Annual General Meeting.

25.4 If required by the Management Committee, balloting lists must be prepared containing the names of the candidates in alphabetical order.

25.5 The Management Committee must ensure that, before a candidate is elected to the Management Committee, he is advised of the amount of the Club's public liability cover.

26 Resignation, Removal or Vacation of Office of Management Committee Member

26.1 A member of the Management Committee may resign from the Committee by giving written notice of resignation to the Secretary.

26.2 The resignation takes effect at:

26.2.1 the time the notice is received by the Secretary; or

26.2.2 if a later time is stated in the notice, the later time.

26.3 A member may be removed from office at a General Meeting of the Club if a majority of the members present and eligible to vote at the meeting vote in favour of removing the member.

26.4 Before a vote of members is taken about removing the member from office, the member must be given a full and fair opportunity to show why he should not be removed from office.

26.5 A member has no right of appeal against the member's removal from office under this **Rule**.

26.6 A member immediately vacates the office of member of the Management Committee in the circumstances mentioned in Section 64(2) of the Act.

27 The Management Committee to fill Vacancies

27.1 If a casual vacancy happens on the Management Committee, the continuing members of the committee may appoint another member of the Club to fill the vacancy until the next Annual General Meeting.

27.2 The continuing members of the Management Committee may act despite a casual vacancy on the committee.

27.3 However, if the number of committee members is less than the number fixed under **By-law**

31.1 as a quorum of the Management Committee, the continuing members may act only to:

27.3.1 increase the number of Management Committee members to the number required for a quorum; or

27.3.2 call a General Meeting of the Club.

28 Functions of the Management Committee

28.1 Subject to these **Rules** or a resolution of the members of the Club carried at a General Meeting, the Management Committee has the general control and management of the administration of the affairs, property and funds of the Club.

28.2 The Management Committee has authority to interpret the meaning of these **Rules** and any matter relating to the Club on which the **Rules** are silent, but any interpretation must have regard to the Act, including any regulation made under the Act.

[Note: The Act prevails if the Club's **Rules** are inconsistent with the Act—see Section 1B of the Act.]

28.3 The Management Committee may exercise the powers of the Club to:

28.3.1 invest in such manner as the Members of the Club may from time to time determine;

28.3.2 control its membership, finances, meetings, program and the use of greens.

28.3.3 transact and authorise expenditure, provided that the Management Committee is not empowered to authorise any single item of expenditure in excess of the amount prescribed in the **By-laws**, without prior approval of a General Meeting of the Club. Such

Corinda Bowls Club Inc. - Constitution

amounts may only be varied by resolution at a Special General Meeting called for that purpose;

28.3.4 appoint committees;

28.3.5 call General Meetings of Members;

28.3.6 arrange meetings of the Management Committee;

28.3.7 charge fees;

28.3.8 make, vary and revoke **By-laws** from time to time but not inconsistent with these

Rules. Until varied or revoked, the **By-laws** attached to this Constitution will be the **By-laws** of the Club;

28.3.9 appoint assistants to Members of the Management Committee, such assistants not being able to exercise any power unless they have otherwise been elected to the Management Committee by the Club;

28.3.10 do anything required or permitted under this Constitution, the **By-laws** or any law; and

28.3.11 otherwise act in the interest of Members.

29 Executive Committee

29.1 The Executive Committee of the Club shall consist of the **President, Vice President, Secretary, and Treasurer**. Three (3) Members will constitute a quorum.

29.2 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 business transacted by it to the next meeting of the Management Committee, provided always that between meetings of the Management Committee, the Executive Committee shall not incur expenditure in excess of the amount prescribed in the **By-laws**, nor deal with the property of the Club. All business transacted by the Executive Committee shall be ratified and approved by the Management Committee at the next Management Committee meeting.

29.3 Specifically, the Executive Committee will respond urgently when there is any suggestion that a serious breach of Club **Rules** may have occurred.

30 Meetings of Management Committee

30.1 The Management Committee must meet at least once every two (2) months to exercise its functions.

30.2 The Management Committee must decide how a meeting is to be called.

30.3 Notice of a meeting is to be given in the way decided by the Management Committee.

30.4 The Management Committee may hold meetings, or permit a committee member to take part in its meetings, by using any technology that reasonably allows the member to hear and take part in discussions as they happen.

30.5 A committee member who participates in the meeting as mentioned in **Rule 30.4** is taken to be present at the meeting.

30.6 A question arising at a committee meeting is to be decided by a majority vote of members of the committee present at the meeting and, if the votes are equal, the question is decided in the negative.

30.7 A member of the Management Committee must not vote on a question about a contract or proposed contract with the Club if the member has an interest in the contract or proposed contract and, if the member does vote, the member's vote must not be counted.

30.8 The Club's President is to preside as Chairperson at a Management Committee meeting.

30.9 In the absence of the President, the Vice President shall preside or if the President or the Vice President is not present within 10 minutes after the time appointed for the holding of the meeting or is unwilling to act, the Members present shall elect one of their number to be Chairperson of the meeting.

30.10 Any member of the Management Committee who absents himself from three consecutive monthly meetings will be deemed to have vacated his office.

Corinda Bowls Club Inc. - Constitution

31 Quorum for, and Adjournment of, Management Committee Meeting

31.1 Half of the Management Committee plus one (1) will constitute a quorum for a Management Committee Meeting.

31.2 If there is no quorum within 30 minutes after the time fixed for a Management Committee Meeting called on the request of members of the Committee, the meeting lapses.

31.3 If there is no quorum within 30 minutes after the time fixed for a Management Committee Meeting called other than on the request of the members of the Committee:

31.3.1 the meeting is to be adjourned for at least one (1) day; and

31.3.2 the members of the Management Committee who are present are to decide the day, time and place of the adjourned meeting.

31.4 If, at an adjourned meeting mentioned in **Rule 31.3**, there is no quorum within 30 minutes after the time fixed for the meeting, the meeting lapses.

32 Special Meeting of Management Committee

32.1 If the Secretary receives a written request signed by at least three (3) Members of the Management Committee, the Secretary must call a special meeting of the Committee by giving each Member of the Committee notice of the meeting within 14 days after the Secretary receives the request.

32.2 If the Secretary is unable or unwilling to call the special meeting, the President must call the meeting.

32.3 A request for a special meeting must state:

32.3.1 why the special meeting is called; and

32.3.2 the business to be conducted at the meeting.

32.4 A notice of a special meeting must state:

32.4.1 the day, time and place of the meeting; and

32.4.2 the business to be conducted at the meeting.

32.5 A special meeting of the Management Committee must be held within 14 days after notice of the meeting is given to the Members of the Management Committee.

33 Documents of the Club

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

34 Appointment of Subcommittees

34.1 The Management Committee may appoint a Subcommittee consisting of members of the Club considered appropriate by the Committee to help with the conduct of the Club's operations.

34.2 A member of the Subcommittee who is not a member of the Management Committee is not entitled to vote at a Management Committee meeting.

34.3 A Subcommittee may elect a Chairperson of its meetings.

34.4 If a Chairperson is not elected, or if the Chairperson is not present within 10 minutes after the time fixed for a meeting, the members present may choose one of their numbers to be Chairperson of the meeting.

34.5 A Subcommittee may meet and adjourn as it considers appropriate.

34.6 A question arising at a Subcommittee meeting is to be decided by a majority vote of the members present at the meeting and, if the votes are equal, the question is decided in the negative.

Corinda Bowls Club Inc. - Constitution

35 Acts not Affected by Defects or Disqualifications

35.1 An act performed by the Management Committee, a Subcommittee or a person acting as a member of the Management Committee is taken to have been validly performed.

