



St. Lucia Bowling Club Inc

ABN 50 784 261 819

RULES & BY-LAWS

The club was incorporated under the *Associations Incorporation Act 1981* of Queensland as St Lucia Bowling Club Inc in October 1991 (Incorporation Number IA09330)

The Rules were amended in December 1991, January 1999, May 2003, June 2004, January 2005, June 2008, January 2009, May 2012, May 2014, December 2016, May 2017 and May 2018

Amendments to these Rules were adopted by Special Resolution of Members on 18 July 2020 and registered by the Office of Fair Trading on 14 September 2020 as Document Number 3784046

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NAME

1.

The name of the incorporated association shall be ST. LUCIA BOWLING CLUB INC (in these Rules called "the Club").

OBJECTS AND AFFILIATION

2.

- (1) The **objects** of the Club shall be
 - (a) To advance and promote the Sport of Bowls;
 - (b) To provide the best possible standard of playing facilities for members in accordance with the Laws of the Sport of Bowls prescribed by Bowls Australia Limited;
 - (c) To provide, develop and promote activities that are from time to time deemed appropriate to provide good fellowship between members of the Club ;
 - (d) To promote and enhance the Sport of Bowls in the local community;
 - (e) To encourage the use of the club and its facilities by members of the community and by community groups.
- (2) Subject to Subrule (3) of this Rule, the Club shall
 - (a) affiliate with Bowls Queensland and accept and abide by the Rules and By-Laws of Bowls Queensland in so far as they apply to the Sport of Bowls;
 - (b) affiliate with a District Bowls Association and accept and abide by the Rules and By-Laws of the District Bowls Association in so far as they apply to the Sport of Bowls;
 - (c) renew its affiliation with Bowls Queensland each year in accordance with the Constitution of Bowls Queensland and pay the annual affiliation fee direct to Bowls Queensland;
 - (d) renew its affiliation with the District Bowls Association each year in accordance with the Rules of the District Bowls Association and pay annual affiliation fees to the District Bowls Association;
 - (e) elect delegates to the District Bowls Association in accordance with the Rules and By-Laws of the District Bowls Association;
 - (f) provide to Bowls Queensland and the District Bowls Association the returns that are required by those bodies;
 - (g) provide advice to Bowls Queensland and the District Bowls Association within fourteen (14) days of any event which would affect the status of the Club's affiliation with Bowls Queensland, the legal status of the Club and/or any changes or amendments to the Club's Rules;
 - (h) not make, amend or repeal a Rule or By-Law in relation to the playing of the Sport of Bowls that conflicts with the Rules and By-Laws of Bowls Australia Limited, Bowls Queensland or the District Bowls Association.
- (3) The Club's affiliation status may be changed but only by a Special Resolution passed at a general meeting of the Club.

POWERS

3.

- (1) The Club has the powers of an individual.
- (2) The Club may, for example –
 - (a) Enter into contracts; and
 - (b) Acquire, hold, deal with and dispose of property; and
 - (c) Make charges for services and facilities it supplies; and
 - (d) Do other things necessary or convenient to be done in carrying out its affairs
- (3) The Club may also issue secured and unsecured notes, debentures and debenture stock for the Club

MEMBERSHIP

4.

(1) The classes of membership of the Club shall be

- Full Members (previously named Ordinary Members),
- Life Members,
- Honorary Members,
- Junior Members,
- Non-affiliated Members,
- Provisional Members and
- Social Members

each of whom shall be bound by these Rules as amended from time to time.

(2) The membership of the Club may be limited, either generally or as to any particular class, or classes, as the Management Committee may from time to time determine.

QUALIFICATIONS FOR MEMBERSHIP

5.

To be eligible for any class of membership a person must be

- (1) Not less than 18 years of age (other than Junior Members as provided for in these Rules);
- (2) Prepared to support and promote the welfare of the Club;
- (3) Of good repute and character.

PRIVILEGES AND RESTRICTIONS OF MEMBERS

6.

(1) Full Members -. Will comprise such members as are entitled to all Club privileges.

(2) Life Members – Those persons so honoured and appointed under the following terms:

A Full Member may submit to the Secretary, the name of a Full Member proposed for Life Membership, seconded by a fellow Full Member or Life Member, and accompanied by a supporting testimonial. The Secretary will present this proposal to a subsequent meeting of the Management Committee whereupon a secret ballot of all members of the Management Committee holding office at the time will be conducted. Subject to a vote of support by two-thirds of the total number of current members of the Management Committee, the nomination shall be put to the vote by members at a General Meeting of the Club for his or her election as a Life Member. Such election shall be by resolution of a two-thirds majority of members present and entitled to vote at any General Meeting of the Club.

Life Members shall be free to enjoy all Club privileges and exercise all rights, but shall be exempt from payment of Annual Subscriptions.

(3) Full Members and Life Members must be interested in playing the sport of bowls and prepared to support and promote the welfare of the Sport of Bowls;

(4) Every Full Member and Life Member must be free of indebtedness of any Bowls Club or Bowls Association, of which he or she is or may previously have been a member. No person shall be admitted or remain a Full Member or a Life Member of the Club who is or has been a member of any Club affiliated with Bowls Queensland or any other Bowls Association unless that person satisfies the Management Committee of the Club by presentation of a clearance on the official form that he or she does not owe any money to any other Club and further satisfied the Management Committee of the Club that he or she is not under order of suspension or expulsion from any other Club.

(5) Only Full Members, Life Members and Junior Members shall be entitled to play in club championships which lead to representation in District or higher level competitions and interclub competitions organized by District, State or National

affiliated bodies.

- (6) Only Full Members, Life Members and Non-affiliated Members are entitled to hold office on the Club Management Committee, to vote at Club meetings, to nominate members for office and to nominate persons for membership of the Club. However, Non-affiliated Members may not vote on any question that pertains to the Sport of Bowls. Only male Full Members and male Life Members are entitled to hold office on the Men's Bowls Section Committee or the Men's Bowls Section Selection Sub-Committee, to vote at Men's Bowls Section meetings and to nominate members for office in the Men's Bowls Section. Only female Full Members and female Life Members are entitled to hold office on the Women's Bowls Section Committee or the Women's Bowls Section Selection Sub-Committee, to vote at Women's Bowls Section meetings and to nominate members for office in the Women's Bowls Section..
- (7) Honorary Member – A person who has given long and extraordinary service to the Club or who has been a substantial benefactor of the Club may be appointed as an Honorary Member using the following procedure:

