

URANGAN BOWLS CLUB INC.

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Affiliated Member Bowls Queensland

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CONSTITUTION & BY-LAWS

2022

AS ADOPTED BY
A SPECIAL GENERAL MEETING OF THE URANGAN BOWLS
CLUB INC. ON 20.2.22

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**Constitution of
Urangan Bowls Club Inc.**
176 Dayman Street Urangan
ABN: 94 653 714 009

PART I – PURPOSES, DEFINITIONS AND INTERPRETATION

1. NAME

Incorporated in accordance with the provisions of the Association's Incorporation Act 1981 QLD this club is the Urangan Bowls Club Inc; in these rules called the Club.

2. PURPOSES OF URANGAN BOWLS CLUB INC

The Club is established solely for these purposes. The purposes of the Club are to:

- a) conduct, encourage, promote, advance, and administer Bowls throughout the local area.
- b) act, at all times, on behalf of and in the interest of the Members and Bowls.
- c) affiliate and otherwise liaise with Bowls Queensland (including, but not limited to, its Regions and Divisions), Bowls Australia and/or World Bowls and adopt their rule and policy frameworks to further these purposes.
- d) abide by, promulgate, enforce, and secure uniformity in the application of the rules of Bowls as may be determined from time to time by Bowls Queensland, Bowls Australia and/or World Bowls and as may be necessary for the management and control of Bowls and related activities in Queensland.
- e) advance the operations and activities of the Club throughout the local area.
- f) maintain and conduct a sporting and social Club and to build, maintain or otherwise provide facilities for the use and recreation of the Members.
- g) raise and borrow any monies, and to buy, sell or otherwise deal with any real or personal property, required for the purposes of the Club upon such terms and conditions and/or on such securities as may be determined.
- h) apply for, hold, and renew any liquor or gaming licences.
- i) have regard to the public interest in its operations; and
- j) undertake and or do all such things or activities which are necessary, incidental or conducive to the advancement of these purposes.

3. DEFINITIONS:

- (i) In these Rules, Act means the Association's Incorporation Act 1981
- (ii) "AGM" means "Annual General Meeting"
- (iii) Bowls Australia (BA) means Bowls Australia Incorporated.
- (iv) Bowls Queensland (BQ) limited, is acknowledged as the governing body of the game of bowls in QLD as to the laws and standards of the game of bowls and jurisdiction over disciplinary matters.
- (v) Bylaw means a bylaw made in accordance with rule 30.
- (vi) "Chairperson" means the person who holds the elected office of Chairperson of the Management Committee of the Club.
- (vii) "Club" means "Urangan Bowls Club Inc."
- (viii) "Constitution" means the Constitution of the Club in force at the time.
- (ix) DBA means a District Bowls Association.
- (x) "General Meeting" includes the Annual General Meeting, Regular General Meetings and Special General Meetings of the Club held in accordance with Rule 29.
- (xi) "Member" means those Members as specified in Rule 7.
- (xii) "President" means the President of the Men's Section or the Ladies' Section of the Club.
- (xiii) "Rule" relates only to the Rules as specified which comprise this Constitution.
- (xiv) Section refers to Men's affiliated Members according to rule 23 or Ladies' affiliated Members in accordance with rule 24.
- (xv) "Special General Meeting" means a meeting of Affiliated Members held in accordance with Rule 28.
- (xvi) The Management Committee (MC) refers to the Members elected at the AGM or as a vacancy occurs, in accordance with rule 18.
- (xvii) "The Secretary" means the Member elected to perform the duties of Secretary to the Management Committee
- (xviii) Year denotes the Club's financial year which is 1 July to 30 June.

4. INTERPRETATIONS:

In this Constitution, unless the contrary intention appears,

- (i) Words denoting any gender include both genders.
- (ii) Words denoting the singular include the plural.
- (iii) A reference to any legislation includes modification or re-enactment of it, any legislative provision substituted for it and all regulations and statutory instruments issued under it.
- (iv) To the extent of any inconsistency between this Constitution and By-Laws and the Constitution and By-Laws of Bowls Queensland, the latter shall prevail. Provided that in the event of the Bowls Queensland Constitution and By-laws being inconsistent with the Associations Incorporation Act 1981 and its Model Rules, then that Act, and its Model Rules shall apply.
- (v) A word or expression that is not defined in these rules, but is defined in the Act has, if the context permits, the meaning given by the Act.

PART 2 – RULES OF CONSTITUTION

5. CATEGORIES OF MEMBERSHIPS

- a) Affiliated Members, Dual Members (Declared & Non-Declared) and Life Members, Junior Members, Honorary Members and Social Members; each of whom shall be bound by this Constitution and By-Laws as duly amended from time to time.
- b) Every application for Membership, other than Life or Honorary Member, shall comply with the provisions of Rule 9 herein.

6. APPLICATIONS FOR MEMBERSHIPS

To be eligible for Membership, a person must be:

- a) Prepared to support and promote the welfare of the Club and the Game of Bowls.
- b) Of good repute and character and compatible with other Members; and
- c) Free of indebtedness to any Bowls Club, and District Bowls Association or any State Bowls Authority and not under an order or notice of suspension or expulsion from any Bowls Club or Bowls Association.
- d) One who for business reasons wishes to be associated with the Club.
- e) A person shall not be admitted to or remain as an Affiliated Member of the Club who is or has been a member of any other Bowls Club affiliated with Bowls Queensland unless such person satisfies the Management Committee by presentation of a clearance from that Club.

7. CLASSIFICATION AND PRIVILEGES OF MEMBERS

- a) Affiliated Members shall comprise such Members as having been admitted as same pursuant to the provisions of Rule 9 herein. They shall be entitled to exercise all the privileges of Membership and enjoy all the benefits of the Club.
- b) Dual Members shall comprise such affiliated bowlers who are members of one or more clubs. Dual Membership exists in two (2 forms).
 - (i) Declared Dual Members – (DDM's). Have full affiliated rights at their Declared Club.
 - (ii) Non-Declared Dual Members – (NDDM's). Will not be entitled to play in Club Championships, hold office nor to attend and vote at meetings except at their Declared Club.
- c) Life members shall comprise those persons elected as a Life Member in honour of special services rendered by them to the club. They are entitled to exercise all Affiliated Member privileges.
- d) Junior Members shall comprise such Members who are eight (8) years of age and under the age of eighteen (18) years and have been admitted as Junior Members pursuant to the provisions of Rule 9 herein.

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- e) Honorary Members shall comprise such persons who have rendered service or benefit to the Club and who on the recommendation of the Management Committee have been nominated and accepted as Honorary Members at the Annual General Meeting of the Club.
- f) Social Members shall comprise such Members as having been admitted to Social Membership pursuant to the provisions of Rule 9 herein. They shall be entitled to the social privileges of the Club but shall not be entitled to hold any office in the Club nor to take part in nor to vote at meetings of the Club, nor to nominate persons to Membership of the Club.
 - (i) They are not to take part in the Game of Bowls except on an occasion when persons other than Members may be playing Bowls on the invitations of the Management Committee, such as a Bowls Promotion Day.
 - (ii) Social Members are also ineligible to practice on the greens or take part in roll ups.

8. MEMBERSHIP FEES

- a) The Membership fees for each class of Membership shall be such sum as proposed by the Management Committee and approved by the Members at the Annual General Meeting.
- b) The Membership fees for each class of Membership shall be due on 1 October and payable by 31 October, after which date the Member shall be deemed to be unfinancial.

9. MEMBERSHIP ADMISSIONS

- (i) Proposals for all classes of Membership of the Club shall be made in writing on the 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, date of birth and date of proposal, and be accompanied by a Nomination fee, which shall be refunded if the proposal is rejected. The prescribed Application for Membership form may be issued by any Club Member.
- (ii) The Club shall keep and maintain a register of Members, in which shall be entered the full name, address, category of Membership, date of entry of each Member and whether the Member has been granted voting rights.
- (iii) Social Membership proposals shall be dealt with by the Bar Manager.
- (iv) Proposals for Affiliated and Junior Membership shall, be considered in the first instance by the relevant Section Committee, and its recommendation referred to the Management Committee for ratification or otherwise.
- (v) The Nomination form shall be displayed on the club notice board for at least seven (7) days before its consideration by the Section Committee.
- (vi) Any Member may object to any proposal for Membership by notice in writing to the Secretary before the next scheduled meeting of the Section Committee.

