

# **Constitution and By-laws**

**Weston Creek Women's Bowling Club Inc.**

**2006**

## Table of Contents

<i>1. Name of Club and Colours</i>	4
<i>2. Interpretation.</i>	4
<i>3. Office</i>	5
<i>4. Objects.</i>	5
<b>PART 11 - MEMBERSHIP</b>	<b>5</b>
<i>5. Eligibility for Membership.</i>	5
<i>6. Classes of Membership.</i>	5
<i>7. Application for Membership</i>	6
<i>8. Register of Members.</i>	7
<i>9. Cessation of Membership.</i>	7
<i>10. Resignation of Membership.</i>	7
<i>11. Members Liabilities</i>	8
<i>12. Disciplining of Members</i>	8
<i>13. Right of appeal of a disciplined Member.</i>	9
<b>PART 111 - FINANCE</b>	<b>9</b>
<i>14. Funds –source.</i>	9
<i>15. Funds – Management.</i>	10
<i>16. Subscriptions</i>	10
<i>17. Financial year.</i>	11
<i>18. Audit.</i>	11
<b>PART 1V – THE MANAGEMENT COMMITTEE</b>	<b>12</b>
<i>19. Powers and Duties of the Management Committee</i>	12
<i>20. Composition of the Management Committee.</i>	12
<i>21. Delegate to Bowls ACT</i>	13
<i>22. Composition of the Permanent Committee</i>	13
<i>23. Positions on the Management Committee and Permanent Committee - Restrictions</i>	13
<i>24. Election of Committee Members.</i>	14
<i>25. Notice of Changes in Committee</i>	14
<i>27. Committee Meetings and Quorum</i>	15
<i>28. Leave of Absence</i>	16
<i>29. Vacancies</i>	16
<i>30. Removal of Committee Members</i>	16
<i>31. Duties of Officers</i>	17

32.	<i>Annual General Meeting .-.timing of</i>	18
33.	<i>Annual General Meeting - calling of and business at</i>	18
34.	<i>General Meetings</i>	19
35.	<i>Special Meetings</i>	19
36.	<i>Quorum—All General and Special Meetings</i>	19
37.	<i>Presiding Member</i>	20
38.	<i>Notices of Motion</i>	20
39.	<i>Voting-Other than Annual Elections.</i>	20
40.	<i>Voting—Annual Elections</i>	21
41.	<i>Resolutions</i>	22
<b>PART V1 - OPERATION OF RULES</b>		<b>22</b>
42.	<i>Alteration of Constitution and Objects</i>	22
43.	<i>Alterations of By-Laws</i>	22
44.	<i>Compliance with Rules</i>	23
<b>PART V11 –MISCELLANEOUS</b>		<b>23</b>
45.	<i>Common Seal</i>	23
46.	<i>Custody of Books</i>	23
47.	<i>Inspection of Books</i>	23
48.	<i>Clearances</i>	23
49.	<i>Service of Notices</i>	23
50.	<i>Laws of the Game of Bowls</i>	24
51.	<i>Conditions Governing Championships</i>	24
52.	<i>Property</i>	24
53.	<i>Indemnity of Officers</i>	24
54.	<i>Relationship with the Canberra Labor Club</i>	24
<b>By-Laws</b>		<b>25</b>
1.	<i>Permanent Committee - Personnel</i>	25
2.	<i>Permanent Committee- Duties</i>	25

## PART 1 - PRELIMINARY

### 1. Name of Club and Colours

- 1.1 The Club shall be known as the Weston Creek Women's Bowling Club Incorporated, hereafter called 'the Club'.
- 1.2 The colours of the Club shall be blue and green.

### 2. Interpretation.

- 2.1 In this constitution and any standing orders or by-laws, unless the contrary intention appears:
  - a) **Bowls ACT** means the Association known as Bowls ACT Incorporated in the Australian Capital Territory.
  - b) **the Club** means the Weston Creek Women's Bowling Club Incorporated.
  - c) **the management committee** means the body of persons constituted in accordance with rule 20 of this constitution,
  - d) **permanent committee** means the body of persons referred to in rule 22 and by-law 1.
  - e) **member** means those classes of persons referred to in rule 6.
  - f) **the constitution** means this constitution as altered from time to time.
  - g) **the by-laws** mean those by-laws attached to this constitution as altered from time to time.
  - h) **annual subscription** means the subscription paid by each class of member as prescribed in this constitution.
  - i) **the auditor** means the auditor, whether honorary or otherwise, appointed by the Club at its annual meeting as auditor of the Club.
  - j) **the Executive** means the President, the Vice-President, the Secretary and the Treasurer of the Club.
  - k) **special resolution** means a resolution passed in accordance with section 70 of the Act and rule 41.2 of this constitution.
  - l) **the Act** means the Australian Capital Territory *Associations Incorporation Act 1991*
  - m) **the regulations** mean the Associations Incorporation Regulation 1991 of the Australian Capital Territory.
  - n) **the Registrar** means the person holding office as the Registrar of Incorporated Associations under the Act.
  - o) **incorporated** means incorporated pursuant to the Act or the repealed Act.
  - p) **the Territory** means the Australian Capital Territory

- 2.2 The provisions of the Interpretation Act 1967 apply to and in respect of these rules in the same manner as these provisions would so apply if these rules were an instrument made under the Act.
- 2.3 The rights, liabilities and obligations created by this constitution shall be governed by the law of the Australian Capital Territory for the time being in force.