A Full Member may submit to the Secretary, the name of a person proposed for Honorary Membership, seconded by a fellow Full Member or Life Member, and accompanied by a supporting testimonial. The Secretary will present this proposal to a subsequent meeting of the Management Committee whereupon a secret ballot of all members of the Management Committee holding office at the time will be conducted. Subject to a vote of support by two-thirds of the total number of current members of the Management Committee, the nomination shall be put to the vote by members at a General Meeting of the Club for his or her election as an Honorary Member. Such election shall be by resolution of a two-thirds majority of members present and entitled to vote at any General Meeting of the Club. An Honorary Member shall be entitled to the social privileges of the Club but shall not be entitled to hold any office in the Club nor take part in nor vote at meetings of the Club nor to nominate Full Members of the Club and shall be exempt from the payment of Annual Subscriptions and levies to the Club. An Honorary Member may not participate in any game of bowls, except when they are invited by the Management Committee to participate in a Club organized social event, charity day or similar event.
- (8) Junior Membership:
 - (a) Persons under the age of (18) years may apply for Junior membership of the Club
 - (b) They shall not be entitled to vote, nor to nominate members for office nor to nominate other persons to membership of the Club;
 - (c) Junior Members shall be entitled to play bowls in any Club or District competition according to the conditions laid down for the playing of the event.
 - (d) To remain a member of the Club after attaining the age of eighteen (18) years a Junior Member must apply in writing for Full or Non-affiliated membership. This application will be dealt with in the same manner as any application for such membership.
 - (e) Junior Members shall not be allowed, under any circumstances, to be served, to obtain or to consume liquor from, or on the Club premises, or engage in any form of gambling on the premises.
- (9) Non-affiliated Members – The Management Committee may admit as a Non-affiliated Member any person who it thinks fit and who wishes to support the Club in a more substantive way than as a Social Member. Non-affiliated Members may enjoy the Club's facilities but may not participate in any game of bowls, except when they are invited by the Management Committee to participate in a Club organized social event, charity day or similar event. A Non-affiliated Member shall pay an Annual Subscription, set by the Management Committee, the amount of which shall be not greater than the amount of the Annual Subscription payable by a Full Member but more than the amount of the Annual Subscription payable by a Social Member.
- (10) Provisional Members – New members of the Club may be classified by the

Management Committee as Provisional Members until they have paid their Annual Subscription, satisfied clearance requirements and have played three games of bowls at the Club within three months. After these criteria have been met and no longer than 6 months after the new member joined the Club, the Management Committee shall decide into which category of membership the new member is placed. If these criteria are not met within 6 months the member shall become a Social Member. While a new member is classified as a Provisional Member he or she may enjoy all the rights and privileges of a Full Member except he or she is not permitted to play in any inter club competition or any Club competition that may lead to representing the Club at an inter club competition.

- (11) Social Members – Social Members may enjoy the Club's facilities but may not participate in any games of bowls, except when they are invited by the Management Committee to participate in a Club organized social event, charity day or similar event.

ADMISSION TO MEMBERSHIP

7.

- (1) Proposals for Full membership of the Club must be made in writing on a form prescribed by the Management Committee and shall bear the name and signature of the proposer and seconder as well as the nominee's signature, full name and address and date of birth and be accompanied by an entrance fee if any is prescribed. Any entrance fee paid shall be refunded if the proposal is rejected.
- (2) Particulars of all proposals for Full membership of the Club shall forthwith upon the receipt of the same be entered, in the order of the time in which such proposals are received by the Secretary of the Club, in a record (hereinafter referred to as the Proposed Members' Register) to be kept by the Secretary, every such entry setting both the full name and address of the person proposed and the time and date of the receipt by the Secretary of the proposal, and in relation to any and every vacancy howsoever arising in the membership of the Club, every proposal shall be dealt with and determined in the order of priority in which it is so recorded.
- (3) The name and address of persons proposed as members, other than Social Members of the Club shall be displayed on the Club's notice board for at least seven (7) days prior to the date on which the Management Committee is to consider the application for membership. If no objection by a member or members is lodged in writing with the Secretary of the Club within that period, all proposals for membership, other than Social membership of the Club shall be dealt with and determined by the Management Committee at a meeting or meetings duly convened.
- (4) The Management Committee may admit any person as a Full Member for a period up to 6 months provided that person does not normally reside within the district where the Club is established and is a financial affiliated member of a club affiliated with World Bowls and is not under suspension or expulsion from that club. The person so admitted shall pay the Entry fee and a Subscription amount which is pro rata of the current Annual Subscription for the period of membership.
- (5) A person whose application for membership is rejected by the Management Committee may within one month of receiving written notification thereof lodge with the Secretary written notice of his or her intention to appeal against the decision of the Management Committee.
- (6) If any objection by a member is lodged or notification of intention to appeal against the Management Committee's decision is lodged, a Special General Meeting shall be called at a time to be determined by the Management Committee at the Management Committee Meeting following receipt of the

objection, unless the name of the applicant has previously been withdrawn. A ballot shall be conducted at such meeting. One (1) adverse vote in every four (4) votes cast shall exclude the applicant from membership. If there is more than one applicant to be balloted for, each shall be balloted for separately. A record in a Member's Admission Record shall be kept by the Secretary of the Club, of the time and date of the holding of every such meeting of the Management Committee or Special General meeting of members of the Club, the names of the members present and entitled to vote on the question of the admission of each and every person proposed as a member of such meetings, and the names of the persons proposed and whether they are accepted as members or not.

- (7) Any Applicant who has been rejected by the Management Committee or at ballot at a Special General Meeting of members of the Club shall not be proposed for membership during the following twelve (12) months unless it shall appear to the satisfaction of the Management Committee that an injustice has been done.
- (8) Notwithstanding Subrule (2) of this Rule, when the Management Committee determines that time is required to enquire about a person proposed for Full membership, consideration of that proposal may be postponed for not longer than three months and all other proposals received may be considered and determined provided that
 - (a) A vacancy is kept open for the postponed proposal until a final decision is made with respect to the postponed proposal; and
 - (b) The postponed proposal is dealt with and determined forthwith upon the expiration of the period of the postponement thereof and in priority to any and every proposal evidenced by the Proposed Members' Register as being of later date.
- (9) A person shall not be allowed to become or remain a member of the Club unless he or she possesses the qualifications defined in these Rules, and subject to the Conditions and provisions prescribed herein.
- (10) Those persons who wish to be admitted to the class of membership of Non-affiliated Member shall do so by signing a form prescribed by the Management Committee. The prescribed form shall indicate the privileges and restrictions of this class of membership required by these Rules. Before a person is admitted to this class of membership, the Management Committee must approve the admission.
- (11) Those persons who wish to be admitted to the class of membership of Social Member shall do so by signing a form prescribed by the Management Committee. The prescribed form shall indicate the privileges and restrictions of that class of membership required by these Rules. Before a person is admitted to this class of membership, the admission must be approved by the Management Committee.

DISCIPLINARY MATTERS & SUSPENSION AND/OR TERMINATION OF MEMBERSHIP

8.

- (1) A resignation from membership shall not be valid unless it has been received and acknowledged in writing by the Secretary of the Club. A member shall not be deemed to have resigned from the Club unless his or her resignation is in writing and is delivered, posted or sent electronically to the Secretary of the Club and is acknowledged as aforesaid. No such resignation shall relieve any person from the payment of any subscription or other money due or payable by that person at the time of the resignation. The resignation of any member shall involve the automatic forfeiture of all rights and privileges in respect to all Club matters and property. A request for transfer of membership (clearance) shall not be taken as a resignation.
- (2) Any member failing to give written notice to the Secretary of intended resignation prior to the date on which subscription is due, shall be liable for

the current year's subscription fee, and any other money owing to the Club by that member.