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- (vii) Membership proposals to which an objection has been received or which the Section Committee proposes to refuse shall be referred to the Management Committee, which shall investigate the objections and or reasons for refusal
- (viii) The Secretary of the Management Committee must, as soon as practicable after the Management Committee decides to accept or reject a proposal, give the applicant a written notice of the decision.
- (ix) A person whose application for Membership is rejected by the Management Committee may within twenty-eight (28) days of receiving written notification thereof, lodge with the Secretary written notice of appeal against the decision of the Management Committee.

10. MEMBERSHIP RESIGNATIONS:

- (i) A financial Member or Social Member may resign from the Club at any time by advising the Section Secretary or Club Secretary. A written resignation from Membership is preferred but is optional.
- (ii) No such resignation shall relieve any person from the payment of any subscription or other money due or payable by them at the time of resignation. No refund will be given for Membership fees paid. Where the Management Committee considers that exceptional circumstances exist, a pro-rata refund of the Membership fee less the full capitation fees may be granted.
- (iii) The resignation of any Member shall involve automatic forfeiture of all rights and privileges in respect of all Club matters.
- (iv) A request for a clearance shall not be taken as a resignation from Membership.

11. APPEALS AND DISCIPLINARY ACTIONS

a) APPEAL AGAINST REJECTION OF APPLICATION FOR MEMBERSHIP

- (i) If any notification of appeal against rejection of Membership is lodged, a Special General Meeting shall be called at a time to be determined by the Management Committee following receipt of the notification. Unless the name of the applicant has previously been withdrawn, a ballot shall be conducted at such meeting. If there is more than one applicant to be balloted for, each shall be balloted for separately. Voting shall be conducted in accordance with Rule 30.
- (ii) Any applicant who has been rejected by the Management Committee or at a 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.

b) DISCIPLINARY ACTION, SUSPENSION OR TERMINATION OF MEMBERSHIP:

- a) Any Member of the Club or a Member of another Club who is deemed to have breached the Club's Code of Conduct or failed to comply with the Rules or Bylaws of this Constitution, renders themselves liable to having their Membership suspended, terminated, or otherwise penalised.
- b) Subject to this Constitution the Management Committee may resolve to action any of the following:
 - (i) Expel a Member from the Club; or
 - (ii) Suspend a Member from Membership of the Club or from accessing certain privileges of Membership for a specified period of time; or
 - (iii) Fine a Member; or
 - (iv) Impose such other penalty, action, or educative process as it sees fit.
- c) the Management Committee may take any action under rule 11(b) if they consider that the Member has:
 - (i) Breached, failed, refused, or neglected to comply with a provision of this Constitution or its By-laws.
 - (ii) Acted in a manner unbecoming of a Member or prejudicial to the purposes and interests of the club, or another Member; or
 - (iii) Brought the Club, Bowls, or another Member into disrepute.

c) APPEAL – MANAGEMENT COMMITTEE DISCIPLINARY ACTION

- a) A Member who has been subject of a Management Committee disciplinary hearing and has received written notice about that Committees decision and in the members opinion that decision is not justified or excessive, may within 10 days of receiving that notification, lodge with the Club Secretary a written appeal against that decision.
- b) Upon receipt of an appeal against disciplinary action taken by the Management Committee, the Club Secretary shall according to the provisions of rule 28(a)(iii) convene a Special General Meeting to determine the appeal. Notice of such Special General Meeting shall be given according to the provisions of rule 29.
- c) At any such appeal hearing, the Member and the Management Committee shall be given the opportunity to fully present their case. The parties shall be given a full and fair hearing and rules of evidence shall be applied. Neither party are entitled to legal representation. The appeal shall be determined by a vote of the Members present and entitled to vote at such meeting and one (1) adverse vote in four (4) shall cause the appeal to be dismissed. Voting shall be conducted in accordance with Rule 30.
- d) The Club Secretary must forward written notice of the decision to the parties within ten (10) days from the date of the appeal.
- e) There shall be no appeal against a decision of a Special General Meeting of Members of the Club.

12. REGISTER OF MEMBERS

- a) The Management Committee shall create an electronic register to be kept and maintained, in which shall be entered the names and residential addresses of all persons admitted to Membership of the Club, the dates of their admission and class of Membership.
- b) Particulars shall also be entered into the Register, of deaths, resignations, terminations, and reinstatement of Membership, and any further particulars as the Management Committee may require from time to time.
- c) The Register shall be open for inspection at all reasonable times by any Member who previously applied to the Club Secretary for such inspection.

d) PROHIBITION ON USE OF INFORMATION ON REGISTER OF MEMBERS

A Member of the Club must not use, disclose or disseminate in any way information obtained from the register unless authorised.

13. MANAGEMENT COMMITTEE

- a) The Management Committee of the club shall consist of the
Chairperson,
Deputy Chairperson,
Secretary
Treasurer
Manager Greens & Surrounds,
Manager Clubhouse Services,
One (1) Ladie's Section Member and
One (1) Men's Section Member,
All of whom shall be Affiliated members of the club.

These officers shall be entitled to one vote at Management Committee meetings. In addition, one representative of the Ladie's and Men's Section Committees may attend Management Committee meetings as non-voting representatives/ observers.

- b) All officers under these Rules shall be honorary and elective. Every financial Affiliated and Life Member shall be eligible to hold any such office.
- c) 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 was elected until the conclusion of the election for that position held at the next ensuing Annual General Meeting of the Club but shall be eligible for re-election.

- d) Familial Relationships: Members who have a familial relationship are not permitted to be on any Committee at the same time. This includes two Members of the same family as husband and wife, defacto partners, parent and child or brother and sister.

14. ELECTION OF MANAGEMENT COMMITTEE:

- a) The Secretary shall call for nominations for Management Committee positions twenty-eight (28) days prior to the Annual General Meeting. The nomination form shall be that approved by the Management Committee and shall be available from the Secretary.
- b) Secretary shall advise Members of the call for nominations by post or electronic communication and by displaying a notice on the MC's allocated noticeboard, along with blank nomination forms.
- c) Nominations are to be in the hand of the secretary fourteen (14) clear days prior to the date of the Annual General Meeting. The names of the nominees along with the position they seek, shall be posted beside the displayed notice of the meeting, 14 days prior to the AGM.
- d) Nominations may be withdrawn by notification to the Secretary in writing.

15. ASSISTANT OFFICERS TO MANAGEMENT COMMITTEE:

- a) The MC may appoint such officers at any time, when considered necessary to assist the elected Management Committee to carry out functions that occur from time to time.
- b) These Officers shall not be included in the composition of the Management Committee, however, the Office holders may, with the approval of the Chairperson, attend meetings of the Management Committee as observers. The Assistant Office holder shall not be entitled to take part in Management Committee meeting proceedings unless invited to do so by the Chairperson, or unless they are submitting a report in the absence of their office holder. The Assistant Office Holder shall not vote on any Management Committee matter. They shall, however, be Members with voting rights of the sub-committee (see by-laws part 4,6) that their office includes.

16. RESIGNATIONS FROM MANAGEMENT COMMITTEE:

- (i) Any Member of the Management Committee may resign from Membership of the Management Committee at any time by giving notice in writing to the Secretary, and such resignation shall take effect at the time such notice is received by the Secretary, or as specified.
- (ii) Any Member of the Management Committee who resigns or who has not been re-elected at an AGM, must promptly provide any books, documents, passwords, or Club property under their control, to any newly elected Management Committee Member.

17. REMOVAL OF MANAGEMENT COMMITTEE MEMBER:

Any Member of the Management Committee may be removed from office by a Resolution at a Special General Meeting of the Club. Such person shall have due notice of such meeting and shall be afforded reasonable facilities for making such representations to the meeting as thought fit, but shall not be entitled to be represented by a Lawyer, Barrister or any other agent. The decision of the meeting shall be final and voting shall be conducted in accordance with Rule 30.

18. VACANCIES ON MANAGEMENT COMMITTEE:

- a) If a casual vacancy happens on the Management Committee, the remaining Members of the committee may appoint another eligible Member of the Club to fill the vacancy until the next Annual General Meeting.
- b) The remaining Members of the Management Committee may act despite a casual vacancy on the Management Committee however, if the number of committee Members is less than the number fixed under rule 20(c) as a quorum of the Management Committee, the continuing Members may act only to:
 - (i) increase the number of Management Committee members to the number required for a quorum; or
 - (ii) call a general meeting of the Club.

