

# Constitution

Date: [date]

**HEATHERDALE RECREATION AND BOWLS CLUB INC.**

(Registration No. A 0009881R)

TABLE OF CONTENTS

PART I – PURPOSES, POWERS AND INTERPRETATION.....1

1.NAME 1

2.PURPOSES OF ASSOCIATION.....1

3.POWERS OF ASSOCIATION.....1

4.INTERPRETATION AND DEFINITIONS.....1

    4.1Definitions.....1

    4.2Interpretation.....3

    4.3Enforceability.....3

PART II - MEMBERSHIP.....4

5.MEMBERSHIP OF CLUB.....4

    5.1Categories of Member.....4

    5.2Application for Membership – Affiliated Member.....4

    5.3Application for Membership – Recreation Club Member.....5

    5.4Junior Members.....5

    5.5Life Members.....6

    5.6Special Members.....6

    5.7Honorary Members.....6

    5.8Renewal of membership.....6

    5.9Deemed Membership.....7

    5.10Effect of Membership.....7

6.SUBSCRIPTIONS AND FEES.....8

7.REGISTERS.....8

    7.1Club to Keep Register of Members.....8

    7.2Inspection of Register.....8

8.RESIGNATION OF MEMBERS.....8

    8.1Notice of Resignation.....8

    8.2Expiration of Notice Period.....8

    8.3Forfeiture of Rights.....8

9.EXPULSION, SUSPENSION OR FINING OF MEMBERS.....8

    9.1Board Resolution.....8

    9.2Basis for Board Resolution.....9

    9.3Notice of Alleged Breach.....9

    9.4Determination of Board.....9

    9.5Appeal to General Meeting.....10

    9.6Procedures.....10

PART III- GENERAL MEETINGS.....10

10.ANNUAL GENERAL MEETINGS.....10

    10.1Annual General Meeting to be Held.....10

    10.2Business.....10

    10.3Additional Meetings.....10

11.GENERAL MEETINGS.....11

    11.1General Meetings May be Held.....11

    11.2Request for General Meetings.....11

12.NOTICE OF MEETINGS.....11

    12.1Notice to be Given for General Meetings.....11

    12.2Business of Meeting.....11

13. PROCEEDINGS AT MEETINGS.....	12
13.1 Quorum.....	12
13.2 President to Chair.....	12
13.3 Chairperson May Adjourn Meeting.....	12
14. VOTING AT GENERAL MEETINGS.....	12
14.1 Voting Rights.....	12
14.2 Voting Procedure.....	12
14.3 Recording of Determinations.....	13
14.4 Poll at General Meetings.....	13
14.5 Proxy and Postal Voting.....	13
PART IV – BOARD .....	13
15. BOARD.....	13
15.1 Powers of Board.....	13
15.2 Composition of Board .....	13
15.3 Elected Directors.....	14
15.4 Appointed Directors .....	14
15.5 Casual Vacancy.....	14
16. ELECTION OF ELECTED DIRECTORS.....	14
17. VACANCY ON THE BOARD.....	15
17.1 Grounds for Termination of Director .....	15
17.2 Removal of Director .....	16
18. QUORUM AND PROCEDURE AT BOARD MEETINGS.....	16
18.1 Convening a Board Meeting.....	16
18.2 Quorum.....	16
18.3 Procedures at Board meetings.....	17
19. DIRECTORS' INTERESTS.....	17
19.1 General Principle.....	17
19.2 Disclosure of Interests.....	18
19.3 General Disclosure.....	18
19.4 Recording Disclosures.....	18
19.5 Conflicts .....	18
20. DELEGATED POWERS AND DUTIES .....	18
20.1 Board May Delegate Functions.....	18
20.2 Exercise of Delegated Functions.....	19
20.3 Procedure of Delegated Entity.....	19
20.4 Chief Executive.....	19
20.5 Committees.....	19
20.6 Sections.....	19
PART V - MISCELLANEOUS.....	20
21. LIQUOR LICENCE .....	20
21.1 Receipts for the supply of liquor.....	20
21.2 Compliance With liquor Control Act.....	20
21.3 Management of the Club.....	21
21.4 Guests.....	21
21.5 Register of guests.....	21

<u>22.GRIEVANCE PROCEDURES.....</u>	<u>21</u>
<u>23.SOURCES OF FUNDS.....</u>	<u>22</u>
<u>24.APPLICATION OF INCOME.....</u>	<u>22</u>
<u>25.SIGNING OF NEGOTIABLE INSTRUMENTS.....</u>	<u>22</u>
<u>26.COMMON SEAL.....</u>	<u>22</u>
<u>27.ALTERATION OF CONSTITUTION .....</u>	<u>23</u>
<u>28.DISSOLUTION .....</u>	<u>23</u>
<u>29.INDEMNITY.....</u>	<u>23</u>
<u>30.SERVICE OF NOTICES.....</u>	<u>23</u>
<u>31.CUSTODY OF BOOKS AND OTHER DOCUMENTS.....</u>	<u>24</u>
<u>32.REGULATIONS.....</u>	<u>24</u>
<u>REGULATIONS.....</u>	<u>25</u>
<u>1.MEMBERSHIP.....</u>	<u>25</u>
<u>2.ELECTION OF ELECTED DIRECTORS.....</u>	<u>25</u>
<u>3.COLOURS OF THE CLUB.....</u>	<u>25</u>
<u>4.REGULATIONS FOR THE CONDUCT OF THE BOWLS SECTION.....</u>	<u>26</u>
<u>4.1INTERPRETATION.....</u>	<u>26</u>
<u>4.2OBJECT.....</u>	<u>26</u>
<u>4.3MEMBERSHIP.....</u>	<u>26</u>
<u>4.4RESIGNATION .....</u>	<u>26</u>
<u>4.5CONDUCT UNBECOMING.....</u>	<u>26</u>
<u>4.6MANAGEMENT AND CONTROL OF THE SECTION.....</u>	<u>27</u>
<u>4.7ANNUAL GENERAL MEETING.....</u>	<u>27</u>
<u>4.8SPECIAL GENERAL MEETINGS.....</u>	<u>27</u>
<u>4.9NOTICE OF MEETINGS.....</u>	<u>27</u>
<u>4.10PROCEEDINGS AT GENERAL MEETINGS.....</u>	<u>27</u>
<u>4.11OFFICERS OF THE BOWLS SECTION.....</u>	<u>28</u>
<u>4.12ELECTION OF COMMITTEE AND VACANCIES.....</u>	<u>28</u>
<u>4.13PROCEEDINGS OF THE BOWLS SECTION.....</u>	<u>28</u>
<u>4.14POWERS OF THE BOWLS SECTION COMMITTEE.....</u>	<u>30</u>
<u>4.15DUTIES OF OFFICERS.....</u>	<u>30</u>
<u>4.16NOTICES.....</u>	<u>31</u>
<u>4.17FUNDS.....</u>	<u>31</u>
<u>4.18SELECTION COMMITTEE.....</u>	<u>31</u>
<u>4.19Delegates of Clubs.....</u>	<u>31</u>
<u>4.20SECTION REPRESENTATIVES ON CLUB BOARD.....</u>	<u>32</u>
<u>4.21LAWS OF THE GAME OF BOWLS.....</u>	<u>32</u>

# Constitution of Heatherdale Recreation and Bowls Club Inc.

## PART I – PURPOSES, POWERS AND INTERPRETATION

### 1. NAME

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The name of the incorporated association is Heatherdale Recreation and Bowls Club Inc.

### 2. PURPOSES OF ASSOCIATION

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The Club is established solely for these purposes. The purposes of the Club are to:

- (a) conduct, encourage, promote, advance and administer Bowls throughout its local area;
- (b) act, at all times, on behalf of and in the interest of the Members and Bowls;
- (c) affiliate and otherwise liaise with Bowls Victoria (including, but not limited to, its Regions and Divisions), Bowls Australia and/or World Bowls and adopt their Rule and policy frameworks to further these purposes;
- (d) abide by, promulgate, enforce and secure uniformity in the application of the Rules of Bowls as may be determined from time to time by Bowls Victoria, Bowls Australia and/or World Bowls and as may be necessary for the management and control of Bowls and related activities in Victoria;
- (e) advance the operations and activities of the Club throughout the local area;
- (f) maintain and conduct a sporting and social Club and to build, maintain or otherwise provide facilities for the use and recreation of the Members;
- (g) raise and borrow any monies, and to buy, sell or otherwise deal with any real or personal property, required for the purposes of the Club upon such terms and conditions and/or on such securities as may be determined;
- (h) apply for, hold and renew any liquor or gaming licences;
- (i) have regard to the public interest in its operations; and
- (j) undertake and or do all such things or activities which are necessary, incidental or conducive to the advancement of these purposes.