- (3) The Management Committee may remove from the list of members, the name of any person whose subscription is six (6) months in arrears. Any such person so removed from membership who desires re-admission shall tender payment of all arrears not exceeding twelve months subscription and apply in accordance with Rule 7. Payment of an entrance fee may be waived at the discretion of the Management Committee.
- (4) The Management Committee shall have the power to reprimand, suspend or expel any member who, in the Club premises or elsewhere, is, in the opinion of the Management Committee, guilty of conduct derogatory to the character of a gentleman or lady or prejudicial to the interests of the Club. A member shall not be suspended from the privileges of membership under this rule for a longer period than six months.
- (5) A member shall not be dealt with by the Management Committee under this provision, except upon a charge or complaint made in writing to the Secretary. Such charge or complaint shall set out the conduct which is the subject matter of the charge or complaint and bear the signature of the complainant. Any member so charged shall be notified in writing by the Secretary of the nature of the complaint and the member charged shall be given the right of answering the charge by appearing before the Management Committee and of calling evidence and of questioning witnesses but a member shall not be entitled to be represented by a Solicitor, Barrister or other Agent. In the case of a Junior Member being called before the Management Committee on a charge or complaint such member shall be entitled to be accompanied by a Parent or guardian.
- (6) Any person so reprimanded, suspended or expelled in accord with Sub Rules (4) and (5) shall have the right of appeal within 28 days of receipt of written notice of reprimand, suspension or expulsion to a Special General Meeting. Such written notice shall inform such person of this right of appeal under this rule. Such appeal shall be in writing signed by the appellant. Upon receipt by the Secretary of the appeal, a Special General Meeting shall be called by the Secretary in accordance with Rule 19 (3) and the appellant shall be entitled to all Club privileges until such appeal is determined. Such appeal shall be deemed lost unless upheld by a majority of those members present and entitled to vote at the meeting. The appellant shall not be entitled to be represented by Solicitor or Barrister or other Agent. Forthwith after the expiration of the said 28 days if the person suspended or expelled has failed to appeal or if his or her appeal has failed forthwith after the Special General Meeting, the person concerned shall lose all rights and privileges of the Club during the period of his or her suspension or expulsion, and the Secretary shall certify in writing to the Club's District Bowls Association and to Bowls Queensland, the name of the member suspended or expelled and the period of suspension.
- (7) Any person, whether a member of this Club or not who is a member of another Bowls Club affiliated with Bowls Queensland or any other bowls association and who has been expelled by order of such other Club or is removed from the list of members of such other Club as a result of failure to pay monies to that Club shall be denied the privileges of membership of this Club and shall not be permitted to enter the premises of this Club during the period of the suspension, expulsion or removal.
- (8) An expelled member shall not be eligible to apply for re-admission to the Club for a period of at least one year thereafter.
- (9) All discipline and complaint related procedures are to be governed by the Bowls Queensland Member Protection Policy

REGISTER OF MEMBERS

9.

- (1) The Management Committee shall cause a Register to be kept in which shall be entered the name, residential address and class of membership of each person admitted to membership of the Club and the date of his or her admission.
- (2) Particulars shall also be entered into the Register of deaths, resignations, terminations, reinstatements and changes of class of membership and any other information that the Management Committee may require from time to time.
- (3) The Register shall be open for inspection at all reasonable times by any member who previously applies to the Secretary for such inspection.
- (4) However, the Management Committee may, on the application of a member, withhold information about a member (other than the member's full name) from the register available for inspection if the Management Committee has reasonable grounds for believing the disclosure of the information would put the member at risk of harm.

CLUB MANAGEMENT & ELECTION OF OFFICE BEARERS

10.

- (1) All offices under these Rules shall be honorary and elective, save as hereinafter provided. Every financial Full and Life Member of the Club shall be eligible to hold any such office except as hereinafter provided.
- (2) Save as is otherwise provided in these Rules and subject thereto every office bearer shall be elected at the Annual General Meeting of the Club and shall hold office from the conclusion of the election at which he or she was elected until the conclusion of the election held at the next ensuing Annual General Meeting of the Club but shall be eligible for re-election.
- (3) The business and affairs of the Club shall be under the management of a Management Committee consisting of a President, Vice President, Secretary, Treasurer, Women's Bowls Captain, Men's Bowls Captain, Facilities Director, Greens Director, Functions Director and Membership Director. All, except the Women's Bowls Captain and the Men's Bowls Captain shall be elected at the Annual General Meeting of the Club. The Women's Bowls Captain and the Men's Bowls Captain shall be elected at the Annual General Meetings of the Women's Bowls Section and of the Men's Bowls Section respectively.
- (4) At the Annual General Meeting of the Club, all the members of the Management Committee for the time being, except the Women's Bowls Captain and the Men's Bowls Captain, shall retire from office but shall be eligible upon nomination for re-election.
- (5) The election of members of the Management Committee, members of the Bowls Section Committees and members of the Selection Sub-Committees shall take place in the following manner
 - (a) Any two members of the Club who are eligible to do so under Rule 6(6) shall be at liberty to nominate any person eligible under Rule 6(6) to serve as a member of the Management Committee, of a Bowls Section Committee or of a Selection Sub-Committee;
 - (b) The nomination, which shall be in writing and signed by the nominated member and the proposer and seconder, shall be lodged with the Secretary of the Club or the Captain of the Bowls Section Committee as appropriate at least fourteen days before the Annual General Meeting at which the election is to take place;
 - (c) A list of the candidates' names in alphabetical order, with the proposers' and seconders' names shall be posted in a conspicuous place on the notice board and on the Club's website not later than 14 days prior to the Annual

- General Meeting at which the election is to take place;
- (d) Balloting lists shall be prepared (if necessary) containing the names of candidates in alphabetical order and each eligible member present at the Annual General meeting shall be entitled to vote for any number of such candidates not exceeding the number of vacancies;
 - (e) Should, at the commencement of such meeting, there be an insufficient number of candidates nominated, nominations may be taken at the meeting;
 - (f) No person is eligible for election as a member of the Management Committee of the Club, of a Bowls Section Committee or of a Selection Sub-Committee unless he or she, his or her proposer and seconder are financial from the date of nomination to the date of election, inclusive;
- (6) Any member of the Management Committee may resign from the membership of the Management Committee at any time by giving notice in writing to the Secretary but such resignation shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice when it shall take effect on that later date
 - (7) Any member of the Management Committee may be removed from office by a two-thirds majority of the members present and entitled to vote at a Special General Meeting to be called as provided in these Rules. The member affected shall have due notice of such meeting and shall be afforded reasonable facilities for making such representations to the meeting as he or she shall think fit but he or she shall not be entitled to be represented by a Solicitor, Barrister or any other Agent. A member of the Management Committee has no right of appeal against their removal from office under this Rule.
 - (8) Any member of a Bowls Section Committee or a Selection Sub-Committee may resign from the membership of that Committee or Sub-Committee at any time by giving notice in writing to the appropriate Bowls Section Captain but such resignation shall take effect at the time such notice is received by the appropriate Bowls Section Captain unless a later date is specified in the notice when it shall take effect on that later date.
 - (9) Any member of a Bowls Section Committee or a Selection Sub-Committee may be removed from office by a two-thirds majority of the members present and entitled to vote at a Special General Meeting of that particular Bowls Section to be called as provided in these Rules. The member affected shall have due notice of such meeting and shall be afforded reasonable facilities for making such representations to the meeting as he or she shall think fit but he or she shall not be entitled to be represented by a Solicitor, Barrister or any other Agent.

VACANCIES ON MANAGEMENT COMMITTEE & BOWLS SECTION COMMITTEES

11.