19. FUNCTIONS AND POWERS OF THE MANAGEMENT COMMITTEE:

The Management Committee shall have general control and management of the administration of the affairs, properties and funds of the club and be responsible for the exercise of financial oversight, risk management, strategic planning, legislative compliance, corporate governance, and stewardship on behalf of Members of the club.

20. MEETINGS OF MANAGEMENT COMMITTEE

- a) The Management Committee shall meet at least once every calendar month to exercise its functions.
- b) 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. This requisition shall clearly state the reasons why the special meeting is being convened and the nature of the business to be transacted.
- c) At a Management Committee meeting, more than 50% of the Members elected to the committee as at the close of the last general meeting of the members, will comprise a quorum.
- d) The Management Committee may meet and regulate its proceedings as it thinks fit, provided that the questions arising at any meeting shall be decided by majority of votes of Members present, and in the case of equality of votes, questions shall be deemed to be decided in the negative.

- e) A Management Committee Member who has an interest in respect of any contract or similar arrangement with the Club, must declare their pecuniary interest and vacate the meeting whilst the matter is under consideration.
- f) A Management Committee Member who has a familial relationship with any member who is subject to a Management Committee disciplinary hearing must declare their familial relationship and vacate the meeting whilst the matter is under consideration.
- g) 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. This notice must clearly state the nature of the business to be discussed.
- h) The Chairperson shall preside at every meeting of the Management Committee, or if there is no Chairperson, or if at any meeting he is not present within ten (10) minutes after the time appointed for holding the meeting, the Deputy Chairperson shall be Chairperson, or if the Deputy Chairperson is not present at the meeting, then the Members may choose one of their number to be Chairperson of the meeting.
- i) If within half an hour from the time appointed for the commencement of a Special Management Committee meeting a quorum is not present, the meeting shall lapse. In the case of a regular monthly Committee meeting, it shall stand adjourned to the same day in the next week at the same time and place, or to another day, time and place as determined by the Committee Members present. At the adjourned meeting, if a quorum is not present within half an hour from the appointed time, the meeting shall lapse.

a) RESOLUTION OF MANAGEMENT COMMITTEE WITHOUT MEETING

- (i) A written resolution signed by each Member of the Management Committee is as valid and effectual as if it had been passed at a committee meeting that was properly called and held.
- (ii) A resolution mentioned in sub rule (1) may consist of several documents in like form, each signed by one (1) or more Members of the committee or hard copies of email confirmation from Members.

21. EXECUTIVE COMMITTEE

- a) The Executive Committee of the Club shall consist of the
Chairperson,
Deputy Chairperson,
Honorary Secretary
Honorary Treasurer,
Three (3) Members thereof to constitute a quorum.
- b) It shall be the duty of the Executive Committee to transact any urgent business of the Club that may arise between Management Committee Meetings. All business transacted by the Executive Committee shall be approved and ratified by the Management Committee at the next Management Committee Meeting. Provided always that the Executive Committee shall not incur or approve, between any meetings of the Management Committee expenditure of more than an amount of \$10,000.00 or deal with the property of the Club.

22. BOWLS MANAGEMENT

- a) For the purpose of management of the Game of Bowls within the Club, the Club shall be divided into two (2) Sections - Men's Section and the Ladies' Section.
- b) Each Section shall elect a Committee with its own - President, Vice- President(s), Secretary, Assistant Secretary, Games Controller, Assistant Games Controller, and such other Members as deemed necessary by each respective Section.

23. MEN'S SECTION

- a) The Men's Section shall consist of all male Life, Affiliated, Declared Dual, Honorary and Junior Members of the Club. It shall be responsible for the control of its Section's games through its elected Games Controller and Selectors and whatever other Club matters the Management Committee delegates.
- b) The President of the Men's Section shall represent the Chairperson of the Management Committee for "hosting and ceremonial functions" on days when competition involves only the Men's section. The Men's Section Secretary shall be responsible for correspondence with other Clubs concerning Men's Section Bowls competition.

24. LADIES' SECTION

- a) The Ladies' Section shall consist of all female Life, Affiliated, Declared Dual, Honorary and Junior Members of the Club. It shall be responsible for the control of its Section's games through its elected Games Controller and Selectors, and whatever other Club matters the Management Committee delegates.
- b) The President of the Ladies' Section shall represent the Chairperson of the Management Committee for "hosting and ceremonial functions" on days when competition involves only the Ladies' section. The Ladies' Section Secretary shall be responsible for correspondence with other Clubs concerning Ladies' Section Bowls competition.

25. AFFILIATION:

The Club shall:

- a) Affiliate with Bowls Queensland and accept and abide by the Rules and By-laws of Bowls Queensland insofar as they apply to the Game of Bowls.
- b) Become a Member of the District Bowls Association (in which the Club is included) and accept and abide by the Rules and By-Laws of the District Bowls Association insofar as they apply to the Game of Bowls.
- c) Renew its membership with the District Bowls Association each year in accordance with the Rules of the District Association and pay annual Membership fees to the Division and District Bowls Association.
- d) Elect a delegate/s to the District Bowls Association in accordance with the Rules and By-Laws of the Division and District Bowls Association.

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- e) Provide to Bowls Queensland and to the Division and District Bowls Association the returns that are required by those bodies.
- f) Provide advice to Bowls Queensland, the Division and District Bowls Association within thirty (30) 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 Constitution.
- g) Not make, amend or repeal a rule or By-Law in relation to the playing of the game of bowls, that conflicts with the rules and bylaws of Bowls Australia, Bowls QLD or the District Bowls Association.

26. COMMITTEES AND SUB-COMMITTEES

The Management Committee may appoint: -
a Sub-Committee consisting of Members of the Club considered appropriate by the committee to help with the conduct of the Club's operations.

27. ANNUAL GENERAL MEETING

- a) The Annual General Meeting shall be held within three (3) months of the close of the financial year.
- b) The business to be transacted at every Annual General Meeting shall be:
 - (i) The receiving of the Management Committee's report and the statement of income and expenditure assets and liabilities and mortgages, charges and securities affecting the property of the Club for the preceding financial year.
 - (ii) The receiving of the Auditor's report upon the books and accounts for the preceding financial year.
 - (iii) The election of Executive Officers and Members of the Management Committee.
 - (iv) The appointment of a Patron, Honorary Lawyer and an Auditor(s) as required.
 - (v) Honorary Members / Life Members – nominations.
 - (vi) Notices of Motion.
 - (vii) To transact any General Business that may be brought forward in accordance with the Rules of the Club.
 - (viii) To determine Annual Membership Fees.

28. SPECIAL GENERAL MEETING

- a) The Secretary shall convene a Special General Meeting:
 - (i) When directed to do so by the Management Committee; or
 - (ii) On the requisition in writing signed by not less than one-third of the Members presently on the Management Committee or not less than the number of Affiliated Members of the Club which equals double the number of Members presently on the Management Committee plus one (1); or
 - (iii) On being given a notice in writing of an appeal against a decision of the Management Committee.
- b) Such meeting shall be held within twenty-one (21) days of receipt of such notice or request, and the provisions of Rule 30 shall apply in regard to quorum, notice of meeting and meeting procedures.

29. REGULAR GENERAL MEETINGS:

- a) A minimum of three (3) Regular General Meetings shall be held throughout the year for the benefit of Members and at such other times as may be determined by the Management Committee.
- b) The order of business shall be in accordance with the notice of the meeting circulated to Members pursuant to Rule 30.

30. GENERAL MEETINGS:

a) NOTICES:

Annual or Special General Meetings of the Club shall be called by the Secretary giving fourteen (14) days' notice to Members by posting a copy of such notice on the Management Committee Notice Board and by circular or electronic communication, posted, or delivered to each Member prior to the date of such Annual or Special General Meeting.