### 3. POWERS OF ASSOCIATION

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Solely for furthering the purposes set out above, the Club has all the rights, powers and privileges conferred on it under the Act, in particular section 16.

### 4. INTERPRETATION AND DEFINITIONS

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#### 4.1 Definitions

In this Constitution, unless the contrary intention appears:

**Act** means the *Associations Incorporation Act 1981* (Vic).

**Affiliated Member** means a natural person recognized by the Club as a Member under Rule e from time to time. For the avoidance of doubt, such members must meet and maintain any criteria set by Bowls Victoria from time to time for "Affiliated Members" (or equivalent) under its constitution.

**Annual General Meeting** means a meeting of Members convened in accordance with Rule 10.

**Annual Subscriptions** means the annual fees payable by each category of Member as determined by the Board under Rule 6.

**Appointed Director** means a Director appointed under Rule 15.4.

**Board** means the body consisting of the Directors under Rule 15.2.

**Bowls** means the sport and game of bowls as determined by World Bowls with such variations as may be recognised by Bowls Australia or Bowls Victoria from time to time.

**Bowls Australia** means Bowls Australia Incorporated, the governing body for Bowls in Australia, or its successors.

**Bowls Victoria** means Bowls Victoria Incorporated, the governing body for Bowls in Victoria, or its successors.

**Chief Executive** means the chief executive officer of the Club (if any) appointed by the Board in accordance with Rule 20.4. If a Chief Executive has not been appointed by the Board, all references to the "Chief Executive" in this Constitution shall be taken to refer to the Board.

**Club** means Heatherdale Recreation and Bowls Club Inc.

**Committee** means any committee of the Board created under Rule 20.5 from time to time.

**Constitution** means this constitution of the Club as amended from time to time.

**Delegate** means a person appointed by the Board to represent the Club at Bowls Victoria or other meetings.

**Director** means a member of the Board and includes an Elected Director and an Appointed Director.

**Division** means a cluster of Bowls clubs designated by Bowls Victoria from time to time, brought together for the purpose of organizing competition within its boundaries and to carry out any other functions defined by Bowls Victoria from time to time.

**Elected Director** means a Director elected under Rule 16.

**Financial Year** means the year ending on 31 March.

**General Meeting** means an Annual General Meeting together with any meeting of Members convened in accordance with Rule 11.

**Life Member** means an individual elected as such under Rule a.

**Liquor** means liquor within the meaning of the Liquor Control Reform Act 1998 as in force from time to time.

**Member** means any person recognized as a member of the Club by the Board under Rule 5 from time to time.

**President** means the president of the Club appointed in accordance with Rule [16](#).

**Region** means an area of Victoria having boundaries as approved by Bowls Victoria from time to time. A reference to "Region" also includes the committee or other body appointed to administer an approved area.

**Register** means the register of Members kept in accordance with Rule 7.1.

**Regulations** mean any Regulations made by the Board under Rule 32.

**Sections** means Bowling Sections and other Sporting Sections of the Club.

**Special Resolution** has the same meaning as the Act.

**World Bowls** means World Bowls Limited, the international governing body for Bowls, or its successors.

#### **4.2 Interpretation**

In this Constitution:

- (a) a reference to a Rule, Regulation, schedule or annexure is to a Rule, Regulation, schedule or annexure of, or made under, this Constitution;
- (b) words importing the singular include the plural and vice versa;
- (c) words importing any gender include the other genders;
- (d) headings are for convenience only and shall not be used for interpretation;
- (e) words or expressions shall be interpreted in accordance with the provisions of the Act as they vary from time to time;
- (f) references to persons include natural persons, corporations and bodies politic, and any legal personal representatives, successors and permitted assigns of that person;
- (g) a reference to a statute, ordinance, code or other law includes Regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them (whether of the same or any legislative authority having jurisdiction); and
- (h) expressions referring to "writing" shall unless the contrary intention appears, be construed as including references to printing, photography and other modes of representing or reproducing words in a visible form, including messages sent by electronic mail.

#### **4.3 Enforceability**

If any provision of this Constitution or any phrase contained in it is invalid or unenforceable in any jurisdiction, the phrase or provision shall be read down for the

purpose of that jurisdiction, if possible, so it is valid and enforceable. If it can not be so read down the provision shall be severed to the extent of the invalidity or unenforceability. The remaining provisions of this Constitution and its validity or enforceability shall not be affected by the severance in any other jurisdiction.

**PART II - MEMBERSHIP**

**5. MEMBERSHIP OF CLUB**

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**5.1 Categories of Member**

The Members shall be, and shall be divided into, the following categories:

- (a) Affiliated Members, who shall have the right to be present, debate and vote at General Meetings;
- (b) Recreation Club Members, who shall have the right to be present, debate and vote at General Meetings;
- (c) Life Members, who shall have the right to be present, debate and vote at General Meetings;
- (d) Special Members;
- (e) Honorary Members; and
- (f) such other category or categories of members as determined by the Board from time to time.

**5.2 Application for Membership – Affiliated Member**

- (a) To be eligible for membership as an Affiliated Member, the applicant must be a natural person and meet any other criteria set by the Board from time to time. For the avoidance of doubt, such members also must meet and maintain any criteria set by Bowls Victoria from time to time for "Affiliated Members" (or equivalent) under its constitution.
- (b) Subject to this Constitution or any procedures set by the Board from time to time, an application for membership as an Affiliated Member must be:
  - (i) in writing in the form prescribed by the Board from time to time;
  - (ii) accompanied by the appropriate fee or fees, if any; and
  - (iii) lodged with the Board or its nominee.
- (c) The Board may, in its discretion, determine whether to approve or decline the application.
- (d) If the Board does not approve an application for membership, it shall, as soon as practicable, notify the applicant in writing that their application for membership is not approved. The Board is not required to give reasons for its decision.
- (e) If a person satisfies the criteria set by this Rule 5.2 and the Board accepts the application for membership, the person shall be deemed an Affiliated Member, subject always to this Constitution.

**5.3 Application for Membership – Recreation Club Member**

- (a) To be eligible for membership as a Recreation Club Member, the applicant must be a natural person and meet any other criteria set by the Board from time to time.
- (b) Subject to this Constitution or any procedures set by the Board from time to time, an application for membership as a Recreation Club Member must be:
  - (i) in writing in the form prescribed by the Board from time to time;
  - (ii) accompanied by the appropriate fee or fees, if any; and
  - (iii) lodged with the Board or its nominee.
- (c) The Board may, in its discretion, determine whether to approve or decline the application.
- (d) If the Board does not approve an application for membership, it shall, as soon as practicable, notify the applicant in writing that their application for membership is not approved. The Board is not required to give reasons for its decision.
- (e) If a person satisfies the criteria set by this Rule 5.2 and the Board accepts the application for membership, the person shall be deemed a Recreation Club Member, subject always to this Constitution.