### **3. Office**

- 3.1 The administrative office of the Club shall be situated in Canberra in the Australian Capital Territory.

### **4. Objects.**

- 4.1 To play and promote the game of bowls.
- 4.2 To engender by association goodwill amongst bowlers and to preserve and promote the best traditions of the game.
- 4.3 The Club shall be non political and non sectarian and no discussion on either of these matters will be permitted.
- 4.4 To operate the Club with the co-operation of the Canberra Labor Club Group using its greens and amenities and conforming with all of its requirements in relation to membership commitments due and payable and conditions of play.
- 4.5 To affiliate with Bowls ACT and to conform, as appropriate, with the Constitution and By-Laws of Bowls ACT and administer and control efficiently the activities of the Club for the benefit of members.
- 4.6 The Club shall be a non-profit organization in so far as members are concerned and no profit shall be distributed to members except for reimbursement of out of pocket expenses or reasonable payment for services rendered.

## **PART 11 - MEMBERSHIP**

### **5. Eligibility for Membership.**

- 5.1 Only members of the Canberra Labor Club Group shall be eligible to be members of the Club.

### **6. Classes of Membership.**

- 6.1 The membership of the Club shall consist of:
  - (a) **Member Players.** A member player is any woman who has attained the age of (18) eighteen years, who has applied for and been accepted for membership of the Club.

- (b) **Life Members:**
- (i) every life member shall during her membership of this Club, be entitled to all the privileges of a member player but without being liable for annual subscription
  - (ii) any person who has rendered signal service to the Club (due notice of which has been given to members in a notice convening any general or special meeting) may be nominated by (2) two members of the Club and on receiving the vote of at least three- quarters of the members present at such meeting, be elected a life member of the Club
  - (iii) not more than (1) one life member shall be elected in any (1) one year.
- (c) **Associate Members.** An associate member is a member who is a member player of another women’s bowling club where she pays full fees and capitation commitments. Associate members are not eligible to play in Bowls ACT or Club Championships for the Club nor are they entitled to attend or vote at any meeting or be elected to any office of the Club.
- (d) **Junior Members** from the age of (12) twelve years may be accepted as full members, even though they are not eligible for membership of the Canberra Labor Club Group, and may play in all social and Club Championships but shall not have the right to vote at meetings or hold a position in the Club before attaining the age of 18 years.
- (e) **Social Members.** A Social Member is only eligible to attend social functions and shall not have the right to vote at meetings, hold a position in the Club, play social bowls or participate in Club Championships and Bowls ACT events.

## 7. Application for Membership

- 7.1 A person wishing to apply for membership of the Club shall make application in writing by completing an ‘Application for Membership’ form approved by the Club. Each applicant shall be proposed by (1) one financial member player and seconded by another financial member player of the Club.
- 7.2 ‘Application for Membership’ forms shall contain provision for the full name and address of the applicant.
- 7.3 Where the management committee determines to approve a nomination for membership, the Secretary shall, as soon as practicable after that determination, notify the nominee of the approval and, if not already paid, request the nominee to pay within (28) twenty eight days after receipt of the notification, the sum payable under these rules by a member for the entrance fee and first years annual subscription.

- 7.4 The Secretary shall on payment by the nominee of the amounts referred to in sub-rule 7.3 and within the period referred to in that sub-rule enter the nominee's name in the register of members
- 7.5 The Secretary shall notify the Secretary of Bowls ACT of the full name and address of new members within (30) thirty days of acceptance of membership by the Club.

## **8. Register of Members.**

- 8.1 Pursuant to section 67 of the Act and to Regulation 10, the Club shall keep and maintain a register of all members which shall include:
  - (a) the name and address of each member of the Club;
  - (b) the date on which each member became a member of the Club; and
  - (c) where applicable, the date on which each member ceased to be a member of the Club.
- 8.2 The register shall be made available for inspection by members at reasonable times at the address nominated by the management committee from time to time.

## **9. Cessation of Membership.**

- 9.1 A person ceases to be a member of the Club if the person:
  - (a) resigns from membership of the Club;
  - (b) is expelled from the Club;
  - (c) fails to renew membership of the Club; or
  - (d) dies.

## **10. Resignation of Membership.**

- 10.1 A member who has paid all amounts payable by the member to the Club may resign from membership by first giving thirty (30) days notice in writing (or a shorter period if determined by the management committee) to the Secretary of the members intention to resign and upon the expiration of the period of notice, the member ceases to be a member.
- 10.2 Where a person ceases to be a member, the Secretary shall make the appropriate entry in the register of members recording the date on which the member ceased to be a member.
- 10.3 The Secretary shall notify the Secretary of Bowls ACT within (30) days of the members resignation from the Club.