Any Notice of Motion for a General Meeting must be lodged with the Secretary and displayed on the Notice Board at least seven (7) days prior to the meeting. No Motions will be accepted from the floor of the meeting, except those that are an amendment to a previously advised Notice of Motion.

b) MEETING PROCEDURE:

Unless otherwise provided by these Rules, at every General, Special General, or Regular General Meeting:

- (i) The Chairperson shall preside, or if there is no Chairperson, or if he is not present within ten (10) minutes after the time appointed for the holding of the meeting or is unwilling to act, the Deputy Chairperson shall be the Chairperson or if the Deputy Chairperson is not present or is unwilling to act then the Members present shall elect one (1) of their number to be Chairperson of the meeting.

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- (ii) The Chairperson shall maintain order and conduct the meeting in a proper and orderly manner.
- (iii) Every question, matter or motion shall be decided by a majority of votes either by a show of hands or a division of Members present and voting for or against a motion, unless not than one fifth of the Members present demand a secret ballot, in which case there shall be a secret ballot. And in the case of the election of Office Bearers or an appeal against a Management Committee decision there shall be a secret ballot.
- (iv) Subject to the provisions of clause (v) of this Rule, every Member present shall be entitled to one vote and in the case of an equality of votes the Chairperson shall have a second or casting vote.
- (v) Notwithstanding the provisions of Rules 8(b) and 34(f), a Member whose annual subscription has not been paid as at the date of any General Meeting shall not be entitled to attend or have a vote at any such Meeting.
- (vi) The Chairperson shall appoint a Returning Officer and two (2) Scrutineers to conduct a secret ballot in such manner, as he shall determine, and the result of the ballot as declared to the Chairperson shall be deemed to be the resolution of the meeting of which the ballot was demanded.
- (vii) The Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Management Committee Meeting and General Meeting to be entered in a book to be open for inspection at all reasonable times by any financial Member who previously applied 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 shall be signed by the Chairperson and Secretary of that meeting or the Chairperson and Secretary of the next succeeding Management Committee Meeting verifying their accuracy. Similarly, the minutes of every General Meeting shall be signed by the Chairperson and Secretary of that meeting or the Chairperson and Secretary of the next succeeding General Meeting. The minutes of any Annual General Meeting shall be signed by the Chairperson and Secretary of that meeting or the Chairperson and Secretary of the next succeeding Annual General Meeting.

c) QUORUM

- a) The Quorum for a General Meeting is at least double the number of Members elected or appointed to the management Committee at the close of the Association's last General Meeting plus one (1).
- b) 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.
- c) If within half an hour from the time appointed for the commencement of any General Meeting a quorum is not present, the meeting shall stand adjourned to the same day in the next week at the same time and place, or to such other day and such other time and place as the Management Committee Members present may determine, and if at the adjourned meeting a quorum is not present within half an hour from the appointed time of the meeting, the Members present shall constitute a quorum.

- d) The Chairperson may, with 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. Save as aforesaid it shall not be necessary to give any notice of an adjournment or the business to be transacted at an adjourned meeting.

d) VOTING BY SECRET BALLOT:

- (i) When a secret ballot is required, the method of voting for a secret ballot shall be determined by the Management Committee
- (ii) “The Returning Officer shall:
 - Control the issuing of ballot papers and subsequent collection and counting of same.
 - Liaise with the Secretary as regards the preparation of ballot boxes.
 - Ensure that only those entitled to vote are issued with the necessary ballot papers and that the ballot boxes are correctly located for the lodgement of same.
- (iii) Neither the Returning Officer nor any Scrutineer shall be a candidate in such ballot.
- (iv) Advise the Chairperson of the Meeting of the result of the Scrutineers count and the Chairperson shall announce the result to the Meeting.
- (v) The ballot material shall not be destroyed without the authority of a motion passed at the Meeting and it shall be the duty of the Returning Officer to carry out such instruction.”

31. BY-LAWS

- a) The Management Committee may make, amend, or repeal By-Laws, consistent with these Rules for the internal management of the Club.
- b) The By-Laws for the time being in force shall be binding on Members and Affiliated Clubs.
- c) The Ladies' and Men's Section may recommend any new, or variation to Section By-Laws, for consideration of the Management Committee after ratification by Section Members voting at a Section General Meeting.
- d) A By-law may be set aside by a vote of Members at a General Meeting of the Club.

32. ALTERATION OF RULES:

Subject to the provisions of the Association Incorporation Act 1981, these Rules may be amended, rescinded, or added to from time to time by a resolution carried at a Special or Annual General Meeting. No such amendment, repeal or addition shall become valid until it has been registered by the Club Secretary.

33. COMMON SEAL

The Management Committee shall provide a Common Seal, and for its safe custody. The Common Seal shall only be used by the authority of the Management Committee and 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.

34. FINANCE FUNDS and ACCOUNTS

- a) The Financial year of the Club will end on 30th June each year, or any other 12-month period as approved by the Management Committee
- b) The funds of the Club shall be deposited in the name of the Club in such bank or financial institution as the Management Committee may from time to time direct.
- c) All monies shall be deposited as soon as practicable after receipt thereof.
- d) All accounts for payment shall be authorised by any two (2) of the Management Committee and paid by Electronic Funds Transfer where possible. Members who have a familial relationship shall not have authority to co-sign for outgoing funds from either the cheque account or withdrawal forms or any other form issuing funds from the Club's accounts.
- e) All amounts of over Five Hundred Dollars (\$500), except for Poker Machine and Keno Manual Payments (which will be paid in accordance with the Gaming Act), shall be paid by cheque or electronic funds transfer signed by any two (2) of the Chairperson, Secretary, Treasurer, or other Member authorised from time to time by the Management Committee.

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- f) A nomination Fee and Annual Subscription as determined in accordance with these Rules shall be payable by all Members other than those provided for in Rule 7(c) and 7(e). If a Member fails to pay his annual subscription within the period as prescribed in Rule 8(b), they shall be deemed unfinancial. The fees, as fixed, shall be payable by new Members joining the Club in the twelve (12) months following the Annual General Meeting, subject to the provisions of clause (i) of this Rule.
- g) The Management Committee shall have the right to vary the Annual Subscription in case 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 (1) month of the Management Committee's decision being advised to them, they shall not be deemed unfinancial.
- h) The Management Committee shall have the power to charge a playing fee, such fee being subject to variation as determined by the Management Committee.
- i) Any person taking up Membership after the commencement of a quarterly period shall pay the subscription fee on a pro-rata monthly basis from the date of acceptance as a Member to the end of the yearly period.
- j) The Club at any time may strike a special per capita levy on all Affiliated and Life Members at an Annual or Special General Meeting of the Club. 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 that meeting. The Secretary shall advise Members that a levy has been struck and the amount thereof by placing a notice on the Management Committee notice board and by circular or by electronic communication, posted or delivered to each Member within two (2) days following the meeting.
- k) Each Member who had not paid the levy within fourteen (14) days shall be advised by letter delivered to the Member or posted to his address, of any levy struck as aforesaid. If a Member fails to pay the levy within one (1) month of the day following the posting of the letter of advice, he shall be deemed unfinancial.
- l) All expenditure shall be approved or ratified at the next Management Committee meeting

35. VISITORS

- a) all visitors who are Members of any club affiliated with clubs QLD and who are not under notice or order of suspension or expulsion have reciprocal rights within this Club and shall be deemed to be visiting Members of the Club whilst on the club premises. Such visitors may be accorded the privileges of Members of the Club but shall not take part in any meeting of the Club nor vote.
- b) 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 from any visitor without assigning any reason for such refusal and to regulate the attendance of visitors at the Club for any such period deemed advisable. The Club's rights and powers under this rule may be exercised by the Chairperson or in his absence by a Member of the Management Committee or a duly authorised person if a visitor refuses a lawful request to leave the premises, s/he becomes a trespasser and may be dealt with by law.

36. LAWS OF THE GAME

The Laws and Rules of the Game adopted from time to time by Bowls Australia shall be the Laws and Rules of the Game in this Club.

a) CONDUCT OF THE GAME / Club Organised Competitions:

- a) This is a responsibility of the duty Games Controller.
- b) Roll Up (practice)

Practice roll ups are not permitted on any green where a Club championship or District Pennant event is in progress.

Practise rollups are permitted on the same green as a Club organised competition, if agreed to by the duty Games Controller, provided that a space of at least one rink is maintained between players in an event and the member who is practising.

Bowlers rolling up are requested to sign a Roll up register (an insurance requirement) and pay any fee if and when required.

Practise driving is not permitted when a Club event is in progress.