**5.4 Junior Members**

- (a) No person under the age of 18 years shall be admitted as a member other than as a Junior Member.
- (b) To be eligible for membership as an Affiliated Member, the applicant must be a natural person and meet any other criteria set by the Board from time to time. For the avoidance of doubt, such members also must meet and maintain any criteria set by Bowls Victoria from time to time for "Affiliated Members" (or equivalent) under its constitution.
- (c) To be eligible for membership as a Recreation Club Member, the applicant must be a natural person and meet any other criteria set by the Board from time to time.
- (d) Any person of good character under 18 years of age who is nominated and approved for Junior Membership of the Club in accordance with these Rules is eligible to be a Junior Member on payment of the entrance fee and Annual Subscription payable under these Rules.
- (e) Junior Members shall not be entitled to purchase or consume liquor on the premises of the Club, except in accordance with Rule 27(7), nor shall they be eligible to hold office, but shall be entitled to participate in such Bowls activities as the Board shall determine.
- (f) On attaining the age of 18 years, Junior Members shall be ineligible to continue in such membership class but shall be eligible for nomination and election to other membership as provided in these Rules without delay

**5.5 Life Members**

- (a) Nominations for Life Membership should be lodged with the Board or its nominee. The Board may recommend to the annual general meeting that any natural person who has rendered distinguished service to the Club be appointed as a Life Member.
- (b) A resolution of the annual general meeting to confer life membership on the recommendation of the Board must be a Special Resolution.
- (c) A person must accept or reject the Club's resolution to confer life membership in writing. Upon written acceptance, the person's details shall be entered upon the Register, and from the time of entry on the Register the person shall be a Life Member, but remain subject to this Constitution.
- (d) A Life Member shall have all the rights and privileges of an Affiliated Member, including the right to vote and hold office and shall not be required to pay any annual subscription but otherwise shall be subject to all other financial obligations.

**5.6 Special Members**

The Committee may approve SPECIAL Members on such conditions as are fixed by the Committee. SPECIAL Members may not hold office.

**5.7 Honorary Members**

- (a) Members of other Bowling Clubs present at the Club on days that bowls are played are Honorary members for that day.
- (b) A member of a kindred club whose facilities are distant more than 15 kilometres from the Club premises may be elected by an election committee consisting of any two committee members as an HONORARY Member for a period not exceeding one calendar month. The Committee may extend such period by not more than one further calendar month if it thinks fit. There shall not at any time be more than ten Honorary Members under the provisions of this paragraph.
- (c) The names and addresses of all Honorary Members elected under paragraph (b) and the date upon which they were elected shall be recorded by the Secretary or his deputy in a book kept for the purpose.
- (d) Honorary members may not vote or hold office but shall be entitled to such rights and privileges as the Committee subject to these Rules from time to time prescribes
- (e) The Committee may terminate the membership of an Honorary Member and expel him from the Club premises at any time and shall not be obliged to specify any reason therefore.

**5.8 Renewal of membership**

- (a) Affiliated Members must renew their membership each Financial Year through the procedure set out in this Constitution or by the Board from time to time.

- (b) Members other than Affiliated Members and Life Members must renew their membership each Financial Year as determined by the Board from time to time.

### **5.9 Deemed Membership**

All persons who are, prior to the approval of this Constitution under the Act, Members of the Club shall be deemed Members from the time of approval of this Constitution under the Act. Such membership shall continue subject to the terms of this Constitution.

### **5.10 Effect of Membership**

- (a) Members acknowledge and agree that:
  - (i) this Constitution constitutes a contract between each of them and the Club and that they are bound by this Constitution and the Regulations;
  - (ii) they shall comply with and observe this Constitution and the Regulations;
  - (iii) by submitting to this Constitution and the Regulations they are subject to the jurisdiction of the Club;
  - (iv) this Constitution and Regulations are necessary and reasonable for promoting the purposes of the Club; and
  - (v) they are entitled to all benefits, advantages, privileges and services of their membership as determined by the Board.
- (b) Members may by virtue of membership of the Club and subject to this Constitution:
  - (i) express in writing or otherwise their views and opinions in any meeting in respect of which they are entitled to participate in accordance with this Constitution;
  - (ii) make proposals or submissions to the Board;
  - (iii) engage and participate in any activity approved, sponsored or recognised by the Club; and
  - (iv) conduct any activity approved by the Club.
- (c) A right, privilege or obligation of a person by reason of their membership of the Club:
  - (i) is not capable of being transferred or transmitted to another person; and
  - (ii) terminates upon the cessation of membership whether by death, resignation or otherwise.

**6. SUBSCRIPTIONS AND FEES**

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- (a)** The Annual Subscriptions and any other fees payable by Members or categories of Members to the Club, the benefits which apply, the time for, and manner of payment, shall be determined by the Board from time to time.
- (b)** The Board is empowered to prevent any Member whose Annual Subscription or any other fees are in arrears from exercising the whole or any of the rights or privileges of membership of the Club, including but not limited to the right to vote at General Meetings.
- (c)** If any Member fails to pay the Annual Subscription within four (4) months of the commencement of the Financial Year in any year his membership shall thenceforth cease but should a sufficient explanation be made to the Board it shall have the power to restore his name to the register upon payment of the amount due.

**7. REGISTERS**

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**7.1 Club to Keep Register of Members**

The Club shall keep and maintain a Register of Members in which shall be entered the full name, address, category of membership, date of entry of the name of each Member and whether the Member has been granted voting rights.

**7.2 Inspection of Register**

Inspection of the Register will only be available as required by the Act and provided that a written request is given.

**8. RESIGNATION OF MEMBERS**

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**8.1 Notice of Resignation**

Any Member who has paid all monies due and payable to the Club may resign from the Club by giving thirty days notice in writing to the Club of such intention to resign. Upon the expiration of that period of notice, the Member shall cease to be a member.

**8.2 Expiration of Notice Period**

Upon the expiration of a notice given under Rule 8.1, an entry, recording the date on which the Member who gave notice ceased to be a Member, shall be recorded in the Register.

**8.3 Forfeiture of Rights**

A Member who ceases to be a Member, for whatever reason, shall forfeit all right in and claim upon the Club and its property.

**9. EXPULSION, SUSPENSION OR FINING OF MEMBERS**

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**9.1 Board Resolution**

Subject to this Constitution, the Board may by resolution:

- (a)** expel a Member from the Club; or

- (b) suspend a Member from membership of the Club or accessing certain privileges of membership for a specified period; or
- (c) fine a Member; or
- (d) impose such other penalty, action or educative process as it sees fit.

## **9.2 Basis for Board Resolution**

The Board may take any action under Rule [9.1](#) if the Board considers that the Member has:

- (a) breached, failed, refused or neglected to comply with a provision of this Constitution or the Regulations;
- (b) acted in a manner unbecoming of a Member or prejudicial to the purposes and interests of the Club, or another Member; or
- (c) brought the Club, Bowls or another Member into disrepute.

Such grounds do not constitute a grievance, and Rule 22 does not apply.

## **9.3 Notice of Alleged Breach**

Where the Board considers that a Member may have satisfied one or more of the grounds in Rule [9.2](#), the Board shall, as soon as practicable, serve on the Member a notice in writing:

- (a) setting out the alleged breach of the Member and the grounds on which it is based;
- (b) stating that the Member may address the Board at a meeting to be held not earlier than fourteen days after service of the notice;
- (c) stating the date, place and time of that meeting;
- (d) informing the Member that he or she may do one or more of the following:
  - (i) attend that meeting;
  - (ii) give the Club prior to or at that meeting a written statement regarding the alleged breach.

## **9.4 Determination of Board**

- (a) At a meeting of the Board held in accordance with Rule 9.3, the Board shall:
  - (i) give the Member every opportunity to be heard;
  - (ii) give due consideration to any written statement submitted by the Member; and
  - (iii) by resolution determine whether the alleged breach occurred.
- (b) If the Board determines there was a breach of Rule 9.2, it will determine what penalty (if any) shall be given to the Member.

**9.5 Appeal to General Meeting**

- (a)** Where the Board makes a determination under Rule 9.4, the Member may appeal any part of that determination by providing the Chief Executive with notice setting out that they wish to appeal the determination to the Club in a General Meeting. Such notice of appeal must be provided within 48 hours of the Member receiving the determination of the Board.
- (b)** Where the Chief Executive receives a notice under Rule 9.5a, the Board shall convene a General Meeting to be held within 21 days (or longer period if the Board requires) of the date on which the Chief Executive received the notice.
- (c)** At a General Meeting of the Club convened under 9.5b:

  - (i)** no business other than the question of the appeal shall be transacted;
  - (ii)** the Board may place before the meeting details of the grounds for its determination and the reasons for the passing of the determination;
  - (iii)** the member shall be given an opportunity to be heard;
  - (iv)** the members present shall vote by secret ballot on the question whether the resolution should be confirmed or revoked.
- (d)** If at the General Meeting:

  - (i)** two-thirds of the Members present and entitled to vote do vote in favour of the confirmation of the Board's determination, that determination is confirmed; and
  - (ii)** in any other case, the determination is revoked.