- (1) Subject to Subrule (3) of this Rule the Management Committee and the Bowls Section Committees shall have power at any time to appoint any eligible person to fill any casual vacancy on their own Committees until their next Annual General Meeting.
- (2) The continuing members of the Management Committee and of the Bowls Section Committees may act notwithstanding any casual vacancy in their Committee, but if and so long as their number is reduced below the number fixed by or pursuant to these Rules as the necessary quorum of a Committee, the continuing member or members may act for the purposes of increasing the number of members of that Committee to that number or of summoning a general meeting of the Club or Bowls Section as appropriate but for no other purpose.

- (3) Provided that,
- (a) in the event of a vacancy occurring in the office of President of the Club between Annual General Meetings, that vacant office shall only be filled by members of the Club present and entitled to vote at a Special General Meeting called for that purpose; and
 - (b) in the event of a vacancy occurring in the office of Captain of a Bowls Section Committee between Annual General Meetings, that vacant office shall only be filled by members of that Bowls Section present and entitled to vote at a Special General Meeting called for that purpose.
 - (c) in the event of a vacancy occurring in the office of Training & Development Manager, that vacant position shall only be filled as provided in Rule 23.

FUNCTIONS OF THE MANAGEMENT COMMITTEE

12.

- (1) Except as otherwise provided by these Rules and subject to resolutions of the members of the Club carried at any General Meeting, the Management Committee
- (a) shall have the general control and management of the administration of the affairs, property and funds of the Club and
 - (b) shall have authority to interpret the meaning of these Rules and any matter relating to the Club on which these Rules are silent.
- (2) The Management Committee may exercise all the powers of the Club:-
- (a) to borrow or raise or secure the payment of money in such manner as the members of the Club may think fit and secure the same or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the Club in any way and in particular by the issue of debentures, perpetual or otherwise charged upon all or any of the Club's property, both present and future and to purchase, redeem or pay off any such securities
 - (b) to borrow money from members at a rate of interest not exceeding interest at the rate for the time being charged by bankers in Brisbane for overdrawn accounts on money lent, whether the term of the loan be short or long, and to mortgage or charge its property or any part thereof and to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the Club and to provide and pay off any such securities;
 - (c) to invest in such manner as the members of the Club may from time to time determine;
 - (d) to transact and authorize expenditure, provided that the Management Committee is not empowered to authorize or commit the Club to any single item of expenditure in excess of \$15,000.00 without prior approval of the Annual General Meeting or a Special General Meeting of the Club;
 - (e) to charge fees;
 - (f) to take out licences;
 - (g) to hire or let premises and greens;
 - (h) to appoint committees and sub-committees;
 - (i) to appoint assistants to office bearers;
 - (j) to call General Meetings of members;
 - (k) to arrange meetings of the Management Committee;
 - (l) subject to Rule 11, to fill any vacancy in any office of the Club where that position is not under the control of one of the Bowls Section Committees;
 - (m) to determine, from time to time, the maximum number of members of any class of membership of the club;

- (n) to control members and elect new members as provided by and subject to Rule 8;
- (o) to grant leave of absence to members;
- (p) to regulate the opening and closing of greens;
- (q) to engage or dismiss labour, greenkeepers and assistants;
- (r) to make or vary By-laws from time to time but not inconsistent with these Rules, the Laws of the Sport of Bowls or the provisions of the Liquor Act;
- (s) to otherwise act in the interest of members, PROVIDED ALWAYS that any By-Laws or amendment to By-Laws under (r) above be subject to ratification by a General Meeting of members of the Club before applying to the Club or the members thereof.

EXECUTIVE COMMITTEE

13.

- (1) Subject to Subrule (2) of this Rule, the Executive Committee of the Club shall consist of the President, Vice President, Secretary, and Treasurer, and three members thereof shall constitute a quorum.
- (2) Should the President, Vice President, Secretary and Treasurer all be members of the one Bowls Section, then the Captain of the other Bowls Section shall be a member of the Executive also.
- (3) It shall be the duty of the Executive Committee to transact any urgent business of the Club that may arise between Management Committee meetings and to submit a report of any such business transacted by it to the next meeting of the Management Committee, provided always that the Executive Committee shall not incur expenditure in excess of \$1,500.00 or such other amount as may be determined by the Management Committee from time to time, between any meetings of the Management Committee, or deal with the property of the Club.

MEETINGS OF MANAGEMENT COMMITTEE

14.

- (1) The Management Committee shall meet at least ten times every calendar year to exercise its functions and seven (7) days notice of each meeting shall be given at least;
- (2) A special meeting of the Management Committee shall be convened by the Secretary on the requisition in writing signed by not less than one-third of the members of the Management Committee which requisition shall clearly state the reasons why such special meeting is being convened and the nature of the business to be transacted thereat ;
- (3) At every meeting of the Management Committee a simple majority of a number equal to the number of members elected and/or appointed to the Management Committee as at the close of the last general meeting of the Club members, shall constitute a quorum;
- (4) Subject as previously provided in this rule, the Management Committee may meet together and regulate its proceedings as it thinks fit: Provided that questions arising at any meeting of the Management Committee shall be decided by a majority of votes and, in the case of equality of votes, the Chairman may have a second or casting vote. The Management Committee may hold meetings, or permit a committee member to take part in its meetings, by using any technology that reasonably allows the members to hear and take part in discussions as they happen. A committee member who participates in the meeting as mentioned in this subrule is taken to be present at the meeting.
- (5) A member of the Management Committee shall not vote in respect to any contract or proposed contract with the Club in which he or she is interested or any matter arising thereat, and, if he or she does so vote, that vote shall not be counted.
- (6) Notwithstanding Subrule (1) of this Rule, if urgent matters arise, then not less

than one day's notice shall be given by the Secretary to members of the Management Committee of any Special Meeting of the Management Committee. Such notice shall clearly state the nature of the business to be discussed thereat.

- (7) The President shall preside as Chairman at every meeting of the Management Committee but if there is no President, or if at any meeting he or she is not present within ten minutes after the time appointed for holding the meeting, the Vice President shall be Chairman or if the Vice President is not present at the meeting then the members may choose one of their number to be Chairman of the meeting.
- (8) If within half a hour from the time appointed for the commencement of a Management Committee meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Management Committee shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place or as the Management Committee may determine and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall lapse.
- (9) The Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Management Committee meeting to be entered in a book or recorded electronically but the minutes shall be open for inspection at all reasonable times by any financial member who previously applies to the Secretary for that inspection. For the purposes of ensuring the accuracy of the recording of such minutes the minutes of every Management Committee meeting shall be signed by the Chairman of the next succeeding Management Committee meeting verifying their accuracy

DELEGATION, COMMITTEES, SUB-COMMITTEES & ASSISTANTS

15.

- (1) The Management Committee, each of the Bowls Section Committees and each of the members of those Committees may appoint committees, sub-committees or assistants to help them in the discharge of responsibilities and may delegate any of their powers to such committees, sub-committees or assistants. Such appointments and delegations may be done on an ad hoc or a continuing basis and may be limited in time or in any other respect by the appointing or delegating body or person. The appointing body or person may appoint the Chairman of a committee or sub-committee. The powers of appointment in this Sub-Rule do not extend to those specific committees and sub-committees covered by provisions elsewhere in these Rules.
- (2) If no Chairman is appointed a committee or sub-committee may elect a Chairman of its meetings. If no such Chairman is elected or appointed, or if at any meeting the Chairman is not present within ten minutes after the time appointed for holding the meeting, the members present may choose one of their number to be Chairman of the meeting.
- (3) A committee or sub-committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the members present and, in the case of an equality of votes, the question shall be deemed to be decided in the negative.

