

HALLS HEAD BOWLING & RECREATION CLUB (Inc)

CONSTITUTION

OVERVIEW – EXECUTIVE COMMITTEE

President

Vice President

Secretary

Treasurer

Director of Men's Bowls

Director of Ladies Bowls

Directors of Standing Committees

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- RWABA Royal Western Australian Bowls Association
 MDBL Murray District Bowling League
 AGM Annual General Meeting
 SGM Special General Meeting
 SM Special Meeting

CONSTITUTION

1. Name of the Club and Emblem

- 1.1 The name of the Club shall be the HALLS HEAD BOWLING & RECREATION CLUB (Inc).
- 1.2 The emblem shall be a Seagull in flight over a setting sun.

2. Official Club Colours

The Official Club Colours shall be those shown in the Club Bylaws.

3. The Principal Objects and Purposes of the Club

The Principal Objects and Purposes of the Club shall be:

- 3.1 To foster the game of lawn bowls and promote social and recreational activities and fellowship amongst the Members.
- 3.2 To affiliate with the Royal Western Australian Bowling Association. (RWABA)
- 3.3 To accept the RWABA Constitution Rules and Bylaws and shall make all decisions consistent therewith.
- 3.4 To play according to the Constitution, Bylaws and Laws of the Game currently recognized by the Club, except that games played according to the Fixtures of the Murray District Bowling League (MDBL) and shall be played according to their Constitution and Bylaws.
- 3.5 The property and income of the Club shall be applied solely towards the promotion of the objects of the Club and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to Members of the Club, except in good faith in the promotion of those objects or purposes.
 - 3.5.1 The Club shall provide and maintain bowling greens, buildings, grounds and such amenities as shall be deemed necessary from time to time for the use of its Members in accordance with the objectives of the Club.
 - 3.5.2 Make such arrangements as may be necessary for the purchase, lease or maintenance of land on which the Club is situated.
 - 3.5.3 As deemed necessary by a resolution at an Annual or Special General Meeting borrow money by way of loan or over-draft or by the issue of debentures to carry out the work or activities of the Club.
 - 3.5.4 Not be responsible for the loss or damage to any article whatsoever brought into the Club premises by Members or visitors.
 - 3.5.5 Prohibit a Member, without authority to injure or destroy any of the property of the Club, and any loss or damage from any breach of this Rule shall be made good by such Member to the satisfaction of the Committee. The Committee shall assess the amount to be paid by the Member.
 - 3.5.6 The Club may be dissolved or wound up by a Special Resolution at any General or Special General Meeting called for such purpose.
 - 3.5.7 If, upon the winding up of the Club there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid or distributed amongst the Members but shall be given or transferred to another Club under the Incorporation Act that has similar objects, or for charitable purposes.
 - 3.5.8 Which Club or purposes as the case requires, shall be determined by resolution of the members.
 - 3.5.9 Upon the dissolution of the Club the Commissioner of Taxation shall be advised within thirty (30) days.

3.5.10 A Secondary Objective is to maintain a Club License under the current Liquor Control Act and its amendments and provide facilities for its Members and guests upon the Club premises of which the Club is the bona-fide occupier.

4. Definitions

In construing this Constitution, unless the context or such otherwise indicates or requires;

- 4.1 The Club means the Halls Head Bowling & Recreation Club (Inc).
- 4.2 The Club Premises means all the land and structures thereon of which the Club is the bona-fide occupier.
- 4.3 The Committee means the Executive Committee of the Club, duly elected for the time being in accordance with these rules.
- 4.4 The Secretary means the Secretary for the time being and includes any deputy or person temporarily fulfilling the office of Secretary.
- 4.5 The Treasurer means the Treasurer for the time being and includes any deputy or person temporarily fulfilling the office of Treasurer.
- 4.6 Rules means this Constitution and its rules.
- 4.7 The Liquor Control Act means the *Liquor Control Act 1988 (WA)* and any amendments thereto, or any other legislation that may come into force to replace or supplement this Act shall form part of this Constitution.
- 4.8 The Health Act means the *Health Act 1911, Health (Public Buildings) Regulations 1992*, its amendments or other legislation that may come into force to replace or supplement shall form part of this Constitution.
- 4.9 RWABA means the Royal Western Australian Bowling Association including its trading name of Bowls WA.
- 4.10 Words purporting to the masculine gender shall include the feminine gender and words purporting the singular shall include the plural.
- 4.11 Member means any person who is qualified for membership in accordance with rule 7.