**9.6 Procedures**

Subject to this Rule 9 and any other relevant provision of this Constitution, the Board may regulate the procedures at its meetings and a General Meeting convened under this Rule 9 as it thinks fit.

**PART III- GENERAL MEETINGS**

**10. ANNUAL GENERAL MEETINGS**

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**10.1 Annual General Meeting to be Held**

The Club shall convene and hold an Annual General Meeting of its Members in accordance with the provisions of the Act and on a date and at a venue to be determined by the Board.

**10.2 Business**

The Annual General Meeting will transact any business required by the Act and any other business of which notice is given in accordance with this Constitution.

**10.3 Additional Meetings**

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

11. **GENERAL MEETINGS**

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11.1 **General Meetings May be Held**

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

11.2 **Request for General Meetings**

- (a) The Board shall convene a General Meeting upon receiving a request in writing from not less than 10% of Members who would be entitled to vote at such General Meeting. The Board may also convene a General Meeting.
- (b) The request for a General Meeting shall state the object(s) of the meeting and shall be signed by the Members making the request and be sent to the Chief Executive. The request may consist of several documents in a like form, each signed by one or more of the Members making the requisition.
- (c) If the Board does not cause a General Meeting to be held within thirty days after the date on which the request is sent to the Club, the Members making the request, or any of them, may convene a General Meeting to be held not later than sixty days after that date.
- (d) A General Meeting convened by Members under this Constitution shall be convened in the same manner, or as nearly as possible as that, in which General Meetings are convened by the Board. All reasonable expenses incurred in convening the meeting shall be refunded by the Club to the persons incurring the expenses.

12. **NOTICE OF MEETINGS**

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12.1 **Notice to be Given for General Meetings**

The Chief Executive shall, at least 21 days before the date fixed for holding a General Meeting, send to each Member entitled to vote at such meeting and each Director a notice in writing stating the place, date and time and the nature of the proposed business to be transacted at the meeting. Notice may be given in any form permitted under Rule [30](#).

12.2 **Business of Meeting**

- (a) No business other than that set out in the notice convening the meeting shall be transacted at the General Meeting.
- (b) A Member desiring to bring any business before a meeting shall give at least 30 days notice in writing of that business to the Club which shall include that business in a notice calling the next General Meeting after the receipt of the notice.

13. **PROCEEDINGS AT MEETINGS**

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13.1 **Quorum**

No business shall be transacted at any general meeting unless a quorum is present at the time when the meeting proceeds to business. A quorum for General Meetings of the Club shall be 15% of Members eligible to vote.

(a) If within half an hour after the appointed time for the commencement of a General Meeting, a quorum is not present, the meeting:

(i) if convened upon the requisition of Members, shall be dissolved; and

(ii) in any other case, shall stand adjourned to:

(A) the same day in the next week at the same time and (unless Members are notified of an alternate venue) at the same place; or

(B) any date, time and place determined by the chairperson;

and if at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the meeting shall lapse.

13.2 **President to Chair**

The President shall chair each General Meeting of the Club. If the President is absent from a General Meeting or is unwilling to act, then the Directors present shall elect one of their number to chair the meeting.

13.3 **Chairperson May Adjourn Meeting**

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

(b) Where a meeting is adjourned for 14 days or more, a notice of the adjourned meeting shall be given as in the case of the General Meeting. Except as provided in this Rule, it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting.

14. **VOTING AT GENERAL MEETINGS**

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14.1 **Voting Rights**

Subject to any other provision of this Constitution, each Affiliated Member, Recreation club Member and Life Member shall be entitled to one vote at General Meetings.

14.2 **Voting Procedure**

(a) Subject to this Rule 14, votes at a General Meeting shall be given in person by those present and entitled to vote.

- (b) Subject to Rule 14.4, all questions arising at a General Meeting shall be determined on a show of hands.
- (c) In the case of an equality of votes on a question, the motion shall fail. Neither the President nor the chairperson of the meeting is entitled to exercise a second or casting vote.

**14.3 Recording of Determinations**

When a declaration is made by the chairperson that a resolution has, on a show of hands, been carried, carried unanimously, carried by a particular majority or lost, then an entry to that effect in the minute book of the Club is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

**14.4 Poll at General Meetings**

If a poll is demanded by the chairperson or any two Members, it shall be taken in such a manner and either at once or after an interval or adjournment or otherwise as the chairperson directs. The result of the poll shall be the resolution of the meeting.

**14.5 Proxy and Postal Voting**

Unless otherwise determined by the Board, there shall be no proxy or postal voting on any matter.

**PART IV – BOARD**

**15. BOARD**

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**15.1 Powers of Board**

- (a) The affairs of the Club shall be managed by the Board constituted under Rule 15.2.
- (b) Subject to this Constitution and the Act, the Board:
  - (i) shall control and manage the business and affairs of the Club;
  - (ii) may exercise all such powers and functions as may be exercised by the Club other than those powers and functions that are required by this Constitution to be exercised by the Members in General Meeting; and
  - (iii) has power to perform all such acts and things as appear to the Board to be essential for the proper management of the business and affairs of the Club.

**15.2 Composition of Board**

- (a) The Board shall consist of:
  - (i) six Elected Directors who must all be Affiliated Members or Recreation Club Members and who shall be elected in accordance with Rule 16;
  - (ii) two Directors who shall be elected by the Bowling Section at it's first Committee Meeting in each year; and

(iii) up to two Appointed Directors who may be appointed by the Elected Directors in accordance with Rule 15.4.

(b) The Board may allocate portfolios to Directors if required.

(c) The Directors of the Board shall consist of:-

- a President
- Two Vice-Presidents
- a Chief Executive
- a Finance Director
- an Assistant Secretary

### **15.3 Elected Directors**

(a) Subject to Rule 17 below, each Elected Director shall take office from the conclusion of the Annual General Meeting at which they are elected and shall hold office until the conclusion of the Annual General Meeting following their election.

(b) Directors are eligible for re-election.

### **15.4 Appointed Directors**

(a) The Elected Directors may appoint up to two Appointed Directors. An Appointed Director may have specific skills in commerce, finance, marketing, law or business generally or such other skills, which complement the Board composition, but need not have experience in or exposure to Bowls. The Appointed Director does not need to be an Affiliated Member.

(b) The Appointed Director may be appointed by the Elected Directors in accordance with this Constitution for a term of one year.

### **15.5 Casual Vacancy**

(a) In the event of a casual vacancy in the office of any Elected Director, the Board may appoint an appropriate Affiliated Member or Recreation Club Member to the vacant office and the person so appointed may continue in office up to the end of the term of the Elected Director they are replacing.

(b) In the event of a casual vacancy in the office of any Director appointed by the Bowling Section the Bowling Section may appoint an appropriate Affiliated Member to the vacant office and the person so appointed may continue in office up to the end of the term of the Elected Director they are replacing.

## **16. ELECTION OF ELECTED DIRECTORS**

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(a) The Chief Executive shall call for nominations at an appropriate time determined by the Board. All Members shall be notified of the call for nominations in a manner determined by the Board.

(b) Nominations of candidates for election as Elected Directors shall be:

- (i) made in writing on the form provided by the Club from time to time (if any), signed by two Affiliated Members or Recreation Club Members as nominees and accompanied by the written consent of the nominee. The candidate must be an Affiliated Member or Recreation club Member; and
- (ii) delivered to the Chief Executive or person nominated by the Board by the date specified on the call for nominations.
- (c) If the number of nominations received is equal to the number of vacancies to be filled or if there are insufficient nominations received to fill all vacancies on the Board, then those nominated shall be declared elected.
- (d) If there are insufficient nominations received to fill all vacancies on the Board the remaining positions will be deemed casual vacancies under clause 15.5.
- (e) If the number of nominations exceeds the number of vacancies to be filled, voting papers shall be prepared containing the names of the candidates in alphabetical order for each vacancy on the Board.
- (f) Voting shall be conducted at the Annual General Meeting in such a manner and by such a method as determined by the Board from time to time.