## **11. Members Liabilities**

- 11.1 The liability of a member of the Club to contribute towards the payment of the debts and liabilities of the Club or the costs, charges and expenses of the winding up of the Club is limited to the amount, if any, unpaid by the member in respect of membership of the Club as required by rule 16.

## **12. Disciplining of Members**

- 12.1 Where the management committee is of the opinion that a member:
- (a) has persistently refused or neglected to comply with the provision of these rules, or
  - (b) has persistently and willfully acted in a manner prejudicial to the interests of the Club;
- the management committee may, by resolution, inform the Canberra Labor Club of its intention to reprimand, suspend, accept the resignation of or expel the member.
- 12.3 The management committee may
- (a) suspend the member from such rights and privileges of membership of the Club as the management committee may determine for a specified period; or
  - (b) reprimand the member; or
  - (c) accept the member's resignation from the Club; or
  - (d) expel the member.
- 12.3 A resolution of the management committee under sub-rule 12.1 is of no effect unless the management committee at a meeting held not earlier than (14) fourteen days and not later than (28) twenty eight days after service of a notice under sub-rule 12.3 confirms the resolution under this rule.
- 12.4 Where the management committee passes a resolution under sub-rule 12.1 the Secretary shall as soon as practicable, cause a notice in writing to be served on the member:
- (a) setting out the resolution of the management committee and the grounds on which it is based;
  - (b) stating that the member may address the management committee at a meeting to be held not earlier than fourteen(14) days and not later than twenty-eight (28) days after service of the notice;
  - (c) stating the date, time and place of the meeting; and
  - (d) informing the member that she may do either or both of the following:
    - (i) attend in person and speak at that meeting;
    - (ii) submit to the management committee at or prior to the date of that meeting written representations relating to the resolution.



- 12.5 At a meeting of the management committee mentioned in sub-rule 12.3 the management committee shall:
- (a) give to the member mentioned in sub-rule 12.1 an opportunity to make oral representations;
  - (b) give due consideration to any written representations submitted to the management committee by that member at or prior to the meeting; and
  - (c) by resolution determine whether to confirm or revoke the resolution of the management committee made under sub-rule 12.1.
- 12.6 Where the management committee confirms a resolution under sub-rule 12.5 the Secretary shall, within seven (7) days of that confirmation, by notice in writing, inform the member of confirmation and of the member's right of appeal.

### **13. Right of appeal of a disciplined Member.**

- 13.1 A member may appeal to the Club in general meeting against a resolution of the management committee which is confirmed under sub-rule 12.5 within seven (7) days after notice of the resolution is served on the member, by lodging with the Secretary, a notice to that effect.
- 13.2 Upon receipt of a notice under sub-rule 13.1 the Secretary shall notify the management committee, which shall convene a general meeting of the Club to be held within twenty-one (21) days after the date on which the Secretary received the notice or as soon as possible after that date.
- 13.3 At a general meeting of the Club, convened under sub-rule 13.2:
- (a) no business other than the question of the appeal shall be transacted;
  - (b) the management committee and the member shall be given the opportunity to make representations in relation to the appeal orally or in writing, or both; and
  - (c) the members present shall vote by secret ballot on the question of whether the resolution made under sub-rule 12.4 should be confirmed or revoked.
- 13.4 If the meeting passes a special resolution :
- (a) in favour of the resolution made under sub-rule 12.4 that resolution is confirmed;
  - (b) against the confirmation of the resolution made under sub-rule 12.4 that resolution is revoked.

## **PART 111 - FINANCE**

### **14. Funds –source.**

- 14.1 The funds of the Club shall be derived from entrance fees and annual subscriptions of members, donations, and subject to any resolution passed by

the Club in general meeting and subject to the provisions of the Act, such other sources as the management committee determines.

## **15. Funds – Management.**

- 15.1 Subject to any resolution passed by the Club in general meeting, the funds of the Club shall be used in pursuance of the objects of the Club in such manner as the management committee determines.
- 15.2 The Club shall control its own finances and bank account.
- 15.3 The management committee shall ensure that:
  - (a) adequate books of account are kept;
  - (b) all money's are deposited with such financial institution as the management committee may approve; and
  - (c) all accounts are in the name of the Club.
- 15.4 The Club shall as soon as possible after receipt of any money's issue a receipt.
- 15.5 All moneys received by the Club shall be banked intact.
- 15.6 All payments made by the Club shall be made by cheque and shall be drawn for or on behalf of the Club by any two (2) of the following officers.
  - (a) the President
  - (b) the Secretary
  - (c) the Treasurer.
- 15.7 Payments may be made without management committee approval where payment does not exceed such amount as approved from time to time by the management committee and is within budgeted expenditure. However, payments must subsequently be reported to the management committee for endorsement.