37. ACTIVITIES SHALL BE LAWFUL

The Club shall comply with all lawful requirements of the Commonwealth, State and Local Government and other Statutory Authorities having jurisdiction over any activity of the Club.

38. DOCUMENTS

The Management Committee shall provide for the safe custody of books, documents, instruments of title and securities of the Club.

39. INDEMNITY CLAUSE

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 of the authority of the Club and such act was legal and performed with due diligence, 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.

40. DISSOLUTION

The Club may be dissolved by resolution of the Members at a Special General Meeting confirmed by a resolution at a further Special General Meeting called at an interval of not less than thirty (30) days thereafter. The two (2) meetings may be convened by one (1) notice delivered or posted to every financial Member fourteen (14) clear days before the date of the first Special General Meeting. The resolution proposed in connection with the voluntarily dissolution shall not be deemed to have been carried unless passed by three-fourths of those financial Members present and entitled to vote at each of the Special General Meetings.

41. DISTRIBUTION OF SURPLUS ASSETS

If the Club shall be wound up in accordance with the provisions of the Associations Incorporation Act 1981, and there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the Members of the Club. Funds shall be given or transferred to another registered institution with similar club objects, as determined by the Members of the Club.

42. ACCEPTANCE OF RULES BY MEMBERS

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

PART 3: SCHEDULE 1: CODE OF CONDUCT

1. PRINCIPLE

The Urangan Bowls Club Inc. Code of Conduct sets out the expected behaviours for anyone on Club premises, including Members, officials, visitors and spectators. This code applies to all persons, whether involved in the Sport of Bowls or enjoying the social facilities of the Club.

43. GENERAL CODE OF CONDUCT

All interested parties have rights and responsibilities in the sport of bowls at the Urangan Bowls Club Inc.

RIGHTS INCLUDE:

To be involved in a sport that is inclusive and free from discrimination.
To be treated with respect and dignity
To be able to participate in a competitive and social environment free from unacceptable behaviours and language

44. RESPONSIBILITIES INCLUDE:

- To respect the rights of others to fully enjoy the Club's facilities and services.
- To interact with fellow members, staff & visitors in a courteous manner.
- To comply with the Club's policies, signage, and lawful directions of employees and Duty Officers
- To access the Club with proper identification and fulfil sign-in requirements, where applicable.
- To act in a manner that is acceptable to all and not use obscene, offensive, abusive, threatening, or intimidating language or gestures.
- To not deliberately tarnish the reputation of the Club or bring it into disrepute
- To maintain appropriate confidentiality about dealings that any person has with the Urangan Bowls Club Inc
- To not post on social media, derogatory statements about the Club or individual members.
- To show due consideration to the needs of others, including their right to privacy. To refrain from illegal gambling,
- To refrain from representing the Club, unless properly authorized.
- Unless specially approved, food or drink is not to be brought onto the club premises, except for light meals or snacks brought in by Members and eaten prior to or during a Club game or event.

- To ensure a responsible adult always accompanies children whilst on club premises
- To not solicit petitions without prior permission.
- To not promote political or religious subjects whilst on Club premises.
- To abide by the dress code of the Club as specified.
- To not conduct fundraising for other organizations on Club premises, without prior permission while on Club premises.
- To handle property belonging to the Club with care and diligence.

45. BREACHES OF THE CODE OF CONDUCT – REPORTING & RESOLUTION

Where any Member believes that another Member or non-Member has breached the Code of Conduct, that Member may report the breach to the Management Committee (MC). Such report must be in writing stating the circumstances of the breach.

Any reported breach of the Code of Conduct will be investigated by the Management Committee. The MC may impose either a reprimand, suspension or revoking of Club Membership or any other action deemed necessary.

PART 4: GENERAL CLUB BYLAWS

1. ELECTION OF MANAGEMENT COMMITTEE AS PER CONSTITUTION

The election of the Management Committee shall be conducted as prescribed by the Constitution rule 14.

46. DUTIES OF THE MANAGEMENT COMMITTEE MEMBERS

- a) "Management Committee" means the Members elected at each Annual General Meeting of the Club in accordance with this Constitution to run the business and operations of the Club subject to the provisions in the Act and/or the resolution of the Members at a General Meeting of the Club.
- b) Chairperson of Management Committee: The Chairperson of the Management Committee shall be responsible subject to the Management Committee and General Meetings of Members for the overall administration of the Club. He/she shall preside at all meetings of the Club. He/she shall attend to the carrying out of the decisions of the Club or Management Committee and generally see that Members are properly accommodated and the Constitution of the Club is fully adhered to by all Members.
- c) Deputy Chairperson: The Deputy Chairperson shall assist the Chairperson to ensure that all duties allotted to them by the Management Committee are properly carried out. In the absence of the Chairperson the Deputy Chairperson shall carry out the duties normally performed by the Chairperson.
- d) Secretary: The Secretary shall call meetings of the Club in accordance with the Constitution. Liaise with the Chairperson, prepare notices and meeting business in accordance with Club Rules and keep a faithful record of the business transacted at all meetings of the Management Committee and General meetings of the Club. The notice calling the Annual General Meeting shall have attached to it the Club's Annual Report. Liaise with Sections on the maintenance of the Clubs Register of Members and ensure this Register is kept in accordance with the Act. The Secretary shall receive all correspondence addressed to the Management Committee or Urangan Bowls Club Inc and reply thereto as the Management Committee may direct. Should the Secretary be absent or ill, or neglect or refuse to do anything required by the By-Laws, the Management Committee shall have power to appoint any other Member of the Club to act in that capacity.
- e) Treasurer: The Treasurer shall keep a record of the receipt and expenditure and keep correct accounts and books showing the financial affairs of the Club and the particulars usually shown in the books of account of a like nature and report the financial position of the Club at each monthly meeting of the Management Committee. The Treasurer shall also submit to the Annual General Meeting a statement of the accounts for the preceding year, said accounts to be audited by a person registered as a Public Accountant under the Public Accountants Registration Act 1946 - 1975. Should the Treasurer be absent or ill, or neglect or refuse to do anything required by these By-Laws, the Management Committee shall have the power to appoint any other Member of the Club to act in that capacity.

- f) Manager Greens and Surrounds: shall liaise with volunteers to ensure greens are kept in a first-class condition. Shall conduct regular testing of greens to ensure compliance with bowls competition standards, informing the Management Committee of any non-compliance. Shall liaise with Games Controllers to decide if greens are fit to play and the direction of play on that day. The Manager shall submit monthly reports to the Management Committee regarding any maintenance or greens issues.
- g) The Manager Club House Services is responsible for the Bar, Gaming and Catering functions in accordance with Management Committee policies. Shall ensure compliance with Liquor, Gaming and Catering legislative requirements. Shall submit monthly reports to the Management Committee on activities and any operational issues.

47. FUNCTION AND POWERS OF THE MANAGEMENT COMMITTEE

- a) The MC may exercise its authority to interpret the meaning of these rules and any matter relating to the Club on which these rules are silent, but any interpretation must have regard to the Act, including any regulation made under the Act.
- b) Each member of the Management Committee is responsible to ensure that the Club complies with the Act.
- c) The Management Committee may exercise all the powers of the Club and without limiting and subject to the provision of these rules shall have the following powers: -
 - (i) 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 for 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.
 - (ii) to borrow money from Members at a rate of interest not exceeding interest at the rate for the time being charged by bankers 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 provide and pay off any such securities.
 - (iii) to invest in such manner as deemed beneficial to the interests of the Club.
 - (iv) to regulate the opening and closing of the greens in consultation with the Manager of Greens and Surrounds.
 - (v) to transact and authorise expenditure, provided that the Management Committee is not empowered to authorise any single item of expenditure more than Twenty-Five Thousand Dollars (\$25,000) without prior approval of a General Meeting of the Club.
 - (vi) to appoint Sub-Committees when deemed necessary to investigate and report back on any matter concerning activities of the Club.
 - (vii) to call General Meetings of the Members.
 - (viii) to arrange meetings of the Management Committee.

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- (ix) to hire or let premises and greens.
- (x) to engage or dismiss labour, staff, and assistants.
- (xi) to make or vary By-Laws from time to time but not inconsistent with these Rules, the Laws of the Game or provisions of the Liquor Act 1992 and the Incorporation Act 1981
- (xii) To coordinate and arbitrate as necessary to ensure the equitable allocation of playing times amongst the Men's and Ladies' sections, competition, championships, charity days and social groups.
- (xiii) to otherwise act in the interest of Members.