## **17. VACANCY ON THE BOARD**

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### **17.1 Grounds for Termination of Director**

For the purposes of this Constitution, the office of a Director becomes vacant if the Director:

- (a) in the case of an Elected Director, ceases to be a Member;
- (b) becomes bankrupt;
- (c) resigns their office by notice in writing given to the Club;
- (d) is subject to any sanction by the Board, which sanction is confirmed by the Members, under Rule [9](#);
- (e) is directly or indirectly interested in any contract or proposed contract with the Club and, in the opinion of the Board, has deliberately, recklessly or negligently failed to declare the nature of his interest;
- (f) is removed from office in accordance with this Constitution;
- (g) dies or becomes of unsound mind or a person whose person or estate is liable to be dealt with in anyway under the law relating to mental health;
- (h) would be prohibited from being a director of a company under the *Corporations Act 2001* (Cth); or
- (i) fails to attend three consecutive meetings of the Board without having previously obtained leave of absence or provided reasonable excuse for such absence.

**17.2 Removal of Director**

- (a) The Club in a General Meeting may by Special Resolution remove any Director, before the expiration of their term of office and appoint another Member in their place to hold office until the expiration of the term of the first mentioned Director.
- (b) Where the Director to whom a proposed resolution referred to in Rule 17.2a makes representations in writing to the Chief Executive or the President and requests that such representations be notified to the Members, the Chief Executive or the President may send a copy of the representations to each Member or, if they are not so sent, the Director may require that they be read out at the meeting, and the representations shall be so read.

**18. QUORUM AND PROCEDURE AT BOARD MEETINGS**

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**18.1 Convening a Board Meeting**

- (a) The Board shall meet as often as is deemed necessary for the dispatch of business. Subject to this Constitution, in particular this Rule 18, the Board may regulate its meetings as it thinks fit.
- (b) Unless all Directors agree to hold a meeting at shorter notice (which agreement shall be sufficiently evidenced in writing or by their presence) not less than two days written notice of Board meeting shall be given to each Director.
- (c) Written notice of each Board meeting, specifying the general nature of the business to be transacted, shall be served on each Director by:
  - (i) delivering it to that Director personally;
  - (ii) sending it in writing, by facsimile or other means of electronic communication (subject to receiving appropriate confirmation that the notice has been effectively dispatched);

in accordance with the Director's last notified contact details.

**18.2 Quorum**

- (a) Five Directors shall constitute a quorum for the transaction of the business of a meeting of the Board.
- (b) No business shall be transacted unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present, the meeting shall stand adjourned to the same place and at the same hour of the same day in the following week, or any date, time and place determined by the President.
- (c) The Board may act notwithstanding any casual vacancy. However, if there are casual vacancies in the office of a Director such that the number of remaining Directors is not sufficient to constitute a quorum at a meeting of the Board, those Directors may act only for the purpose of increasing the number of Directors to a number sufficient to constitute such a quorum.

**18.3 Procedures at Board meetings**

- (a) At meetings of the Board, the President shall chair the meeting. If the President is absent or unwilling to act, the Board shall appoint one of its members to chair the meeting.
- (b) Questions arising at a meeting of the Board shall be determined on a show of hands or, if demanded by a Director, by a poll taken in such manner as the person presiding at the meeting may determine.
- (c) Each Elected Director and Appointed Director present at a meeting of the Board (including the person presiding at the meeting) is entitled to one vote. In the event of an equality of votes on any question, the motion shall fail; neither the President nor chair may exercise a second or casting vote.
- (d) A resolution in writing signed or assented to by facsimile or other form of electronic communication by all the voting Directors, shall be as valid and effectual as if it had been passed at a meeting of the Board duly convened and held. Any such resolution may consist of several documents in like form each signed by one or more of the Directors.
- (e) Without limiting the power of the Board to regulate its meetings as it thinks fit, a meeting of the Directors may be held where one or more of the Directors is not physically present at the meeting, provided that:
  - (i) all persons participating in the meeting are able to communicate with each other effectively, simultaneously and instantaneously whether by means of telephone or other form of communication;
  - (ii) notice of the meeting is given to all the Directors entitled to notice in accordance with the usual procedures agreed upon or laid down from time to time by the Board;
  - (iii) in the event that a failure in communications prevents condition (i) from being satisfied by that number of Directors which constitutes a quorum, and none of such Directors are present at the place where the meeting is deemed by virtue of the further provisions of this Rule to be held then the meeting shall be suspended until condition (i) is satisfied again. If such condition is not satisfied within fifteen minutes from the interruption the meeting shall be deemed to have terminated; and
  - (iv) any meeting held where one or more of the Directors is not physically present shall be deemed to be held at the place specified in the notice of meeting provided a Director is there present and if no Director is there present the meeting shall be deemed to be held at the place where the chairperson of the meeting is located.

**19. DIRECTORS' INTERESTS**

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**19.1 General Principle**

A Director is disqualified from:

- (a) holding any place of profit or position of employment in the Club, or in any company or incorporated association in which the Club is a shareholder or otherwise interested; or

(b) contracting with the Club either as vendor, purchaser or otherwise,

except with express resolution of approval of the Board. Any contract or arrangement in which any Director is in any way interested which is entered into by or on behalf of the Club without the approval of the Board, will be voided for such reason.

**19.2 Disclosure of Interests**

The nature of the interest of such Director must be declared by the Director at the meeting of the Board at which the contract or arrangement is first taken into consideration if the interest then exists, or in any other case at the first meeting of the Board after the acquisition of the interest.

**19.3 General Disclosure**

A general notice that a Director is a member of any specified firm or company and is to be regarded as interested in all transactions with that firm or company is sufficient declaration under Rule 19.2 for such Director and the said transactions. After such general notice it is not necessary for such Director to give a special notice relating to any particular transaction with that firm or company.

**19.4 Recording Disclosures**

It is the duty of the Chief Executive to record in the minutes any declaration made or any general notice as aforesaid given by a Director in accordance with Rules 19.2 and 19.3.

**19.5 Conflicts**

A Director, notwithstanding the interest, may be counted in the quorum present at any meeting but cannot vote in respect of any contract or arrangement in which the Director is interested. If the Director votes, the vote shall not be counted.

**20. DELEGATED POWERS AND DUTIES**

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**20.1 Board May Delegate Functions**

(a) The Board may, by instrument in writing, create, establish or appoint special committees, individual officers and consultants to carry out specific duties and functions. In the establishing instrument, the Board may delegate such functions as are specified in the instrument, other than:

- (i) this power of delegation; and
- (ii) a function imposed on the Board or the executive officer by the Act, any other law, this Constitution, or by resolution of the Club in a General Meeting.

(b) At any time the Board may, by instrument in writing, revoke wholly or in part any delegation made under this Rule. It may amend or repeal any decision made by a body or person under this Rule.

**20.2 Exercise of Delegated Functions**

- (a) A function, the exercise of which has been delegated under this Rule, may, while the delegation remains unrevoked, be exercised from time to time in accordance with the terms of the delegation.
- (b) A delegation under this Rule may be made subject to certain conditions or limitations regarding the exercise of any function. These may be specified in the delegation.

**20.3 Procedure of Delegated Entity**

The procedures for any entity exercising delegated power shall, subject to this Constitution and with any necessary or incidental amendment, be the same as that applicable to meetings of the Board under Rule 18. The entity exercising delegated powers shall make decisions in accordance with the Objects, and it shall promptly provide the Board with details of all material decisions. The entity shall also provide any other reports, minutes and information required by the Board.

**20.4 Chief Executive**

- (a) The Chief Executive shall act as public officer of the Club and shall be appointed in accordance with the provisions of Rule 16.
- (b) The Chief Executive shall be responsible to the Board for the management of the affairs of the Club, and for this purpose may exercise all powers of the Club which are not, under the Act or this Constitution, required to be exercised by the Board or by the Members.

**20.5 Committees**

- (a) As set out in Rule 20.1, the Board may establish and delegate any of its functions, powers or duties (except this power to delegate) to such committees as it thinks fit. The Board may recall or revoke any such delegation or appointment and may amend or repeal any decision made by such committee.
- (b) The Board shall determine in writing the duties and powers afforded to any committee and the committee shall, in the exercise of such delegated powers, conform to any directions or Regulations that may be prescribed by the Board.
- (c) A Director or the Chief Executive shall be ex-officio members of any committee so appointed.