## **16. Subscriptions**

- 16.1 The amount of annual Club subscription due and payable by each class of member shall be as the management committee determines from time to time.
- 16.2 The amount of initial entrance fee, if any, for new members shall be as the management committee determines from time to time.
- 16.3 The Club shall pay the following fees to Bowls ACT by 15 September each year or such other date nominated by Bowls ACT:
  - (a) an annual subscription comprising a fee for the Club and for every player of the Club and which includes moneys payable by Bowls ACT to Bowls Australia Inc; and
  - (b) if requested by Bowls ACT, an initial entrance fee for each new player of the Club in addition to the annual subscription.

- 16.4 New member players who have paid entrance and subscription fees on or after April 1 in any year shall pay no further subscription until June 1 in the following year.
- 16.5 The Secretary shall forward a list of names and addresses of all its members to the Secretary of Bowls ACT by 15 September each year or such other date nominated by Bowls ACT.
- 16.6 The Club shall notify the Secretary of Bowls ACT of any increase in membership during the year and shall forward the appropriate remittance.

**17. Financial year.**

- 17.1 The financial year of the Club shall commence on 1 June and close on 31 May the following year.
- 17.2 All membership fees for the ensuing year are due and payable on or before 31 May each year.

**18. Audit.**

- 18.1 The accounts of the Club shall be audited by a person who:
  - (a) is not an officer of the Club; and
  - (b) has not prepared or assisted with the preparation of those accounts.
- 18.2 The Club shall appoint a person to be auditor of the Club at its Annual General Meeting each year, who shall, subject to sub-rule 18.3 hold office until the Annual General Meeting next following the meeting at which the person was appointed and who shall be eligible for reappointment.
- 18.3 The position of Auditor shall become vacant if the Auditor:
  - (a) dies;
  - (b) is removed from office by resolution of the management committee;
  - (c) becomes bankrupt, or
  - (d) resigns from office by giving two (2) weeks prior notice to the Club.
- 18.4 On the office of the Auditor becoming vacant before the expiration of the period of appointment, the management committee shall appoint a person as a replacement Auditor and that person shall hold office as provided in sub-rule 18.2.
- 18.5 The Club shall forward to the Canberra Labor Club financial statements and an annual report which will include a full Statement of Receipts and Expenditure for the preceding year.

## **PART 1V – THE MANAGEMENT COMMITTEE**

### **19. Powers and Duties of the Management Committee**

- 19.1 The management committee, subject to the Act, the Regulations, these Rules and to any resolution passed by the Club in general meeting shall:
- (a) control and manage the affairs of the Club;
  - (b) control and manage all matters in relation to Club competitions and events authorised by the Club;
  - (c) assist in the conduct of mixed bowls events as required in consultation and co-operation with the men's bowls committee;
  - (d) deal with the day-to-day business of the Club, including the handling of correspondence and official communications with Bowls ACT;
  - (e) empower any three of the Club's office bearers to deal with any matter that requires urgent attention between meetings;
  - (f) make, amend, alter or repeal By-laws for the conduct of business of the Club and the carrying out of its objects ensuring that any addition, alteration or amendment to the By-laws shall be consistent with this constitution;
  - (g) appoint the Public Officer taking into account the requirements of sections 57 and 59 of the Act; and
  - (h) keep members informed of its activities and seek their views on such activities by virtue of meetings, notices and announcements on playing days.

### **20. Composition of the Management Committee.**

- 20.1 The affairs of the Club shall be controlled and managed by the management committee which consists of:
- (a) The Executive Officers of the Club;
    - (i) the President
    - (ii) the Vice-President
    - (iii) the Secretary
    - (iv) the Treasurer
  - (b) the Chairperson of the Match/Selection committee;
  - (c) one (1) ordinary committee member; and
  - (d) the Publicity Officer.
- 20.1 Each member of the management committee and permanent Committee shall, subject to these rules, hold office until the conclusion of the Annual General Meeting following the date of the member's election or appointment.

## **21. Delegate to Bowls ACT**

- 20.1 The Club shall have one (1) delegate to Bowls ACT who shall be the President or a member player or life member elected by the management committee.
- 20.2 Should the delegate be unable to attend a meeting the elected delegate may appoint a deputy delegate to act at the meeting.
- 20.3 As long as the Club has one delegate or properly appointed deputy no absentee notifications at the meeting are required.

## **22. Composition of the Permanent Committee**

- 22.1 The personnel and duties of the permanent committee are shown at By-laws 1 and 2
- 22.2 Members of the permanent committee shall be elected pursuant to rule 24 of this constitution.
- 22.3 The Match/Selection permanent committee after election shall elect from its members, a chairperson who shall be a member of the management committee.
- 22.4 Should the chairperson of a permanent committee be unable to attend a management committee meeting, a member of the permanent committee may be delegated by the chairperson to attend the meeting.
- 22.5 The President shall have the power to appoint a chairperson of any permanent committee should such permanent committee fail to elect a chairperson within fourteen (14) days of its election and fail to notify the Secretary of such election.
- 22.6 The President shall be ex-officio a member of all permanent committees with the exception of the Match/Selection Committee when selection is taking place.
- 22.7 The permanent committee is responsible to the management committee and shall report to it.