5. Amendments

5.1 Rules can be amended or repealed and new rules made on the vote of 75% of the Members at a General Meeting or Special General Meeting convened for that purpose.

- 5.1.1 Notice of any proposed amendment, repeal or addition must be signed by the Mover and Seconder and given in writing to the Secretary at least twenty-one (21) days prior to the meeting. (Annex B. Form for Notice of a General Meeting to alter Rules)
- 5.1.2 Such notice shall be posted on the Club notice board for not less than fourteen (14) days before the date appointed for the holding of such meeting for any proposal to amend, repeal or add to the Rules.
- 5.1.3 Within twenty-eight (28) days after the meeting of any proposal for a change to the Constitution or Rules of the Club, the Secretary shall provide to the Director of the Liquor Licensing, the Commissioner of Fair Trading and Bowls WA certified particulars of the change/s proposed and that effect is not given to the change without prior approval of the Director of Liquor Licensing and the Commissioner of Consumer and Employment Protection.

6. Dress Code

Dress shall be neat and tidy at all times.

7. Application for Membership

- 7.1 A person who wants to become a Member must apply in writing to the Club.
- 7.2 The application must include a Member's nomination of the applicant for Membership.
- 7.3 The application must be signed by the applicant and the nominating Member.
- 7.4 The applicant must specify in the application the Class of Membership to which the application relates. Applicants nomination for membership to be displayed in the Club not less than seven (7) days prior to acceptance.
- 7.5 The Committee must consider each application for membership of the Club and decide whether to accept the application or reject the application.
- 7.6 Subject to sub rule 7.7, the Committee must consider applications in the order in which they are received by the Club.
- 7.7 The Committee may delay its consideration of an application if the Committee considers that any matter relating to the application needs to be clarified by the applicant or that the applicant needs to provide further information in support of the application.

8. Membership Eligibility

- 8.1 The Act requires that a Club must always have at least six (6) Members with full voting rights to continue as a Club
- 8.2 Any individual who supports the objects or purposes of the club may apply to become a Member.

9. Member to receive Rules

- 9.1 The Club must give each person who becomes a Member of the Club a copy of the Rules in force at the time their membership commences.
- 9.2 The Club may provide a copy of the rules to new Members by electronic transmission or providing the details for the website where the Rules may be downloaded.
- 9.3 A hard copy must be provided if the Member requests that the Rules be provided in that manner.

10. Types of Membership

- 10.1 Bowling Member
 - 10.1.1 A Bowling Membership is available for persons over the age of eighteen years.
 - 10.1.2 They are eligible to stand for any Office in the Club.
 - 10.1.3 They have full voting rights.
 - 10.1.4 They can nominate Members for election in any Office of the Club
- 10.2 Honorary Life Membership
 - 10.2.1 Honorary Life Membership is conferred upon Members for long or conspicuous service to the Club
 - 10.2.2 They are eligible to stand for any office in the Club.
 - 10.2.3 They have full voting rights.
 - 10.2.4 They can nominate Members for election in any Office of the Club.
 - 10.2.5 Election to Honorary Life Membership. (see Club By-law)
- 10.3 Restricted Member.
 - 10.3.1 Is a member who can play in all social games as deemed by the Match Committee.
 - 10.3.2 They cannot participate in Pennant games or in Club Championships.
 - 10.3.3 They cannot vote at Club elections.
 - 10.3.4 They cannot nominate or second any Member to be elected to any Committee.

- 10.4 Junior Member
- 10.4.1 This is a person under the age of eighteen (18) years who may make application to the Club as a 'Junior Member' and if accepted, shall pay the prescribed subscription.
- 10.4.2 Junior members shall have no voice in the management of the Club and shall not be entitled to hold any Office or hold voting rights.
- 10.4.3 Junior Members cannot nominate or second a Member for election to an Office.
- 10.4.4 A Junior Member does not have the authority to invite guests to the Club.
- 10.4.5 Any Junior Member on attaining the age of eighteen (18) years wishing to remain a Member of the Club shall be granted the appropriate Club Membership and shall pay the full subscription as set down from time to time.
- 10.5 Social Member
- 10.5.1 A Social Member is a Member who is interested in promoting the objects of the Club but does not wish to participate in any sporting activities.
- 10.5.2 Social Members shall not be entitled to voting rights.
- 10.6 Temporary Member
- Is a visitor who is a member of a Club in the Murray District Bowling League who on any day is visiting the Club as a Member or an Official of another club, including those persons who are assisting a visiting Club to:
- 10.6.1 Engage in a pre-arranged event with the Club as per the Club's objects; or
- 10.6.2 Hold a pre-arranged function at the Club involving the use of the Club's sporting facilities.
- 10.7 Reciprocal Member
- Is a visitor who is not a member of a club in the Murray District Bowling League but is an Affiliated Member of any like Club in Western Australia or any Licensed Bowling Club outside of Western Australia.
- 10.7.1 They can play in any social game or in games by invitation from the Match Committee.
- 10.7.2 They shall have no voting rights nor be able to nominate any Member for any Office
- 10.8 Honorary Member
- 10.8.1 Honorary Membership that may be granted to Club Patrons, Sponsors, selected Government officers and any other such persons as the Committee may decide from time to time based on their relationship to the Club or community.
- 10.8.2 Honorary Membership will be restricted at any one time to a level deemed appropriate by the Committee or as may be suggested by the Liquor Control Authority. They shall not be entitled to vote.

