



**SORELL
BOWLS CLUB INC.**

Founded 1964

Constitution of the Sorell Bowls Club

Proposed changes for the Annual General Meeting
to be held on ~~5 June 2016~~ 17 June 2017

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1 NAME AND OBJECTS

1.1 Name

- (a) The name of the club is the 'SORELL BOWLS AND COMMUNITY CLUB INC.'

1.2 Interpretation

- (a) In this Constitution, unless there be something in the subject or context inconsistent therewith, the following interpretations shall operate:
- (1) The 'Club' means the abovenamed Club.
 - (2) The 'By-Laws' means any Club By-Laws, policies or guidelines made by the Board of Management in accordance with clause 5.7.
 - (3) The 'Board of Management' means the members of the club empowered to manage the club's affairs for the time being as constituted in accordance with the Constitution.
 - (4) 'Month' means calendar month.
 - (5) 'Year' means the Club's financial year, and unless altered by the members shall be from 1 May to the next 30 April.
 - (6) 'Association' means Bowls Tasmania South.
 - (7) Words importing the singular number include the plural, and vice-versa.
 - (8) Words importing the masculine shall include the feminine, and vice-versa.
- (b) An 'ex officio member' will automatically be included in the subject board/committee 'because of the office they hold' and will have the full rights of any member of that board/committee.
- (c) All notices required by the Constitution to be sent to members may be given in person, or sent by post or electronically to an address provided by the member per clause 3.1(b).

1.3 Objects

- (a) The objects for which the Club is established are:
- (1) To maintain and conduct a Club of a non-political character and to provide a Clubhouse, Bowling Green and other conveniences for the use and recreation of the members at such place or places as decided by the members.
 - (2) To raise and borrow any moneys required for the purpose of the Club upon such terms and conditions and/or on such securities as may be determined by the Board of Management.

- (3) To purchase, take, lease, exchange, hire or otherwise acquire any real or personal property and other rights and privileges necessary or convenient for the purpose of the Club.
- (4) To construct, alter, add to or maintain all buildings and other property belonging to the Club.
- (5) To sell, mortgage, improve, manage, develop, lease, dispose of, turn to account or otherwise deal with all or any part of the property of the Club, having regard at all times that the Club is prohibited from making any distribution whether in money, property or otherwise to its members.
- (6) To affiliate with the Association to ensure the advancement and best interests of the game of bowls and the engendering by association of a feeling of camaraderie amongst bowlers.
- (7) To do all lawful things as are incidental or necessary for the purposes of the above objects.

2 MEMBERSHIP

2.1 Classes of Membership

- (a) The Club shall consist of the following classes of members:
 - Full Members
 - Life Members
 - Social Bowlers
 - Indoor Members
 - Junior Members
 - Social Members
 - Honorary Members
 - Special Members
- (b) Full and Life Members shall be entitled to all the privileges of the Club.
- (c) Privileges of Social Bowlers shall be limited in accordance with Clauses 2.5
- (d) Privileges of Social Members shall be limited in accordance with Clause 2.8.
- (e) Honorary members shall be entitled to such privileges as the Board of Management shall from time to time determine.
- (f) Junior Members shall be entitled to the same privileges as Full members except where these are limited by Clause 2.6.

2.2 Applications for Membership

- (a) Any person wishing to become a Member of the Club must be proposed by one member and seconded by another, each of whom should have a personal knowledge of the applicant if possible.
- (b) A nomination paper shall be signed by the applicant, proposer and seconder, and shall contain the name, address of the candidate, the date of application and the class of the membership desired.
- (c) The nomination paper, when properly completed shall be handed to the ~~Honorary~~ Secretary, who shall post it on the Club's notice board for exhibition at least fourteen days immediately preceding the day of election.
- (d) Members shall be elected by the Board of Management by ballot and a majority in favour shall elect the applicant.
- (e) The decision of such Board of Management as to whether any candidate has been duly elected or not shall be final.
- (f) Immediately on the election of a new member the ~~Honorary~~ Secretary shall forward or hand to such member a copy of the Constitution and By-Laws for the time being in force.
- (g) Any person whose application for membership is rejected or whose election is voided under Clause 3.9(b) shall not again be nominated for a period of at least six months from the date of the rejection or voidance of membership.

2.3 Life Membership

- (a) Any person who shall have rendered special service or services to the Club may at any Annual or Special General Meeting, on the unanimous recommendation of the Board of Management and on receiving the votes of at least three quarters of the members present at such meeting, be elected a Life Member of the Club.
- (b) Such membership shall include full privileges and without payment of any subscription, provided always that not more than one election shall be made in any one year.
- (c) A Life Member shall not be relieved of any other financial obligation other than the Annual Subscription.
- (d) To be eligible to play in Pennant or Association Championships, a Life Member must pay the Association's capitation fee.

2.4 Honorary Membership

- (a) Any member of any Bowls Club that is not a part of the Association may, on the introduction by a member of the Club, be admitted by any two members of the Board of Management as an Honorary Member for a period not exceeding fourteen consecutive days without payment of any subscription.
- (b) The Board of Management shall have the power to extend the period for a further fourteen consecutive days, if so desired, on conditions to be determined by the Board of Management.
- (c) The name and address of each Honorary Member, together with the name of the introducing member, shall be entered in a visitor's book to be kept for that purpose, and the introducing member shall be responsible for the bona fides of the person introduced by them.
- (d) The Board of Management shall have the power to withdraw any or all privileges from Honorary Members.
- (e) Honorary Members are not and shall not be entitled to take part in any Annual or Special General Meeting nor vote upon any subject thereat.
- (f) Honorary Members shall not have any right, title or interest in, or to any of the property of, the Club.
- (g) No person shall be allowed to become an Honorary Member of the Club or be relieved of the payment of subscriptions or any other financial obligations, except as provided for by the Constitution.