35.2 Rule 35.1 applies even if the act was performed when:

35.2.1 there was a defect in the appointment of a Member of the Management Committee, Subcommittee or person acting as a Member of the Management Committee; or

35.2.2 a Management Committee Member, Subcommittee Member or person acting as a Member of the Management Committee was disqualified from being a member.

36 Resolutions of Management Committee without Meeting

36.1 A written resolution signed by each Member of the Management Committee is as valid and effectual as if it had been passed at a committee meeting that was properly called and held.

36.2 A resolution mentioned in Rule 36.1 may consist of several documents in like form, each signed by one or more members of the committee.

37 By-laws

37.1 The Management Committee may make, amend or repeal **By-laws**, not inconsistent with these **Rules**, for the internal management of the Club.

37.2 A **By-law** may be amended, deleted or added by a vote of members at a General Meeting of the Club

38 Common Seal

38.1 The Management Committee must ensure the Club has a common seal.

38.2 The common seal must be:

38.2.1 kept securely by the Management Committee; and

38.2.2 used only under the authority of the Management Committee.

38.3 Each instrument to which the seal is attached must be signed by a Member of the Management Committee and countersigned by:

38.3.1 the Secretary; or

38.3.2 another Member of the Management Committee; or

38.3.3 someone authorised by the Management Committee.

39 Alterations to this Constitution

39.1 Subject to the provisions of the Associations Incorporation Act, 1981 (as amended), these **Rules** may be amended, rescinded or added to from time to time by a Special Resolution carried at any General Meeting. However, an amendment, repeal or addition is valid only if it is registered by the Chief Executive. The Club shall provide advice to BQ within thirty (30) days of any changes or amendments to the Constitution.

40 Activities to be Lawful

40.1 The Club must comply with all lawful requirements of the Commonwealth, State and Local Governments and statutory authorities having jurisdiction over any activity of the Club.

41 Indemnity of Members

41.1 In the event of any proceedings being taken against a Member or Members of the Club in respect of any matter or thing done by them in the proper performance of their duties, or by the direction, or with the authority of the Club, the Club shall indemnify such Member or Members of

Corinda Bowls Club Inc. - Constitution

the Club so proceeded against in respect of their costs of such proceedings, and in respect of all costs and damages and other sums which they may be compelled to pay in the course or as a result of such proceedings.

42 Secretary to Keep Minutes

42.1 The Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Management Committee meeting and General Meeting to be entered in a book to be open for inspection at all reasonable times by any financial member who previously applies, in writing, to the Secretary for that inspection. For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every Management Committee meeting shall be signed by the Chairperson of that meeting, or the Chairperson of the next succeeding Management Committee meeting verifying their accuracy. Similarly, the Chairperson of that meeting, or the Chairperson of the next succeeding General Meeting shall sign the minutes of every General Meeting, provided that the Chairperson of that meeting or the Chairperson of the next succeeding Annual General Meeting shall sign the minutes of any Annual General Meeting.

43 Finance

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

43.2 Annual Subscriptions

43.2.1 A nomination fee and Annual Subscription shall be payable by all Members as provided for in this Constitution.

43.2.2 Such fees and subscriptions shall be determined at a General Meeting of the Club and such fees shall continue in force until altered at a subsequent General Meeting called for that purpose. When so determined, the Annual Subscription shall be deemed to be due and payable on the first day of the commencement of new financial year and shall apply for that financial year.

43.2.3 Such fees shall be payable in advance.

43.2.4 The fees, as fixed, shall be payable by new Members joining the Club. Any person taking up membership subsequent to the commencement of the financial year shall pay their subscription, pro-rata, from the date of acceptance as a Member to the end of the Club's financial year, plus affiliation and capitation fees where applicable.

43.2.5 If Members fail to pay their Annual Subscriptions by the due date, they shall be deemed to be unfinancial.

43.3 Green Fees and Championship Nomination Fees

43.3.1 The Management Committee shall have power to set green fees and nomination fees to be charged for Club Championships.

43.4 Special Levies

43.4.1 The Club may at any time strike a Special Levy on all Members at an Annual or Special General Meeting of the Club, of which prior notice of at least 14 days has been given by the Management Committee.

43.4.2 The levy shall only be payable to the Club, if it has been passed by not less than a 75% majority of the Members present and entitled to vote at that meeting.

43.4.3 Each Member shall be advised by letter delivered to the Member or posted to his address of any levy struck as aforesaid. If a Member fails to pay the levy within one month of the day following the posting of the letter of advice, they shall be deemed to be unfinancial.

43.5 Unfinancial Members

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

43.5.1.1 the right to hold office;

43.5.1.2 the right to speak or vote at any meetings of the Management Committee or at any General Meeting of the Club;

43.5.1.3 the right to nominate any person for office or be nominated for office in the Club; and

43.5.1.4 the right to enter for and play in Club matches or social play.

Corinda Bowls Club Inc. - Constitution

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

44 General Financial Matters

44.1 A detailed financial report, as well as monthly bank balances, shall be presented to each regular monthly Management Committee meeting.

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

45 Distribution of Surplus Assets

45.1 If the Club be wound up in accordance with the provisions of the Associations Incorporation Act 1981 (as amended), and there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid or distributed among the Members of the Club, but shall be given or transferred to some other institution(s) having objects similar to the objects of the Club, being Bowls Clubs then affiliated with BQ, or a successor body, and which shall prohibit the distribution of its income and property among its members to an extent at least as great as is imposed on the Club under or by virtue of the Act, such institution(s) to be determined by the members of the Club, provided the institution(s) to which the property of the club is transferred is an institution approved by the Commissioner of Taxation as an institution referred to in Section 50/45 (c) of the Income Tax Assessment Act, 1997 (as amended).

46 Affiliation

46.1 The Club must:

46.1.1 affiliate with BQ and accept and abide by the **Rules** and **By-laws** of BQ in so far as they apply to the sport of Bowls;

46.1.2 be a member of a DBA and accept and abide by the **Rules** and **By-laws** of the DBA in so far as they apply to the sport of Bowls;

46.1.3 submit BA and BQ affiliation fees and levies direct to BQ. BQ will notify the DBA of the payment.

46.1.4 renew its membership with the DBA each year in accordance with the **Rules** of the DBA and pay annual membership fees to the DBA;

46.1.5 elect a delegate or delegates to the DBA in accordance with the **Rules** and **By-laws** of the DBA;

46.1.6 provide to BQ and to the DBA the returns that are required by those bodies;

46.1.7 provide advice to BQ and to the DBA within 30 days of any event which would affect the status of the Club's affiliation with BQ, the legal status of the Club and/or any changes or amendments to the Club's constitution; and

46.1.8 not make, amend or repeal a **Rule** or **By-law** in relation to the playing of the sport of Bowls that conflicts with the **Rules** and **By-laws** of BA, BQ or the DBA.

47 Conduct of Members

47.1 Members and visitors shall, at all times, maintain a proper discipline and decorum and shall not conduct illegal gambling, bet on games, speak obscene or abusive language or indulge in unseemly conduct. Any alleged infringement of this **Rule** when reported in writing to the Management Committee shall be investigated by the Management Committee, which shall have power to demand and direct apologies, and, if necessary, if the offending person be a Member, to deal with that person under the provisions of **Rule 48** or if that person be a Member of another Club to report that

Corinda Bowls Club Inc. - Constitution

person's conduct to such Club, to the DBA, and to BQ. If the person is a visitor who is not a Member of a Bowls Club, the Senior Officer present at the time shall have authority to have that person removed from the Club premises.

