



**HEADLAND BOWLS CLUB INC.
T/A HEADLAND PACIFIC SPORTS CLUB**

By-Laws

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BY-LAWS

SECTION A - BOARD OF MANAGEMENT

1. Returning Officer

- (1) A Returning Officer should be appointed for each annual and general meeting where a vote by eligible members is likely to be conducted. The duties of the Returning Officer shall include controlling the issuing of ballot papers and subsequent collection and counting of these at these meetings. The returning Officer shall advise the Chairperson of the precise number of eligible members in attendance at the commencement of the meeting.
- (2) The returning officer must liaise with the Secretary regarding the preparation of ballot boxes. He or she must ensure that only those entitled to vote are issued with the necessary ballot papers by checking against a list of entitled members and that the ballot boxes are correctly located for the lodgement of same.
- (3) The returning officer will enlist the assistance of such number of scrutineers as required to conduct the ballot. The returning officer or any scrutineer must not be a candidate in such ballot.
- (4) The returning officer must advise the Chairperson of the meeting the result of the count and the Chairperson must announce the result to the meeting.
- (5) The ballot material must not be destroyed without the authority of a motion passed at the meeting and it must be the duty of the returning officer to carry out such instruction.

2. Election and Ballot Procedures

The Secretary must call each annual and general meeting at least 35 days before the scheduled date and where board members are to be elected, produce nomination forms for each of these positions and make them available to members.

- (1) Elections and Voting will be held in accordance with the Constitution, rules 6.1 & 8.6.
- (2) Voting must be by secret ballot. Every financial full member and any life member in attendance must be supplied with Ballot papers.
- (3) The results of each ballot shall be determined on the first past the post principle.

- (4) If a candidate nominates for more than one position, the election for the higher position will be determined first. If that candidate is successful, that candidate's name will be withdrawn from the list of candidates for the lower position."
- (5.) Where any member is nominated from the floor in accordance with Rule 6.1.1.h of the constitution and that member is not present at the meeting, the member must indicate in writing his or her willingness to accept the nomination for the position.
- (6) Ballot papers may be issued to those entitled to vote not more than 30 minutes prior to the meeting being opened. Before commencing the ballot the Returning Officer must introduce to the meeting all candidates for election. The Returning Officer must not collect the votes until the Chairperson of the meeting announces the closing of the ballots. All votes will be deemed to have been made after the opening of the meeting and before the closure of the ballots.
- (7) In the case of a ballot being necessary to resolve a matter other than election, members must indicate their choice on ballot papers in a manner specified by the Chairperson of the meeting.

3. Duties of Board of Management Members

- (1) The Chairperson shall be responsible, subject to the direction of the Board of Management and general meetings of members, for the overall administration of the Club. The Chairperson must preside at all meetings and functions of the Club or delegate another Board member to carry out the duties. The Chairperson must attend to the carrying out of the decisions of the Club and the Board of Management and generally see that members are properly accommodated and the rules are fully adhered to by all members.

The Chairperson will ensure that all substantive motions have been received as a notice of motion within the prescribed time frames, and will also ensure that discussions and debates on all motions are conducted within accepted rules of meetings procedure with speakers for and against a motion alternating and the proposer of a motion accorded a right of reply.

- (2) The Secretary of the Club is pivotal to the functioning of the Club. The Secretary must be familiar with Club, State Authority and District Constitutions, By-Laws and provisions of the relevant Acts of Parliament. The Secretary must be familiar with all matters of the Club for the information of the Chair. The Secretary's functions shall include calling meetings of the Club, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the Chairperson of the Club; keeping minutes of each meeting; keeping copies of all correspondence and other documents relating to the association and the management of the Club's Register of Members.

The Secretary will ensure that all notices of motion are in writing and received no later than 21 days before any meeting of members to which the motion will be discussed.

The Secretary will ensure that notice of all general meetings of the Club and nomination forms for all office bearer positions are produced and made available to members no later than 35 days before the meeting at which the elections will occur and at least 14 days prior to that meeting produce and promulgate to all members, the agenda and the names of candidates.

- (3) The Treasurer must keep a record of the receipts and expenditure and keep correct accounts and books showing the financial affairs of the Club and the particulars usually shown in the books of account of a like nature, report the financial position of the Club at each meeting of the Board of Management, and present accounts for payment if necessary at each meeting of the Board of Management for ratification. He/she must also advise the Board of Management of any unfinancial members.

The Treasurer will ensure that in accordance with rule 10.1.8 of the constitution the limits to expenditure as detailed hereunder are observed:

Board Limit: \$20000; Individual Board Member's Limit: \$1000 and Bowls Divisions' Limit: \$100.

- (4) The Treasurer must also submit to the annual general meeting a statement of accounts for the preceding year, said accounts to be audited in accordance with the rules.
- (5) Should the Treasurer be absent or ill, or neglect or refuse to do anything required by these by- laws, the Board of Management must invite and appoint any other financial full or life member of the Club to act in that capacity.
- (6) The Board may allocate budgets and delegate authority in writing to sub-Committees from time to time.