2.5 Social Bowler Membership

- (a) A Social Bowler shall be elected in accordance with clause 2.2.
- (b) Social Bowlers shall not:
 - (1) Hold any office
 - (2) Vote on any matter or election
 - (3) Play in Pennant or Club Championships
- (c) To be eligible to play in Pennant Competition or Club Championships, a Social Bowler must apply to the Board of Management to become a Full Member.
- (d) Social Bowlers may use the green to practice, and may participate in social games of bowls and bowls fixtures.

2.6 Junior Membership

- (a) Any person under the age of 18 at the time of application may become a Junior Member and shall be elected in accordance with clause 2.2.
- (b) A Junior Member shall not be eligible to hold office or vote at any meeting of the Club.
- (c) A Junior Member may play in Pennant or Club Championships.

2.7 Indoor Membership

- (a) Indoor members shall only play the game of Indoor Bias Bowls.
- (b) Indoor members shall not vote on any matter or election unless it relates to the game of Indoor Bias Bowls.
- (c) Indoor members shall not hold any office.
- (d) Indoor members shall not use the green.

2.8 Social Membership

- (a) Social Members shall be elected in accordance with clause 2.2.
- (b) Social Members shall have access to the club house when it is open.
- (c) Social Members shall not:
 - (1) Hold office
 - (2) Vote on any matter or election
 - (3) Take part in the game of Lawn Bowls
 - (4) Take part in the game of Bias Bowls (indoor bowls)
 - (5) Use the green.

2.9 Special Membership

- (a) Special classes of membership may be granted by the Board of Management.
- (b) They shall be subject to such fee as is determined from time to time by the Board of Management.
- (c) Special membership classes shall not be in conflict with classes of membership defined in the constitution.

2.10 Employee Membership

- (a) The Board of Management may at any time confer Full Membership rights on any employee of the Club.
- (b) Notwithstanding anything contained elsewhere in this Constitution, such employee member shall not be required to pay any annual subscription, and such membership may be terminated at any time by the Board of Management.
- (c) Such employee members shall not be included in any membership limit.

3 MEMBERSHIP ADMINISTRATION

3.1 Register of Membership

- (a) The ~~Honorary~~ Secretary shall keep on the Club premises a register which shall contain the names and addresses of all members of the Club for the time being, with the date of payment by each member of their current year's subscription.

~~(b) Every member shall advise the Secretary of their postal address and any change thereof, and the Secretary shall register the same.~~

(b) Every member shall advise the Secretary of the following contact details, and any change thereof, and the Secretary shall register the same:

(1) postal address

(2) email address

(3) mobile phone number

~~(c) All notices required by the Constitution to be sent or given to members shall be deemed to have been sent or given if posted to such address.~~

3.2 Change in Class of Membership

- (a) Any member may apply to the Board of Management to change their class of Membership.
- (b) On acceptance of the change in class, the Secretary shall record the new class of Membership in the register.
- (c) Any full member who does not make themselves available for pennant games without good reason may have their membership class changed to a Social Bowler at the discretion of the Board of Management.

- (d) Should a change in membership class occur under Clause 3.2(c), the member may apply to the Board of Management for a proportional refund in subscription fees.

3.3 Liability of Members

- (a) If any member, by any breach of the constitution or By-Laws, or by any unlawful act, causes the Club or an officer of the Club to pay any money, such member shall be civilly liable to the Club or such officer for the amount so paid.
- (b) No member shall remove from the Clubhouse, or deface or injure, any article being the property of the Club.
- (c) Members removing, breaking or willfully damaging any article being the property of the Club shall pay for the same at a price fixed by the Board of Management.

3.4 Absence of a Member

- ~~(a) Any member contemplating absence for a period may, on application to the Board of Management, be granted leave of absence for a period not exceeding two years, subject to payment of a nominal amount to be fixed by the Board of Management.~~
- (a) Any member contemplating absence for an extended period may, on application to the Board of Management, be granted leave of absence for a period not exceeding two years.
- (b) Once granted a leave of absence, the member must pay the Social membership subscription for the period of their absence.

3.5 Resignation of Members

- (a) Any Member retiring from the Club, or ceasing for any reason to be a member thereof, shall not have any right, title or interest in or to any property of the Club.
- (b) Any club documents, records or other property in the possession, custody or control of a Member who ceases to be a member shall be returned to the Club immediately.

3.6 Expulsion of Members

- (a) Every member of the Club undertakes to comply with the Constitution and By-Laws, and any refusal or neglect to do so shall render such member liable to expulsion.
- (b) The Board of Management shall have power to censure or fine, suspend or expel any member for any conduct, which is in its opinion unbecoming to a member.
- (c) Such member shall be entitled to seven (7) days notice of the charge against them, and shall be entitled to be present at the hearing thereof by such Board of Management.

- (d) Any member expelled by the Board of Management shall be entitled to appeal against the decision to a meeting of the Club called for that purpose and convened by the Board of Management at their request.
- (e) Any member expelled in accordance with the Constitution or otherwise ceasing to be a member of the Club shall forfeit all rights upon the Club or its property or funds as they would have by reason of membership.
- (f) Any club documents, records or other property in the possession, custody or control of a Member who ceases to be a member shall be returned to the Club immediately.

3.7 Renewal of membership declined

- (a) At the expiration of any financial year in respect of which any person shall have paid their subscription the Board of Management, if it is of the opinion that it is undesirable in the interest of the Club that such person should continue to be a member, may decline to accept any further subscriptions from such person.
- (b) The ~~Honorary~~ Secretary shall notify such person of this decision and they shall thereupon cease to be a member of the Club, however they shall have the same right of appeal and on the same conditions as stated in Clause 3.6 (d).

3.8 Subscriptions - existing members

- (a) The amount of ~~Members the~~ Annual Subscription for each year shall be ~~fixed set~~ by the Board of Management and presented to the members at the Annual General Meeting.
- (b) Such subscriptions shall be due and payable within 90 days following the Annual General Meeting.
- (c) If any member fails to pay his subscription within 90 days from the date when it becomes due, they shall cease to be a member of the club.
- (d) The Board of Management is empowered to prevent any member whose subscription is in arrears from using the whole or any privileges of the club.
- (e) A member may in the case of hardship, apply to the Board of Management in writing to pay his subscription in installments as determined by the Board. However, the full subscription shall be paid by the first day of October in the membership year.

