

# **THE ENTRANCE MEN'S BOWLING CLUB CONSTITUTION**



**10 Warrigal Street  
THE ENTRANCE NSW 2261**

## **1 NAME**

1.1 The name of the Club shall be The Entrance Men's Bowling Club.

## **2 INTERPRETATIONS**

2.1 The following interpretations apply:

"Club Limited" shall mean Mingara Recreation Club Limited.

"Men's Club" shall mean The Entrance Men's Bowling Club.

"Club Colours" – the Men's Club's club colours are black and green.

"Committee", unless otherwise defined, shall mean the Management Committee of the Men's Club.

## **3 OBJECTIVES**

3.1 To play and promote the game of bowls as a member of the Royal New South Wales Bowling Association Inc. (RNSWBA) and Zone 15 Bowling Association (C.C.D.B.A.).

3.2 To preserve and promote the best traditions of the game.

3.3 To engender friendship amongst bowlers.

## **4 CONSTRAINTS**

4.1 The Men's Club shall conform at all times to the requirements of the Constitution and by-laws of the RNSWBA and Zone 15 Bowling Association (C.C.D.B.A.).

4.2 The Men's Club shall abide by the constitution and rules and by-laws of the Club Limited.

4.3 The Men's Club shall be non-sectarian and non-political.

## **5 MEMBERSHIP**

5.1 Members of the Men's Club must be members of the Club Limited (Junior Members excepted).

5.2 Full, Junior and Social Members of the Men's Club shall pay the prescribed annual fee to the Men's Club.

5.3 A Life Member of the Men's Club shall be any member who, in consideration of his exceptional service to the Men's Club, is nominated to the Committee and, on its recommendation, is elected at a General Meeting on an affirmative vote of two thirds of the members present at the meeting.

5.4 Life members of The Entrance Bowling Club Ltd as at the date of amalgamation with the Club Limited shall continue as life members of the Men's Club. Only one Life Member may be elected in any one year. Life Members shall not be required to pay an annual fee to the Men's Club.

- 5.5 A Junior Member of the Men's Club shall be a person who is under the age of 18 years and in all other respects complies with the age requirements set down in the by-laws and has paid the appropriate fees and whose parent or guardian has consented to that person becoming a Junior member of the Men's Club and participating in the sport of lawn bowls as a member of the Men's Club.

A Junior Member shall have no voting rights at General Meetings of the Men's Club. Within thirty (30) days after reaching 18 years of age a Junior Member's membership shall terminate and during those thirty days an application for full membership of the Men's Club shall be effected.

## **6 ELECTION OF NEW MEMBERS**

- 6.1 Every applicant for membership of the Men's Club shall be nominated by one, and seconded by another, member of the Men's Club.
- 6.2 The application for membership shall be made in writing on the prescribed form signed by the applicant, his proposer and seconder.

## **7 FINANCIAL YEAR**

- 7.1 The Men's Club's financial year shall commence on 1<sup>st</sup> July each year and end on 30<sup>th</sup> June in the following calendar year.
- 7.2 All annual subscriptions for the succeeding year shall become due and payable by 30<sup>th</sup> June each year.

## **8 CESSATION OF MEMBERSHIP**

- 8.1 If any member fails to pay his subscription by the due date, the member concerned shall cease to be a member of the Men's Club.

## **9 MANAGEMENT COMMITTEE**

- 9.1 The Management Committee of nine (9) shall comprise of:
- President
  - Vice President
  - Bowls Secretary
  - Assistant Bowls Secretary
  - Bowls Co-ordinator
  - Treasurer
  - Three (3) Committee members
- 9.2 The members of the Committee shall be elected biannually at the Annual General Meeting and shall only be comprised of members of the Men's Club (other than a Junior or Social Members). Note: The inaugural committee shall be appointed until the following inaugural Annual General Meeting (Oct 2020).
- 9.3 The Committee shall be responsible for the planning, management, and administration of the Men's Club, including the receipt and expenditure of all monies.
- 9.4 The Committee shall appoint delegates to the Zone Bowling Association.

9.5 The Committee shall meet at least monthly at a time to be fixed.

9.6 A quorum at Committee meetings shall be five (5) Committee Members.

### **9.7 CASUAL VACANCIES**

9.7.1 Except in the event of a casual vacancy in the office of President, in which case clause 9.7.3 applies, casual vacancies may be filled by an appropriately qualified member on whom the committee collectively agrees. Such casual vacancies are to be filled at the first scheduled monthly Committee meeting after the vacancy arises. Any member(s) so appointed shall hold office until the next Annual General Meeting.