47.2 After any infringement of this provision, any complaints or protests lodged by a Member or Members of the Club in respect of any Member or Members of the Club shall be in writing to the Secretary. The matter shall be dealt with in the first place by the Executive, then by the Management Committee who may, if deemed necessary, call a Special General Meeting. The Member or Members in respect of whom such complaints or protests have been lodged shall be entitled to attend the Management Committee meeting personally to state their case(s).

48 Disciplinary Provisions

48.1 Any member of the Club who fails to observe any **Rules** or **By-laws** of the Club or who is deemed guilty of an act, practice or conduct calculated to bring discredit on the game of Bowls or to the Club, DBA or BQ or its members, or who on any club, DBA or BQ premises engages in illegal gambling or betting or uses obscene or abusive language renders themselves liable to expulsion or suspension.

48.2 The Bowls Queensland Member Protection Policy should be applied when dealing with issues that arise in the following areas: Child Protection, Anti-discrimination and Harassment, Sexual Relationships and Transgender matters. This policy can be viewed on the BQ website and on application to the Secretary.

48.3 Any member of the Club who is suspended or expelled shall be ineligible to:

48.3.1 play bowls in any club, district, state or national event; or

48.3.2 play bowls at any affiliated club during the period of suspension or expulsion; or

48.3.3 hold office or act as a delegate at club, district, state or national level.

48.4 In the case of a Junior Member being called before the Management Committee on a charge or complaint, such Member shall be entitled to be accompanied by a parent or guardian.

48.5 Pending determination of any appeal, the appellant must be allowed all membership privileges.

49 Player Commitments

49.1 When a Member of the Club has been called to fulfil a BA, BQ or DBA commitment in a match or on official business, then the member should not be disadvantaged by the club. The member must communicate to all parties and the Club must make every attempt to accommodate the member.

49.2 The Controlling Body may define circumstances which it will not accept as a valid reason for a player's unavailability. However, a substitute is not to be permitted if an intended player enters another competition scheduled to be played at the same time. Reference should be made to **By-Law 10.7** and to BA policies on the subject.

50 Corinda Ladies' Bowling Club Inc.

50.1 Provision is hereby made for the existence of a Corinda Ladies' Bowling Club Inc. and such club shall be charged with the administration of its own affairs in accordance with the constitution adopted by that club. This Club shall not be responsible for the affairs or liabilities of such Ladies' Club.

50.2 The Ladies' Club shall have the use of the greens and Club premises on any day or days approved by the Management Committee of this Club. The basis of compensation for any such privileges shall be as determined by the Management Committee of this Club from time to time.

The Constitution of the Corinda Bowls Club Inc Part 2: By-laws

By-law No.	By-law Title	Page No.
1	Returning Officer	20
2	Election and Ballot Procedures	20
3	Duties of Management Committee and Certain Other Members	20
4	Attire	23
5	Notice Board	23
6	Club Colours	23
7	Club Flag	23
8	Club Logo	23
9	Proxy Instrument	24
10	Club Competition Rules	25
11	Standing Orders for All Meetings	27
12	Alteration to the By-laws	28
13	Powers of the Management Committee	28
14	Meeting of the Executive	28
15	Subcommittees and their Functions	28
16	Duties of Subcommittee Chairpersons	29
17	Membership Matters Generally	29
18	Hire of Club Equipment and Facilities	30
19	Notices	30
20	General Play	30
21	Timing of Meetings	32
22	Disciplinary Procedures	32

Corinda Bowls Club Inc. - Constitution

1 Returning Officer

- 1.1 At the first Management Committee meeting each year, the Committee must appoint a Returning Officer whose duties are to control the issuing of ballot papers and subsequent collection and counting of same at the Annual General Meeting and subsequent General Meetings.
- 1.2 The Returning Officer must liaise with the Secretary regarding the preparation of ballot boxes. He must ensure that only those entitled to vote are issued with the necessary ballot papers and that the ballot boxes are correctly located for the lodgement of same.
- 1.3 The Returning Officer will enlist the assistance of such number of scrutineers as required to conduct the ballot. The Returning Officer or any scrutineer must not be a candidate in such ballot.
- 1.4 The Returning Officer must advise the Chairperson of the meeting of the result of the scrutineers' count and the Chairperson must announce the result to the meeting.
- 1.5 The ballot material must not be destroyed without the authority of a motion passed at the meeting and it must be the duty of the Returning Officer to carry out such instruction.

2 Election and Ballot Procedures

- 2.1 Nominations for members of the Management Committee must be in accordance with the **Rules**.
- 2.2 Voting must be by secret ballot. Every Ordinary financial and Life Member present must be supplied with ballot papers.
- 2.3 The method of voting must be to delete the name(s) of the candidate(s) not required by the voter.
 - 2.3.1 If more than two (2) candidates nominate for the same two (2) positions, the ballot for the higher position is to be conducted first. The ballot for the lower position is then conducted after deletion of the successful candidate in the higher position.
- 2.4 The results of each ballot shall be determined on the first-past-the-post principle. If there should be an equal number of votes for two or more candidates for the last remaining position in a ballot, a further ballot must be conducted between the candidates who tied.
- 2.5 If insufficient nominations are received for the positions of elected Management Committee 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 with nominations from the floor of the meeting. Any Member not present must have indicated his willingness in writing to accept nomination from the floor for any unfilled position.
- 2.6 Ballot papers may be issued to those entitled to vote not more than 30 minutes prior to the meeting being opened. The Returning Officer must not collect the votes until the Chairperson of the meeting announces the closing of the ballots. All votes will be deemed to have been made after the opening of the meeting and before the closure of the ballots. Before closing the ballot, the Chairperson of the meeting must introduce to the meeting any candidate for election who is not well known to the members if such candidate be present at the meeting.
- 2.7 In the case of a ballot being necessary to resolve a matter other than election, members must indicate their choice on ballot papers in a manner specified by the Chairperson of the meeting.

3 Duties of Management Committee Members, Selectors, and certain other Members

- 3.1 **The President** must be responsible, subject to the direction of the Management Committee and General Meetings of members, for:
 - 3.1.1 the overall administration of the Club;
 - 3.1.2 presiding at all meetings and functions of the Club;
 - 3.1.3 attending to the carrying out of the decisions of the Club and the Management Committee;
 - 3.1.4 generally seeing that members are properly accommodated;
 - 3.1.5 ensuring all the **Rules** are fully adhered to by all members;
 - 3.1.6 being the point of reference for urgent decisions; and
 - 3.1.7 attending when required as an Ex-officio Member of all subcommittees

Corinda Bowls Club Inc. - Constitution

3.2 The Vice President must assist the President as required and shall:

- 3.2.1** ensure that all duties allotted by the Management Committee are properly carried out;
- 3.2.2** carry out the duties normally performed by the President, in the absence of the President;
- 3.2.3** oversee the maintenance of the Club premises and surrounds;
- 3.2.4** chair the Social Subcommittee;
- 3.2.5** organise fundraising by way of raffles, sponsorship, socials, etc;
- 3.2.6** report on his activities monthly to Management Committee meetings.

3.3 The Immediate Past President may attend Management Committee meetings and provide advice and guidance to the Management Committee members and take part in any debates but shall not be entitled to vote at such meetings nor form part of the quorum.