3.9 Subscriptions - new members

- (a) Subscriptions for New members applying for Full Membership will be 50% of the Annual Subscription fee for the first year plus affiliation fee.

- (b) If a newly elected member fails to pay their subscription within 30 days after their election, their election shall be void unless they can justify the delay to the satisfaction of the Board of Management.
- (c) The payment of the subscription or using the Club's property shall imply a member's acquiescence to the Constitution and By-Laws.
- (d) If a member joins as a Full Member after the first day of November in their first year of membership, their subscription for the remaining portion of the year shall be 33% of the Annual Subscription fee for the first year.
- (e) If a member joins as a Full member after the first day of February in their first year of membership, their subscription for the remaining portion of the year shall be 25% of the Annual Subscription fee for the first year.
- (f) If a past member, who has left the club, subsequently rejoins the club then clause 3.9(a) will not apply.

4 GENERAL MEETINGS

4.1 Annual General Meetings

- (a) The Annual General Meeting of members shall be held not later than 30 June.
- ~~(b) The Secretary shall give 14 days notice in writing to all members of the date, time and place appointed by the Board of Management for such meeting.~~
- (b) The Secretary shall give 14 days notice to all members of the date, time and place appointed by the Board of Management for such meeting.
- ~~(c) A copy of the notice shall be posted on the notice board inside the Clubhouse 14 days before the date of such meeting and shall include the nature of the business to be conducted which will be in accordance with Clause 4.1(d).~~
- (c) A copy of the notice shall be posted on the notice board inside the Clubhouse at least 14 days before the date of such meeting and shall include the nature of the business to be conducted which will be in accordance with Clause 4.1(d).
- ~~(d) The business to be transacted at the Annual General Meeting shall be in the following order:
 - ~~(1) The reading of notice convening the meeting.~~
 - ~~(2) Reading and confirmation of minutes of previous Annual and/or Special General Meeting.~~
 - ~~(3) Reading of Annual Report.~~~~

- ~~(4) Consideration and adoption of Annual Report.~~
- ~~(5) Presentation of audited balance sheet and statement of account.~~
- ~~(6) Consideration and adoption of balance sheet and statement of accounts.~~
- ~~(7) Fixing the annual subscription.~~
- ~~(8) Election of office bearers.~~
- ~~(9) Nomination and election of Auditor.~~
- ~~(10) Any other business affecting the interest and welfare of the Club, of which due notice has been given according with Clause 4.1 (e).~~

(d) The business to be transacted at the Annual General Meeting shall be in the following order:

- (1) Reading of the notice convening the meeting.
- (2) Reading and confirmation of the minutes of the previous Annual and/or Special General Meeting.
- (3) Reading and acceptance of the President's Annual Report.
- (4) Presentation and acceptance of the audited balance sheet and statement of accounts.
- (5) Approval of the annual subscription fees.
- (6) Election of office bearers.
- (7) Nomination and appointment of an Auditor.
- (8) Any other business affecting the interest and welfare of the Club of which due notice has been given according with Clause 4.1 (e).

(e) Any matter to be put to an Annual or Special General Meeting must be posted on the notice board at least 10 days prior to the meeting and must be proposed and seconded by full or life members of the club.

4.2 Special General Meetings (Requested)

- (a) A Special General Meeting shall be convened by the President or the ~~Honorary~~ Secretary upon receiving a request in writing to that effect from:
 - (1) five members of the Board of Management, or
 - (2) not less than seven members of the Club whose subscriptions are not in arrears.
- (b) Any such request shall clearly state the object of the Special General Meeting and no matters shall be discussed except those stated in the written requisition.
- (c) The date of holding such a Special General Meeting shall be fixed by the Board of Management, and shall be held not less than 14 and not more than 28 clear days from the time of receiving the requisition.

(d) The purpose of the Special General Meeting must be conveyed to all members with at least 14 days clear notice.

~~(e) Notice may be given either in person, by post, by fax, or electronically.~~

4.3 Special General Meetings (Convened)

(a) A Special General Meeting may be convened ~~by the President or the Honorary Secretary whenever appointed by~~ at the direction of the Board of Management or when called by the President.

(b) The date of holding a Special General Meeting under this clause shall be on a date fixed by the Board of Management.

(c) The purpose of the Special General Meeting must be conveyed to all members with at least 14 days clear notice.

~~(d) Notice may be given either in person, by post, by fax, or electronically.~~

4.4 General Meetings – Female members

(a) The female members of the club shall hold a general meeting to decide matters relevant to their gender before the Annual General Meeting.

(b) The business to be transacted at the Ladies General Meetings shall be:

- (1) Reading and confirmation of minutes of the previous General Meeting.
- (2) Election of the Ladies Selection Committee
- (3) Election of the Ladies Match Committee

4.5 General Meetings – Male members

(a) The male members of the club shall hold a general meeting to decide matters relevant to their gender before the Annual General Meeting.

(b) The business to be transacted at the Men's General Meetings shall be:

- (1) Reading and confirmation of minutes of the previous General Meeting.
- (2) Election of the Men's Selection Committee
- (3) Election of the Men's Match Committee

4.6 Quorums

- (a) At any Annual or Special General Meeting of the Club 20 full and life members or 25% percent of the total number of full and life members on the Membership Register, whichever is the greater, shall form a quorum.
- (b) If a quorum is not present within 30 minutes of the specified time of a Special General Meeting that is convened at the request of members then such meeting shall be dissolved.
- (c) If a quorum is not present within 30 minutes of the specified time of an Annual or Special General Meeting convened by the Board of Management, the meeting shall stand adjourned to such day as the Board of Management shall determine.
- (d) In the case of an adjourned meeting per clause 4.6 (c) the members present at an adjourned Annual General Meeting shall form a quorum but if numbers are not present within 30 minutes of an adjourned Special General Meeting, it shall lapse.
- (e) No notice of any adjourned meeting need be given to members, but notice thereof shall be posted on the Club's notice board.