9.7.2 Any member of the Committee absent from three monthly Committee meetings without an approved leave of absence shall cease to be a member of the Committee. Such a casual vacancy will then be filled in accordance with 9.7.1 or 9.7.2 hereto.

9.7.3 A vacancy occurring in the office of President shall be filled by the Vice President. Should the Vice President be unwilling to act as President, then the Bowls Secretary shall fill the position. Should the Bowls Secretary be unwilling to act as President then the vacancy may be filled by an appropriately qualified member, on whom the Committee collectively agrees.

9.7.4 The Chairman of Committee meetings shall be the President or in his absence in accordance with 9.7.3. The Chairman shall have a casting vote in addition to his deliberative vote should there be an even number of Committee members in attendance at any Committee Meeting.

### **9.8 SUB-COMMITTEES**

9.8.1 At the first meeting after its election, the Committee shall appoint a Match Committee to comprise of three (3) members and one (1) Bowls Coordinator. These positions will include the Bowls Secretary and two (2) other bowling members.

9.8.2 At the first meeting after its election, the Committee shall appoint a Selection Committee to comprise of the Bowls Co-ordinator and four (4) other members as elected by the members of the Men's Club.

9.8.3 Other sub-committees may be appointed by the Management Committee as required for specific tasks and may be disbanded by the Committee as it sees fit.

9.8.4 For the purpose of consistency, the Match Committee and the Selection Committee will be appointed for a two year term.

## **10 NOTICE OF GENERAL MEETING**

10.1 Notice of every General Meeting shall be placed on the notice board by the Bowls Secretary at least twenty eight (28) days prior to the meeting. In addition, the notice shall be posted on the Men's Club website and sent to Members electronically or by post.

- 10.2 A notice of a General Meeting shall specify the place, day and hour of meeting and shall state the business to be transacted at the meeting and any notice of motion received from the Management Committees or Members.

## **11 GENERAL MEETINGS**

- 11.1 A quorum at all General Meetings, including the Annual General Meeting, shall be not less than fifteen (15) members. In the event of a quorum not being present within thirty minutes after the stated time of the meeting, the meeting shall be adjourned to a date to be fixed. If at such adjourned meeting a quorum is not present the members who are present and entitled to vote shall be a quorum and may transact the business for which the meeting was called.
- 11.2 No person shall be permitted to speak at a General Meeting unless he is a member of the Men's Club or, in the case of a non-member, is specifically invited by the Committee to speak.
- 11.3 Each member present (other than a Junior or Social Member) shall have one vote on all business transacted at the meeting. Absent and postal votes are not permitted.
- 11.4 A Special General Meeting shall be called at any time by the Management committee or by the Bowls Secretary upon receipt of a written request to do so signed by at least thirty (30) members of the Men's Club or by request of the Management Committee.

## **12 ANNUAL GENERAL MEETING**

- 12.1 The Annual General Meeting shall be held on a date determined by the Committee prior to October 31 in each year.
- 12.2 Special business may be transacted at the Annual General Meeting provided that at least seven (7) days' notice has been given to the Bowls Secretary in writing. The agenda must be posted electronically for the members information seven (7) days prior to the Annual General Meeting and a copy displayed on the Men's Club Noticeboard.
- 12.3 Members of the Committee and the Selection Committee shall be elected at the Annual General Meeting with the result of the ballot being declared by the Returning Officer. Voting shall be in accordance with clause 14 hereto.

## **12.4 PATRONS**

- 12.4.1 The members in general meeting may appoint, for the term of the Committee, one or more patrons upon recommendation being made by the Committee to the meeting.

## **13 NOMINATIONS FOR OFFICE**

- 13.1 The Bowls Secretary shall call for nominations for positions on the Management Committee and Selection Committee at least twenty-eight (28) days prior to the Annual General Meeting. Nomination forms signed by the nominee, his proposer and seconder shall be delivered to the Bowls Secretary before the closing date for nominations, being ten (10) days prior to the Annual General Meeting.