## **23. Positions on the Management Committee and Permanent Committee - Restrictions**

- 23.1 No person shall hold the position of President or Vice President for more than three (3) consecutive years.
- 23.2 A member may hold only one (1) position on either the management committee or a permanent committee in any one year with the exception of Delegate to Bowls ACT who may hold one (1) other position and the Public Officer who may also hold one (1) other position.

## **24. Election of Committee Members.**

- 24.1 Any financial member player may, subject to the provisions of this constitution, nominate for election to the management and permanent committee.
- 24.2 Nominations of candidates for election as Executive Officers, Publicity Officer, ordinary committee member one (1) position and permanent committee members as listed in Rule 20 and By-law 1;
- (a) shall be made in writing, signed by two(2) financial member players of the Club; and
  - (b) shall be delivered to the Secretary not less than fourteen (14)] days prior to the date of the Annual General Meeting at which the election is to take place.
- 24.3 If insufficient nominations are received to fill all vacancies on the management committee and permanent committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at the annual general meeting.
- 24.4 If insufficient further nominations are received, any vacant positions remaining on the management committee or permanent committee shall be deemed to be vacancies.
- 24.5 If the number of nominations received is equal to the number of vacancies to be filled the persons nominated shall be taken to be elected.
- 24.6 If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be conducted in accordance with rule 40.

## **25. Notice of Changes in Committee**

- 25.1 In accordance with the provisions of section 62 of the Act, the Club shall notify the Registrar in the approved form not later than one(1) month after:
- (a) a person becomes a member of the management committee of the Club;
  - (b) the office of a member of the management committee becomes vacant; or
  - (c) a member of the management committee changes her address.
- 25.2 Where a member of the management committee of the Club changes her address, the member shall, within one (1) month after the change has occurred, notify the Club of the change.

## **26. Appointment and Notification of the Public Officer**

- 26.1 In accordance with the provisions of section 57 of the Act and with the provisions of this constitution, the management committee shall appoint a

Public Officer at the first quarterly general meeting of the Club at which that committee presides:

- (a) the person appointed must reside in the Australian Capital Territory and must be at least eighteen (18) years of age.
- 26.2 The Public Officer may hold any one office of the Club in addition to the office of Public Officer.
- 26.3 Where the position of Public Officer becomes vacant pursuant to section 64 of the Act, the management committee shall, within fourteen (14) days after the vacancy occurred, appoint a person to fill the vacancy.
- 26.4 Pursuant to section 59 of the Act:
- (a) the Public Officer of the Club, shall, not later than one (1) month after being appointed, lodge with the Registrar a notice of the appointment in the approved form.
  - (b) the Public Officer of the Club, shall, within one (1) month after a change of address, lodge with the Registrar a notice of the change in the approved form.

## **27. Committee Meetings and Quorum**

- 27.1 The management committee may meet at such times as it considers expedient, but not less than three (3) times in any one bowling year, at such time and place as the management committee may determine.
- 27.2 Oral or written notice of a meeting of the management committee shall be given by the Secretary to each member of the management committee at least forty-eight (48) hours before the time appointed for the holding of the meeting.
- 27.3 The President or Secretary may summon an emergency meeting of the management committee by giving at least forty-eight (48) hours prior notice.
- 27.4 A quorum for any management committee meeting shall be a majority of those entitled to attend and the quorum of an emergency meeting shall be three (3) members.
- 27.5 No business shall be transacted by the management committee unless a quorum is present and if within half an hour after the time appointed for the meeting a quorum is not present, the meeting stands adjourned to a date and time fixed by those who were present.
- 27.6 If at the adjourned meeting, a quorum is not present within half an hour after the time appointed for the meeting, the meeting shall:
- (a) proceed provided there are at least four (4) members present.
  - (b) be dissolved in any other case.
- 27.7 At meetings of the management committee:
- (a) the President or in her absence the Vice-President shall preside; or

- (b) if the President and the Vice-President are absent, one of the remaining members of the management committee may be chosen by the members present to preside.

## **28. Leave of Absence**

- 28.1 Upon written application being made, the management committee may grant leave of absence to members of the management committee and permanent committee.

## **29. Vacancies**

- 29.1 The position of any member of the management committee or of any permanent committee shall be declared vacant if the member:
  - (a) dies;
  - (b) resigns office giving two weeks notice in writing;
  - (c) absents herself from three (3) consecutive meetings of the committee of which she is a member without having obtained leave of absence under sub-rule 28.1 of this constitution;
  - (d) ceases to be a member of the Club; or
  - (e) is removed from office pursuant to rule 30.
- 29.2 If the office of President becomes vacant less than six (6) months prior to the Annual General Meeting, an acting President shall be appointed by the management committee and she shall have all the powers and privileges of a duly elected President. In any other case, nominations shall be called and a President shall be elected under the terms of this constitution. The President shall, subject to these rules, hold office until the conclusion of the Annual General Meeting next following the date of appointment or election.
- 29.3 In the event of a vacancy in the membership of any other position on the management committee or permanent committee, the management committee may appoint a member of the Club to fill the vacancy and the member so appointed shall hold office, subject to these rules, until the conclusion of the Annual General Meeting next following the date of appointment.