4.7 Voting

- (a) Election to office.
 - (1) At Annual or Special General Meetings of the members the election of all offices (where there are more nominations than vacancies) shall be by ballot.
 - (2) The ballot shall be conducted by two scrutineers appointed at such meeting and the method and voting shall be determined in accordance with clause 4.7(b).
- (b) Decisions by members.
 - ~~(1) All questions for decision of the members at an Annual or Special General Meeting shall be duly proposed and seconded, and shall be determined by a show of hands unless a ballot is asked for by ten members present.~~
 - (1) All questions for decision of the members at an Annual or Special General Meeting shall be duly proposed and seconded, and shall be determined by a show of hands unless a ballot is asked for by no less than 10 members present.
 - (2) The ballots may then be taken at the meeting; two scrutineers shall be appointed by the Chairman to conduct the ballot.
 - (3) The result of each ballot will be deemed to be a resolution of the Club at such meeting.
- (c) Eligibility of members.

(1) At any Annual General Meeting of the Members, only such members who were financial at the close of the previous financial year, viz. 30 April, shall be entitled to attend such meeting.

~~(2) This provision shall also apply to any Special General Meeting of the members held between the close of the previous financial year and the Annual general Meeting.~~

(2) Clause 4.7 (c)(1) shall also apply to any Special General Meeting of the members held between the close of the previous financial year and the Annual General Meeting.

(3) At all other Special General Meetings only members who are financial according to the constitution shall be entitled to attend such meetings.

(d) Other votes.

~~(1) The Chairperson shall be entitled to vote at all meetings and when the votes are equal, the motion or amendment, as the case may be, shall not be carried.~~

(1) The Chairperson shall only have one vote at all meetings and when the votes are equal, the motion or amendment, as the case may be, shall not be carried.

~~(2) Proxy votes will not be considered at any Meeting of Members.~~

(2) Only Full and Life members are eligible to vote at any meeting of members.

(3) Proxy votes will not be considered at any meeting of members.

(4) Postal votes will be accepted if lodged with the Secretary in writing at least one full day prior to the meeting.

5 MANAGEMENT

5.1 Management by Members

(a) The Management of the Club shall be in the hands of the members of the Club through the Annual General meeting and/or Special General Meetings as hereinafter provided.

5.2 Board of Management

(a) The members shall vest control and business of the Club in a Board of Management elected by them at the Annual General Meeting.

(b) Such Board of Management shall consist of the officers of the Club as hereinafter provided and shall hold office until the next Annual General Meeting ~~next~~ after the date of its election.

(c) The officers of the Club consist of a

- President
- Vice-President (to be of opposite gender to the President)
- ~~Honorary~~ Secretary
- Assistant ~~Honorary~~ Secretary
- ~~Honorary~~ Treasurer
- Four board members
- Bar Manager in accordance with clause 8.10 (c)
- Provedore in accordance with clause 8.12 (c)
- ~~Ladies and Men's Match Committee Chairs in accordance with Clause 8.6 (f) and Clause 8.7 (f) respectively.~~
- Immediate past President in accordance with Clause 5.2 (d).

~~(d) The immediate Past President shall continue to be a member of the Board of Management for one year after the expiration of their term of office as President in order to assist the new president and advise the board as required.~~

(d) The immediate past President may attend Board of Management meetings in an advisory role for the remainder of the calendar year after the expiration of their term of office as President.

5.3 Nominations to the Board of Management

- (a) Nominations for these positions shall be in writing signed by the candidate and the proposer and seconder, and shall be lodged with the ~~Honorary~~ Secretary not less than seven days before the date fixed for the Annual General Meeting.
- (b) All retiring officers shall be eligible for re-election.
- (c) At least six days prior to the Annual General Meeting lists of the prospective candidates in alphabetical order shall be displayed on the Club notice board.
- (d) In the event of a sufficient number of members not being nominated for election to any Board, Committee or Office as provided by clause 5.3(c), those already nominated shall be declared by the President to be elected.
- (e) The President shall then call for further nominations at the Annual General Meeting for positions still vacant and if necessary a ballot shall be taken to fill the remaining positions from those so nominated.

5.4 Board of Management meetings

- (a) The Board of Management shall meet at least once in each month for transaction of the business of the Club.
- (b) The President and/or Secretary shall when necessary, or when requested by three members of the Board of Management, convene a special meeting of that Board.
- (c) The ~~Honorary~~ Secretary shall give at least three (3) days notice of all Special Board Meetings to all members of the Board of Management.
- (d) The President, Vice-President, or in their absence, one of the Board of Management, shall preside at all Board Meetings.
- (e) Should any member of the Board of Management fail to attend for three consecutive Board meetings without leave, or apology, delivered at or prior to the meetings, he shall thereupon cease to be a member of the Board.
- (f) There shall be no restriction on any member of the Board of Management holding dual office.

5.5 Resignations

- (a) No office bearers or other officers of the Club shall be held to have resigned their office until their resignation in writing shall have been received by the Board of Management.

5.6 Vacancies

- ~~(a) The Board of Management shall have the power, should a vacancy occur in their number, to fill such vacancy for the unexpired term from the members of the Club qualified to accept office.~~
- (a) The Board of Management shall have the power to fill a position on the board that becomes vacant, unless otherwise specified in the constitution, from any Full or Life member of the Club as required.
- ~~(b) The office of an officer of the Club or of an ordinary Board Member becomes vacant should they:
 - ~~(1) die~~
 - ~~(2) become bankrupt or apply to take or take advantage of any law relating to bankrupt or insolvent debtors or compound with their creditors or make any assignment of their estate for their benefit~~
 - ~~(3) become of unsound mind~~~~

~~(4) resign their office by writing under their hand addressed to the Board of Management~~

~~(5) cease to be a resident in the State, or~~

~~(6) cease to be a member of the Club.~~

(b) The Board of Management shall have the power to fill a vacant position on a committee or make an appointment to fill a vacancy, unless otherwise specified in the constitution, from any member of the Club who is suitably qualified to fill the vacant position.