- 13.2 A member shall not be nominated for the position of President if he has held the position for the previous two (2) consecutive terms.
- 13.3 The Secretary shall post all nominations received on the Men's Club Noticeboard, as received, but no later than ten (10) days prior to the Annual General Meeting.
- 13.4 Should the nominations be equal to, or less than the number required, those nominated shall be declared elected at the meeting. Any unfilled positions may be appointed by consensus of the elected committee.

#### **14 VOTING PROCEDURE TO ELECT COMMITTEE MEMBERS**

An election by ballot of the Management and Selection Committees shall be conducted in the following manner:

- 14.1 At least three (3) weeks prior to the Annual General Meeting the Committee shall appoint a Returning Officer to take charge of the ballot for the Committee and not less than two (2) Assistant Returning Officers who shall also act as scrutineers of the ballot. The Returning Officer shall supervise the issue of ballot papers, the safe custody of ballot papers returned, the examination of such ballot papers, and the counting of votes after the ballot is closed, and shall report the result of the ballot to the Annual General Meeting.
- 14.2 Voting shall take place at the Club Limited's The Entrance premises at times determined by the Management Committee and as advertised on the Men's Club Noticeboard at least 14 days prior to the Annual General Meeting.
- 14.3 A member shall record his vote by placing a mark opposite the name or names of candidates up to the required number of members for each position on the Management and Selection Committees. The number of members for each position will be clearly indicated on the ballot paper. Failure to comply with the foregoing may render the vote invalid.
- 14.4 In the event of a candidate standing for more than one position on the Management Committee then, upon his being elected to the most senior position for which he is a candidate, he shall cease to be a candidate for any other position on the Committee. The Returning Officer shall delete that member's name from all other positions for which he is a candidate. The next choice as indicated on the ballot paper favouring the eliminated candidate shall be counted as a first preference vote.
- 14.5 The decision of the Returning Officer as to the formality or informality of any vote shall be final.
- 14.6 The successful candidate for a position on the Committee shall be the person(s) receiving the highest number of votes.

In the event of an equality of votes in favour of two or more candidates for a particular position or for the last position of a number of the same positions, the Returning Officer shall draw lots between the candidates having an equality of votes to determine the candidate who shall be declared elected to that position.

14.7 The results of the voting for the election of members of the Committee shall not be disclosed to any other person by the Returning Officer, or any of his assistants, prior to the same being announced at the Annual General Meeting.

14.8 Should the number of ballot papers returned at the time the ballot is closed be less than the number required by the Constitution to constitute a quorum at a General Meeting, then the ballot shall be invalid and a further ballot shall be called as soon as possible.

14.9 Ballot papers are to be destroyed by the Returning Officer following announcement of the outcome of the ballot at the Annual General Meeting. Details of the number of votes received by each candidate are to be retained by the Returning Officer until the next like election is undertaken

## **15 RESPONSIBILITIES AND DUTIES OF OFFICERS AND SUB-COMMITTEES**

15.1 **PRESIDENT** - If present, the President shall take the chair at all meetings (except sub-committee meetings). The President is, ex-officio, a member of all sub-committees and shall have the general oversight of the operations of the Men's Club. Questions and motions shall be decided by a show of hands and in the case of an equality of votes the Chairman shall have a casting vote as well as the vote he is entitled to as a member of the Committee.

15.2 **VICE PRESIDENT** - The Vice Presidents shall assist the President in the performance of his duties whenever called upon to do so.

15.3 **SECRETARY** - The Secretary shall:

- keep an accurate record of all business transacted at meetings of the Committee and General Meetings of the Men's Club;
- be the custodian of all correspondence, minute books, registers, and records of the Men's Club;
- prepare and submit affiliation returns and fees to the RNSWBA and to the Zone Association;
- arrange for a copy of annual reports to be issued to all members of the Men's Club; and deal with all correspondence under the direction of the Committee;
- deal with all correspondence under the direction of the Management Committee.

15.4 **TREASURER** - The Treasurer shall:

- arrange for a copy of the Men's Club's annual financial statement to be issued to all members of the Men's Club;
- receive all monies due to the Men's Club and place them to the credit of the Men's Club's bank account;
- maintain records of all monies received and issue receipt when required, except competition fees and raffle ticket sales.

- be responsible for the payment of all monies payable by the Men's Club;
- keep accurate books of accounts for audit by the Club Limited's appointed auditor;
- prepare a monthly statement of income and expenditure for submission to the Committee;
- furnish a properly audited statement of receipts and expenditure for each financial year; and
- establish a system that ensures accountability for receipt and expenditure of all monies.