4. Attire

- (1) The Board of Management must determine the dress standards as the minimum requirement in relation to members and visitors within the confines of the Club's premises. Such requirements must be displayed in a prominent position within the Club's premises.
- (2) Subject to changes from time to time required by any amendments to BA Laws of the Game, BQ, DBA clubs shall be responsible for ensuring that all players, markers and umpires participating in games on an affiliated green, wear the correct playing attire as set out by BQ By-Law.

5. Notice Board

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

6. Club Colours

The Club colours are Green, Gold, and Blue with Design.

7. Animals

Animals domesticated or otherwise, shall not be allowed on or within Club premises, other than assistance dogs in the performance of their duty.

8. Children

All children on or within the Club premises must, at all times, be under strict supervision of a responsible adult in accordance with the relevant licensing laws.

SECTION B - CLUB BOWLS DIVISIONS

9. Annual General Meeting

- (1) The bowls administration of the club will be under the control of the Men's and Ladies Division

The Men's and Ladies Bowls Divisions will hold Annual General Meetings within 2 weeks of the date of the Annual General Meeting of the Club. The business of the Men's and Ladies Divisions Annual General Meetings shall include:

- (i) Confirmation of the Minutes of previous meeting,
- (ii) Election of a Division Committee in accordance with the By-Laws;
- (iii) Notices of Motion; and
- (iv) General Business.

- (2) General Notice

A general notice advising members of the date of the Annual General Meeting and closing date for Notices of Motion and Nominations for elected positions shall be issued at least 28 days prior to the proposed meeting in a manner determined by the Presidents of the division.

- (3) Notices of Motion

The Presidents or a member delegated by the Presidents shall receive notices of Motion to be included on the agenda of the Annual General Meeting, or any General Meeting, at least twenty-one (21) days prior to the meeting at which they will be discussed.

An omission to give notice of an AGM to an eligible member will not invalidate the meeting or the proceedings of that meeting.

10. Bowls Division Committee

- (1) A Bowls Division Committee shall be elected annually and shall consist of,
- (i) A President representing the women and a President representing the men,
 - (ii) Two Games Co-Ordinators in accordance with (1) above.
 - (iii) any other position deemed necessary by the members of the division or required by the board.

The Committee shall be responsible for the overall administration of the Division. All positions shall be honorary and elective.

The Committee may appoint assistants to carry out any necessary functions of the division. These assistants may be invited to attend committee meetings but will have no voting rights.

(2) Eligibility

To be eligible to serve on a Division Committee, a member must

- (i) be a financial full or life member of the Club
- (ii) not be an office bearer or employee in any other Bowls Club
- (iii) not be an employee of the Club

(3) Nominations for a Division Committee must be

- (i) on the prescribed form
- (ii) signed by the nominee, and a proposer and seconder who must be financial, full, or life members of the Club
- (iii) in the hands of the Secretary no later than 14 days prior to the AGM
- (v) a list of candidates for positions on a Division Committee shall be placed on the Notice Boards at least 7 days prior to the AGM of each Division.
- (vi) If, at the start of the meeting, there are not enough candidates nominated, or other positions as referred to in Rule 10(1) (iii) are required, nominations may be taken from the floor of the meeting.

- (4) Election of the Division Committee shall take place annually and in accordance with the election By-laws.

11. Removal of a Division Committee Member

- (1) A member of the Division Committee may be removed by a majority of full and life members present an eligible to vote at a General meeting of the Division.
- (2) Before a vote of members is taken about removing a Division Committee Member from office, such member must be given a full and fair opportunity to show cause why he/she should not be removed from office.

12. Resignation of a Division Committee Member

- (1) A Member of the Division Committee may resign from the Committee by giving written notice to one of the Division's Presidents or in the case of a President the Chairman of the Board.
- (2) The resignation shall take effect at
 - (i) the time the notice is received or,
 - (ii) if a later time is stated in the notice then, the later time will apply

13. Vacancies on Division Committee

- (1) Should a vacancy occur on the Division Committee, the remaining Committee members or if there are insufficient committee members, then the Board, will appoint another eligible member of the Division to fill the vacancy until a meeting of that division to elect a replacement can be held.

14. Bowls Division Presidents

The Bowls Division Presidents shall determine which of them will preside on bowls days depending whether the event is men's Ladies or mixed. They must carry out the decisions of the Board of Management and generally ensure that the bowls division members are properly accommodated.

DUTIES

The Presidents or a member/s elected or they have delegated for the purpose, will be responsible for working closely with the Board's Secretary to ensure all correspondence and communications with the relevant DBA, and other Clubs or organisations in relation to bowling matters are dealt with adequately. They shall issue all notices and keep minutes for all general meetings of members of the division, display notices on the notice board, collect nomination fees for Club events, lodge nominations by the due date and otherwise carry out all proper duties as required.