3.4 The Secretary's functions, while not limited by any other function the Secretary has under any provision of the Associations Incorporation Act 1981 (as amended), shall include:

- 3.4.1** calling meetings of the Club, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the President of the Club;
- 3.4.2** keeping minutes of each meeting;
- 3.4.3** keeping copies of all correspondence and other documents relating to the Club;
- 3.4.4** maintaining the Club's register of members;
- 3.4.5** controlling keys to Club premises;
- 3.4.6** preparing the Annual Report; and
- 3.4.7** completing all necessary returns.
- 3.4.8** Should the Secretary be absent or ill, or neglect or refuse to do anything required by these **By-laws**, the Management Committee must invite and appoint any other financial member of the Club to act in that capacity.
- 3.4.9** An Assistant Secretary may assist the Secretary to ensure that all duties allotted to him by the Management Committee are properly carried out.

3.5 The Treasurer must:

- 3.5.1** keep a record of the receipts and expenditure;
- 3.5.2** keep correct accounts and books showing the financial affairs of the Club and the particulars usually shown in the books of account of a like nature;
- 3.5.3** report the financial position of the Club at each meeting of the Management Committee;
- 3.5.4** present accounts for payment at each meeting of the Management Committee for ratification;
- 3.5.5** advise the Management Committee of any unfinancial members;
- 3.5.6** submit to the Annual General Meeting a statement of accounts for the preceding year, said accounts to be audited in accordance with the **Rules**.
- 3.5.7** Should the Treasurer be absent or ill, or neglect or refuse to do anything required by these **By-laws**, the Management Committee must invite and appoint any other financial member of the Club to act in that capacity.
- 3.5.8** An Assistant Treasurer may assist the Treasurer to ensure that all duties allotted to him by the Management Committee are properly carried out.

3.6 The Games Director shall, subject to any decisions of the Management Committee,

- 3.6.1** be responsible for drawing up a Games Program of Club Championships for the coming year and the conduct of all such Club Championships and any DBA events and inter-club visits at home and away;
- 3.6.2** abide by the **Rules** of procedure set out for Club Championships and, at the completion of such championships, record the results in a register for that purpose;
- 3.6.3** arrange for an umpire for games under their control and arrange for the appointment of markers for all singles games including DBA games;
- 3.6.4** ensure that cards are prepared;
- 3.6.5** organise for the collection of green fees applicable to all games being played, and the transfer of all money to the Treasurer or representative before the conclusion of the day's play; and
- 3.6.6** report on his activities monthly to Management Committee meetings.

Corinda Bowls Club Inc. - Constitution

3.6.7 Should the Games Director be absent or ill, or neglect or refuse to do anything required by these **By-laws**, the Management Committee must invite and appoint any other financial member of the Club to act in that capacity.

3.7 The Greens Director, under the delegated authority of the Management Committee, will:

3.7.1 liaise with the Greenkeeper to achieve the maintenance of a good playing surface;

3.7.2 supervise the work of the Greenkeeper;

3.7.3 ensure the Greenkeeper is aware of forthcoming games at least one week in advance;

3.7.4 report on his activities to each Management Committee meeting.

3.7.5 Should the Greens Director be absent or ill, or neglect or refuse to do anything required by these **By-laws**, the Management Committee must invite and appoint any other financial member of the Club to act in that capacity.

3.8 The Providore shall, subject to any decisions of the Management Committee,

3.8.1 be responsible for the provision and supply of all refreshments of whatever nature;

3.8.2 ensure all refreshment areas are kept in a clean and tidy condition;

3.8.3 report on his activities monthly to Management Committee meetings.

3.8.4 Should the Providore be absent or ill, or neglect or refuse to do anything required by these **By-laws**, the Management Committee must invite and appoint any other financial member of the Club to act in that capacity.

3.9 The DBA Delegate shall, subject to any decisions of the Management Committee,

3.9.1 attend all relevant meetings of the DBA;

3.9.2 convey the views of the Club to the District and report back to the Club all decisions relevant to our operations;

3.9.3 act on his own volition on matters raised at District meetings for which he has not had specific direction from the Club, subject to his properly informing the Management Committee at the first available opportunity;

3.9.4 report in writing on his activities to each Management Committee meetings that follows a DBA meeting.

3.9.5 Should the DBA Delegate be absent or ill, or neglect or refuse to do anything required by these **By-laws**, the Management Committee must invite and appoint any other financial member of the Club to act in that capacity.

3.10 Committee Members, other than the office bearers as set out above, shall:

3.10.1 assist all office bearers in any way possible and serve on any subcommittee as directed.

3.10.2 Should any committee member be absent or ill, or neglect or refuse to do anything required by these **By-laws**, the Management Committee must invite and appoint any other financial member of the Club to act in that capacity.

3.11 Selectors

3.11.1 Election of Selectors

3.11.1.1 The Selection Committee shall consist of not more than three members of the Club, each of whom shall be nominated for the position in writing by two financial members of the Club. The signature of the nominee showing his consent to such nomination must appear on each nomination form.

3.11.1.2 Nominations for the position(s) as Selector shall be subject to the same conditions as nominations for election as members of the Management Committee, **Rule 25**, and conducted in conjunction with the Annual General Meeting of the Club called for that purpose.

3.11.1.3 The member(s) of the Selection Committee shall be elected for the following calendar year and shall remain in office until his or their successors shall have been appointed.

3.11.1.4 The selectors shall elect a senior selector who will automatically be a member of the Management Committee.

3.11.1.5 In the event that the selectors do not or are unable to appoint a senior selector, the Management Committee shall make the appointment of the selector to sit on the Management Committee.

3.11.1.6 In the event of any vacancy on the Selection Committee, the Management Committee may appoint a suitable member to fill the vacancy.

Corinda Bowls Club Inc. - Constitution

3.11.2 Subject to any decisions of the Management Committee, the duties of Selectors shall include:

- 3.11.2.1** recommending to the Management Committee the number of Pennant Sides to be nominated for DBA Pennants for the coming season;
- 3.11.2.2** selecting teams for Pennant matches, inter-club games and all Club-selected games and ensuring that the games room is adequately staffed for social play;
- 3.11.2.3** arranging for the allocation of rinks for play;
- 3.11.2.4** selecting individuals, teams and sides for any representative games;
- 3.11.2.5** keeping records of games played (if applicable);
- 3.11.2.6** forwarding results of games, as required; and
- 3.11.2.7** reporting on his/their activities to each Management Committee meeting.

3.11.3 Should any Selector be absent or ill, or neglect or refuse to do anything required by these **By-laws**, the Management Committee must invite and appoint any other financial member of the Club to act in that capacity.

4 Attire

4.1 The Management Committee must determine the dress standards as the minimum requirement in relation to members and visitors within the confines of the Club's premises. Such requirements must be displayed in a prominent position within the Club's premises.

4.2 The Club must apply any requirements of BQ for the attire of bowls players.

4.3 The wearing of the approved Club uniform or white/creams by any member is optional at all times, except in those games where the mode of dress is stipulated. Members who refuse to wear Club uniform will not be selected for Pennants.

4.4 The wearing of approved short socks with shorts is permitted in all Club games.

4.5 Mufti apparel in addition to flat-soled shoes or bare feet shall be the minimum acceptable standard of dress for social night bowls.

4.6 These dress rules are not to be applied to any member or other person entering the Club as a worker at the Club.

5 Notice Board

5.1 A notice board, upon which all Club notices shall be posted, must be placed in a conspicuous position in the Club's premises.

5.2 No notice shall be placed upon any notice board unless it is such as would be permitted by the Management Committee. Only notices directly related to bowls shall be displayed on the patio notice boards.

6 Club Colours

6.1 The Club colours are royal blue and white.

7 Club Flag

7.1 The flag will be in the Club colours with the lettering CBC dominant and be of a style approved by the Management Committee.