15.5 PUBLICITY OFFICER (If appointed) - The Publicity Officer shall be responsible for all internal and external publicity for the Men's Club.

## **15.6 MATCH COMMITTEE**

15.6.1 The Match Committee shall elect one of its members to act as Chairman;

15.6.2 The Match Committee shall meet as often as it considers necessary to satisfactorily carry out its duties, or, whenever the President or the Management Committee so directs.

15.6.3 The Match Committee shall:

- plan the Men's Club calendar of events including participation in external events;
- prepare a bowling programme for approval by the Management Committee, such programme to include dates of semi-finals and finals of all Association events (Refer RNSWB Conditions Of Play Clause 1.5);
- organise and control regular bowling games and matches;
- arrange and run all Men's and Mixed Club Championships;
- liaise with The Entrance Women's Bowling Club with respect to the promotion of mixed bowls in general and special mixed bowls days in particular; and

15.6.4 The Match Committee may, with the approval of the Management Committee, co-opt from among the members who are eligible to attend and vote at meetings of the Men's Club, individual members to assist in any or all aspects of the Match Committee's duties.

## **15.7 SELECTION COMMITTEE**

15.7.1 All members of the Men's Club (other than Junior or Social Members) shall be entitled to stand for election to the Selection Committee.

15.7.2 The Selection Committee shall meet as often as it considers necessary to satisfactorily carry out its duties, or, whenever the President or the Management Committee so directs.



15.7.3 The Selection Committee shall:

- select teams to represent the Men's Club in home and away Pennant fixtures where the Men's Club is to be represented as a club;
- nominate bowlers, as required, for consideration in the selection of teams for inter-zone competition;
- appoint team managers for Pennant and other representative fixtures as required, and ensure that team cards for all games and result sheets for home Pennant games are properly prepared;
- consult with the Match Committee to arrange such trial matches both at home and away as it deems necessary to facilitate its selection processes; and
- allocate handicaps for members participating in handicap championship events.
- Oversee the day to day conduct of social bowls.

15.7.4 At every alternate Annual General Meeting of the Men's Club, the Selectors shall retire from office but if nominated shall be eligible for re-election.

## **15.8 CARNIVAL AND TOURNAMENT COMMITTEE**

15.8.1 A Carnival and Tournament Committee shall be appointed by the Management Committee. It shall be chaired by the President of the Men's Club and shall include in its membership the Bowls Secretary and three (3) other eligible members of the Men's Club and the Bowls Co-ordinator.

15.8.2 Volunteers | The Committee may compile a list of volunteer bowling members who would be willing to assist with the smooth running of events, when required.

15.8.3 The Carnival and Tournament Committee may, at its discretion, co-opt members who are eligible to attend and vote at the Men's Club meetings to assist it with specific tasks.

15.8.4 The functions of the Carnival and Tournament Committee will be:

- to plan, run and supervise all carnivals and tournaments approved by the Management Committee;
- extend invitations, conduct the draws, determine conditions of play and set the prize money for all such carnivals and tournaments;
- seek sponsors to support the Men's Club's carnivals and tournaments; and

## **15.9 HONORARIUM OR OUT OF POCKET EXPENSES**

15.9.1 The Men's Club may propose an honorarium that may be paid to the President, Secretary and Treasurer. Any such payments shall be the responsibility of the Men's Club. The Men's Club may approve reimbursement of "out of pocket" expenses incurred by the Management Committee.

15.9.2 The Honorarium, if any, may be paid on a pro rata basis.

## **16 OPERATION ON BANK/BUILDING SOCIETY OR OTHER ACCOUNTS**

16.1 All cheques or withdrawals on the Men's Club Bank/Building Society accounts or accounts with other financial institutions shall be signed by any two of the following officers jointly: President, Vice President, Secretary, Treasurer.

16.2 The funds of the Men's Club are at all times the property of the Club Limited.

16.3 In the interests of effective financial management, the Management Committee may approve at any of its meetings, the electronic transfer of funds between the Club's bank accounts and to pay accounts issued by suppliers.

## **17 CONDITIONS OF PLAY**

17.1 Men's Club Association Championship games shall be played strictly under RNSWBA conditions of play. All other Championship games shall be played under RNSWBA, Zone 15 and the Men's Club local conditions of play.