ACTS VALID DESPITE DEFECT

16.

- (1) An act performed by the Management Committee, a Bowls Section Committee, another committee, sub-committee or a person acting as a member of any of those aforementioned bodies is taken to have been validly performed.
- (2) Subrule (1) of this Rule applies even if the act was performed when
 - (a) There was a defect in the appointment of a member of the Management

- Committee, Bowls Section Committee, another committee, sub-committee or person acting as a member of any of those aforementioned bodies; or
- (b) A Management Committee member, a Bowls Section Committee member, another committee member, sub-committee member or person acting as a member of those aforementioned bodies was disqualified from being a member.

FLYING RESOLUTIONS

17.

- (1) A written resolution signed by each member of the Management Committee is as valid and effectual as if it had been passed at a Management Committee meeting that was properly called and held.
- (2) A resolution mentioned in Subrule (1) of this Rule may consist of several documents in like form, each signed by one or more members of the Management Committee.
- (3) A written resolution signed by each member of a Bowls Section Committee is as valid and effectual as if it had been passed at a meeting of that Bowls Section Committee that was properly called and held.
- (4) A resolution mentioned in Subrule (3) of this Rule may consist of several documents in like form, each signed by one or more members of the Bowls Section Committee.
- (5) Should an urgent or important matter arise which requires the approval of the members at a Special General meeting of the Club and it is impractical to hold a physical meeting, then the Management Committee may propose a motion or motions to decide the matter using a system of technological and postal voting by members. The system of voting must include adequate opportunity for members to ask questions and receive answers to those questions before voting closes. A motion put under the circumstances of this subrule is considered to be carried if a majority of the members voting are in favour of the motion. No matter which requires a Special Resolution may be put to members using this subrule.

GENERAL MEETINGS OF THE CLUB

18.

The Annual General Meeting of the Club shall be held no later than the thirtieth day of June in each year on a date to be fixed by the Management Committee. The business to be transacted shall be as follows:

- (1) Confirmation of Minutes of previous Annual General and/or Special General Meeting.
- (2) Consideration and adoption of the Annual Report
- (3) Presentation of the Financial Statements and audit report for the last reportable financial year and consideration and adoption thereof.
- (4) Election of the members of the Management Committee other than the Captains of the Bowls Sections
- (5) Appointment of Auditor
- (6) Determination of amounts payable for Entry fees and Annual Subscriptions of Full Members.
- (7) Motions on Notice
- (8) To transact any general business that may be brought forward in accordance with the Rules of the Club.

19.

- (1) The Secretary shall convene a Special General Meeting
 - (a) when directed to do so by the Management Committee; or
 - (b) on the requisition in writing signed by not less than the number of members required to form a quorum at such a meeting. To be valid, the requisition must be signed by members who are clearly identified on it and who are eligible to vote at such a meeting. Such requisition shall clearly state the

- reason why such Special General Meeting is being convened and the nature of the business to be transacted thereat; or
- (c) on being given a notice in writing of an intention to appeal against the decision of the Management Committee to reject an application for membership or to terminate the membership of any person.
- (2) A Special General Meeting must be held within 3 months after the Secretary
 - (a) Is directed as in Subrule (1)(a) of this Rule; or
 - (b) Is given a requisition mentioned in Subrule (1)(b) of this Rule; or
 - (c) Is given a notice mentioned in Subrule (1)(c) of this Rule
- (3) If the Secretary is unable or unwilling to call the Special General Meeting, the President must call the meeting.

20.

- (1) At any general meeting the number of members present and eligible to vote that is required to constitute a quorum shall be double the number of members presently on the Management Committee plus one. However, if all the members of the Club are members of the Management Committee, a quorum is the number of members eligible to vote at a general meeting less one. A member may take part and vote in a general meeting in person or by using any technology that reasonably allows the member to hear and take part in discussions as they happen. A member who participates in a meeting as mentioned in this subrule is taken to be present at the meeting.
- (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.
- (3) If within half an hour from the time appointed for the commencement of a general meeting a quorum is not present, the meeting, if convened upon the requisition of a member or members of the Management Committee or of the Club, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum.
- (4) The Chairman may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given as in the case of the original meeting. Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted in an adjourned meeting.

21.

- (1) The Secretary shall convene all general meetings of the Club by giving not less than fourteen days notice of any such meeting to all Full Members, all Life Members and all Non-affiliated Members of the Club.
- (2) The notice shall be posted, delivered or sent by electronic communication to every Full Member, Life Member and Non-affiliated Member. Notice of a general meeting shall clearly state the nature of the business to be discussed thereat.

22.

Unless otherwise provided by these Rules, at every general meeting

- (1) the President shall preside as Chairman, or if there is no President, or if he or she is not present within fifteen minutes after the time appointed for the

- holding of the meeting or is unwilling to act, the Vice President shall be the Chairman, or if the Vice President is not present or is unwilling to act then the members present shall elect one of their number to be Chairman of the meeting;
- (2) the Chairman shall maintain order and conduct the meeting in a proper and orderly manner;
 - (3) proxy voting may not be undertaken at or in respect of any general meeting of the Club;
 - (4) except as otherwise provided elsewhere in these Rules, every question, matter or resolution shall be decided by a majority of votes of the members present and entitled to vote;
 - (5) every eligible member present shall be entitled to one vote and in the case of an equality of votes the Chairman may have a second or casting vote: Provided that no member shall be entitled to vote at any general meeting if he or she is unfinancial at the date of the meeting;
 - (6) voting shall be by show of hands, a division of members or by using technology unless not less than one-fifth of the members present demand a ballot, in which event there shall be a secret ballot. The Chairman shall appoint two members to conduct the secret ballot in such manner as he or she shall determine and the result of the ballot as declared by the Chairman shall be deemed to be the resolution of the meeting at which the ballot was demanded.
 - (7) Any resolution proposed as a Special Resolution at a General Meeting (other than a Special General Meeting convened under Rule 7(6)) shall not be deemed to be carried unless it has been passed by not less than three quarters of the members present and entitled to vote at the meeting.
 - (8) The Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every general meeting to be entered in a book or recorded electronically but the minutes shall be open for inspection at all reasonable times by any financial member who previously applies to the Secretary for that inspection. For the purposes of ensuring the accuracy of the recording of such minutes the minutes of every general meeting shall be signed by the Chairman of the next succeeding general meeting verifying their accuracy.

BOWLS MANAGEMENT

23.

- (1) For the purpose of management of the sport of bowls within the Club, the Club shall be divided into two sections – the Men's Bowls Section and the Women's Bowls Section. The members of the Men's Bowls Section shall be all male Full Members and all Male Life Members. The members of the Women's Bowls Section shall be all female Full Members and all female Life Members
- (2) Each Bowls Section shall elect a Committee with its own Captain; Chairman of Selectors, Games Manager and District Bowling Association Delegate. The Training & Development Manager, who shall be appointed as provided in these Rules shall be a member of both Bowls Section Committees. Every member of a Bowls Section Committee must be a Full Member or Life Member of the Club. The election of the members of both Bowls Section Committees except the Training & Development Manager shall follow the process in Rule 10(5).
- (3) At women's bowls events and women's bowling functions, the Captain of the Women's Bowls Section shall be the official Club host or representative. At men's bowls events and men's bowling functions, the Captain of the Men's Bowls Section shall be the official Club host or representative. For mixed bowls events and functions the Captains of the two Bowls Sections will share the hosting and representative duties.