7.2 The Club will fly the flag on playing days.

8 Club Logo

8.1 The logo will be the Sulphur-Crested Cockatoo using Club colours.


8.2 The Management Committee will determine the use of the logo on badges and documents.

Corinda Bowls Club Inc. - Constitution

9 Proxy Instrument

9.1 An instrument appointing a proxy must be in writing and be in the following or similar form:

Corinda Bowls Club Inc.



I, _____ of _____
(Name) *(Address)*

being a member of the Club, appoint _____
(Name)

of _____ as my proxy to vote for me on my
(Address)

behalf at the (Annual) General Meeting of the club, to be held on
_____ (20__) and at any adjournment of the meeting.
(day) (month) (year)

Special Resolutions

List Special Resolutions [*strike out whichever is
not wanted*]

- 1.
- 2.
- 3.
- 4.
- 5.

Signature _____

Signed this _____ of _____ (20__)
(day) (month) (year)

Corinda Bowls Club Inc. - Constitution

9.2 The instrument appointing a proxy must:

9.2.1 if the appointer is an individual, be signed by the appointer or the appointer's attorney properly authorised in writing; or

9.2.2 if the appointer is a corporation:

9.2.2.1 be under seal; or

9.2.2.2 be signed by a properly authorised officer or attorney of the corporation.

9.3 A proxy may be a member of the Club or another person.

9.4 The instrument appointing a proxy is taken to confer authority to demand or join in demanding a secret ballot.

9.5 Each instrument appointing a proxy must be given to the Secretary before the start of the meeting or adjourned meeting at which the person named in the instrument proposes to vote.

9.6 Unless otherwise instructed by the appointer, the proxy may vote as the proxy considers appropriate.

10 Club Competition Rules

10.1 Rules of Play

10.1.1 All games shall be played according to The Laws of the Sport of Bowls and upon the conditions hereafter provided.

10.2 Calling of Entries

10.2.1 Entries for competitions shall be invited by notice on the Games Notice Board and such notice shall be displayed for not less than four (4) weeks prior to the commencing date of the competition.

10.3 Dates of Play

10.3.1 The notice calling the entries shall indicate the proposed dates for the playing of the competition. Subject only to **By-law 10.7** hereof, no deferment shall be granted to any player not available to play on any such dates.

10.3.2 The Games Director shall by 1 October in each year place on the Games Notice Board a list of intended playing dates for competitions for that year. Such a list shall constitute a guide only.

10.3.3 No competitions shall be called for play during the month of January. Nothing in this **By-law** shall prevent players playing by arrangement during this period.

10.4 Notice of Play

10.4.1 Notice of play of one (1) clear week shall be given to entrants by placing the date(s) of play on the Notice Board. When placing such notice, the proposed date upon which the winners of such games shall be again required to play shall also be placed upon the Notice Board.

10.4.2 Where a game cannot be completed on the day scheduled, the players shall, as far as is practicable, be given at least one week's notice of the new playing date either personally or by the display of a notice on the Notice Board.

10.4.3 Notification to the Skip of any team shall constitute notice to all members of that team.

10.4.4 Any notice of a competition game must clearly state the starting time of each match concerned. Unless all members of a team are (or a player in singles is) ready to play at the end of a waiting period of 30 minutes then the team, or player, shall forfeit the match to the opposing team or player.

10.4.5 No player or team shall be called upon to play two games on a particular day unless his or their opponent(s) has also been called to play two games. A player or team who had a bye in that round and had access to the same green and at the same time for a roll up shall be deemed to have played that day notwithstanding that he or they did not utilise that opportunity.

10.5 Members must be financial

10.5.1 All members nominating for a competition conducted by the Corinda Bowls Club Inc. must be financial not only at the closing date for entries for the competition but remain so until the completion of the competition.

Corinda Bowls Club Inc. - Constitution

10.5.2 In the event that a member is or becomes unfinancial then he or she becomes ineligible to take any further part in any competition until he or she again becomes financial. No substitute shall be allowed for an unfinancial member.

10.6 Greens not available/playable

10.6.1 Should play not be possible due to the non-availability of greens on any nominated day then, subject to the discretion of the Games Director, the games called for that day shall be deferred until the next day available for such competition. Subsequent games affected by such deferment shall likewise be deferred.

10.6.2 Games commenced but not completed, due to inclement weather or for any other reason, shall be finalised at a date and time allotted by the Games Director but such games shall as far as possible conform to **By-law 10.6.1** hereof.

10.7 Deferment

10.7.1 Deferment of a competition game shall be granted for participation in Club-selected representative fixtures.

10.7.2 Where a player has been called for play in a competition controlled by a higher controlling body then:

10.7.2.1 in the case of Singles, a deferment shall be granted.

10.7.2.2 in all other cases the player shall be required to substitute in the Club competition.

10.7.3 When a player or team requests deferment of a game and the opponent(s) are in agreement and such deferred game can be scheduled for play, such that there is no effect upon any subsequent game, then the Games Director may, in his discretion, permit such deferment. In the event that no result is obtained in such deferred game for any reason whatsoever then the player or team that requested the deferment shall forfeit.

10.7.4 Except as provided in these **By-laws**, players shall play, substitute or forfeit.

10.8 Marking a condition of entry

10.8.1 It is a condition of entry in any singles competition that each entrant shall mark at least one game in the competition concerned. Failure to honour this obligation may result in future entry in any competition being refused.

10.9 Roll-up, Practice

10.9.1 Practice is allowed in accordance with the Laws of the Sport of Bowls.

10.9.2 Roll Ups or Trial Ends are allowed in accordance with the Laws of the Sport of Bowls, namely before the start of any game or before continuing an unfinished game on another day. One trial end should be played in each direction.

10.10 Disputes

10.10.1 All disputes should be resolved by the Executive in a speedy manner.

10.10.2 The Executive Committee shall be empowered to call any member or expert to give information or advice to them.

10.10.3 The Executive may, when the dispute involves the interpretation of the Laws of the Sport of Bowls, seek the opinion of a qualified umpire whose interpretation shall be binding.

10.10.4 Any decision of the Executive shall be final and binding upon all members.

10.11 Matters not covered by the Rules

10.11.1 The Executive and Management Committee shall have the power to make additional **Rules** (not inconsistent with these **Rules**) governing the playing of Club competitions.

10.12 Competition Special Conditions

10.12.1 Open Competitions (those Open to all eligible members of the Club)

10.12.1.1 Singles – Individual nominations. All games 25 up.

10.12.1.2 Pairs – Self-selected. All games 21 ends.

10.12.1.3 Triples – Self-selected. All games 21 ends.

10.12.1.4 Fours – Self-selected. All games 25 ends.

10.12.2 Restricted Competitions

10.12.2.1 'B' Singles – Individual nominations. Restricted to any eligible member who has not previously won any Singles competition (other than any "Novice" singles) of this or any other bowls Club.

Corinda Bowls Club Inc. - Constitution

10.12.2.2 Novice Singles – Individual nominations, subject to a minimum of 8 entries for a knock-out competition, or such other number at the discretion of the Games Director that would permit the event to proceed competitively. Restricted to any eligible member who has not won any Singles event of this or any other bowls Club and has had less than three cumulative years membership of this and any other bowls Club. All games 25 up if played as knock-out, or in such other manner at the discretion of the Games Director.

10.12.3 Handicap Singles – Individual nomination. All games 25 up, subject to a handicap determined by the Games Director in consultation with such other members deemed appropriate, provided that when negative handicaps are involved, sufficient shots must be scored to eliminate the deficit before a positive score may be attained. Provided further that the winner of the previous year competition will start as -10, the runner-up as -9 and the two losing semi-finalists as -8. All other handicaps will be more favourable in line with the perceived ability of the players at the time of determining such handicaps.