48. SUB-COMMITTEES AND THEIR FUNCTIONS

- a) Sub-Committees will have a minimum Membership of three (3) persons.
- b) The Chairperson of the Management Committee shall be an ex officio Member of all Sub-Committees.
- c) All Sub-Committees shall meet regularly to deal with matters within the scope of that Sub-Committee's designated functions. They shall report regularly to the Management Committee in the manner required by the Management Committee.
- d) A Sub-Committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority vote of the Members present, and, in the case of equality of votes the question shall be deemed to be determined in the negative.
- e) The Management Committee shall be advised of any suggestions or decisions reached by the Sub-Committees.

49. CLUB NOTICE BOARD

A Notice Board upon which all Club notices shall be posted, will be in a conspicuous position in the Club House. No notice shall be displayed without authorisation of the Management Committee and/or the relevant Sections.

50. ELECTION OF SECTION COMMITTEE OFFICERS

The election of Club Section Committee Officers shall be made in accordance with the constitution.

51. ATTENDANCE AT MEETINGS

- a) Unless in attendance at any meeting before the correspondence is read, a Member of the Club shall be deemed not to be in attendance and forfeit all privileges of the meeting-

- b) Attendance at Management Committee Meetings: Any Member of the Management Committee, who absents themselves from regularly notified Meetings of the Management Committee, on three (3) consecutive occasions without the consent of the Management Committee shall be deemed to have vacated their office.

52. CLUB COLOURS

The Colours of the Club are Dark Royal Blue and Gold.

53. RECIPROCAL CLUBS

The Clubs with which the Club has formal Reciprocal Arrangements are:

- i. Each Licensed Club affiliated with Bowls Australia.
- ii. Each other Club for which reciprocal rights have been granted as defined by Clubs Queensland.

Each bona-fide Member of a Club with which there exists a Formal Reciprocal Arrangement shall (conditional upon the maintenance of proper standards for dress, behaviour and decorum) be afforded the same privileges and services within the Club, as those afforded to a Social Member of the Club.

54. DRESS STANDARDS

- a) All Members and Visitors shall be properly attired in at least good, clean, neat casual wear.
- b) When bowling, all persons must comply with the Bylaw Attire guidelines.

The Management Committee shall set out a good standard of dress as the minimum requirement in relation to Members and visitors within the confines of the Club. Such requirements will be displayed in a prominent position within the Clubs premises.
- c) Full details of dress standards for Bowlers are found in Section Bylaw 15.

55. RELATIVITY OF SUBSCRIPTION BETWEEN CLASSES OF MEMBERSHIP

The Management Committee shall at least annually review and establish the fees and charges associated with Membership of the Club in accordance with the Constitution.

- a) Nomination Fees: All people nominated for Affiliated Membership of the Club Other than Life and Honorary Members or social members) shall pay the same sum as a non- refundable nomination fee to cover the costs associated with the processing of the nomination irrespective of the class of Membership.
- b) Affiliated Members shall pay the full subscription. The Management Committee may authorize an offer of Long-Term Membership to ordinary members from time to time based on –Long Term (Paid up for 15 years) =14 times annual ordinary subscription.

Short Term (Paid up for 8 years) = 7 times annual ordinary subscription.

- c) Junior Members: Junior Members shall pay a subscription equivalent to fifty percent (50%) of the full subscription provided this amount is not less than the amount paid to Bowls Australia, Bowls Qld, and Division/District for capitation fees when the total aggregated amount of all capitation fees will be the amount payable.
- d) Social Members: Social Members shall pay a subscription as determined in accordance with Rule 8(a).
- e) Life Members: Life Members shall not pay a subscription.
- f) Honorary Members: Honorary Members shall not pay a subscription.

56. QUALIFICATIONS FOR VISITORS

A person who is a bona-fide guest of a Member or otherwise qualified as a Visitor under the provisions of the Liquor Act may be admitted as a Visitor to the Club provided, however, that he/she always maintains proper standards for dress, behaviour and decorum.

The basic qualification for a person to be admitted as a Visitor to the Club is that the person concerned (if they so choose) would be properly qualified to be favourably considered for Membership of the Club.

57. CONDUCT AND CONTROL OF VISITORS

The Duty Manager/Bar Attendant is fully responsible for the conduct and control of Members and Visitors within the Club and shall undertake any lawful action at any time to ensure that the harmony and decorum of the Club is sustained at a high standard for Members and their guests.

58. CONDUCT AND CONTROL OF MINORS

The Bar Manager has full responsibility to ensure that the Club is not prejudiced under the provisions of the Liquor and Gaming Legislation by the actions of a minor, a Member who is a minor or a Member who is responsible for a minor.

- a) Junior Members: A Junior Member, by virtue of such Membership shall fulfil all the duties and obligations of Membership prescribed from time to time by the Management Committee to ensure compliance with the Club's Liquor Licence.
- b) Minors Other Than Junior Members: A minor is only permitted to enter the Club in the company of a Member (other than a Junior Member) who shall be fully responsible for the minor's conduct and behaviour in compliance with the rules prescribed from time to time by the Management Committee to ensure compliance with the Liquor and Gaming Legislation.

59. CASHING MEMBERS' CHEQUES

Only the personal cheque of a Member may be authorised by the Duty Manager/Bar Attendant, at their sole and absolute discretion, to be cashed by the Club up to the maximum amount allowed by the Management Committee

60. PATRON OF THE CLUB

The Patron of the Club is a person elected at an Annual General Meeting to:

- (i) Enhance the standing of the Club in its community.
- (ii) Provide an example for Members.
- (iii) Assist the Chairperson of the Management Committee and other Officers in the Club to establish and sustain standards for the Club's development.
- (iv) Officiate on appropriate occasions.
- (v) Undertake any such other duties appropriate to the office of patron. Patron(s) – Patroness(es):
- (vi) Each Section shall appoint/elect its own Patron(s) - Patroness(es) at their Annual General Meeting.

61. ROLE DESCRIPTIONS FOR THE MANAGER AND STAFF

The Bar & Gaming Manager and club staff shall respond diligently to the requirements of the Management Committee and provide high levels of professional services, skills and expertise, for the benefit of the Club as a whole and for the Members in particular.

62. CONDITIONS FOR STAFF EMPLOYMENT

The Club shall maintain the highest standards of employee training and working conditions for all staff as required by Registered and Licensed Clubs Award 2020, the Liquor, Foods and Gaming Legislation and the Workplace Health and Safety Act, in order that the highest standard of service is provided to all Club Members and Patrons.

63. REIMBURSEMENT OF EXPENSES

Any member or club employee shall be paid out-of-pocket expenses for any previously authorised expense on behalf of the Club. No person shall be paid an honorarium by the Club. Any person who undertakes any authorised activity for and/or on behalf of the Club, and who incurs an expense in association with that activity shall have fair and reasonable reimbursement of that expense without provision of any payment by way of commission or profit.

64. MEMBER'S BOWLS

Each Member is wholly and solely responsible for their own Bowls, bag, associated equipment and all clothes and personal items, and the Club shall at no time accept any responsibility for their security, safekeeping or any loss or damage whether or not it is contained in any locker, or cabinet provided by the Club. Use of a Member's Bowls by anyone without that Member's permission is strictly forbidden.

65. CONDUCT OF THE GAME

This is the responsibility of the Duty Games Director and relevant Committee and will be governed accordingly.

66. PROTOCOL

On Special Occasions or Functions (e.g., Competitions, Carnivals) the Chairperson of the Management Committee or their representative shall be invited by the Section President of the Day to address the guests on behalf of the Management Committee.

The offer of the use of the Green and Club House shall be the responsibility of the Section President or their Representative of the day.