**20.6 Sections**

- (a) There shall be sections, known as the "Bowls" and "Indoor Bowls" sections.
- (b) Members may participate and associate with either, or both, sections.
- (c) The Bowls section shall be responsible to the Board for the management and conduct of all section Bowls activities including pennant and social bowls, respective Club championships, Club events and any other special events approved by the Board. The section shall be responsible to the Board for the conduct of such mixed events as are approved by the Board.

- (d) The Indoor Bowls Section shall be responsible to the Board for the management and conduct of all section Indoor Bowls activities including pennant and social bowls, respective Club championships, Club events and any other special events approved by the Board.
- (e) The Board shall determine in writing how the duties and powers afforded to the sections shall be exercised. As for any Committee, the exercise of such powers and duties must conform to any directions or Regulations that may be prescribed by the Board.

**PART V - MISCELLANEOUS**

**21. LIQUOR LICENCE**

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**21.1 Receipts for the supply of liquor**

The Club must not pay any amount to an officer or servant of the Club by way of commission or allowance from the receipts of the Club for the supply of liquor.

**21.2 Compliance With liquor Control Act**

- (a) It is the purpose of these Rules to comply wherever relevant with the provisions of the Liquor Control Act and the policy and directions of the Liquor Control Commission. To the extent that any of these Rules fail to achieve the purpose, the committee is hereby empowered and directed on behalf of the Club to make any alteration, variation or addition thereto as may be necessary to comply with the said Act or the said policy and directions. A copy of every such alteration, variation or addition must be posted in a conspicuous place in the Club premises within fourteen (14) days after the same has been made and shall remain so posted for at least fourteen (14) days thereafter;
- (b) That no more than three hundred and thirty one (331) persons, being such number as the licensed premises of the Club can comfortably accommodate shall be permitted on such premises at any one time;
- (c) If at any time the Club is licensed under the Liquor Control Act the number of its members fall below fifty (50) it shall be the duty of the Secretary within seven (7) days thereafter to notify the Liquor Control Commission and surrender the license;
- (d) Correct accounts and books shall be kept showing the financial affairs of the Club and the particulars usually shown in books of account of a like nature;
- (e) A visitor shall not be supplied with liquor in the Club premises unless in the company of a member unless such visitor is attending a particular occasion in respect of which the Club has obtained a permit pursuant to section 38 (8) of the Liquor Control Act 1968;
- (f) No liquor shall be sold or supplied to any person under eighteen (18) years of age unless such person is accompanied by a spouse, parent or guardian and such liquor is sold or supplied for consumption with a meal supplied by the Club. No person under eighteen (18) years of age except persons who are being trained as waiters and are not allowed to serve behind the bar shall be employed in the Club;

- (g) No liquor shall be sold or supplied for consumption elsewhere than on the Club premises unless such liquor is removed from the premises of the Club by a member purchasing the same; and
- (h) All classes of membership are open to persons of either sex

**21.3 Management of the Club**

In accordance with Rule 15, the Directors constitute the management committee of the Club and have responsibility for the affairs of the Club.

**21.4 Guests**

- (a) A visitor to the Club must not be supplied with liquor in the Club premises unless the visitor is a guest in the company of a Member.
- (b) A person can not:
  - (i) be admitted as an honorary member or temporary member of the Club; or
  - (ii) be exempted from the obligation to pay the ordinary subscription for membership of the Club,

unless the person is of a class specified in the Rules and the admission or exemption is in accordance with the Rules.

**21.5 Register of guests**

Where a guest in the company of a Member is admitted to any part of the licensed premises, the Chief Executive shall keep on the Club premises a register of such a guest and such register must contain the:

- (a) name and address of each guest; and
- (b) date on which each guest attended the premises.

**22. GRIEVANCE PROCEDURES**

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- (a) The grievance procedure set out in this Rule applies to disputes under this Constitution between:
  - (i) a Member and another Member; or
  - (ii) a Member and the Club.
- (b) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within fourteen days after the dispute comes to the attention of all of the parties.
- (c) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.
- (d) The mediator must be:
  - (i) a person chosen by agreement between the parties; or

- (ii) in the absence of agreement:
  - (A) in the case of a dispute between a Member and another Member, a person appointed by the Board; or
  - (B) in the case of a dispute between a Member and the Club, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).
- (e) A Member can be a mediator.
- (f) The mediator cannot be a Member who is a party to the dispute.
- (g) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (h) The mediator, in conducting the mediation, must:
  - (i) give the parties to the mediation process every opportunity to be heard; and
  - (ii) allow due consideration by all parties of any written statement submitted by any party; and
  - (iii) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- (i) The mediator must not determine the dispute.
- (j) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

**23. SOURCES OF FUNDS**

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The funds of the Club shall be derived from Annual Subscriptions, donations and such other sources as the Board determines.

**24. APPLICATION OF INCOME**

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- (a) The income and property of the Club shall be applied solely towards the promotion of the purposes of the Club as set out in this Constitution.
- (b) No portion of the income or property of the Club shall be paid or transferred, directly or indirectly by way of dividend, bonus or otherwise to any Member, but this shall not preclude payment to a Member in good faith for expenses incurred or services rendered.

**25. SIGNING OF NEGOTIABLE INSTRUMENTS**

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All cheques and other negotiable instruments shall be signed by two Directors or in such other manner approved by the Board from time to time.

**26. COMMON SEAL**

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- (a) The Club may have a Seal upon which its corporate name shall appear in legible characters.

- (b) The Seal shall not be used without the express authorisation of the Board. Every use of the Seal shall be recorded in the Club's minute book. Two directors must witness every use of the Seal, unless the Board determines otherwise.

**27. ALTERATION OF CONSTITUTION**

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This Constitution shall not be altered except by Special Resolution in accordance with the Act.

**28. DISSOLUTION**

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- (a) In the event of the Club being wound up, the liability of the Member shall be limited to any outstanding monies due and payable to the Club, including the amount of the Annual Subscription payable in respect of the current Financial Year. No other amount shall be payable by the Member.
- (b) If upon winding up or dissolution of the Club, there remains, after satisfaction of all its debts and liabilities, any property, the same shall not be paid to or distributed amongst the Members, but shall be given or transferred to some other organisation having purposes similar to the purposes of the Club and which prohibits the distribution of its or their income and property among its or their members and which is also not carried on for the profit or gain to its members. Such body or bodies to be determined by the Members at or before the time of dissolution, and in default thereof by such judge of the Supreme Court of Victoria as may have or acquire jurisdiction in the matter.

**29. INDEMNITY**

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- (a) Every Director and employee of the Club shall be indemnified out of the property and assets of the Club against any liability incurred by him/her in his/her capacity as Director or employee in defending any proceedings, whether civil or criminal, in which judgment is given in his or her favour or in which he or she is acquitted or in connection with any application in relation to any such proceedings in which relief is granted to him or her by the Court.
- (b) The Club shall indemnify its Directors and employees against all damages and costs (including legal costs) for which any such Directors or employee may be or become liable to any third party in consequence of any act or omission except wilful misconduct:

  - (i) in the case of a Director, performed or made whilst acting on behalf of and with the authority, express or implied of the Club; and
  - (ii) in the case of an employee, performed or made in the course of, and within the scope of his or her employment by the Club.

**30. SERVICE OF NOTICES**

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- (a) Notices may be given to Members by sending the notice by post or facsimile transmission or where available, by electronic mail, to the Member's address or facsimile number or electronic mail address shown in the Register.
- (b) Where a notice is sent by post, service of the notice shall be deemed to be effected at the time the letter would have been delivered in the ordinary course of post.

- (c) Where a notice is sent by facsimile transmission, service of the notice shall be deemed to be effected upon receipt of a confirmation report confirming the facsimile was sent to the correct facsimile number.
- (d) Where a notice is sent by electronic mail, service of the notice shall be deemed to be effected by properly addressing and upon receipt of a confirmation report confirming the electronic mail message was received at the electronic mail address to which it was sent.

**31. CUSTODY OF BOOKS AND OTHER DOCUMENTS**

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- (a) Except as otherwise provided in this Constitution, the Chief Executive shall keep in his or her custody or control all books, documents and securities of the Club.
- (b) The Chief Executive shall keep minutes of the resolutions and proceedings of each General Meeting and Board meeting in books provided for that purpose, together with a record of the names of persons present at all meetings.
- (c) Subject to the Act, no Member is entitled to inspect the accounts, books, securities and other Relevant Documents of the Club, unless authorised in writing by the Board.