## **30. Removal of Committee Members**

- 30.1 The Club in general meeting may by resolution, subject to the rules of natural justice, remove any member of the management committee or permanent committee before the expiration of the member's term of office.



### **31. Duties of Officers**

31.1 The President shall:

- (a) represent and act as spokesperson for the Club;
- (b) take the chair at all management committee and Club meetings and in so doing:
  - i. preserve order and enforce the rules of procedure;
  - ii. rule on contentious matters of procedure;
  - iii. maintain continuity of policy and remind the meeting of previous decisions which will affect the matter under discussion; and
  - iv. assist the course of business by preventing irrelevant or repetitious discussion.
- (c) ensure that administrative actions which flow from the meetings are carried out; and
- (d) keep in touch with various committee members and keep informed about the business of the Club.

31.2 Should the President be unable or unwilling to undertake her duties for any reason, the Vice-President will act as Deputy President.

31.3 The Secretary shall:

- (a) call all meetings in accordance with this constitution, prepare an agenda for all meetings and keep full and accurate records of all resolutions and all proceedings of general meetings and management committee meetings, together with a list of names of members present at all such meetings;
- (b) ensure that minutes of proceedings of meetings are signed by the person presiding;
- (c) keep minutes of all elections and appointments of management committee and permanent committee members;
- (d) co-ordinate the preparation of the annual report;
- (e) attend to all correspondence as requested by the management committee;
- (f) keep a list of the names and addresses of all member players and the dates of their admission to membership; and
- (g) notify Bowls ACT of matters required under the Constitution and By-laws of Bowls ACT.

31.4 The Secretary may receive moneys due to the Club which must be passed to the Treasurer as soon as practicable.

31.5 The Treasurer shall:

- (a) collect and receive moneys and make all payments authorised by the management committee;
- (b) issue receipts for all moneys received and deposit all moneys to the credit of the Weston Creek Women's Bowling Club Inc. in such financial institutions as the management committee determines from time to time;
- (c) keep correct accounts and books showing the financial affairs of the Club with adequate details of all receipts and disbursements and other particulars usually shown in books of account of a like nature; and
- (d) present financial reports to quarterly general meeting of the Club and to each management committee meeting.

31.6 The Delegate to Bowls ACT shall:

- (a) attend meetings of Bowls ACT and report proceedings to the management committee and to members;
- (b) vote on their own initiative on matters which arise at Bowls ACT meetings; but in matters which have been referred to member Clubs for decision, delegates must reflect the opinion of the Club; and
- (c) speak at Bowls ACT meetings on a subject if instructed to do so by the management committee.

31.7 The Publicity Officer shall submit copy to the print and electronic media for publication as directed by the management committee.

### **32. Annual General Meeting .--timing of**

32.1 The Annual General Meeting of the Club shall be held at a place time, and date to be fixed by the management committee:

- (a) but not before close of the financial year of the Club; and
- (b) within five months after the end of the financial year

### **33. Annual General Meeting - calling of and business at**

33.1 Notice of the Annual General Meeting shall be given in writing to all members at least twenty-one (21) days before the meeting, stating that nominations for office are required and stating other business to be transacted.

33.2 The business of the Annual General Meeting, which shall take precedence over all other business, shall be to:

- (a) take the names of members present and eligible to vote;
- (b) confirm the minutes of the last preceding annual general meeting;
- (c) receive from the management committee reports on the activities of the Club during the last preceding year;

- (d) elect and declare the results of the polls for election of the management committee and permanent committee including office bearer; and
- (e) deal with special business, notice of which has been lodged with the Secretary and notified to members at least fourteen (14) days prior to the annual general meeting.

### **34. General Meetings**

- 34.1 General meetings of the Club shall be held quarterly or when necessary.
- 34.2 Except where the nature of the business proposed to be dealt with at a general meeting requires a special resolution pursuant to rule 41, the Secretary shall, at least fourteen (14) days before the date fixed for the holding of the general meeting, advise Club members per medium of the notice board of the business to be transacted at the meeting.
- 34.3 Where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Club, the Secretary shall, at least twenty-one (21) days before the date fixed for the holding of the general meeting, cause a notice to be sent to Club members specifying the intention to propose the resolution as a special resolution.

### **35. Special Meetings**

- 35.1 The Club shall meet when summoned by the President or Secretary, or upon written request signed by five (5) financial member players. The President or Secretary shall convene a meeting of the Club by giving notice in writing to members at least twenty one days (21) days prior to the date set for the meeting. Such notice shall state the nature of the business to be considered.
- 35.2 No business other than that specified in the notice convening the special meeting shall be transacted at the meeting

### **36. Quorum—All General and Special Meetings**

- 36.1 At all general meetings of the Club, including the annual general meetings and special meetings, twenty-five percent (25%) who are entitled to be present and vote shall form a quorum.
- 36.2 In the event of there being no quorum present, thirty (30) minutes after the time fixed, those members who are in attendance may adjourn the meeting to a date decided upon by them. If there is no quorum at such later meeting, those members present and entitled to vote shall be deemed to be a quorum and may transact the business for which the meeting was called.