PART 5: CONTENTS OF SECTION COMMITTEE BYLAWS

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PART 6: URANGAN BOWLS CLUB INC. SECTION BYLAWS

SECTION COMMITTEES

1. ELECTION OF SECTION OFFICERS:

a) NOMINATIONS:

Nominations for Members of the Committee shall be made in accordance with the Constitution.

b) ELECTION OF SECTION OFFICERS

The election of Section Officers shall be made in accordance with the Constitution

c) RETURNING OFFICER

The appointment and duties of a Returning Officer shall be made in accordance with the Constitution.

d) VOTING

Voting shall be in accordance with the Constitution

e) NOTICE OF MEETINGS

Notice of Meetings shall be given in accordance with the Constitution

67. MEETING PROCEDURE:

Unless otherwise provided by these Rules, at every General, Special General, or Regular General Meeting, the meeting shall be conducted in accordance with the Constitution.

68. ANNUAL GENERAL MEETING

- (a) The Men's Section Annual General Meeting shall be held a month prior to the Annual General Meeting of the Club's Management Committee on a date to be fixed by the Section Committee. The Ladies' Annual General Meeting shall be held in the month of July on a date to be fixed by the Section Committee.
- (b) At the Section Annual General Meeting the following business will be dealt with:
- (i) Apologies.
 - (ii) Confirmation of Minutes of previous Meeting.
 - (iii) Business arising from Minutes.
 - (iv) The Annual Report
 - (v) Election of Office Bearers.
 - (vi) Election of Selectors
 - (vii) Election of Standing Committees as required;
 - (viii) Election/ appointment of Patrons / patronesses.
 - (ix) Election of such Sub-Committees as the Section may deem necessary in accordance with these rules; and
 - (x) Notices of motion.
 - (xi) General Business

69. SECTION COMMITTEE

- a) All Members of the Section Committee shall be honorary and elective. Each financial Member of the Urangan Bowls Club Inc. shall be eligible to hold Office save as otherwise provided by these By-Laws and subject thereto.
- b) The Section Committee shall consist of the following positions:
- President
 - Senior Vice President/s
 - Junior Vice President
 - Secretary
 - Assistant Secretary
 - Games Controller
 - Assistant Games Controller
- And up to three (3 or 4) Committeepersons (Plus the Immediate Past President) with the power to add.

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NOTE: One (1) Member of the Section is to be elected as Section Delegate to the District Bowls Association.

Also one Member of the Section may be nominated to stand for election at the Annual General Meeting of the Management Committee. Such nomination will need to comply with Rule 13 of the Club's Constitution.

- c) At every Annual General Meeting of the Section - the Section Committee shall retire from office, but if nominated shall be eligible for re-election.
- d) In the event of a vacancy occurring in respect of Office Bearers of the Section Committee, such vacancy shall be filled by a person appointed in an acting capacity until such time as the vacancy shall be filled by election from nominations at the next Section Meeting.
- e) Any Member of the Section Committee who absents from regularly notified Meetings of the Section Committee on three (3) consecutive occasions without the consent of the Section Committee shall be deemed to have vacated their office.
 - (i) A simple majority of Committee Members shall be a quorum.
 - (ii) Only Affiliated and Life Members of the Urangan Bowls Club Inc. Section shall be entitled to vote at any Meeting of the Section.
- f) No Member of the Section will hold more than one (1) position of office. The only exception to this rule will be the President who is an ex-officio Member of any sub-committee

70. FUNCTIONS OF SECTION COMMITTEES

The Section Committees:

- a) Shall have the authority to interpret the meaning of these By-Laws and any matters on which these By-Laws are silent.
- b) Shall ensure that the Laws of the game of Bowls are adhered to.
- c) Shall Consider proposals for membership in accordance with rule 9 and make recommendations to the Management Committee for ratification or otherwise.

71. FUNCTIONS OF SECTION SUB-COMMITTEES

The Section Committee may appoint a Sub-committee at any time if deemed necessary to assist in any Section activities

The President shall be an ex-officio Member of all Section Sub-Committees except for the Selection Committee.

- a) The Chairperson of each Sub-Committee shall present a report to each regular monthly meeting of the Section Committee.
- b) All Sub-Committees shall meet regularly to deal with matters within the scope of that Sub-Committee's designated functions.
- c) The Chairperson of each Sub-Committee shall advise the President and Secretary of the date and time of any proposed Meeting.
- d) The President and Secretary shall be notified immediately of all suggestions or decisions reached by the Sub-Committee.
- e) All decisions and suggestions shall be submitted to their Section Committee as recommendations for approval unless the Section Committee has given prior authority to act.

72. DUTIES OF SECTION COMMITTEE MEMBERS

- a) **PRESIDENT** - Shall attend to the carrying out of decisions of the Section Committee and generally see that the Members are properly accommodated and that the Constitution of the Club is adhered to.
- b) **VICE PRESIDENT/S** - Shall assist the President in seeing all matters requiring attention are properly carried out. In the absence of the President, a Vice President shall carry out the duties normally allocated to the President.
- c) **SECTION SECRETARY** – Shall:
 - (i) Record all Minutes of Section Meetings.
 - (ii) Organise and manage all Inter-Club social visits at home or away and shall, subject to the Management Committee, allocate dates for all such Bowls fixtures.
 - (iii) Be a Member of the Special Events Committee, (if applicable).
 - (iv) If they so desire, appoint a Section Sub-Committee to assist.
- d) **ASSISTANT SECTION SECRETARY** – Shall assist the Secretary as required from time to time. And to accept invitations on behalf of the Club and answer same after consultation with the President

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- e) GAMES CONTROLLER – Shall:
- (i) Appoint a sufficient number of Members to organise matches on those days.
 - (ii) Be responsible for the collection of fees applicable to any games being played.
 - (iii) Determine conditions of social play.
 - (iv) Arrange for an Umpire for the day games under his/her control where required.
 - (v) Appoint Markers for Association or Carnival Single Games.
 - (vi) Give priority on allocation of rinks for Championship play.
 - (vii) Abide by the Rules of Procedure set out for Club Championships.
 - (viii) If they so desire, appoint a Section Sub-Committee to assist.
 - (ix) Appoint Markers for all singles games under his/her control.
 - (x) Shall be an ex officio non-voting Member of the Yearly Selectors Committee.
 - (xi) Conduct the draw for championships and competitions.
- f) ASSISTANT GAMES CONTROLLER - To assist the Games Controller.
- g) DIVISION AND DISTRICT ASSOCIATION DELEGATE/S –

The Delegate/s shall attend the Meetings of the Association and vote as instructed by their Section Committee of the Club.

The Delegate/s shall report fully to their Section Committee of the Club at the monthly Meeting following the Meeting of the Division and or District Association on the proceedings of the Division or District Association.

- h) YEARLY SELECTORS OR SOLE SELECTOR –

There will be three (3) Selectors plus the non-voting President and /or the Section Games Controller. The Chairperson has the deciding vote.

The Selectors and Games Controller shall select teams and sides for Pennant Matches. They may also grade and / or handicap players for all Club Competitions for which grading and / or handicapping is required.

The Selectors and Games Controller shall arrange to:

- (i) Appoint a Manager for each Pennant Side.
- (ii) Prepare cards for each Pennant Side.
- (iii) Forward the results of all Pennant Games played to the DBA as required.
- (iv) Arrange with the Chairperson Greens & Surrounds the rinks for Pennant play.
- (v) Keep records of the games played by each Pennant Player/Teams performances and display a programme point score for each Pennant side.

- (vi) When requested by their Section Committee, select individuals, teams or sides for any Representative games.
- (vii) Appoint Master Score Attendants for Pennant games at home if required.
- (viii) Prepare travel and green fee vouchers for side Managers when playing away games, if applicable.

73. PENNANT SIDE MANAGERS

- a) Shall check with Team Captains the presence of all players prior to Pennant games.
- b) Shall pay car drivers allowances (if applicable) and green fees to Clubs visited during Pennant play.
- c) Shall arrange the team draw for Pennant play at home or away, and assist in the completion of an official result slip at the end of play.
- d) Shall ensure that the Pennant Master Score Record is kept up to date as required by the DBA Rule.
- e) Shall, at the end of the days play return cards and a copy of the result slip to the Chairperson of Selectors.
- f) Shall ensure Club colours are worn for Pennant Play.

74. CONDUCT OF CLUB CHAMPIONSHIPS

The Club Championships shall consist annually of the Sections 'A' Singles, Pairs, Fours and Triples, in addition to any other competitions, which may be decided by the Section Committee.

Nominations for Club Championships accompanied by the respective nomination fees (if applicable) shall be in the hands of the Games Controller not later than the closing date decided on by the Games Controller.