- (4) Save as is otherwise provided in these Rules and subject thereto every member of a Bowls Section Committee except the Training & Development Manager shall be elected at the Annual General Meeting of that Bowls Section and shall hold office from the conclusion of the election at which he or she was elected until the conclusion of the election held at the next ensuing Annual General Meeting of that Bowls Section but shall be eligible for re-election
- (5) The Training & Development Manager shall be appointed by the members of both Bowls Section Committees meeting together. This joint meeting shall be held each year not more than one month after the later of the Annual General Meetings of the two Bowls Section Committees. The joint meeting shall elect a chairman for that meeting from among their members present. A quorum of each of the Bowls Section Committees is necessary for there to be a quorum of these joint meetings. The appointment of the Training & Development Manager shall be made by a simple majority of the members at that meeting. Should the voting for the appointment be equal for and against, the appointment shall be deemed to have not been made. The Training & Development Manager shall hold office from the conclusion of the joint meeting until the conclusion of the joint meeting in the following year. Any casual vacancy in the position of Training & Development Manager shall be filled by a special joint meeting of the members of both Bowls Section Committees meeting together and following the processes described in this Rule.
- (6) Copies of minutes of regular and special meetings of the Men's and Women's Bowls Sections shall be given to the Club Secretary within one (1) week of the conduct of such meetings.
- (7) Each of the Bowls Section Committees may make or vary By-Laws applicable to that Bowls Section. Such By-Laws shall be consistent with these Rules and with the Laws of the Sport of Bowls adopted from time to time by Bowls Australia Limited and Bowls Queensland. Before they take effect any Bowls Section By-Laws or amendment to Bowls Section By-Laws must be ratified at a General Meeting of that Bowls Section.
- (8) Any member of a Bowls Section Committee may be removed from office by a two-thirds majority of the members present and entitled to vote at a Special General Meeting of that Bowls Section to be called as provided in these Rules. The member affected shall have due notice of such meeting and shall be afforded reasonable facilities for making such representations to the meeting as he or she shall think fit but he or she shall not be entitled to be represented by a Solicitor, Barrister or any other Agent

BOWLS SECTION MEETINGS

24.

- (1) The Bowls Section Committees shall meet as required to discharge their duties but must meet at least three times per year and at least seven (7) days notice of each meeting shall be given by the Captain of the Bowls Section;
- (2) The Captain of each Bowls Section shall give at least 14 days notice of each general meeting of his or her Bowls Section and such notice shall be posted, delivered or sent by electronic communication to each Full Member of that Bowls Section and each Life Member of that Bowls Section.
- (3) A special meeting of a Bowls Section Committee shall be convened by the Captain of that Committee on the requisition in writing signed by not less than two members of that Committee which requisition shall clearly state the reasons why such special meeting is being convened and the nature of the business to be transacted thereat.
- (4) A special meeting of a Bowls Section shall be convened by the Captain of that Bowls Section on the requisition in writing signed by not less than the number of members of that Bowls Section required to form a quorum at such a

meeting. To be valid, the requisition must be signed by members who are clearly identified on it and who are eligible to vote at such a meeting. The requisition shall clearly state the reasons why such special meeting is being convened and the nature of the business to be transacted thereat. The meeting must be held within three months after the requisition is received by the Captain.

- (5) At every meeting of a Bowls Section Committee a simple majority of a number equal to the number of members elected to that Bowls Section Committee as at the close of the last general meeting of the Bowls Section members plus one, shall constitute a quorum. A Bowls Section Committee may hold meetings, or permit a committee member to take part in its meetings, by using any technology that reasonably allows the members to hear and take part in discussions as they happen. A committee member who participates in the meeting as mentioned in this subrule is taken to be present at the meeting.
- (6) Proxy voting may not be undertaken at or in respect of any general meeting of a Bowls Section;
- (7) At any general meeting of a Bowls Section the number of members present and eligible to vote that is required to constitute a quorum shall be double the number of members presently on that Bowls Section Committee plus one. A member may take part and vote in a general meeting of a Bowls Section in person or by using any technology that reasonably allows the member to hear and take part in discussions as they happen. A member who participates in a meeting as mentioned in this subrule is taken to be present at the meeting
- (8) Subject as previously provided in this Rule, a Bowls Section Committee may meet together and regulate its proceedings as it thinks fit provided that questions arising at any meeting of the Bowls Section Committee shall be decided by a majority of votes and, in the case of equality of votes, the Chairman may have a second or casting vote.
- (9) At every general meeting of a Bowls Section every question, matter or resolution shall be decided by a majority of votes of the members present and entitled to vote and, in the case of equality of votes, the Chairman may have a second or casting vote;
- (10) Notwithstanding Subrule (1) of this Rule, if urgent matters arise then not less than one day's notice shall be given by the Secretary to members of the Bowls Section Committee of any Special Meeting. Such notice shall clearly state the nature of the business to be discussed thereat.
- (11) The Captain of the Bowls Section shall preside as Chairman at every meeting of the Bowls Section Committee and at every General Meeting of the Bowls Section but if there is no Captain, or if at any meeting he or she is not present within ten minutes after the time appointed for holding the meeting, then the members may choose one of their number to be Chairman of that meeting.
- (12) If within half an hour from the time appointed for the commencement of a Bowls Section Committee meeting or a Bowls Section General Meeting a quorum is not present, the meeting, if convened upon the requisition of members shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall lapse.
- (13) Unless otherwise agreed by the Club Management Committee, the Bowls Section Annual General Meetings shall be held on the same day as and completed before the Club's Annual General Meeting. The business to be transacted shall be as follows:
 - (1) Confirmation of Minutes of previous Annual General and/or Special General Meeting.
 - (2) Consideration and adoption of the Annual Report
 - (3) Election of members of Bowls Section Committee and members of the

Bowls Section Selection Sub-Committee

- (4) Motions on Notice
- (5) To transact any general business that may be brought forward of which a two-thirds majority of the meeting approves introduction

LAWS OF THE SPORT

25.

- (1) The Laws of the Sport of Bowls adopted from time to time by Bowls Australia Limited and Bowls Queensland respectively shall be the Laws and Rules of the Sport for this Club.
- (2) When a member of the Club has been called to fulfill Bowls Australia Limited, Bowls Queensland, District Bowls Association or Club commitment, in a match or on official business, on any day on which he or she has been drawn to play in a Bowls Australia Limited, Bowls Queensland, District Bowls Association or Club commitment, the onus shall be on the player to notify Bowls Queensland, District Bowls Association or Club, as the case may be, of their availability.
- (3) If a member is unable to play, that member must advise the circumstances. The Controlling Body may define circumstances which it will not accept as a valid reason for a player's unavailability. However, a substitute is not to be permitted if an intended player enters another competition scheduled to be played at the same time. If a substitute is refused on these grounds the Controlling Body shall declare the position of the absent player vacant and the provisions of the Laws of the Sport of Bowls including the domestic Regulations and policies of Bowls Australia Limited shall apply.

SELECTION SUB-COMMITTEES

26.

