

South Tamworth Men's Bowling Club Constitution

Contents

1. Definitions
2. Name and Colours
3. Objects
4. Domestic Conditions
5. Financial Year
6. Membership
7. Constitution
8. Powers of the Committee
9. Executive
10. General Meetings
11. Finance
12. Budget
13. Employment and Employees
14. Suggestions
15. Attire
16. Powers to Draw Up By-laws
17. Alterations to this Constitution

1. DEFINITIONS

In the Constitution of the South Tamworth Men's Bowling Club the following definitions shall apply:

- (a) The "Royal Constitution" means the Constitution of the Royal NSW Bowling Association Inc.
- (b) "RNSWBA" means the Royal NSW Bowling Association.
- (c) "CNDBA" means the Central Northern District Bowling Association.
- (d) "Club Ltd." means the South Tamworth Bowling Club Limited.
- (e) "Board" means the Board of Directors of the South Tamworth Bowling Club Limited.
- (f) "The Club" means the South Tamworth Men's Bowling Club.
- (g) "Committee" means the Management Committee of the Club.
- (h) "Monthly Meeting" means the meeting called for a specific date each month under Rule 8(c) of this constitution.
- (i) "Match Committee" means the Match Sub-Committee of the Club.
- (j) "Selection Committee" means the Selection Sub-Committee of the Club.
- (k) "Notice Board" means the Notice Board of the Men's Bowling Club adjacent to the Bowls Office.

2. NAME AND COLOURS

- (a) The name of the Club shall be the South Tamworth Men's Bowling Club.
- (b) The colours of the Club shall be green and gold.

3. OBJECTS

- (a) To promote, organise, conduct and pursue the game of lawn bowls under the Constitution, Rules and By-laws of the RNSWBA.

- (b) To conform at all times to the requirements of the Constitution and the By-laws of the Club Ltd.
- (c) To maintain liaison with the CNDBA, to extend goodwill and friendship throughout the Bowling fraternity and to foster the game of lawn bowls.
- (d) To support such benevolent and charitable institutions of a public character as the Club may determine through bowls activities.

4. DOMESTIC CONDITIONS

- (a) The Club is formed with the consent of the Board in accordance with Rule 117 of the Constitution of the Club Ltd., using the latter's greens and other facilities. The Club is obliged to observe all conditions for play and other arrangements as prescribed in the Constitution and By-laws of the Club Ltd. The Club, being affiliated with the RNSWBA, Zone 3 and the CNDBA, is obliged to observe the constitutional requirements of each in so far as they affect Member Clubs and to arrange payment of capitation and/or other fees as prescribed by them.
- (b) The Management Committee shall be President, Secretary/Treasurer and three (3) Committee Men.
- (c) Commencing from the 2016 election of the Management Committee, the Management Committee shall be elected every second year in accordance with this clause 4.
- (d) The members of the Management Committee shall hold office until the conclusion of the second Biennial General Meeting following that at which they were elected, when they shall retire but shall be eligible for re-election.
- (e) Only financial Full Members and Life Members of the Club shall be entitled to be nominated, elected or appointed to the Management Committee.
- (f) A member currently under suspension from the Club or the Club Ltd shall not be eligible to be nominated, elected or appointed to the Management Committee.
- (g) A member of the Club who is an employee of the Club shall not be eligible to be nominated, elected or appointed to the Management Committee.
- (h) A member shall not be entitled to be nominated, elected or appointed to the Management Committee unless that member shall have paid all entrance fees, annual subscriptions and other monies due to the Club at the time of such nomination, election or appointment.
- (i) Nominations for election of the Management Committee shall be made in writing and signed by two (2) members who are Full Members or Life Members of the Club and by the nominee who shall signify his or her consent to the nomination.
- (j) The nomination shall specify the position on the Management Committee for which the nominee is nominated.
- (k) Any eligible member may be nominated for more than one (1) position on the Management Committee but shall only be entitled to hold one (1) such position and the order of seniority on the Board shall be:
 - (i) President
 - (ii) Secretary/Treasurer
 - (iii) Committee Men (3)
- (l) Nominations shall cease seven (7) days prior to the date of the Biennial General Meeting.
- (m) The Secretary/Treasurer shall forthwith upon receipt of a nomination post the name of the candidate and the candidate's proposers on the Notice Board.
- (n) If the full number of candidates for the various positions on the Management Committee is not nominated as prescribed then, those candidates who are nominated shall be deemed to be duly elected to the relevant positions and additional nominations may with the consent of the nominee or nominees be made at the meeting for the positions not so filled.
- (o) If there be more than the required number nominated for any position an election by secret ballot shall take place in respect of that position but if there be only the requisite number nominated the Returning Officer shall declare those nominated duly elected.
- (p) If, after the closing of nominations one (1) or more candidates for a position on the Management Committee withdraws or becomes ineligible or unavailable for election to that position and such withdrawal, unavailability or ineligibility would, thereby eliminate the