11. Register of Members

- 11.1 The Secretary, or another person authorized by the Committee, is responsible to maintain a Register of Members and to record any changes in the Membership status of the Members of the Club within twenty-eight (28) days after the change occurs.
- 11.2 In addition to the matters referred to in rule sub 11.1 the Register must be available for inspection by the Liquor Control Authorities and by those authorized by the Committee.
- 11.3 The Register must include the class of membership to which each Member belongs and the date each Member became a Member. The Register should also include each Member's name, residential and/or postal address, line and/or mobile phone number and email address. The Register must not be removed from the Club premises.
- 11.4 The Secretary must keep a record, for at least one year, after a person ceases to be a Member of the Club and the reason the person ceased to be a Member.

- 11.5 The Register of Members shall be kept in the Club office, or at another place determined by the Committee.
- 11.6 A Member is entitled to inspect the Register of Members free of charge. The Member may make a copy of or take an extract from the Register but has no right to remove the Register for that purpose.
 - 11.6.1 The Committee has the authorization to determine a reasonable charge if they provide a copy or extract from the Register of Members.
 - 11.6.2 The Committee may require the Member to provide a Statutory Declaration setting out the purpose for which the copy or extract is required and declaring that the purpose is connected with the affairs of the Club.

12. When Membership Ceases

A Member ceases to be a Member when any of the following take place.

- 12.1 The Member dies, or
- 12.2 the Club is wound up, or
- 12.3 the Member resigns from the Club, or
- 12.4 the Member is expelled from the Club under rule 50.
- 12.5 the Member has failed to pay the annual membership fee within a period of three (3) months from the due date.

13 Club Year, Annual Membership Fees, Subscriptions and Levies

- 13.1 The Club Year shall commence on the 1st day of April in each year.
- 13.2 A Member must pay the annual Membership Fees and Subscriptions as determined at the March meeting of the Committee.
- 13.3 All Members are required to pay any levy that may be raised by the Committee from time to time. Exceptions may be granted to Members who show cause to the Finance Committee.
- 13.4 Subscriptions shall be paid annually in advance and are due on the first day in April each year.
- 13.5 Members shall be deemed financial until the thirty first (31) day in May in each year for the purpose of Club elections.
- 13.6 Payments may be made direct to the Treasurer or another person authorized by the Committee to accept payments or by electronic transfer to the Club's bank account.
- 13.7 If a Member has ceased to be a Member under sub-rule 12.5, offers to pay the annual membership fee after the period referred to in that sub-rule has expired –
 - 13.7.1 the Committee may at its discretion, accept or refuse the payment, and.
 - 13.7.2 if the payment is accepted, the Member's Membership is reinstated from the date the payment is accepted.
 - 13.7.3 the Secretary is to record in the Members Register the details of rule 12.5 as a break in Club Membership.

14. Management

The management of the Club shall be vested in the Committee. They shall establish and control all matters of conduct, policy, finance, promotion, publicity and planning relative to sporting and cultural activities within the Club and adjudicate on all matters impinging on the objects of the Club.