10.13 Trophies for the following categories and the value of such shall be determined annually by the Management Committee and notified in the schedule “Club Competition Trophies” which shall be displayed on the Games Notice Board:

10.13.1 “A” Singles – Winner Cash plus badge – Runner-up Cash.

10.13.2 “B” Singles – Winner Cash plus badge – Runner-up Cash

10.13.3 Fours – Winner Cash plus badge – Runner-up Cash

10.13.4 Triples – Winner Cash plus badge – Runner-up Cash

10.13.5 “A” Pairs – Winner Cash plus badge – Runner-up Cash

10.13.6 “B” Pairs – Winner Cash plus badge – Runner-up Cash

10.13.7 Novice Singles – Winner Cash plus badge – Runner-up Cash

10.13.8 Handicap Singles – Winner Cash only – Runner-up Cash

10.13.9 Mixed Pairs – Perpetual Trophy – Winners and Runner-up Cash

10.14 Nomination Fee

10.14.1 Each player shall be responsible for the payment of a nomination fee prior to the commencement of the first round of each competition played. Failure to pay such fee shall render the player/team liable for disqualification.

10.14.2 The nomination fee shall be determined by the Management Committee, from time to time, and remain in force until further determined. Such amount shall be inclusive of GST.

10.14.3 The nomination fees for each competition shall be displayed on the nomination sheet.

10.15 Afternoon Tea

10.15.1 Where applicable, afternoon tea shall be taken during competition unless there is prior agreement between the skips or singles players at the commencement of play.

10.16 It shall be a condition of play that no player shall use mobile telephones and other electronic communication devices within 6 metres of the green, except in respect of radios used with headphones or ear-plugs, provided that nothing within this law shall prevent a player from appealing to the umpire if a nuisance persisted.

11 Standing Orders for All Meetings

11.1 Movers of motions are limited to ten (10) minutes and all other speakers to the motion (including the right of reply) to five minutes, provided that such time limits may be extended by the Chairman with the consent of the meeting. Propositions and amendments shall be submitted in writing when requested by the Chairman.

11.2 A member shall be entitled to speak only once to each question but, with the permission of the Chairman, may correct a misstatement. Every amendment moved shall be treated as a new question. The mover of any original motion shall have the right of reply.

11.3 No motion of dissent from the Chairman’s ruling or decision shall be permitted, unless made before any other business or speech has intervened and no debate shall be allowed. The matter shall be determined by simple majority and the decision shall be final.

Corinda Bowls Club Inc. - Constitution

11.4 It shall not be permissible for the mover to withdraw any motion that has been put to the meeting except with the consent of the seconder.

11.5 A speaker shall not be interrupted, except on a point of order.

11.6 If the Chairman desires to discuss a motion or amendment, he shall do so before the reply by the mover.

11.7 Discussion shall not be permitted upon any motion for adjournment.

11.8 The proceedings of any committee appointed by the Management Committee shall be guided by these Standing Orders, so far as they are applicable.

11.9 No second amendment shall be in order until the first amendment has been disposed of.

12 Alteration to the By-laws

12.1 Adoption of alterations and/or additions to these **By-laws** will be made by the Management Committee under **Rule 37.1** of the Constitution or by members at a General Meeting under **Rule 37.2** of the Constitution. It is incumbent on the Management Committee to inform the members of all proposed changes.

13 Powers of Management Committee

13.1 Except for routine operations and maintenance, the Management Committee at any meeting shall not approve expenditure in excess of fifteen thousand dollars (\$15000) on any one item without proper consideration in terms of cost/benefit unless such expenditure has been provided for in the approved Five Year Plan or notified to members of the Management Committee at a previous meeting.

13.1.1 Details of proposed expenditure between \$5000 and \$15000 must be displayed on a notice board for members' information for 14 days prior to the commitment for the expenditure being made, except in an emergency.

13.2 In the event of any doubt arising as to the meaning of any **By-law** of the Club, the Management Committee shall have the power to interpret such **By-law** as it sees fit, subject to the right of any member or members to appeal such decision by recourse to a Special General Meeting of the Club called for that purpose.

13.3 Unless otherwise determined by the Management Committee, the funds of the Club shall be kept in the name of the Club at any reputable and constituted bank governed by the banking authorities.

13.4 The Management Committee, in its discretion, may reimburse out of pocket expenses incurred by members of the Management Committee in such manner as it sees fit. All such amounts reimbursed shall be reported separately in the accounts under Executive Expenses.

14 Meetings of the Executive

14.1 Each Executive Committee member shall exercise one vote on any question. Where two positions are combined, only one vote shall be exercised. In the case of an equality of votes, the President may exercise a second deliberative/casting vote.

14.2 The Executive Committee shall meet at such times as the President or the person acting in his stead deems necessary.

14.3 Except for routine operations and maintenance, the Executive Committee at any meeting shall not approve expenditure in excess of five thousand dollars (\$5000) on any one item without proper consideration of cost/benefit, unless such expenditure has been provided for in the approved Five Year Plan or notified to members of the Management Committee at a previous meeting.

15 Subcommittees and their Functions

15.1 The President shall be an Ex officio Member of all subcommittees.

15.2 The Chairperson of each subcommittee shall present a report on its activities to each monthly meeting of the Management Committee.

Corinda Bowls Club Inc. - Constitution

15.3 All subcommittees shall meet regularly to deal with matters within the scope of the subcommittee's designated functions.

15.4 The Chairman of each subcommittee shall advise the President of the date and time of any proposed meeting.

15.5 The President shall be advised of any decisions or suggestions reached by the subcommittee.

15.6 All decisions or suggestions shall be submitted to the Management Committee as recommendations for approval, unless the Management Committee has delegated authority and granted prior permission to act on its behalf.

15.7 All subcommittees shall have authority to co-opt any person deemed necessary, additional to its specified number, in order to carry out its functions.

15.8 This **By-law** is to be read in conjunction with **Rule 34** of the Constitution.

16 Duties of Subcommittee Chairpersons

16.1 Promotions Officer

16.1.1 The Promotions Officer, where appointed by the Management Committee, shall be responsible for:

16.1.1.1 promoting lawn bowls in all its facets, cultivating harmonious relations with the community at large, obtaining sponsors for Club competitions, liaising with the Providore concerning hospitality arrangements for activities he has planned and carrying out such other duties as might be referred to him by the Executive Committee or the Management Committee.

16.1.1.2 running Open Days and other such events to promote the game of bowls within the community and to encourage the use of Club facilities throughout the community.

16.1.1.3 ensuring all matters of interest are reported and publicised to the best advantage.

16.1.2 The Promotions Officer shall present a report regarding the matters under his control to each monthly meeting of the Management Committee.

16.1.3 Should the Promotions Officer be absent or ill, or neglect or refuse to do anything required by these **By-laws**, the Management Committee must invite and appoint any other financial member of the Club to act in that capacity.

16.2 House Convenor

16.2.1 The House Convenor shall be appointed by the Management Committee and shall be responsible for:

16.2.1.1 the maintenance of the clubhouse and carrying out such other duties as may be referred to him by the Executive Committee or Management Committee.

16.2.1.2 providing a report to each Management Committee meeting detailing his activities.

16.2.1.3 keeping an assets register for the clubhouse equipment and providing the Management Committee with all necessary details of expected maintenance and replacement.