The Games Controller shall make all drawings for Championships in the presence of not less than three (3) Members of the Club, each of whom shall attest the drawings by signing each drawing before it is placed on the Section Notice Board.

The Games Controller shall commence the competitions as soon as practicable after the draw is completed.

The Games Controller shall call the games to be played giving at least seven (7) days' notice thereof by placing the names on the Section Notice Board.

A player must be a financial Member of the Club at the closing of nominations to be eligible to play in the Club Championships:

The bowling year shall commence on 1 July.

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ELIGIBILITY:

'Novice' Singles: New Member under 3 years Membership of any club in Australia at close of nominations.

'Veterans': Must be 70 years of age on or before nominations close in that bowling year.

'A' Grade Singles: No restrictions.

'A' Grade Pairs: No restrictions.

'B' Singles:

A player must not have won a 'B' Grade Singles or any 'A' Grade Singles or Pairs event in any Club in Australia. A player can have been in a winning 'B' Pairs team and still be eligible. A player can have been in a winning Triples or Fours team during the week preceding the date of play and / or verbal notification on a previous playing day team and still be eligible.

'B' Pairs:

A player must not have won any Club or 'A' Grade Championship event in any Club in Australia. A player is not eligible if they have won a 'B' Grade Singles in a previous bowling year. A player can have been in a winning Triples or Fours team and still be eligible. A player can win a 'B' Grade Singles and play in 'B' Grade Pairs only in the same bowling year.

Triples and Fours Championships:

Where there are no grades there are no restrictions

Nominations for Mixed and 'B' Grade competitions shall close at the discretion of the Games Controller.

Nominations for Mixed and 'A' Grade competition shall close at the discretion of the games Controller but must be completed by 30th June.

Section Championships are to be played on times as arranged by the Games Controller or with the Consent of the Games Controller, at such times as arranged by the contestants within the requirements of the draw. All fixtures shall be subject to the availability of rinks.

Games set down are to be played by the date set down and a substitute provided if any player is unavailable. Subject to agreement between opposing teams, availability of rinks and consent of the Games Controller games may be played before the date as set down.

Team Skips are responsible for availability of their players or provision of a substitute.

Team Skips, who must provide a substitute for an unavailable player must ascertain if the player is an "eligible" substitute and report the substitution to the Games Controller or Controlling Committee prior to the commencement of the fixture. The consent of the Umpire of the day must be obtained and the card initialled by the Umpire.

All games will be played under the BA Laws of the game. The "play or forfeit" rule will apply, and the decision of the controlling body will be final.

An "Umpire of the Day" will be appointed for all Championship Games with the exception of Arranged Games that take place before "Call Out Day". On these days it is the responsibility of Skips playing that day.

All Championships are to be conducted under BA Rules.

75. CONTROLLING BODY

Authority to adjudicate on disputes may be delegated by the Section Committee to a Sub-Committee comprising of the Section President, Games Controller and the Umpire of the day.

76. RESIGNATIONS FROM THE SECTION COMMITTEE:

Resignations from the Section Committee shall be dealt with in accordance with the Constitution.

77. REMOVAL OF OFFICERS OF THE SECTION COMMITTEE:

Removal of officers of the Section Committee shall be dealt with in accordance with the Constitution.

78. VACANCIES ON THE SECTION COMMITTEE:

Vacancies on the Section Committee shall be dealt with in accordance with the Constitution:

79. BOWLING ATTIRE

Subject to any changes from time to time required by an amendment of the Australian Bowls Council Laws the game, the Controlling Body shall be responsible for ensuring that all Players, Markers and Umpires participating in games on an affiliated green, wear the correct attire.

80. SECTION DRESS STANDARDS:

The minimum requirement of clothing to be worn by Members and visitors shall be as follows:

a) CLUB ORGANISED COMPETITIONS:

Neat, clean casual attire may be worn. A Club uniform with a bowls shirt, bowls shorts, Bowls Australia approved leggings, skirts or skorts or trousers ; all in the Club dark royal blue colour is preferred. Approved bowls footwear must be worn. Members or visitors should refer to the list of BA approved footwear. Singlets and football shorts are not permitted to be worn.

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b) PENNANT BOWLS:

Club uniform is mandatory. Shirts may be slightly different if they are currently registered Club shirts. N.B. Some shirts have stars on the front or stars on the front and back as well and either may be worn. Other attire may vary in styles but must be the same dark royal blue colour. Approved Bowls Australia footwear and white socks must be worn.

Members shall wear a Club shirt which has been approved by Bowls Queensland. All players in a pennant side shall wear matching shirts, Bowls Queensland approved shorts, leggings, skirts or skorts or trousers, socks, footwear and headwear. Shorts and trousers shall be a matching colour. The Team Manager shall be responsible for ensuring all team Members are aware of the dress standards and ensuring all team Members are wearing the correct attire before the start of play.

c) DISTRICT BOWLS AND QUEENSLAND STATE BOWLS:

Members representing the district and playing in state events shall comply with the dress code adopted by the District Association and or Bowls Queensland.

d) CLUB CHAMPIONSHIP EVENTS:

(i) PLAYERS:

Shall wear a Club shirt which has been approved by Bowls Queensland. Bowls Queensland approved shorts, leggings, skirts or skorts, trousers, socks, jackets, footwear and headwear. The Bowls Co-coordinator shall be responsible for ensuring all players are aware of the dress standards before the start of play and are wearing the correct attire before the start of play. Failure to wear the required attire may result in disqualification from the championship

(ii) MARKERS:

Markers shall wear a Club shirt which has been approved by Bowls Queensland. Markers shall wear Bowls Queensland approved shorts, leggings, skirts or skorts, trousers, socks, jackets, footwear and headwear

(iii) UMPIRES:

All Umpires shall wear a Club shirt which has been approved by Bowls Queensland. All Umpires shall wear Bowls Queensland approved shorts, leggings, skirts or skorts, trousers, socks, jackets, footwear and headwear.

e) CARNIVALS:

Urangan teams may wear Club uniform or bowls attire with the Bowls Australia logo on them and it is best if the same-coloured bottoms are worn for appearance. Please always check for dress code on the event flyer. Approved Bowls Australia footwear must be worn.

81. BOWLS ETC

Laws 1(n) and 9, and BA By-Law 7 apply.

No Member shall use another Member's bowls or other personal property without the owner's permission.

Bowls or jacks shall not be deliberately dropped or thrown on the green. Bowlers at all times have a Responsibility and duty of care to Club property and for the safety of other bowlers and patrons for their actions.

82. REGISTRATION FOR PLAYING DAYS

Each Member shall be responsible for registration or deletion of their name on any playing day, irrespective of the type of game to be played.

Normal closing time for registration to play bowls is up to two (2) hours before the time set down for commencement of play on any playing day, provided that, no further names shall be accepted after sufficient players have entered for play on that day and further provided that names may be accepted after that time on the decision of the Games Controller that they be accommodated.

83. CANCELLATION OF REGISTRATION

A Member having entered their name for bowls and subsequently is unavailable or does not wish to play, must advise the Club Official in charge of that day's play not later than such time as the Section Committee may from time to time determine.

84. PRE-PLAY ROLL UP

No bowling prior to the commencement of play shall be permissible except at the discretion of the Games Controller, or as provided for by the conditions of any competition.

85. NOTICES FOR SECTION

A Notice Board shall be provided in a conspicuous position in the Club. All notices relating to the Section shall be posted on the notice board.

86. ALTERATION TO BY-LAWS

Subject to the provisions of the Club Constitution, these By-laws may be amended, rescinded, added to from time to time by the Management Committee. Section Committees may recommend any new or variation to Section Bylaws for consideration by the Management Committee.

URANGAN BOWLS CLUB INC.

176 DAYMAN ST. URANGAN QUEENSLAND 4655

Email: secretary@uranganbowlsclub.org.au

Telephone: (07) 4128 9679

Affiliated Member Bowls Queensland

CONSTITUTION & BY-LAWS

2022

AS ADOPTED BY
A SPECIAL GENERAL MEETING OF THE URANGAN BOWLS
CLUB INC. ON 20.02.22

MANAGEMENT COMMITTEE CHAIRPERSON:

David Powell

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MANAGEMENT COMMITTEE SECRETARY:

Elaine Savelli

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