### **37. Presiding Member**

- 37.1 The President or in her absence, the Vice-President shall preside at all Club meetings.
- 37.2 In the absence at a general meeting, of the officers mentioned in sub-rule 37.1 the members present may elect another of the management committee to preside at the meeting.

### **38. Notices of Motion**

- 38.1 Any notice of motion in writing of any business to be transacted at any meeting of the Club, or any motion to amend, alter, vary or rescind any motion or notice of other business submitted to the Club shall:
  - (a) be concise and without ambiguity;
  - (b) be in writing setting out in full the proposed variations;
  - (c) bear the date and handwritten signatures of the proposer and seconder above or beside their typed or printed names; and
  - (d) be delivered to the Secretary of the Club at least twenty-one (21) days prior to the next meeting at which the matter is to be raised, unless specified otherwise in these rules or by the management committee.

### **39. Voting-Other than Annual Elections.**

- 39.1 At all meetings of the Club, any questions arising shall be determined by a show of hands unless before, or on the declaration of a show of hands, a secret ballot is demanded.
- 39.2 Where any question is resolved by a show of hands, a declaration by the person presiding that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, an entry to that effect in the minutes of the Club is evidence of the fact without proof of the number or proportion of the votes in favour of or against that resolution.
- 39.3 A secret ballot may be demanded by the person presiding or by not less than five (5) members present and entitled to vote.
- 39.4 Subject to sub-rule 39.5, upon any question arising at any meeting, a member has one (1) vote only.
- 39.5 In the case of an equality of votes on a question at a meeting of the Club, the person presiding is entitled to exercise a second or casting vote, with the exception of a secret ballot for the election of management or permanent committee members.
- 39.6 Where a secret ballot is demanded at a general meeting, it shall be taken:

- (a) immediately in the case of a poll which relates to the election of the person to preside at the meeting or to the question of an adjournment; or
- (b) in any other case, in such manner and at such time before the close of the meeting as the person presiding directs and the resolution of the ballot on the matter shall be deemed to be the resolution of the meeting on that matter.

39.7 At all meetings of the Club where a secret ballot is to be taken, the management committee shall:

- (a) appoint a returning officer and tally clerks; and
- (b) announce the names of the returning officer and tally clerks before the holding of the ballot
  - i. a candidate for any position shall not be a returning officer or tally clerk.

39.8 The tally clerks shall collect ballot papers, count and tabulate them in private and the returning officer shall report the result of the ballot to the presiding officer. In the case of doubt as to the formality of any ballot paper, the tally clerk shall refer the paper to the returning officer whose decision shall be final.

39.9 Proxy and postal votes are not permitted.

#### **40. Voting—Annual Elections**

40.1 Pursuant to rule 24.6 a secret ballot is to be held for the annual election of the management and permanent committee.

40.2 Where a secret ballot is to be taken, the management committee shall:

- (a) appoint a returning officer and tally clerks;
- (b) announce the names of the returning officer and tally clerks before the holding of the ballot
  - i. a candidate for any position shall not be a returning officer or tally clerk.

40.3 Ballot papers shall be available from the returning officer and tally clerks at the annual general meeting where the tally clerks shall distribute the ballot papers to financial player members present and members shall complete their ballot papers for immediate collection by the tally clerks.

40.4 After voting is completed, the tally clerks shall count and tabulate the ballot papers in private and the returning officer shall report the result of the ballot to the presiding officer.

40.5 In case of doubt as to the formality of any ballot paper, the tally clerks shall refer the paper to the returning officer whose decision shall be final.

40.6 In the event of an equal number of votes being recorded in a secret ballot for the election of management and permanent committee members, a draw shall be made by the person presiding to determine the result.

40.7 Proxy and postal votes are not permitted.

#### **41. Resolutions**

41.1 All resolutions and special resolutions passed at the annual general meeting, general meetings and special meetings shall be binding on all members whether present or not.

41.2 A resolution of the Club shall be taken to be a special resolution if:

- (a) it is passed at a general meeting of the Club being a meeting of which at least twenty-one(21) days notice, accompanied by notice of intention to propose the resolution as a special resolution has been given to the members of the Club; and
- (b) it is passed by at least three-quarters of members present and entitled to vote.

### **PART V1 - OPERATION OF RULES**

#### **42. Alteration of Constitution and Objects**

42.1 In accordance with the provisions of section 33 and 70 of the Act and with the provisions of these rules, this constitution and the objects of the Club shall not be altered except by special resolution at the annual meeting of the Club or at a special meeting called for that purpose.

42.2 Notices of Motion to alter the constitution or objects must be:

- (a) submitted in writing to the Secretary of the Club at least twenty-eight (28) days prior to the meeting at which the notice of motion will be considered;
- (b) bear the handwritten signature of the proposer and seconder above or beside their typewritten or hand printed names;
- (c) set out in full the proposed alteration or amendment including a reference to the page and rule number in the constitution, and
- (d) indicate the effect of the proposed alteration or amendment will have on any other rules in the constitution and by-laws and list these.