- (1) Each Bowls Section shall have a Selection Sub-Committee. The Selection Sub-Committees shall consist of a Chairman of Selectors and at least one other member. The number of members of each Selection Sub-Committee shall be determined by the appropriate Bowls Section Committee. All members of the Selection Sub-Committees must be Full or Life Members of the Club.
- (2) Save as is otherwise provided in these Rules and subject thereto every member of a Selection Sub-Committee shall be elected at the Annual General Meeting of that Bowls Section and shall hold office from the conclusion of the election at which he or she was elected until the conclusion of the election held at the next ensuing Annual General Meeting of that Bowls Section but shall be eligible for re-election. The election of the members of both Selection Sub-Committees shall follow the process in Rule 10(5).
- (3) Any member of a Selection Sub-Committee may be removed from office by a two-thirds majority of the members present and entitled to vote at a Special General Meeting of that Bowls Section to be called as provided in these Rules. The member affected shall have due notice of such meeting and shall be afforded reasonable facilities for making such representations to the meeting as he or she shall think fit but he or she shall not be entitled to be represented by a Solicitor, Barrister or any other Agent
- (4) Each Bowls Section Committee shall have the power at any time to appoint any eligible member of their Bowls Section to fill any casual vacancy on their Selection Sub-Committee until the next Bowls Section Annual General Meeting.
- (5) The duties of each of the Selection Sub-Committees shall be to select teams for Interstate, Inter-District, Inter-Club, Pennant Matches and Pennant practice, and to select teams for Club selected social games and Club selected competitions.

TRAINING & DEVELOPMENT SUB-COMMITTEE

27.

A Training & Development Sub-Committee shall be formed by the Training & Development Manager who shall be appointed as described in Rule 23(5). This Sub-Committee shall be responsible for the training of new bowlers to the Club as well as the development of the skills of all Club bowlers. The Training & Development Manager is to appoint those persons whom he or she sees fit and proper to this Sub-Committee but their number shall include at least one accredited coach and one accredited umpire from each of the two Bowls Sections. The Training & Development Manager shall chair meetings of this Sub Committee..

TROPHIES

28.

All trophies presented to or offered by the Club for competitions shall be played for under such conditions as the Bowls Section Committees may from time to time determine, subject to the limitations in value and form as determined by Bowls Queensland.

FINANCE, FEES & LEVIES

29.

- (1) The Financial year of the Club will end on 31st March each year.
- (2) Entrance Fees and Annual Subscriptions shall be payable by all members according to their class of membership, except as provided by these Rules. Such fees and subscriptions for Full Members shall be determined at the Annual General Meeting, and shall continue in force until altered at a subsequent Annual General Meeting. When so determined, the Annual Subscription shall be deemed to be due and payable on the first day of the month immediately following the Annual General Meeting and shall apply to the period commencing on the date it is due and ending on the last day of the month in which the next Annual General Meeting is held. The Management Committee may, if it sees fit, allow Annual subscriptions to be paid by two half yearly installments. If a member fails to pay his or her Annual Subscription, either annually or half-yearly within one month of its becoming due, he or she shall be deemed to be unfinancial. The fees, as fixed, shall be payable by new members joining the Club in the twelve months following the Annual General Meeting.
- (3) The Management Committee shall have the right to vary the Annual Subscription of any member in difficult or indigent financial circumstances by reducing the amount payable in any particular year, and if such member pays the reduced subscription within one month of the Management Committee's decision being advised to him or her, the member shall not be deemed unfinancial.
- (4) The fees for all classes of members other than Full Members shall be determined by the Management Committee.
- (5) The Management Committee shall have the power to charge playing fees, such fees being subject to variation as determined by majority decision of the Management Committee.
- (6) Any person taking up membership subsequent to the commencement of half year period shall pay his or her subscription contribution pro-rata on a monthly basis from the date of acceptance as a member to the end of the half year period.
- (7) The Club may at any time strike a special per capita levy on all Full and Life Members at an Annual or Special General Meeting of the Club, of which prior notice of at least fourteen (14) days has been given to each member by the

Management Committee. No levy shall be payable to the Club unless it is passed by not less than two-thirds majority of the members present and entitled to vote at the meeting. A notice advising that the levy has been struck and the amount thereof, shall be placed on the notice board within two (2) days following the meeting.

- (8) Each member who has not paid the levy within fourteen (14) days shall be advised by letter, delivered to the member, posted to the member's address or sent by email to the member, of any levy struck as aforesaid. If a member fails to pay the levy within one month of the day following the sending of the letter of advice, the member shall be deemed unfinancial.
- (9) Any member who becomes unfinancial shall forthwith be deprived of all privileges of membership of the Club, including:
 - (a) The right to hold office;
 - (b) The right to speak or vote at any meetings of the Management Committee or any General Meeting of the Club;
 - (c) The right to nominate any person for office or be nominated for office in the Club;
 - (d) The right to enter for and play in Club matches.

30.

- (1) The Treasurer must ensure that the accounting requirements of the *Associations Incorporation Act 1981* and its regulations are fulfilled.
- (2) The funds of the Club shall be banked in the name of the Club in such bank or such other financial institution as the Management Committee may from time to time direct.
- (3) Proper books and accounts shall be kept and maintained either in written, printed or electronic form in the English language showing correctly the financial affairs of the Club and the particulars usually shown in books of a like nature.
- (4) All moneys shall be banked as soon as practicable after receipt thereof.
- (5) All amounts of one hundred dollars or over shall be paid by cheque or by electronic funds transfer, signed or verified jointly by any two of President, Treasurer, Secretary and another member authorised by the Management Committee for that purpose.
- (6) Cheques shall be crossed "not negotiable" except those in payment of wages, allowances or petty cash recoupments which may be open.
- (7) The Management Committee shall determine the amount of petty cash which shall be kept on the imprest system.
- (8) All expenditure shall be approved or ratified at a Management Committee meeting.
- (9) As soon as practicable after the end of each financial year the Treasurer shall cause to be prepared a statement containing particulars of
 - (a) the Income and expenditure for the financial year just ended and
 - (b) the assets and liabilities and of all mortgages, charges and securities affecting the property of the Club at the close of that year.
- (10) All such statements shall be examined by the auditor who shall present his or her report upon such audit to the Treasurer prior to the holding of the Annual General Meeting next following the financial year in respect of which such audit was made.
- (11) The income and property of the Club whencesoever derived shall be used and applied solely in promotion of its objects and in the exercise of its powers as set out herein and no portion thereof shall be distributed, paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to or amongst the members of the Club provided that nothing herein contained shall prevent the payment in good faith of interest to any such member in respect of moneys advanced by him or her to the Club or otherwise owing by the Club to him or her or of remuneration to any officers or servants of the

Club or to any member of the Club or other person in return for any services actually rendered to the Club provided further and that nothing herein contained shall be construed so as to prevent the payment or repayment to any member of out of pocket expenses, money lent, reasonable and proper charges for goods hired by the Club or reasonable and proper rent for premises demised or let to the Club.

DOCUMENTS & RECORDS

31.

The Management Committee shall provide for the safe custody of books, documents, instruments of title and securities of the Club. Records shall be kept in accord with the requirements of the *Associations Incorporation Act 1981* and its regulations.

COMMON SEAL

32.

The Management Committee shall provide for a Common Seal and for its safe custody. The Common Seal shall only be used by the authority of the Management Committee. Every instrument to which the seal is affixed shall be signed by a member of the Management Committee and shall be countersigned by the Secretary or by a second member of the Management Committee or by some other person appointed by the Management Committee for the purpose.