16.2.1.4 producing a clubhouse development plan for the next five years. Such a plan should forecast possible changes necessary for the clubhouse or grounds.

16.2.2 Should the House Convenor be absent or ill, or neglect or refuse to do anything required by these **By-laws**, the Management Committee must invite and appoint any other financial member of the Club to act in that capacity.

17 Membership Matters Generally

17.1 Life Membership criteria and procedures

17.1.1 A nomination for consideration for Life Membership should be put forward in writing, at a regular meeting of the Management Committee at least three (3) months prior to the Annual General Meeting.

17.1.2 All such nominations shall then be referred to the Life Members Committee, comprising the President, Secretary, and any two Life Members.

Corinda Bowls Club Inc. - Constitution

17.1.3 After due consideration and investigation by the Life Members Committee, taking into account the required criteria as set out below for the bestowing of such honour, such Committee will provide a resume for consideration by the Management Committee. A person so nominated shall have been:

17.1.3.1 an Ordinary Member of the Corinda Bowls Club Inc. for at least 15 years. He must be of exemplary character and be held in high regard by all members.

17.1.3.2 an Office Bearer for a period totalling at least 10 years or there has been special circumstances which could be investigated and considered where other outstanding service has been given at Club, District, State or National level.

17.1.4 The Life Members Committee in its submission can make a recommendation for or against but must give reasons for such recommendation.

17.1.5 The Management Committee will then consider the proposal as submitted by the Life Members Committee and, should a vote be required, it will be by secret ballot.

17.1.6 If the vote is in the affirmative, by a simple majority, then the nominated person should be approached by the President and/or Secretary to obtain his consent for the nomination to go forward to the next Annual General Meeting as a motion on the notice paper.

17.1.7 Should consent not be given, then the proposal shall lapse.

17.1.8 If consent is forthcoming, then the Management Committee recommendation for bestowing the Life Membership will be put and voted upon by the Members present at the Annual General meeting, as a special resolution in whatever manner that meeting so decides.

17.2 New Members upon joining the Club shall become entitled to be presented free of charge one (1) bowls cloth.

17.3 Any Member of the Club shall be entitled, on the occasion of his birthday, to the equivalent of two (2) free pots of beer.

17.4 No Member other than a Committee Member, a person working for the Club and/or needing to deliver goods etc., or a person authorised to do so by the Management Committee, shall be permitted to park in the Club grounds.

18 Hire of Club Equipment and Facilities

18.1 Items of club equipment shall not be available for hire or use by Members without the express approval of the Management Committee.

18.2 Unless otherwise determined by the Management Committee, any Member hiring the facilities of the Club for a function shall be entitled to a discount of 25% off the applicable rate.

19 Notices

19.1 The Management Committee shall, where required by law or otherwise deemed appropriate, provide such signs, notices and directions necessary for the safe operation of the Club and general amenity of the Members and the public.

19.2 Members and visitors to the Club shall abide by such signs, notices and directions or be subject to the relevant disciplinary procedures under **Rules 48 and 49**.

20 General Play

20.1 Saturday Social Play

20.1.1 Except for special events, as directed by the Management Committee, all Saturday play shall be advertised as Club-selected "open" games. Subject to space being available, the Ladies Club may have sole use of rinks for whatever purpose.

20.1.2 All Saturday games shall be under the control and direction of the Men's Club with the President of the Men's Club presiding at afternoon tea, unless this duty is otherwise delegated.

20.1.3 All players shall be entitled to participate in afternoon tea but, as a courtesy to the President, should not enter the dining room until invited to do so.

Corinda Bowls Club Inc. - Constitution

20.1.4 Green fees for all Saturday players shall be due and payable at the applicable rate to the Men's Club.

20.1.5 Prizes for Saturday social play shall be determined by the Management Committee.

20.1.5.1 All social players shall be eligible for any prizes that may be awarded on the day, provided that they are present at the time of drawing of the results.

20.1.5.2 Unless otherwise determined, prizes shall be "out of the hat" for each player in a winning rink and each player in a losing rink.

20.2 Wednesday Competition Play

20.2.1 Except for special events, as directed by the Management Committee, all Wednesday play will be self-selected men's pairs or triples played on alternate Wednesdays. When only one green is available, triples will be played. Should the number of members wishing to play require it, the excess of "spare" player entries will be allocated from a bottom up basis to make teams of fours.

20.2.2 All Wednesday games shall be under the control and direction of the Men's Club with the President of the Men's Club presiding at afternoon tea, unless otherwise delegated.

20.2.3 All players shall be entitled to participate in afternoon tea but, as a courtesy to the President, should not enter the dining room until invited to do so.

20.2.4 Green fees for all Wednesday players shall be due and payable at the applicable rate to the Men's Club.

20.2.5 Unless otherwise determined by the Management Committee, the prizes for Wednesday play shall be as announced from time to time from the Chair at afternoon tea or in such other manner as the Management Committee may determine.

20.2.6 All players shall be eligible for any prizes, including jackpots, which may be awarded on the day and entitled to receive their prize regardless of whether they are present at the time of determining the various winners.

20.2.7 Wednesday play shall, unless otherwise determined, consist of two games with the winners of the first game playing winners in the second game and losers of the first game playing losers in the second game. When there are an uneven number of teams, one winner will play one loser. In that event, the winner will be playing for the winner of the winners and the loser playing for the winner of the losers.

20.2.8 In cases of a draw in the first game, the count back system shall determine the winner and loser and, in the event that it is still a draw, the winner of the last end will be declared to be the winner.

20.2.9 The highest winning margin of the second game shall determine the winner of the winners and the winner of the losers. In the case of a tie for the highest margin, the percentage system will determine the winner. In the event that it is still a tie, a toss of the coin by the skips will determine the winner.

20.3 Playing Times

20.3.1 Unless otherwise determined by the Management Committee, playing times will be from 12.30 pm on both Saturday and Wednesday with play concluding at 4.30 pm.

20.3.2 Players/teams for Wednesday and Saturday games must be notified to the games official by 11.00 am to guarantee a game. After such time, efforts will be made to include any player/team but no guarantee will be given if player numbers cannot be balanced.

20.3.3 All other playing times shall be as set out on the notice calling the event.

20.3.4 None of the foregoing shall preclude the ringing of the bell stopping play at any time should the Presiding Officer deem it necessary.

20.4 Playing Fees

20.4.1 Unless otherwise determined by the Management Committee, greens fees shall be as set out on the schedule "Green Fees" displayed in the Games Room.

20.4.2 Juniors shall pay half the applicable rate.

20.4.3 All green fees as determined shall be inclusive of GST.

20.5 Non-playing Days shall, unless otherwise determined by the Management Committee, be Good Friday, Christmas Day and New Year's Day.

20.6 Public Holidays falling on a Men's bowls day shall be Men, Ladies, or mixed team events.

20.7 Eight (8) or (9) Badges shall be supplied by the Club, where entitled, to players in Pennant competitions.

Corinda Bowls Club Inc. - Constitution

20.8 Ladies Days, unless otherwise determined by the Management Committee, shall be limited to Thursdays, second Mondays, third Sundays and such other days as notified in advance by the Ladies Club and approved by the Management Committee.

20.9 Night Bowls shall be open to all members of this and other Clubs, provided that the participation by Social Members of this Club shall be limited to non-competitive events.

20.10 Shades Policy

20.10.1 Should, on a sunny day, the temperature rise above 25 degrees, the shades are automatically put out for the comfort of members.