- need for an election for that position then, the person then nominated shall be declared elected.
- (q) The election of the Management Committee shall be conducted at the Biennial General Meeting in such usual and proper manner as the Management Committee shall direct PROVIDED THAT, a ballot for election of Management Committee may be conducted at the Club's premises during the specified period immediately preceding the date of the Biennial General Meeting may be conducted and the result of such ballot be declared at the Biennial General Meeting.
 - (r) The Management Committee shall have the power to make By-Laws regulating all matters in connection with the election of the Management Committee not otherwise provided by this Constitution.
 - (s) The Office held by a Management Committee member shall be vacated:
 - (1) If he becomes insolvent under administration or is convicted of a felony or misdemeanour or indictment.
 - (2) If he becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health.
 - (3) If he is absent from meetings of the Management Committee for a continuous period of three (3) calendar months without leave of absence from the Board.
 - (4) If by notice in writing given to the Management Committee he resigns his office.
 - (5) If he ceases to be a member of the Club.
 - (6) If he transfers to a class of membership that would disqualify him from being eligible for appointment as a Management Committee member under the provisions of this Constitution following the change of membership class.
 - (t) The Management Committee may at any time appoint any eligible Full or Life Member to be a Management Committee member to fill a casual vacancy and the appointed shall hold office until the next Biennial General Meeting.
 - (u) The Management Committee shall Appoint a Match Committee
 - (v) The Management Committee shall make provision every second year at the Annual General Meeting to elect a Selection Committee comprising of three (3) from members of the Club entitled to vote. Nominations for election of the Selection Committee shall be made in writing to the Secretary and signed by two (2) members who are entitled to vote and by the nominee. Procedure for the election shall be in accordance with Rule 4. (l), (m), (n),(o) & (p) of this constitution.
 - (w) The Management Committee shall appoint Delegates to the CNDBA
 - (x) The Management Committee shall appoint a Coaching Committee

5. FINANCIAL YEAR

- (a) The financial year of the Club shall commence on 1 July and close on 30 June the following year.
- (b) All fees and dues are due and payable on or before 31 December of each year.
- (c) Annual fees and charges payable by members shall be as determined by the Board from time to time.

6. MEMBERSHIP

Only male Bowling, Age Bowling, Junior and Life Members of the Club Ltd. shall be eligible to be members of the Club. They shall pay annual fees prescribed by the Club Ltd. to the Club Ltd., which shall include commitments due to the RNSWBA and the CNDBA. The membership of the Club shall be divided into the following categories:

- (a) **Full Members** who shall meet the requirements of “**Full Member**” as defined in the RNSWBA Constitution.

- (b) **Junior Members** means males, who shall meet the requirements of a “**Junior Member**” as defined in the RNSWBA Constitution. They shall not hold office or participate in the management of the Club.
- (c) All intending Bowling Members under Rule 6 (a), (b) and (c), shall be subject to acceptance by the Committee before final bowling membership of the Club is granted.

7. **CONSTITUTION**

Every member shall be supplied a copy of the Club Constitution and By-laws.