- 14.1 The Committee shall comprise of –
 - President
 - Vice President
 - Director Men's Bowls

- Director Ladies Bowls
- Secretary
- Treasurer
- Director of each Standing Committee
- 14.2 The Finance Committee shall comprise of –
 - President
 - Vice President
 - Secretary
 - Treasurer.
- 14.3 Co-opted Members
 - 14.3.1 The Committee shall have the power to co-op Members at any time to assist the Secretary, Treasurer or any Committee, to assist to further the objects of the Club provided such persons will not have voting rights in any Committee except when acting in the absence of the Secretary or Treasurer.
 - 14.3.2 The Men’s and Ladies Committees shall have the power to co-op Members at any time to assist or further their objects, provided such persons will not have voting rights except when acting in the absence of the Secretary or Treasurer or a Delegate.
- 14.4 Sub-committees
 - 14.4.1 A Committee may delegate any portion of their powers to a sub-Committee consisting of such Members as they think fit, provided that no act of any sub-Committee shall be binding on a Committee or the Club until ratified by the relevant Committee.
 - 14.4.2 Such sub-Committees must report to and be responsible to the Committee that appointed it.
- 14.5 The Committee is to decide the number and description of the Standing Committees required for the following year.
- 14.6 A Director can be appointed during the year to fill a vacancy that has occurred. This is a temporary position that may be ratified at the next General Meeting.

15. Duties of Committee Members

- 15.1 President
 - 15.1.1 Must consult with the Secretary regarding the business to be conducted at each Committee Meeting and at each General Meeting.
 - 15.1.2 May convene Special Meetings of the Committee.
 - 15.1.3 Should preside over Committee Meetings.
 - 15.1.4 Should preside over General Meetings.
 - 15.1.5 Must ensure that the minutes of a General Meeting or Committee Meeting are reviewed and signed as correct.
- 15.2 Vice President
 - 15.2.1 Shall assist the President in his duties.
 - 15.2.2 If the President is unable to Chair Committee or General Meetings the Vice President shall do so in his place.
- 15.3 Secretary
 - 15.3.1 Must co-ordinate the correspondence of the Club.
 - 15.3.2 Consult with the President about the business to be conducted at meetings and convene General Meetings and Committee Meetings, including preparing the notices of meetings and of the business to be conducted at each meeting.

- 15.3.3 Keep and maintain an up to date copy of the Rules and By-laws of the Club.
 - 15.3.4 Maintain a Member's Register including the email, street or postal address and telephone number.
 - 15.3.5 Update the Members Register within 28 days of new Members, Members resigning, Members suspended/expelled and in the latter case, include the date in which the Member ceases and reason for cessation of membership.
 - 15.3.6 Maintain a record of Office Holders of the Club. Committee Members may choose to nominate their business PO Box number and email address in lieu of their personal address.
 - 15.3.7 Ensure the safe custody of the books with the exception of the accounting records of the Club.
 - 15.3.8 Keep full and correct Minutes of the Committee Meetings for approval at the next Committee meeting which will then be stored and distributed where required.
 - 15.3.9 Keep full and correct Minutes of General Meetings which will be available to all Members within 28 days of the General Meeting and will be tabled for adoption at the next General Meeting.
 - 15.3.10 Perform any other duties as are imposed by these Rules or The Club on the Secretary.
- 15.4 Treasurer.
- 15.4.1 Must ensure all monies payable to the Club are collected and that receipts are issued for those monies in the name of the Club.
 - 15.4.2 Ensure the payment of all monies referred to in sub para 15.4.1 are paid into the account or accounts of the Club as the Committee may from time to time direct.
 - 15.4.3 Ensure timely payments from the funds of the Club with the authority of a General Meeting or of the Committee, with all cheques, drafts, bills of exchange, promissory notes and electronic payments. Other than electronic payments all payments shall be signed by two Committee Members or one Committee Member and a person authorized by the Committee.
 - 15.4.4 Ensure that the Club complies with the account keeping requirements as required.
 - 15.4.5 Ensure the safe custody of the financial records of The Club and any other relevant records of the Club.
 - 15.4.6 Coordinate the review of the Financial Report of the Club prior to its submission to the Annual General Meeting of the Club.
 - 15.4.7 Assist the reviewer or auditor (if any) in performing their functions.
 - 15.4.8 Perform any other duties as are imposed by these Rules or the Club on the Treasurer.
- 15.5 Sub-Committees.
- 15.5.1 The Committee may delegate any of its powers to Sub-Committees consisting of such Members as it thinks fit.
 - 15.5.2 Such Sub-Committees must report and be responsible to the Committee.
 - 15.5.3 No act of any Sub-Committee shall be binding on the Committee or Club until ratified by the Committee.
 - 15.5.4 The Chair must be an existing Member of the Committee.
 - 15.5.5 The President of the Committee must be an ex-officio Member

16. The Duties of the Finance Committee

On instruction from the Committee the Finance Committee will investigate the costs of future objects or projects by way of obtaining quotes and if applicable, investigate the possibility of

obtaining financial grants from other sources. These findings shall be submitted to the Committee for further consideration.