20.10.2 From 1st September to 31st March – the shades will be used unless it is rainy or windy. On part or cloudy days, the shades will be withdrawn at afternoon teatime, by which time the UV factor will have decreased

20.10.3 From 1st April to 31st August – the shades will be used if requested by six or more players, unless it is rainy or windy. On part or cloudy days, the shades will be withdrawn at afternoon teatime, by which time the UV factor will have decreased.

20.10.4 During greens renovation, the better green should be used for competition but, when the greens are equal, then the shaded green will be used primarily for social play.

20.10.5 In high wind, the shades will be withdrawn immediately.

20.10.6 In persistent, drizzling rain, the shades are to be withdrawn.

20.10.7 On wet greens, the Greens Director is to decide whether the shades are to be used/withdrawn.

21 Timing of Meetings

21.1 Half Yearly General Meetings shall, unless otherwise determined by the Management Committee, be held on the last Sunday in February each year commencing at 9.30 am.

21.2 Annual General Meetings shall, unless otherwise determined by the Management Committee, be held on the last Sunday in August each year commencing at 9.30 am.

21.3 Management Committee regular monthly meetings shall, unless otherwise determined by the Management Committee, or in the case of an emergency between meetings, by the Executive Committee, be held on the second Tuesday of each month commencing at 7.00 pm.

21.4 Notice of monthly Management Committee meetings shall be given by record in the agenda/minutes of the previous meeting, unless altered by announcement from the Chair at any afternoon tea or by advice to each member of the Management Committee.

22 Disciplinary Procedures

22.1 Establishment of Disciplinary Panel

22.1.1 The Executive Committee may operate as a Disciplinary Panel as required to deal with all disciplinary actions against a Member arising out of conduct that occurs at an event run by the Club or at another venue where the member is representing the Club.

22.1.2 It is imperative that any discipline problem is addressed speedily.

22.2 Composition of Disciplinary Panel

22.2.1 Three (3) Members of the Disciplinary Panel will normally hear a matter but two (2) Members of the Disciplinary Panel will constitute a quorum.

22.2.2 A person who has been directly involved in or affected by the matter in dispute or where a conflict of interest would otherwise arise shall not be eligible to be a Member of the Disciplinary Panel.

22.2.3 If a member or members of the Executive Committee is/are disqualified from the Disciplinary Panel by **Sub-rule 22.2.2**, an appropriate number of members of the Management Committee may be appointed to the Panel to constitute the quorum defined in **Sub-rule 22.2.1**.

22.3 Notice of Alleged Breach

22.3.1 Where the Executive Committee is advised or considers that a member has allegedly:

22.3.1.1 intentionally breached, failed, refused or neglected to comply with a provision of the Constitution, **By-laws** or any resolution or determination of the

Corinda Bowls Club Inc. - Constitution

Management Committee or any other duly authorised committee which is not of a trivial nature;

22.3.1.2 breached any Code of Conduct;

22.3.1.3 acted in a manner prejudicial to the objects and interests of the Club;

22.3.1.4 brought the Club or the game of Bowls into disrepute.

22.3.2 the Executive Committee shall determine to:

22.3.2.1 dismiss the matter; or

22.3.2.2 refer the matter to the Disciplinary Panel pursuant to **By-law 22.4.**

22.4 Disciplinary Panel Processes

22.4.1 The Secretary of the Club shall, as soon as practicable following the appointment of a Disciplinary Panel, serve on the Member a notice in writing:

22.4.1.1 setting out the specific details of alleged breach by the Member;

22.4.1.2 setting out the facts and grounds on which the alleged breach is based;

22.4.1.3 stating that the Member may address the Disciplinary Panel at a hearing to be held not earlier than 7 days after service of the notice;

22.4.1.4 stating the date, place and time of that hearing;

22.4.1.5 informing the Member that he may do one or more of the following:

22.4.2.5.1 attend the hearing;

22.4.2.5.2 give the Disciplinary Panel, before the date of that hearing, a written statement regarding the alleged breach.

22.4.1.6 informing the Member that if he does not attend the hearing and/or provide a written statement prior to the hearing, the hearing will proceed and the matter will be determined in his absence

22.4.2 Despite **Sub-rule 22.4.2.6** of this **By-Law**, the hearing may be held at any other time that the Chairperson of the Disciplinary Panel and the Member agree.

22.4.3 At a hearing of the Disciplinary Panel, the Disciplinary Panel shall:

22.4.3.1 give the Member every opportunity to be heard;

22.4.3.2 give other aggrieved parties and any witnesses the right to be heard, present evidence or submit a written statement;

22.4.3.3 give due consideration to any written statement submitted by the Member; and

22.4.3.4 by resolution determine whether the alleged breach occurred.

22.4.4 The Club and the Member shall not be entitled to any representation (legal or otherwise) at the hearing. However, should mitigating circumstances arise, the management committee may allow another member to speak on the member's behalf and/or assist the member's reply in any way.

22.4.5 The Disciplinary Panel shall hear and determine the alleged breach in whatever manner it considers appropriate in the circumstances and shall determine what evidence shall be admissible at the hearing, provided that it does so in accordance with the principles of natural justice.

22.4.6 The Disciplinary Panel will make its decision immediately following the conclusion of the hearing if possible. Otherwise it shall inform the Member and the Secretary of its decision within seven (7) days of the hearing.

22.4.7 If the Disciplinary Panel considers that the alleged breach did not occur, the matter shall be dismissed.

22.4.8 If the Disciplinary Panel considers that the alleged breach occurred, it may impose any one or more of the penalties set out in **Rule 22.5** of this **By-Law**.

22.4.9 The Disciplinary Panel shall not be required to but may provide reasons for its decision. The Panel should endeavour to provide reasons.

22.4.10 Each party shall be responsible for his own costs associated with the Disciplinary Panel hearing. The Disciplinary Panel has no power to award costs to a party.

22.5 Penalties

22.5.1 If the Disciplinary Panel considers that the alleged breach occurred, the Disciplinary Panel may impose any one or more of the following penalties:

22.5.1.1 impose a warning;

22.5.1.2 direct the Member to make a verbal or written apology;

Corinda Bowls Club Inc. - Constitution

22.5.1.3 where there has been damage to property, direct that the Member pay restitution to the relevant person or organisation that controls or has possession of the damaged property;

22.5.1.4 withdrawal of any awards, placings, records or achievements bestowed upon the Member in any tournaments, activities or events held or sanctioned by BQ that appertain to the breach;

22.5.1.5 direct that any rights, privileges and benefits provided to the Member by the Club be suspended for a specified period and/or terminated;

22.5.1.6 reprimand the Member;

22.5.1.7 suspend the Member from membership of the Club for a specified period;

22.5.1.8 expel the Member from membership of the Club;

22.5.1.9 impose a suspended penalty;

22.5.1.10 any other such penalty that the Disciplinary Panel considers appropriate.

22.6 Appeals

22.6.1 There shall be a right of appeal from the decision of the Disciplinary Panel to an Appeals Tribunal and all decisions of the Appeals Tribunal shall be final and not subject to further appeal.

22.6.2 The Management Committee shall appoint an Appeals Tribunal of three (3) persons to hear the appeal. The Chairman of the Appeal Tribunal and all other persons shall have appropriate experience to deal with such matters. Appropriate experience is deemed to be long standing membership of the Club and extensive past experience on the Management Committee.

22.6.3 No member of the Disciplinary Panel may serve on the Appeals Tribunal.

22.6.4 An appellant must seek leave to appeal against the decision of the Disciplinary Panel by applying to the Management Committee with reasons for the appeal within fourteen days of the decision of the Disciplinary Panel. The Management Committee shall make a decision on whether it grants leave to appeal at the next Management Committee Meeting after the application for leave is made.