8. **POWERS OF THE COMMITTEE**

- (a) Management of the Club is vested in the Committee, and they shall implement whatever action is necessary to achieve the objects of the Club within the framework of this Constitution, or otherwise directed by the Club in General Meeting by Motions on Notice, provided that at all times such action does not contravene the Constitution or By-laws of the Club Ltd. or the RNSWBA, Zone 3 and CNDBA Constitutions.
- (b) The Committee may establish sub-committees for the purpose of management of bowls.
- (c) The Committee may delegate any of its powers to Sub-Committees consisting of such members of its Body and/or such members of the Club as it may from time to time think fit, and may from time to time revoke such delegation. The President shall be ex-officio on all such Sub-Committees.
- (d) The Committee shall meet at least once in every month for the transaction of business. The names of all members of the Committee present and voting and minutes of all resolutions or proceedings of the Committee shall be entered in a book provided for the purpose. A record of attendance and of all resolutions and proceedings of the Committee shall be forwarded by the Secretary to the Board.
- (e) At all Committee Meetings a quorum shall be not less than four (4) members personally present and voting.
- (f) The President may at any time convene a Special Meeting of the Committee.
- (g) The Secretary shall, upon request of not less than three (3) members of the Committee, convene a Special Meeting of the Committee.
- (h) The President shall preside at every meeting of the Committee, or if at any meeting he is not present or is unwilling to act as Chairman, the Secretary/Treasurer if present shall act as Chairman, or if at any meeting he is not present or is unwilling to act as Chairman, a Committee Men if present shall act as Chairman. If none of these is present or being present is unwilling to act as Chairman then the members present may elect their own Chairman. The Chairman shall in any case where the voting is equal, have a casting vote as well as a deliberative vote.
- (i) The office of any member of the Committee shall ipso facto become vacant if he:
 - (i) Resigns his office by notice in writing to the Club.
 - (ii) Ceases to be a member of the Club Ltd.

9. **EXECUTIVE**

The Executive shall consist of the President, Secretary/Treasurer and any one (1) of the Committee persons personally present shall constitute a quorum. In case of an emergency or when it is, in the reasonable opinion of the President, impractical to convene a meeting of the Committee to deal with a matter of business, the Executive is empowered to take whatever action is deemed necessary, and the Secretary or the President shall table at the next meeting of the Committee a report on the action taken.

10. **GENERAL MEETINGS**

- (a) A Biennial General Meeting of the Club shall be held within five weeks of the Annual General Meeting of the Club Ltd for the purpose of electing the Management Committee in accordance with Rule 4.
- (b) General Meetings may be called at any time by the Secretary upon a request in writing to do so from not less than thirty (30) financial full members of the Club. Motions on Notice submitted by such members, and the time and the place where such meetings are to be held, shall be displayed on the Notice Board by the Secretary at least fourteen (14) days in advance of such meetings.
- (c) Should a quorum of fifteen (15) Full Members not be present within fifteen (15) minutes of the advertised starting time of a Meeting called under Rule 10 (a) above, all business shall lapse.
- (d) If a quorum is initially present at the Meeting called under Rule 10 (a), but at any time during the Meeting a quorum is not present, the Chairman will abandon the Meeting and all business shall lapse.

11. FINANCE

- (a) The Club shall deposit all monies received to the Club Ltd with the appropriate documentation.
- (b) All requests for payment of expenditure shall be forwarded to the Club Ltd. with the appropriate documentation.
- (c) All monies and assets acquired shall be and remain the property of the Club Ltd.

12. BUDGET

The Committee is expected to establish and maintain an income/expenditure budget as required from time to time.

13. EMPLOYMENT & EMPLOYEES

The Club cannot engage or employ staff.

14. SUGGESTIONS

- (a) The Club welcomes constructive suggestions to improve the operation of the Club.
- (b) All suggestions or complaints shall be in writing and delivered to the Secretary for consideration by the committee.

15. ATTIRE

Attire shall be in accordance with the By-laws of the RNSWBA, Zone 3, CNDBA and the Club, as appropriate to the occasion.

16. POWERS TO DRAW UP BY-LAWS

The Committee is empowered to draw up or repeal By-laws for the proper management of the Club. Such By-laws and any alterations thereof shall be displayed on the Notice Board after notifying the Board in writing and then come into force immediately.

17. ALTERATIONS TO CONSTITUTION

- (a) No alteration shall be made to this Constitution except by resolution passed by a majority of not less than seventy five percent (75%) of the members of the Club for the time being

entitled to vote as may be present a General Meeting of the Club of which resolution not less than twenty-one (21) days notice specifying the intention to propose such resolution has been duly given.

- (b) No alteration or amendment shall be submitted to a General Meeting of the Club pursuant to this Rule, unless the Board has approved it before being so submitted.