42.3 The special resolution to alter the constitution must be passed by three-quarters of those members present and entitled to vote.

#### **43. Alterations of By-Laws**

42.1 The management committee may make, amend, alter or repeal by-laws for the conduct of the business of the Club and the carrying out of its objects.

#### **44. Compliance with Rules**

- 43.1 Members are bound by and are required to be familiar with the rules of both the Canberra Labor Club and Bowls Act in addition to these rules.

### **PART V11 –MISCELLANEOUS**

#### **45. Common Seal**

- 44.1 The common seal of the Club shall be kept in the custody of the Secretary.
- 44.2 The common seal shall not be affixed to any instrument except by the authority of the management committee and the affixing of the common seal shall be attested by the signatures of two (2) members of the management committee.

#### **46. Custody of Books**

- 45.1 The Secretary shall keep in her custody or under her control, all records, books and other documents relating.

#### **47. Inspection of Books**

- 46.1 The records, books and other documents of the Club shall be open to inspection at a place in the Territory, free of any charge, by a member of the Club at any reasonable hour.

#### **48. Clearances**

- 47.1 Clearances shall be issued by the Secretary to a member player immediately upon her acceptance as a member of a new Club.
- 47.2 The Secretary shall forward one copy of the Certificate of Clearance to the Secretary of Bowls ACT.
- 47.3 The member player must submit her Certificate of Clearance to the Secretary of her new Club within fourteen (14) days of her acceptance of membership.
- 47.4 The Secretary shall submit a Certificate of Clearance received from a player joining the Club to the Secretary of Bowls ACT with any commitments due.

#### **49. Service of Notices**

- 49.1 For the purpose of these rules, a notice may be served by or on behalf of the Club upon any member either personally or by sending it by post to the member at the member's address shown in the register of members.

49.2 Where a document is sent to a member by properly addressing, prepaying and posting to the member a letter containing the document, the document shall, unless the contrary is proved, be deemed for the purpose of these rules to have been served on the person or Club at the time at which the letter would have been delivered in the ordinary course of post.

## **50. Laws of the Game of Bowls**

49.1 The “Laws of the Game of Bowls” shall be those adopted by the Bowls ACT from time to time.

## **51. Conditions Governing Championships**

51.1 The rules and conditions of play governing all championships and other fixtures conducted by Clubs and Bowls ACT shall be those adopted by Bowls ACT from time to time.

## **52. Property**

52.1 **Property rights:** Pursuant to section 52 of the Act, membership of the Club shall not, except as otherwise provided by the Act, be taken to confer upon the members of the Club any right, title or interest, whether legal or equitable, in the property of the Club.

52.2 **Surplus Property:** In the event of the dissolution or winding of the Club, any surplus property, including funds of the Club shall, for the purposes of section 92(1) (a) of the Act be disbursed to such other bowling or charitable organizations which fulfills the requirements specified in section 92(2) of the Act and which may be determined by financial members at a special meeting called for the purpose of winding the affairs of the Club.

## **53. Indemnity of Officers**

53.1 The officers of the Club or any other person who may, by authority of the rules or of the member players in general meeting or of the management committee accept or incur any pecuniary liability on behalf of the Club, shall be indemnified by the Club against any personal loss in respect of such liability.

## **54. Relationship with the Canberra Labor Club**

54.1 Members may nominate for office in any capacity within the Canberra Labor Club where such positions are open for nomination from members.

54.2 The holding of any office within the Canberra Labor Club Group, has no effect on any position the member holds within the Weston Creek Women’s Bowling Club Inc



# **Weston Creek Womens's Bowling Club Inc**

## **By - Laws**

### **By-Laws**

#### **1. Permanent Committee - Personnel**

- 1.1 Pursuant to Rule 20, the Club shall have the following Permanent Committee:
  - (a) **Match/Selection Permanent Committee** which shall consist of four (4) members elected at the Annual General Meeting in accordance with Rule 24 with two (2) appointed to act as Championship Committee.
- 1.2 The Management Committee shall appoint two members from those elected to serve as the Championship Committee.

#### **2. Permanent Committee- Duties**

- 2.1 The Match/Selection Permanent Committee shall:
    - (a) select teams for Club matches, competitions and social play on ordinary days and fill in the cards for same;
    - (b) selects teams for Day Pennant and furnish the names to the Secretary for notification to players;
    - (c) arrange club fixtures subject to the approval of the management committee; and
    - (d) prepare cards for any inter-club matches.
  - 2.2 The Championship Committee shall
    - (a) conduct and control all Championship matches and competitions;
    - (b) maintain the members achievement book;
    - (c) forward results (winners and runners up) to the Secretary at the completion of each event; and
    - (d) be responsible for the completion of all events before 30 June each year.
3. The Treasurer may act as assistant to the Secretary as the need arises.