(c) A position becomes vacant if the incumbent:

(1) dies

(2) becomes bankrupt or applies to take advantage of any law relating to bankrupt or insolvent debtors, or compound with their creditors, or make any assignment of their estate for their benefit

(3) becomes of unsound mind

(4) resigns their office in writing to the Board of Management

(5) ceases to be a resident in the State, or

(6) ceases to be a member of the Club.

(d) Should the office of President become vacant, the Vice-President will automatically become President and the office of Vice-President will become vacant.

(e) Should the office of Vice-President become vacant, a Special General Meeting must be called in accordance with clause 4.3 to vote in a new Vice-President.

5.7 Powers and functions

The Board of Management shall have power:

- (a) To elect committees, fill vacancies, make appointments, make By-Laws in conformity with the Constitution of the Club, and do all such acts and things that it deems advisable for carrying out and managing the business and affairs of the Club.
- (b) On the authority of the Annual or Special General Meeting of the Club to impose levies on the members.
- (c) To deal with resignations of members, which must be submitted in writing.
- (d) To interpret the Constitution and By-Laws, the interpretation of the Board of Management being final.
- (e) To carry out all resolutions passed at an Annual or Special General Meeting of the Club.

- (f) To enforce discipline by fines or by expulsion for any misconduct or willful infringement of the Constitution and By-Laws.
- (g) To deal with other matters which may arise or which are not specifically provided for in the By-Laws.
- (h) To cause correct accounts and books to be kept, showing the financial affairs of the Club, and the particulars usually shown in books of account of a like nature.
- (i) To authorise all expenditure including any expenditure passed at an Annual or Special General Meeting and direct the method of dealing with moneys received for or on behalf of the Club.

5.8 Quorums

- (a) At any meeting of the Board of Management, half the sitting board members plus one, or five sitting members, whichever is the higher, shall form a quorum.
- (b) At any meeting of a committee appointed by the Board of Management, a majority of members, but no less than three, shall form a quorum.

5.9 Voting

- (a) All questions for the decision of the Board of Management or any Committee thereof shall be proposed and seconded, and the result thereof determined by a show of hands, unless a ballot be requested by at least three members.
- (b) Each member of the Board of Management or any committee shall have one vote only and proxy votes shall not be accepted.
- (c) When the votes are equal, the motion or amendment, as the case may be, shall not be carried.

5.10 Disclosure of interests

- (a) If a member of the Board of Management or a member of a committee has a direct or indirect pecuniary interest in a matter being considered, or about to be considered, the member is to disclose the nature of their interest in the matter as soon as practicable after the relevant facts come to their attention.
- (b) If, at a meeting of the Board of Management or a committee, a member votes in respect of any matter in which the member has a direct or indirect pecuniary interest, that vote is not to be counted.

- (c) Once the Board of Management or Committee establishes that a conflict of interest or perceived conflict of interest is evident they are to require the member to leave the meeting until the matter under discussion or consideration has been voted on.

6 DUTIES OF OFFICERS

6.1 President

~~(a) The duties of the President shall be to preside at all meetings, to regulate and keep order in all proceedings, and carry into effect the Constitution and By-Laws.~~

(a) The duties of the President shall be to

(1) preside at all meetings

(2) regulate and keep order in all proceedings, and

(3) carry into effect the Constitution and By-Laws of the club.

6.2 Vice-president

- (a) The duties of the Vice President shall be to assist the President and perform the duties of the President in his/her absence.
- (b) Additionally the Vice President shall act as spokesperson for the members of his/her gender.

6.3 ~~Honorary~~ Secretary

~~(a) The duties of the Honorary Secretary shall be to be the Executive Officer of the Board of Management.~~

(a) The duties of the Secretary shall be to:

(1) record and make available the minutes of all meetings

(2) conduct all correspondence in connection with the general business of the Club

(3) keep a register of the members at the Club in accordance with clause 3.1

(4) in any respect carry out those duties usually associated with the office of Secretary.

- (b) The ~~Honorary~~ Secretary shall if possible attend all meetings of the Board of Management and of Annual and Special General Meetings of the Club.

~~(c) The Honorary Secretary shall:~~

- ~~(1) record the minutes of all meetings in a book to be kept for that purpose~~
- ~~(2) conduct all correspondence in connection with the general business of the Club~~
- ~~(3) prepare for submission to the Annual General Meeting of the Club the report of the Board of Management on the activities of the Club during the year~~
- ~~(4) keep a register of the members at the Club setting forth the name in full and address of each member of the Club, and the date of the latest payment of their subscription~~
- ~~(5) make such register open to the inspection of the members of the Club, and~~
- ~~(6) in any respect carry out those duties usually associated with the office of Honorary Secretary.~~

~~(dc)~~ The Honorary Secretary may delegate any duties to the Assistant Honorary Secretary as is mutually agreed between them or as directed by the Board of Management.

6.4 Assistant Honorary Secretary

(a) The duties of the Assistant Honorary Secretary shall be to assist the:

- (1) President in matters relating to sponsorship
- (2) Honorary Secretary in their duties
- (3) Honorary Treasurer in their duties

~~(b) The Assistant Honorary Secretary may represent the Honorary Secretary as a minute taker for committee and Annual/Special General Meetings if required.~~

(b) The Assistant Secretary may represent the Secretary as a minute taker at meetings if required.

6.5 Honorary Treasurer

(a) The duties of the Honorary Treasurer shall be:

- (1) To receive all moneys belonging to the funds of the Club, and within a reasonable time to deposit or arrange for deposit of such moneys with the Club's bankers.
- (2) To pay all accounts.
- (3) To keep correct accounts of all moneys received and expended.
- (4) To prepare and submit financial statements to each Annual General Meeting.
- (5) To produce a statement of all financial transactions and of the financial position of the Club, including the bank balance at each ordinary meeting of the Board of Management.