## **18 ATTIRE AND CONDUCT ON GREENS**

18.1 Attire for play, or otherwise worn on the green, shall conform with the constitution, rules and by-laws of the RNSWBA and of the Men's Club. Attire for barefoot bowls and social bowls shall conform to the dress rules of the Club Limited, as determined from time to time.

18.2 Any member of any of the Men's Club's Committees, or any other person responsible for the Men's Club's activities on a particular day, may prevent a member likely to cause damage to the greens, or injury to other members, from being chosen or permitted to play. The member shall be given the option to rectify his conduct and if he fails to do so, will be denied access to the greens and will be subject to disciplinary action by the Management Committee.

18.3 Drinks of any description must not be taken onto the greens. Drinks may be consumed on the surrounds of the greens provided that all glasses are kept in glass holders, where installed, or on tables, and later returned to the Club Limited's bar. Offenders may be subject to disciplinary action.

18.4 The Management Committee must provide written notification to the Club Limited within seven (7) days of disciplining any Men's Club member.

18.5 Any member offending the Men's Club's rules shall be subject to disciplinary action.

## **19 TERMINATION OF MEMBERSHIP**

19.1 A member may resign from the Men's Club at any time. Fees previously paid will not be refunded.

19.2 The Management Committee shall have the power to reprimand, suspend, accept the resignation of, or expel any member who shall deliberately infringe any Men's Club rule or by-law, after being warned, or whose conduct shall, in its opinion, render him unfit for membership.

The member concerned shall be invited to attend a Management Committee meeting fourteen (14) days in advance of the meeting being held. If he fails to attend at the time and place mentioned without reasonable excuse, the charge or complaint will be heard and dealt with in his absence. The decision of the Management Committee shall be final.

## **20 ALTERATION TO CONSTITUTION**

20.1 No alteration shall be made to this constitution except by resolution passed by a majority of not less than three quarters (75%) of the members of the Men's Club (other than Junior Associate or Social Members who have not declared the Men's Club as their principal club for the season), in attendance at the Annual General Meeting. Notice of such resolution must be given to all members at least twenty one (21) days prior to the Annual General Meeting.

Such alterations are subject to the approval of the Board of the Club Limited before being so submitted to the members of the Men's Club.

20.2 Where any rule in this constitution is or should become inconsistent with the constitution, rules and by-laws of the Club Limited, the constitution, rules and by-laws of the Club Limited shall take precedence.

20.3 In the event of any doubt or difficulty arising as to the meaning of any rule or by-law or should any question arise as to their interpretation, the Management Committee shall have the power to pronounce a decision thereon. Its decision shall be final and binding on all members, subject only to affirmation or reversal by a General Meeting called for that purpose.

## **21 POWER TO DRAW UP BY-LAWS**

21.1 The Committee is empowered to make, alter or rescind by-laws for the proper management of the Men's Club provided such by-laws are not inconsistent with this constitution and the constitution, rules and by-laws of the Club Limited.

21.2 Such by-laws are equally binding on all members of the Men's Club, as is this constitution.

21.3 The Secretary shall enter all by-laws in a book kept for the purpose. Such book shall be available for inspection by members.

## **22 CLUB ASSETS**

22.1 Except in the case of the dissolution or winding up of the Men's Club, the income and property of the Men's Club shall be applied solely towards the promotion of the objects of the Men's Club. No portion thereof shall be paid or transferred by way of dividend, bonus or profit to members of the Men's Club.

Monies of the Men's Club should only ever be spent by properly authorised persons acting in good faith for the benefit of the Members and/or the Men's Club.

## **23 DISSOLUTION**

- 23.1 The Men's Club may resolve to dissolve or wind up the Men's Club by a simple majority at a General Meeting called for that purpose, however such a decision shall not be final.
- 23.2 Following such decision to dissolve or wind up the Men's Club a further General Meeting shall be held not less than one (1) month nor more than three (3) months thereafter. The winding up motion must be confirmed by a majority of two thirds (2/3) of the members present and voting at the meeting.
- 23.3 Upon the re-affirmation of the resolution described in clause 23.1 to wind up the Men's Club, the Management Committee will, after consulting with the Club Limited, proceed to sell the Club's assets and discharge all liabilities of the Men's Club. Any assets remaining shall become the property of the Club Limited.

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Original	October 2019	29 October 2019 Resolution 2019/0139		