The Presidents will also be responsible for arranging the selection of suitable players for all representative games. They will be assisted in carrying out their selection duties by the division bowls co-ordinators. They may also seek assistance from suitable experienced players.

Attend Board meetings where he or she deems it appropriate.

Duties which the Presidents may delegate to division members include:

- (1) collect green fees applicable to any games being played by the Division, and remit to the appropriate officer or body.
- (2) determine the meal requirements of the bowls divisions as required.
- (3) other duties as required for the successful functioning of the Bowls Division.

15. Duties of the Bowls Divisions' Games Co-ordinators

The Club Games Co-ordinators shall be answerable to the President of their relevant Bowls Division.

The Games Co-ordinators will work together cooperatively to:

- (1) ensure that the game of bowls is promoted at every opportunity to encourage participation and the gaining & retention of bowls members;
- (2) maintain a high professional image to members and visitors alike;
- (3) ensure that policy decisions of the Presidents are promptly carried out & that the Presidents are kept fully informed of all matters that may affect the financial performance of the Club and the well-being of its members;
- (5) develop together the annual bowls program for the Club;
- (6) collect and balancing all fees applicable to any bowls games being played.
- (7) ensure policies as to game fees, game prize money allocations, trophies etc., are adhered to.
- (8) plan & manage:
 - (i) Yearly calendar and weekly social bowls program including winter visitors' programs;
 - (ii) Daily bowls organisers;
 - (iii) Special bowls days (Presidents days, Presentations, Club championships);
 - (iv) Pennant, and other such competitions;
 - (v) Player Development;
 - (vi) New player mentoring;
 - (vii) Junior development;
 - (viii) Visiting Bowlers Groups;

- (ix) Barefoot & Corporate Bowls;
- (x) Umpires and markers as required.

16. Division Committee Meetings

The Division Committees shall meet monthly, or as often as deemed necessary;

17 Quorum

A quorum for such meetings shall be at least equal to 50% plus one (1), of the current committee members.

18. General Meetings

The term President means the President of the relevant Division except where there is a joint meeting of both Divisions. In such cases the Presidents shall determine who will preside at the meeting

General Meetings of the division shall be called by the Division Presidents when the committee requires or when a minimum of 10 financial or life members of the division so request. This request must be in writing given to one of the Division Presidents and state the purpose of such request.

At least 28 days prior to the meeting notice of the meeting must be given to members and details of the agenda must be given to members at least 14 days before the meeting.

19. Notices of Motion for a General Meeting

A Notice of Motion to be considered at a general meeting must be received by one of the Presidents or a member elected or delegated for the purpose at least twenty-one (21) days prior to the date of the meeting.

20. Conduct of General Meeting

(1) The President of each Division shall preside as Chairperson, or if there is no President, or if they are not present within fifteen (15) minutes after the time appointed for the holding of the meeting, or is unwilling to act, the members present shall elect one of their number to be Chairperson of the meeting. The Chairperson shall maintain order and conduct the meeting in a proper and orderly manner.

(1) Voting

Every question, matter, or resolution shall be decided by majority of votes of the members present and entitled to vote. Every financial full and life member present shall be entitled to one vote, and in the case of equality of voting the status quo shall be maintained.

- (2) No business shall be transacted at any General Meeting unless a quorum of members is present at the time when the meeting proceeds to business.

21. Quorums for General Meetings

- (1) At any General Meeting the number of financial full members and life members required to constitute a quorum shall be at least equal to the number of members on the committee at the close of the Division's last general meeting plus one (1).

22. Minutes of Meetings

- (1) The presiding Chairperson will appoint a suitable member to take full and accurate minutes of all questions, matters, resolutions, and other proceedings of every Committee meeting and General Meeting to be entered in an official record.
- (2) The minutes of each meeting shall be verified by the Chairperson of that meeting, or the Chairperson of the next meeting.
- (3) Access to these records shall be limited to life and financial full members of the Division.

SECTION C – Miscellaneous

23. Discretionary Funds

Men's and Ladies Bowls Division Committees will have access to discretionary funds (float) the amount of which will be determined in discussion with the Club's Treasurer. This float will be reconciled at the end of each month. All other expenditure, in excess of this amount, shall be requested in writing to the Board of Management.

24. Alteration to By-laws

- (1) The Board of Management may make, amend or appeal by-laws in accordance with Rule 11.5 of the Constitution
- (2) Any changes to the By-Laws by the Board of Management shall be displayed on the Club notice Boards no later than seven (7) days following the change.

25. Laws of the Game

All matches shall be played in accordance with the Laws of the Game and any rules and regulations adopted from time to time by BA, BQ and DBAs and in accordance with the By-Laws and Constitution of the Club.

26. Controlling Body

- (1) The Controlling Body for all events controlled by the Club shall be the appropriate Division Games Co-ordinator.
- (2) The Controlling Body for all other events, such as SCDMBA, SCDLBA, BQ and BA shall be in accordance with their Conditions of Play.

27. Eligibility to Compete

Only life or financial full members of the Club shall be eligible to play in Club Championship events.