6.6 Public Officer

- (a) The ~~Honorary~~ Secretary shall be appointed as the Public Officer for the club in accordance with Section 14 of the Associations Incorporation Act 1964.
- (b) The Board of Management may appoint any Full member of the Club as the Public Officer if the position becomes vacant per clause 6.6(d).
- (c) Once appointed, the Public Officer may continue in the role, subject to Board of Management confirmation each year.
- (d) The position of Public Officer will become vacant if the person:
 - (1) dies
 - (2) becomes bankrupt
 - (3) is unable to perform the duties of the office competently
 - (4) is not reappointed by the Board of Management
 - (5) resigns in writing to the Board of Management
 - (6) ceases to be resident in the State.

6.7 Indemnity of Officers

- (a) Any officer of the Club who by authority of the Board of Management accepts or incurs any liability on behalf of the Club shall be indemnified by the Club against personal loss in respect of such liability, providing they act in good faith.

7 FINANCE

7.1 Banking Account

- (a) The banking accounts of the Club shall be kept with such bank as shall from time to time be appointed by the Board of Management and all moneys banked therein.
- (b) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by the Treasurer and such other member of the Board of Management or members as the Board of Management may nominate for that purpose.

7.2 Payment of accounts

- (a) The Board of Management, subject to Clause 6.5, may establish procedures for payment of accounts, bar operations and fund-raising activities.

- (b) All payments shall be paid by cheque or electronic fund transfer in accordance with Clause 7.1(b).
- (c) The Treasurer is authorised to pay accounts on the receipt of invoices.
- (d) Each month the Treasurer shall present to the Board of Management an itemised statement of all payments made in the previous month

7.3 Books

- (a) Proper books of accounts shall be kept by the ~~Honorary~~ Treasurer and these shall be open to the inspection of the Board of Management at any time.
- (b) The ~~Honorary~~ Treasurer will maintain custody of all books, account documents and securities of the Club.

7.4 Audit

- (a) The Board of Management shall ensure that as soon as practicable after the end of the financial year, and at any other times if By-Laws provide, that the financial affairs of the club be audited in accordance with provisions of the Association Incorporation Act 1964.
- (b) An audited statement of income expenditure and balance sheet shall be submitted to the Annual General Meeting.

7.5 Seal

- (a) The Seal of the Club shall be in the form of a rubber stamp inscribed with the name of the Club encircling the word 'Seal'.
- (b) The Seal of the Club shall not be affixed to any instrument except by authority of the Board of Management
- (c) The affixing thereof shall be attested by the President, ~~Honorary~~ Secretary, ~~Honorary~~ Treasurer or any two of them and that attestation is sufficient for all purposes that the Seal was affixed by authority of the Board of Management.
- (d) The Seal shall remain in the custody of the Public Officer of the Club.

7.6 Application of profits

- (a) The assets and income of the Club shall be applied solely in furtherance of its above-mentioned objects and no portion shall be distributed directly or indirectly to the members of the Club except as bona fide compensation for services rendered or expenses incurred on behalf of the Club.

- (b) A bona fide service provided to the Club by a member is a service that is provided in good faith and on terms no more favourable than if the member was not a member.
- (c) The Club may pay an honorarium to a member filling an appointed position within the club if the appointed position is deemed necessary by the Board of Management, and the honorarium is approved by the members at an Annual or Special General Meeting.

7.7 Green keeper's Honorarium

- (a) The Board of Management shall pay the Green keeper an honorarium of \$2,500 in April of each year.
- (b) Payment of the honorarium will be contingent upon satisfactory performance, as measured against the statement of duties for the position.
- (c) Should Green keepers change part-way through the year, the honorarium shall be paid proportionally.
- (d) The distribution of the honorarium to assistant green keepers shall be at the discretion of the Green keeper.

7.8 Bar Manager's Honorarium

- (a) The Board of Management shall pay the Bar Manager an honorarium of \$2,500 in April of each year.
- (b) Payment of the honorarium will be contingent upon satisfactory performance, as measured against the statement of duties for the position.
- (c) Should a Bar Manager change part-way through the year the honorarium shall be paid proportionally.
- (d) The distribution of the honorarium to bar staff shall be at the discretion of the Bar Manager.

8 COMMITTEES AND APPOINTMENTS

8.1 Delegation of powers

- (a) The Board of Management may from time to time delegate any of their powers to such officials or -committees, consisting of members of the Club as they shall think fit to appoint and may recall or revoke any such delegation or appointment.

- (b) Any such official or Committee shall, in the exercise of the powers so delegated, conform to any regulation that may be prescribed by the Board of Management and shall be subject and subordinate to such Board.
- (c) The President and ~~Honorary~~ Secretary shall be ex officio members of all Committees appointed under this rule.
- (d) All Committees and persons appointed for special purposes by the Board of Management shall be subject to and subordinate to the Board of Management.

8.2 Greens Committee

- (a) The Board of Management shall appoint a Greenkeeper to manage and maintain the green.
- (b) The Greenkeeper may appoint up to five assistant greenkeepers to form a Greens Committee.
- (c) The Greens Committee shall meet regularly and report any matters of interest or concern to the Board of Management each month.
- (d) The Greenkeeper shall be the Chairperson of the Greens Committee.
- (e) The Greenkeeper shall have full control and supervision of the playing area and the authority to prevent play at any time it is considered play would be detrimental to the green.

8.3 Ladies Selection Committee

- (a) The Ladies Selection Committee shall comprise a maximum of two female members from each pennant division the club nominates in plus a chairwoman of selectors.
- (b) The chairwoman and female selectors shall be elected from female full members and female life members who were fully financial prior to the close of the previous financial year.
- ~~(c) Nominations for these positions shall be lodged with the Honorary Secretary not less than seven days before the date fixed for the Ladies General Meeting and shall be
 - (1) in writing
 - (2) signed by the candidate
 - (3) signed by the proposer and seconder.~~
- (c) Nominations for the Ladies Selection Committee shall be voted on at the Ladies General Meeting in accordance with clause 4.4(b).