ALTERATION OF RULES

33.

Subject to the provisions of the *Associations Incorporation Act 1981* these Rules may be amended, rescinded or added to from time to time by a Special Resolution carried by any general meeting: provided that no such amendment, rescission or addition shall be valid until the same shall have been submitted to and registered by the chief executive of the department responsible for administering the *Associations Incorporation Act 1981*. As required by the Liquor Act, the Secretary must also submit relevant amendments, rescissions or additions to the Commissioner for Liquor and Gaming.

SOLICITORS & AUDITORS

34.

- (1) A solicitor or solicitors may be appointed by the Management Committee as required.
- (2) One (1) or more Auditors who shall be qualified as required by the *Associations Incorporation Act 1981* shall be appointed at the Annual General Meeting of the Club.- The Auditor(s) is(are) to audit the accounts of the Club and prepare a report for submission to the Annual General Meeting, but shall not hold any other office in the Club. Any vacancy occurring in the office of Auditor(s), during the year shall be filled by the Management Committee. The Auditor(s), when required by the Management Committee, is(are) to conduct a special audit or investigation. The Auditor(s) shall at all times have access to the books of accounts, vouchers and relevant records of the Club and shall have the right to obtain explanations relative to the finance and affairs of the Club and its accounts from any person holding office or employment in the Club.

VISITORS

35.

- (1) Members shall have the privilege of introducing a friend or friends to the Club. No visitor (including a guest) shall be supplied with refreshment

- (including liquor) in the Club premises unless on the invitation and in the company of a member or members.
- (2) All visitors who are members of any Club affiliated with Bowls Queensland or Bowls Australia Limited or with any Controlling Body affiliated with World Bowls and who are not under any Club or Association order of suspensions or expulsion, shall be deemed to be visiting members of the Club whilst on the Club premises. Such visitors may be accorded the social privileges of members of the Club but shall not take part in any meeting of the Club or vote thereat.
- (3) No liquor shall be sold or supplied to any person under 18 years of age.
- (4) All visitors shall, whilst on the Club premises, be subject to the control of the Club. The Club reserves the right to refuse and/or terminate admission to the Club premises of any visitor without assigning any reason for such refusal, and to regulate the attendance of visitors at the Club for any such period it deems advisable. The Club's rights and powers under this Rule may be exercised by the President or in his or her absence by a member of the Management Committee, a past President or any person or class of persons empowered to do so by the Management Committee. If a visitor refuses a lawful request to leave the premises he or she immediately becomes a trespasser and may be dealt with according to law.

GAMBLING, DISPUTES, ETC.

36.

No political or religious subjects shall be discussed on the Club's premises, nor shall gambling, betting on games, obscene or abusive language or unseemly conduct be allowed. Any alleged infringement of this Rule, on report of any members, shall be investigated by the Management Committee, which has the power to demand and direct apologies, and if necessary, if the offending party be a member, to deal with that member under Rule 8(4), or if he or she be a member of another Club, to report the conduct to such Club and to Bowls Queensland. If he or she is a visitor who is not a member of a Bowls Club, the President or in his or her absence by a member of the Management Committee, a past President or any person or class of persons empowered to do so by the Management Committee shall have the authority to have the offending person removed from the Club premises.

INDEMNITY CLAUSE

37.

In the event of any proceedings being taken against a member or members of the Club in respect of any matter, or thing done by them in the proper performance of their duties or by the direction or with the authority of the Club, the Club shall indemnify such member or members of the Club so proceeded against in respect of their costs of such proceedings and in respect of all costs and damages and other sums which they may be compelled to pay in the course or as a result of such proceedings.

LEAVE OF ABSENCE

38.

All applications for leave of absence shall be in writing and shall be considered by the Management Committee. When leave of absence is granted, the member seeking such leave shall be exempted from the payment of the subscription for the period granted, but shall pay such sum, if any, as determined by the Management Committee from time to time. Members on leave of absence shall not vote, nor take part in any meeting of the Club.

WINDING UP

39.

- (1) The Club may be wound up by special resolution of the members passed at a general meeting called for that purpose. The wind up shall be in accordance with the provisions of the *Associations Incorporation Act 1981*.
- (2) The Club shall be wound up when the financial membership is reduced to less than seven (7) Full Members.

DISTRIBUTION OF SURPLUS ASSETS

40.

If the Club is wound up in accordance with the provisions of the *Associations Incorporations Act 1981* and there remains, after satisfaction of all its debts and liabilities, any assets or property whatsoever, the same shall not be paid to or distributed among the members of the Club but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Club. Any such institution shall prohibit the distribution of its income, assets and property among its members to an extent at least as great as is imposed on the Club under or by virtue of Rule 30(11). Such institution or institutions are to be determined by the members of the Club at a general meeting.

ACCEPTANCE OF RULES BY MEMBERS

41.

All members on admission shall be deemed to have agreed to be bound by the Rules and By-Laws of the Club for the time being in force.

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St. Lucia Bowling Club Inc

ABN 50 784 261 819

BY-LAWS

These By-Laws were ratified at the AGM on 27 May 2017

1. Responsibilities

In managing the business of the Club and carrying out duties associated with the business of the Club, every member of the Club must:

- act in good faith
- act in the best interests of the Club
- where possible avoid conflicts between the interests of the Club and the member's interests. When a conflict or apparent conflict becomes evident and it is not possible to avoid it, the member should seek to share the decision making with a non-conflicted member.
- act honestly
- exercise care and diligence

The members of the Management Committee must:

- not profit by misuse of their position in the Club or misuse of information gained solely by virtue of their position in the Club
- prevent the Club trading while it is unable to pay its debts
- if the Club is being wound up, report to the liquidator on the affairs of the Club
- if the Club is being wound up, help the liquidator (by, for example, giving to the liquidator any records of the Club that the member of the Management Committee has)

2. Management Committee Members Conflicts of Interest

In addition to the requirements of Rule 14(5) each of the members of the Management Committee must declare any interest he or she may have in relation to any matter to be decided by the Management Committee. Such declarations must be recorded in the minutes of the meeting at which the declaration was made.

Having made a declaration of interest, a member of the Management Committee

- must be excluded from the deliberations on the matter in question unless the majority of the other members of the Management Committee agree otherwise.
- must not participate in the deliberations of the other members concerning his or her exclusion
- must not be allowed to vote on the matter in which the interest was declared

3. Duties

The Management Committee and the Bowls Section Committees shall cause a description of the duties of each of their members to be made. These position descriptions shall be approved by the Committee of which the position is part and a copy shall be kept by the Secretary.

4. Management of Risks

The Management Committee shall cause policies and procedures for the management of foreseeable risks to the Club and its members to be prepared.

5. Delegation

In addition to the requirements of Rule 15, any powers delegated by the Management Committee, a Bowls Section Committee or any of the members of those Committees shall be recorded in the minutes of the Committee making the delegation or whose member makes the delegation.

6. Patrons

The Management Committee, with the prior permission of the person to be appointed, may appoint a person as a Patron of the Club. A person may be appointed as a Patron of the Club if it is considered that the association of that person's name with the Club will bring honour to the Club. The position of a Patron shall be honorary and there may be up to four Patrons. A person will cease to be a Patron by death, by resignation or by withdrawal of the appointment by the Management Committee.