**32. REGULATIONS**

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- (a) The Board may make Regulations and alter, amend or rescind the same as occasions may require, and enforce penalties for their breach. Such Regulations shall have the same force and effect as this Constitution, but shall not be in any way oppose or be in conflict with this Constitution. Such Regulations shall be available for inspection in the Club premises.
- (b) Amendments, alterations, interpretation or other changes to Regulations shall be advised to Members by means of notice approved by the Board. Notices shall be binding upon all Members.

## REGULATIONS

### 1. MEMBERSHIP

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- 1.1 The number of members of each class at any one time shall not exceed the following:-
- (a) Affiliated, Junior and Recreation Club Members – 320
  - (a) LIFE Members - 10
  - (b) SPECIAL Members – 10

### 2. ELECTION OF ELECTED DIRECTORS

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- 2.1 If the number of nominations exceed the number of vacancies to be filled, a secret ballot shall be held at the Annual General Meeting.
- 2.2 The ballot shall be conducted by the two scrutineers appointed by the Club Board.
- 2.3 The names of all candidates for the position shall be written in alphabetical order on a ballot paper and the names of the members not desired crossed out to leave the correct number of members to fill the vacant offices.
- 2.4 Completed ballot papers containing the names of a greater number of persons than that to be elected shall be informal.
- 2.5 Where two or more candidates receive an equal number of votes, the Chairman shall have a second or casting vote.
- 2.6 Notwithstanding the provisions in clauses [14.2 \(a\)](#) to [14.2 \(e\)](#) of Rule 14, members unable to attend the Annual General Meeting can participate in any ballot pursuant to this Rule by obtaining a ballot paper from one of the appointed scrutineers, up to fifteen days prior to the Annual General Meeting. On completion, the ballot paper shall be placed in an envelope supplied and lodged in the ballot box provided in the clubhouse, not later than 6.00 pm on the day prior to the day of the Annual General Meeting.
- 2.7 A person may be nominated for but may not be elected to more than one position. If a person nominated for more than one position is elected to any one of those positions, his nomination for the remaining position or positions shall thereupon be deemed withdrawn.

### 3. COLOURS OF THE CLUB

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The colours of the Club shall be "Purple and Gold" or such other colours as the Board from time to time may determine subject to acceptance by any bodies with which the Club is affiliated.

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#### 4. REGULATIONS FOR THE CONDUCT OF THE BOWLS SECTION

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##### 4.1 INTERPRETATION

The Bowls Section, its Committee and Rules are subject and subordinate to the **Heatherdale Recreation and Bowls Club Inc. Board** and Rules in accordance with Rule [20.6](#) of the **Constitution**.

In these Regulations, unless otherwise stated:

**Board** means the body consisting of the Directors of the Club.

**“Club”** means the Heatherdale Recreation and Bowls Club Incorporated.

**“Section”** means the Bowls Section of the Heatherdale Recreation and Bowls Club Incorporated.

**“Committee”** means the General Committee of the Bowls Section, commonly referred to as the Bowls Committee.

**“Member”** means an Affiliated Member of the Bowls Section.

**“Financial Year”** means the year ending on 31<sup>st</sup> March.

**“General Meeting”** means a general meeting of the Affiliated Members convened in accordance with Regulation 8.

**“Bowls Victoria** means Bowls Victoria Incorporated, the governing body for Bowls in Victoria, or its successors.

**“Junior Member”** means an Affiliated Member of the Bowls Section under 18 years of age.

##### 4.2 OBJECT

The sole object of the Bowls Section is to arrange and organize all bowls activities as prescribed in Rule [20.6\(c\)](#) of the Club.

##### 4.3 MEMBERSHIP

Membership of the Section is open to all financial Members of the **Club** affiliated with Bowls Victoria.

##### 4.4 RESIGNATION

In accordance with Rule 8 of the **Club**.

##### 4.5 CONDUCT UNBECOMING

Subject to the Rules of the **Club**, the Committee may by resolution, if it is of the opinion that a Member has refused or neglected to comply with the Sectional Regulations, or has been guilty of conduct unbecoming a Member or prejudicial to the interest of the Section, refer the matter to the **Club** Committee with a recommendation for action under the **Club** Rules.

#### 4.6 MANAGEMENT AND CONTROL OF THE SECTION

The Bowls Section's affairs shall be controlled and managed by a committee elected by the Bowls Section Members at the annual general meeting of the Section. The officers of the Committee shall be in accordance with Regulation [4.11](#).

#### 4.7 ANNUAL GENERAL MEETING

The Section shall at least seven days prior to the Annual General Meeting of the Club convene the Annual General Meeting of the Section. A notice to this effect shall be given to all Members of the Section not less than fourteen days prior to the meeting.

**The ordinary business of the Annual General Meeting shall be:**

- (a) to confirm the minutes of the preceding Annual General Meeting and of any General Meeting held since
- (a) to consider and adopt annual reports from the Committee
- (b) to elect office bearers
- (c) to consider the recommendation of the outgoing Selection Committee(s) and determine the number of pennant and or roamer teams to be entered in the next year competition
- (d) to elect the Selection Committee(s).
- (e) to consider any other business affecting the Bowls Section of which due notice has been given under the Rules.

#### 4.8 SPECIAL GENERAL MEETINGS

- (i) All General Meetings other than the Annual General Meeting shall be called Special General Meetings.
- (ii) The Committee may, whenever it thinks fit, convene a Special General Meeting.
- (iii) The Committee shall convene a General Meeting upon receiving a request in writing from not less than 10% of Members who would be entitled to vote at such General Meeting. The request and the convening of the meeting shall be in accordance with Rule [11.2](#) of the Club.
- (iv) Procedures and conduct of this meeting shall be in accordance with Rule [13](#) of the Club.

#### 4.9 NOTICE OF MEETINGS

Notice of meetings shall be in accordance with Rule [12](#) of the **Club**.

#### 4.10 PROCEEDINGS AT GENERAL MEETINGS

Proceedings at general meetings shall be in accordance with Rule [13](#) of the **Club**.

#### 4.11 OFFICERS OF THE BOWLS SECTION

**The officers of the Bowls Section shall be:**

- (a) Bowls President
- (f) Bowls Vice President
- (g) Bowls Secretary
- (h) Bowls Treasurer
- (i) The Committee shall consist of the Officers of the Section and four (4) ordinary Committee Members, each of which shall be elected at the Annual General Meeting in each year.
- (j) The Committee should consist of a minimum of 2 male and 2 female Members, if possible.
- (k) Subject to Rule 17 of the Club, each Elected Committee Member shall take office from the conclusion of the Annual General Meeting at which they are elected and shall hold office until the conclusion of the next Annual General Meeting following their election.
- (l) If a casual vacancy occurs on the committee, the committee may appoint a Member of the Section to fill the vacancy and he shall hold office, subject to these Rules, until the conclusion of the term of the Committee Member replaced.

#### 4.12 ELECTION OF COMMITTEE AND VACANCIES

- (a) Procedures relating to election of committee and filling of vacancies shall be in accordance with Rule [16](#) and Regulation [2](#) of the **Club** except that any ballot shall be conducted by two (2) Scrutineers appointed by the Committee.
- (m) For the purpose of these Rules, the office of a Committee Member becomes vacant if the Member ceases to be a Member of the Section, resigns his office by written notice given to the secretary, or fails to attend 3 consecutive meetings without the Committee's leave or without delivering an apology to or before the meeting.

#### 4.13 PROCEEDINGS OF THE BOWLS SECTION

- (a) The Committee shall meet periodically a minimum of 10 times each year, with no meeting more than 2 calendar months following the preceding meeting at such places and times as it may decide.
- (n) Special meetings of the committee may be convened by the President and/or Secretary, or by any 3 committee Members. Seven days notice shall be given to all Committee Members of any special meeting specifying the general nature of the bowls business to be transacted. No other business may be transacted at such a meeting.