- (d) The Ladies Selection Committee will be responsible for women-only pennant selection but not club fixtures or club championships.
- (e) When a selector changes their division, other than to fill a casual vacancy, they will forfeit their position as selector and the division affected will nominate a new selector.

8.4 Men's Selection Committee

- (a) The Men's Selection Committee shall comprise a maximum of two male members from each pennant division the club nominates in plus a chairman of selectors.
- (b) The chairman and male selectors shall be elected from male full members and male life members who were fully financial prior to the close of the previous financial year.

~~(c) Nominations for these positions shall be lodged with the Honorary Secretary not less than seven days before the date fixed for the Men's General Meeting and shall be~~

- ~~(1) in writing~~
- ~~(2) signed by the candidate~~
- ~~(3) signed by the proposer and seconder.~~

(c) Nominations for the Men's Selection Committee shall be voted on at the Men's General Meeting in accordance with clause 4.5(b).

- (d) The Men's Selection Committee will be responsible for men-only pennant selection but not club fixtures or club championships.
- (e) When a selector changes their division, other than to fill a casual vacancy, they will forfeit their position as selector and the division affected will nominate a new selector.

8.5 Saturday Selection Committee

- (a) The Saturday Selection Committee should, where possible, comprise a male and a female selector from each division plus a chairperson.
 - (1) If a representative from each gender does not nominate in a division, two selectors of the same gender may be elected.
 - (2) The chairperson and each selector shall be elected from full members and life members who were fully financial prior to the close of the previous financial year.
 - (3) Nominations for these positions shall be lodged with the ~~Honorary~~ Secretary not less than seven days before the date fixed for the Annual General Meeting and shall be
 - (i) in writing
 - (ii) signed by the candidate

(iii) signed by the proposer and seconder

(4) Only members who played in four games of Saturday pennant in the previous season will be eligible to vote for Saturday selectors at the Annual General Meeting.

- (b) When a selector changes their division, other than to fill a casual vacancy, they will forfeit their position as selector.
- (1) The affected division will appoint a new selector to the Saturday Selection Committee from their normal roster.
 - (2) Where possible, the new selector should be the opposite gender to the remaining sitting selector for that division.
 - (3) If the new selector cannot be the opposite gender to the sitting selector, the two selectors may be of the same gender.
- (c) The Saturday Selection Committee will be responsible for Saturday pennant selection only.

8.6 Ladies Match Committee

- (a) The Ladies Match Committee shall comprise a maximum of four female members plus a chairwoman.
- (b) The Ladies Match Committee shall be elected from fully financial female full and life members prior to the close of the previous financial year.
- ~~(c) Nominations for these positions shall be lodged with the Honorary Secretary not less than seven days before the date fixed for the Ladies General Meeting and shall be~~
- ~~(1) in writing~~
 - ~~(2) signed by the candidate~~
 - ~~(3) signed by the proposer and seconder.~~
- (c) Nominations for the Ladies Match Committee shall be voted on at the Ladies General Meeting in accordance with clause 4.4(b).
- (d) The Ladies Match Committee will be responsible for women-only bowls fixtures and women-only club championships but not pennant selection.
- (e) The Ladies Match Committee shall appropriately grade players who have not been graded by virtue of having played pennant games.
- ~~(f) The Chairwoman of the Ladies Match Committee shall be an ex-officio member of the Board of Management.~~

8.7 Men's Match Committee

- (a) The Men's Match Committee shall comprise a maximum of four male members plus a chairman.
- (b) The Men's Match Committee shall be elected from fully financial male full and life members prior to the close of the previous financial year.
- ~~(c) Nominations for these positions shall be lodged with the Honorary Secretary not less than seven days before the date fixed for the Men's General Meeting and shall be
 - ~~(1) in writing~~
 - ~~(2) signed by the candidate~~
 - ~~(3) signed by the proposer and seconder.~~~~
- (c) Nominations for the Men's Match Committee shall be voted on at the Men's General Meeting in accordance with clause 4.5(b).
- (d) The Men's Match Committee will be responsible for men-only bowls fixtures and men-only club championships but not pennant selection.
- (e) The Men's Match Committee shall appropriately grade players who have not been graded by virtue of having played pennant games.
- ~~(f) The Chairman of the Men's Match Committee shall be an ex-officio member of the Board of Management.~~

8.8 Club Match Committee

- ~~(a) The Club Match Committee shall comprise:
 - ~~(1) the chairwoman and one member of the Ladies Match Committee,~~
 - ~~(2) the chairman and one member of the Men's Match Committee, and~~
 - ~~(3) a chairperson to be elected at the Annual General Meeting.~~~~
- (a) The Club Match Committee shall comprise:
 - (1) any two members of the Ladies Match Committee,
 - (2) any two members of the Men's Match Committee, and
 - (3) a chairperson to be elected at the Annual General Meeting.
- (b) The Club Match Committee shall be responsible for all mixed bowls fixtures and mixed club championships, other than those prescribed in Clause 8.6 and Clause 8.7.
- (c) The Club Match Committee chairperson shall be elected by all members at the Annual General Meeting.

8.9 Winter Social Bowls Committee

- (a) A Winter Social Bowls Committee may be appointed by the Board of Management under Clause 5.7 (a) to run and cater for this fixture.

8.10 Delegates to the Association

~~(a) The President and Honorary Secretary shall represent the Club as voting delegates at meetings of the Association.~~

(a) The President and Vice-President shall represent the Club as voting delegates at meetings of the Association.

~~(b) If either delegate cannot attend a meeting of the Association the Board of Management shall appoint another eligible member to represent the Club in their place.~~

(b) If either delegate cannot attend a meeting of the Association another member of the Board of Management shall represent the Club in their place.