BY-LAWS FOR THE CONDUCT OF THE
SOUTH TAMWORTH MEN'S BOWLING CLUB

CONTENTS

- 1. Duties of the Secretary**
- 2. Duties of the Match Committee**
- 3. Duties of the Selection Committee**
- 4. Duties of the Delegates to the CNDBA**
- 5. Duties of the Coaches**

1. DUTIES OF THE SECRETARY

- (a) The Secretary shall keep accurate records:
 - (i) Of all Monthly Meetings.
 - (ii) Of all Special Meetings of the Committee.
 - (iii) Of any General Meeting.
- (b) Receive and open all correspondence addressed to the Men's Bowling Club, with the exception of personally addressed mail; shall answer all correspondence under the direction of the Committee or the Executive; shall ensure that communications and correspondence between the Club and the RNSWBA or the Zone are directed through the Honorary Secretary of the CNDBA, or from Club Secretary to the Executive Secretary of the R.N.S.W.B.A as appropriate.
- (c) Maintain membership records.
- (d) Arrange interstate Clearances for members and see that Clearances received from players joining the Club from another State are forwarded to the Honorary Secretary of the CNDBA and the RNSWBA with any commitments due.
- (d) Furnish reports on the Club's activities to the Committee, or the Board when so requested.
- (e) Notify members, per medium of the Notice Board, of all appropriate matters arising from Committee meetings, official correspondence or other sources.
- (f) Ensure that CNDBA approval is obtained in advance for all events requiring such approval, and the requisite fees, if any are remitted.
- (g) Present each Monthly Meeting with a list of intending Bowling Members for consideration by the Committee in accordance with Club constitution Rule 6 (c).
- (i) Ensure that all monies received or payments required from bowls related activities are lodged with the Club Limited with the appropriate documentation.
- (j) Liaise with the Club Ltd with regard to the financial situation of the Men's Bowling Section and report back to the committee on a regular basis.

2. DUTIES OF THE MATCH COMMITTEE

The match Committee shall:

- a) Elect its own Chairman
- b) In conjunction with the Bowls Coordinator be responsible for the conduct of all bowls played at South Tamworth Bowling Club.
- c) Consider and determine disputes arising from interpretation of game rule or protests lodged by players and side managers and make recommendations to the Board where following up action is required.

- d) Report to the Board any action taken on incidents involving inappropriate conduct of bowlers and make recommendation to the Board where follow up action may be required.
- e) Grade players, major and minor, at the conclusion of the Years competitions in liaison with the selectors.

3. **DUTIES OF THE SELECTION COMMITTEE**

The Selection Committee shall:

- (a) Consist three (3) elected Bowling Members.
- (b) Make request to the Board of Directors for approval of bowls related funding requirements.
- (c) Elect a Chairman.
- (d) Be responsible for the selection of all Club representative sides including Pennants.
- (e) Grade players, major and minor, at the conclusion of the Year's competition in liaison with the match committee.
- (f) Set handicaps for the purpose of the consistency singles championship.

4. **DUTIES OF THE DELEGATES TO THE CNDBA**

- (a) The Delegates to the CNDBA shall:
 - (i) Represent the Club at the meetings of the CNDBA.
 - (ii) Present a concise report of meetings attended to each Committee meeting.
 - (iii) Vote on their own initiative, if opportunity has not been available to seek direction from the Committee or the Executive.
- (b) Should any Delegate be unable to attend a meeting of the CNDBA, the Committee (or the Executive under Rule 9) shall appoint a Deputy to attend and act at such meeting, in which event, should the Deputy attend, the Delegate shall be deemed to be present, provided that the Deputy Delegate signs the roll book.

5. **DUTIES OF COACHES**

Club Coaches will be responsible for:

- (a) Providing basic introductory training to new bowling members.
- (b) Assisting with Membership development.
- (c) Maintaining a duty of care to coached members.
- (d) Providing advanced training to experienced bowling members.
- (e) Coaching Pennant teams.
- (f) The encouragement and development of junior bowlers.
- (g) Provide relevant coaching activity information for report at the monthly meeting of the Board.
- (h) Maintaining liaison with the Club's Greenkeepers.
- (i) Ongoing updating of personal coaching skills and knowledge.
- (j) Continuing their accreditation.
- (k) Signing a Role Statement of accountability to and mutual commitment of the Club through its Board of Directors.
- (l) Maintaining permanent records of Club coaching.
- (m) Assisting other Clubs and the C.N.D.B.A Coaches Committee in coaching programs as required.