- (o) Any 5 Committee Members constitute a quorum. No business shall be transacted unless a quorum is present. If no quorum is present within 30 minutes of the appointed time of the meeting, the meeting shall stand adjourned to the same day in the next week at the same time and place, unless it was a special meeting in which case it lapses.
- (p) At meetings of the Committee, the President shall chair the meeting. If the President is absent or unwilling to act, the Committee shall appoint one of its members to chair the meeting.
- (q) Questions arising at a meeting of the Committee shall be determined on a show of hands or, if demanded by a Committee Member, by a poll taken in such manner as the person presiding at the meeting may determine..
- (r) Each Member present is entitled to one vote. In the event of an equality of votes on any question, the motion shall fail; neither the President nor chair may exercise a second or casting vote.
- (s) Notice of each Committee meeting shall be served on each Committee Member at least 2 days before the meeting.
- (t) A resolution in writing signed or assented to by facsimile or other form of electronic communication by all the voting Committee Members, shall be as valid and effectual as if it had been passed at a meeting of the Committee duly convened and held. Any such resolution may consist of several documents in like form each signed by one or more of the Committee Members.
- (u) Without limiting the power of the Committee to regulate its meetings as it thinks fit, a meeting of the Committee Members may be held where one or more of the Committee Members is not physically present at the meeting, provided that:
  - (i) all persons participating in the meeting are able to communicate with each other effectively, simultaneously and instantaneously whether by means of telephone or other form of communication;
  - (ii) notice of the meeting is given to all the Committee Members entitled to notice in accordance with the usual procedures agreed upon or laid down from time to time by the Committee;
  - (iii) in the event that a failure in communications prevents condition (i) from being satisfied by that number of Committee Members which constitutes a quorum, and none of such Committee Members are present at the place where the meeting is deemed by virtue of the further provisions of this Rule to be held then the meeting shall be suspended until condition (i) is satisfied again. If such condition is not satisfied within fifteen minutes from the interruption the meeting shall be deemed to have terminated; and
- (v) any meeting held where one or more of the Committee Members is not physically present shall be deemed to be held at the place specified in the notice of meeting provided a Committee Members is there present and if no Committee Members is there present the meeting shall be deemed to be held at the place where the chairperson of the meeting is located.

- (w) The Section in general meeting may by resolution remove a Committee Member before the expiration of his term of office and appoint another Member in his stead for the remainder of the term. Where such Member makes written representation to the President or Secretary and requests that this be notified to the Members, the Secretary may send a copy to each Member or, if a copy of the representation has not been sent, the meeting may request that it be read out at the meeting.

#### 4.14 POWERS OF THE BOWLS SECTION COMMITTEE

##### The Committee:

- (a) shall have the power to fill vacancies, make appointments, create sub-committees dealing with matters relating to bowls and do all such acts and things that it deems necessary for carrying out and managing the stated business and affairs of the Section.
- (x) may from time to time as it sees fit delegate any of its powers to sub-committee/s consisting of Members of the Section and may recall or revoke any such delegation at any time. Any such Sub-committee shall in the powers so delegated, conform to any Regulation prescribed by the Committee.
- (y) shall interpret the Rules and Regulations of the Section so as to fairly represent the purpose and Rules of the **Club**.
- (z) shall carry out all resolutions passed at General meetings.
- (aa) shall deal with all other bowls matters which may arise or which are not specifically provided for in these Rules.

#### 4.15 DUTIES OF OFFICERS

- (a) The **Bowls President** shall preside at all Bowls Section Meetings, regulate and keep order in all proceedings in accordance with the accepted Rules of debate and carry into effect the Rules of the Section.
- (bb) The **Bowls Vice President** shall act in the place of the President when that person is absent. On a notice that the Chair Person's ruling be disagreed with, the Vice President shall take the chair whilst that motion is dealt with.
- (cc) The **Bowls Secretary** shall be the executive officer of the Committee. The person shall attend all meetings and keep minutes of the resolutions and proceedings of these meetings in books provided for that purpose together with a record of the name of the persons present, conduct all Sectional correspondence, cause annual and other reports and notices of Sectional meetings and proceedings to be prepared and issued in accordance with the Rules and control and maintain all the necessary books, documents and records.
- (dd) The Bowls Treasurer shall receive all monies due to the Section and arrange them to be banked in the Club's Accounts, make all authorised payments, keep proper accounts and records showing the Section's financial affairs in detail, produce regular statement of receipts and payments and prepare and submit financial statements for income received for the previous financial year to the annual general meeting of the Section.

#### 4.16 NOTICES

A notice may be served by and on behalf of the Section to a Member similarly to Rule [12](#) of the **Club**.

#### 4.17 FUNDS

The funds of the Section shall be derived from green fees, donations and such other sources as the **Club** Board determines and be banked in the Club's Accounts. The person responsible for the collection and banking of funds shall liaise with the Finance Director of the Club and shall produce regular statement of receipts and payments of the Section.

#### 4.18 SELECTION COMMITTEE

(1) A Selection Committee comprising Affiliated Members of the Section shall be elected at the Annual General Meeting. The Selection Committee shall comprise of ten Members. The procedure for the nomination and election of the Selectors shall be the same as that for office bearers of the Section.

(2) The duties of the Selection Committee shall be:

- (a) to appoint a Chairperson and to select, control and manage all Sectional pennant and/or roamer teams engaged in seasonal competition.
- (ee) to arrange the handicapping, drawing and playing of all Bowls Section championship events.
- (ff) to make recommendation to the Annual General Meeting of the Section with respect to the number of pennant and or other teams to be entered in the next Season competition.
- (gg) In the event of any Member of the Selection Committee vacating his position for any reason whatsoever, the vacancy shall be filled by another Affiliated Member appointed by the Committee.
- (hh) The Selection Committee shall appoint from amongst its own Members a Chairperson(s) who shall record all the decisions of the Selection Committee/Panels and maintain all necessary records.
- (ii) The Selection Committee is responsible to the Bowls Committee for its efficient operation.

#### 4.19 Delegates of Clubs

- (1) The Committee shall at its first meeting after the Annual General Meeting appoint two Affiliated Members of the Club to attend meetings and events on its behalf from time to time. This shall include, but not be limited to, Bowls Victoria meetings and Region meetings.

- (2) The Committee shall advise Bowls Victoria prior to a relevant meeting or event who its Delegates will be. If the Committee does not provide notification to Bowls Victoria, the President and Secretary of the Committee shall be deemed to be the Delegates.
- (3) The Committee shall advise the Chief Executive who its Delegates will be.

**4.20 SECTION REPRESENTATIVES ON CLUB BOARD**

The Committee shall at its first meeting after the Annual General Meeting nominate two Affiliated Members, preferably one male and one female, to represent the Section on the **Club** Board.

**4.21 LAWS OF THE GAME OF BOWLS**

The laws of the game of bowls as adopted by Bowls Victoria shall apply to all games played under the control of the Section, except where otherwise stated. Failure to observe these laws will result in disqualification from the competition or match.

DRAFT

**HEATHERDALE RECREATION & BOWLS CLUB INC. No. A0008991R**

***APPLICATION FOR MEMBERSHIP***

I Mr/Mrs/Ms .....

(Surname) Block Letters

(Given Names)

Address.....

..... Post Code.....

Occupation (or Trade) ..... Phone (Home):.....

(Retired is NOT an occupation) Phone (Bus):.....

Date of Birth ...../...../..... E-mail: .....

wish to become a member of the

- Heatherdale Recreation & Bowls Club Inc. [ ]
- Bowls Section [ ] (Please Tick)

and if accepted agree to abide by the Rules and Regulations of the Club and (if applying for Bowls Membership) also agree to abide by the Rules of Bowls Victoria. I also agree to pay within 30 days from the date of my acceptance into the Club the following Fees:-

- Joining Fee \$.....
- Bowls Membership Fee \$.....
- Recreation Club Membership Fee \$.....

Signature: .....

Proposer: ..... Secondar: .....

Name: ..... Name: .....

**N.B.** All above details MUST be completed before nomination will be considered

Return to:- Chief Executive Officer 114 Heatherdale Road, Mitcham 3132 Phone (Club) 9874 8476

**FOR BOWLS MEMBERSHIP**

Have you any BOWLS experience: Yes/No

If yes state positions played .....Lead/Second/Third/Skip

If pennant player state grade/s .....

Name of Bowls Club/s of which you are or were a member .....

**CLUB USE ONLY**

Interviewed ...../...../..... Approved ...../...../.....

Notified ...../...../..... Recorded ...../...../.....