8.11 Bar Manager

- (a) The Board of Management shall appoint a suitably-qualified member to be Bar Manager of the club.
- (b) The Bar Manager shall be responsible for the stocking and running of the bar.
- (c) The Bar Manager shall be an ex officio member of the Board of Management.

8.12 Licensee

- (a) The Board of Management shall appoint a suitably-qualified member to be the Licensee of the Club in accordance with the Liquor Licensing Act 1990.
- (b) Once appointed, the Licensee will continue in the role subject to Board of Management confirmation each year.

8.12 Provedore

- (a) The Board of Management shall appoint a Provedore of the club.
- (b) The Provedore shall be responsible for stocking and running of the kitchen.
- (c) The Provedore shall be an ex officio member of the Board of Management.

9 CONSTITUTION AND BY-LAWS

9.1 Alteration of the Constitution

- (a) The constitution may be amended at the Annual General Meeting or at a Special General Meeting called for that purpose.
- (b) A resolution shall be carried by a 75% majority of financial members voting at the Annual or Special General Meeting.
- (c) By-Laws may be amended by a simple majority at a Special General Meeting called for that purpose.

9.2 Interpretation of the Constitution and By-Laws

- (a) In the event of any doubt or difficulty arising as to the meaning of the constitution and By-Laws, or, should any question arise as to their interpretation, the Board of Management shall have the power to pronounce a decision thereon.
- (b) In such cases, the board's decision shall be final and binding on the members, subject only to affirmation or reversal by a Special General Meeting called for that purpose.
- (c) The Board of Management shall ensure the clause(s) or By-Law(s) that caused doubt or difficulty are amended at the next Annual General Meeting if a Special General Meeting is not called per clause 9.2(b).

9.3 Non-compliance with By-Laws

- (a) Non-compliance with any of the Constitution shall not render any proceedings void unless the members at an Annual or Special General Meeting so direct.

9.4 Club rules

- (a) The Board of Management may make, alter, amend or rescind Club Rules as occasions may require, and enforce penalties for their breach.
- (b) Such Club Rules shall have the same force and effect as this Constitution, but shall not be in any way be in conflict with this Constitution.
- (c) Amendments, alterations, interpretation or other changes to Club Rules shall be advised to Members by means of notice approved by the Board. Notices shall be binding upon all Members.
- (d) All existing Club Rules shall be reviewed by the incoming Board of Management at their first meeting.

- (e) A current copy of Club Rules shall be available on the Club Notice Board.

9.5 Strategic Plan

- (a) The Club's Strategic Plan shall be reviewed by the incoming Board of Management at their first meeting.
- (b) The Board of Management shall obtain a progress report from the members/committees responsible for achieving or implementing the objectives of the Strategic Plan.
- (c) Amendments, alterations or other changes to the Strategic Plan shall be made by a working party of members formed for that purpose.
- (d) The working party shall ideally comprise three members of the Board of Management, three female members and three male members, but can comprise any combination of up to 10 fully paid up members.
- (e) A current copy of the Club's Strategic Plan shall be available on the Club Notice Board.

9.6 Conditions of Play

- (a) The current Bowls Tasmania South Conditions of Play shall apply to all games played under the control of the Club, except when club conditions of play are in place.
- (b) Failure to observe any such conditions will render the offending player liable to disqualification from the competition or match.

10 GENERAL

10.1 Clubhouse

- (a) The Clubhouse shall be open to members for such times, and on such conditions, as may be decided by the Board of Management from time to time.

10.2 Colours of the Club

- (a) The colours of the Club shall be as the Board of Management from time to time may determine subject to the approval or rejection by the Association.

10.3 Dissolution

- (a) The Club may be dissolved or wound up in terms of the provisions of Sections 32 and 33 of Associations Incorporation Act 1964 if a resolution is passed by a majority of the

members present at a Special General Meeting of Members of the Club called for that purpose.

- (b) A second Special General Meeting shall be held not less than one month after the first meeting, at which not less than half the members of the Club shall be present, to confirm by a resolution passed by a majority of two thirds of the members present at the second meeting that the resolution to dissolve the club be enacted.
- (c) Upon such resolution being carried and confirmed, as aforesaid, the Board of Management shall thereupon or at such resolution:
 - (1) proceed to sell and realise the property and assets of the Club, and out of the net proceeds of such sale and realisation, and
 - (2) discharge and satisfy all the liabilities of the Club.
- (d) In the event of the Club being dissolved, the amount that remains after fulfilment of clause 10.3(c) shall be transferred to another organisation with similar purposes and which has rules prohibiting the distribution of its assets and income to its members.

10.4 Complaints or Disputes

- (a) All complaints, except those relating to selection or club championships, must be made in writing to the ~~Honorary~~ Secretary, who shall bring the complaint before the Board of Management at the next meeting.
- (b) All complaints relating to any actions or duty of the Selectors or Match Committee shall be made to the respective Chairperson who may refer the matter to the Board of Management if appropriate.
- (c) Should a dispute or disagreement arise between members on the Club premises, the same may be referred in writing to the Board of Management by either party.
- ~~(d) The Board of Management shall have power to deal with same and impose such fine, not exceeding ten dollars, as it shall consider fit.~~
- (d) The Board of Management shall have power to deal with disputes or disagreements and may impose fines equal to the Social membership subscription fee as it shall consider fit.
- (e) If fines are imposed, the member in default shall not be entitled to exercise any of the privileges of the Club until such fines are paid.

10.5 Visitors

- (a) Every member shall be allowed to introduce visitors to the Club, subject to such regulations as the Board of Management shall from time to time determine.

- (b) No person shall be introduced as a visitor who has been expelled from membership of a bowls club or whose conduct or presence on the Club's premises shall be considered objectionable or prejudicial to the interests of the Club.
- (c) A member shall be entitled to introduce an approved visitor for a period not exceeding one month and shall notify the Secretary thereof.