17. Auditors

- 17.1 There shall be an Auditor, not a Member of the Committee, who shall be elected at the Annual General Meeting.
- 17.2 The Auditor shall be independent to the Club.
- 17.3 Such Auditor shall audit the accounts and have the power at any time to call for all books, papers, accounts, etc. relating to the affairs of the Club.
- 17.4 The Auditor shall be entitled to receive such remuneration as the Committee may determine from time to time.
- 17.5 If any casual vacancy occurs in the office of any Auditor appointed by the Club, the Committee will fill the appointment until the next Annual General Meeting.

18. Elections/Appointment of Members of the Committee

- 18.1 The President and Directors of all Standing Committees shall be elected annually by the Members.
- 18.2 The Director of Men's Bowls shall be elected annually by all male Members at their AGM.
- 18.3 The Director of Ladies Bowls shall be elected annually by all female Members at their AGM.
- 18.4 The Secretary and Treasurer shall be appointed or reappointed annually by the Committee after each AGM. These appointments must be skilled based.
- 18.5 The Directors of Standing Committees shall be elected annually by all Members.
- 18.6 Members of the Men's and Ladies Bowls Committees shall be entitled to serve on any Standing Committee and Members may serve on more than one Standing Committee.
- 18.7 The Vice President shall be elected by the Executive Committee from its Members elected to the management of the Club at the first Executive meeting following the AGM.

19. The Terms of Office of Members of the Committee

- 19.1 The term of office of a Committee Member begins when the Member –
 - 19.1.1 is elected at an AGM; or
 - 19.1.2 is appointed to fill a casual vacancy.
 - 19.1.3 A Committee Member holds office until the positions on the Committee are declared vacant at the next AGM.
 - 19.1.4 A Committee Member may be re-elected.

20. Nomination of Committee Members

- 20.1 At least forty-two (42) days before an AGM the Secretary must send written notice to all the members –
 - 20.1.1 calling for nominations for the election to the Committee; and
 - 20.1.2 stating the date by which nominations must be received by the Secretary to comply with rule 19.1
 - 20.1.3 A Member who wishes to be considered for election to the Committee at the AGM must send written notice to the Secretary stating which position he is standing for at least twenty-eight (28) days before the AGM.
- 20.2 The written notice must include a statement by another Member in support of the nomination.
- 20.3 A Member whose nomination does not comply with this Rule is not eligible for election to the Committee unless the Member is nominated under rule 21.2.

21. Election of Committee Members

- 21.1 At the AGM, a separate election must be held for each position of Office Holder of the Club.
- 21.2 If there is no nomination for a position, the Chairman of the meeting may call for nominations from the Members at the meeting.
- 21.3 If only one Member has nominated for a position, the Chairman of the meeting must declare the Member elected to that position.
- 21.4 If more than one person has nominated for a position, the Members at the meeting must vote to decide who is to be elected to the position.
- 21.5 Each Member present at the meeting may vote for one Member who has nominated for the position.
- 21.6 A Member who has nominated for the position may vote for themselves.
- 21.7 On the Members election, the new President of the Club will take over as the Chairperson of the meeting.

22. Resignation and Removal from Office

- 22.1 A Committee Member may resign from the Committee by written notice given to the Secretary or, if the resigning member is the Secretary, given to the Chairperson.
- 22.2 The resignation takes effect –
 - 22.2.1 When the notice is received by the Secretary or the Chairperson; or
 - 22.2.2 if a later time is stated in the notice, at the later time.
- 22.3 At a General Meeting the Club may by Resolution –
 - 22.3.1 remove a Committee Member from office; and
 - 22.3.2 elect a Member who is eligible to fill the vacant position
- 22.4 A Committee Member who is the subject of a proposed Resolution may make written representations to the Secretary or Chairperson and may ask that the representations be provided to the Members.
- 22.5 The Secretary or Chairperson may give a copy of the representations to each Member or, if they are not so given, the Committee Member may require them to be read out at the General Meeting at which the Resolution is to be considered.
- 22.6 In the case where the Executive Committee resigns, the management of the affairs of the Club shall be vested in the President, Vice President, Secretary and Treasurer who shall be competent to exercise all powers vested in the Committee, until the holding of a Special General Meeting convened for the purpose of electing their successors; which Special General Meeting shall be held within twenty-eight (28) days after receipt of such resignation.

23. Quorum

Refer to Club By-law

24. Filling Casual Vacancies of the Committee

- 24.1 A casual vacancy occurs on a Committee when a Committee Member –
 - 24.1.1 resigns by notice in writing and that resignation is accepted by resolution of the Committee
 - 24.1.2 is convicted of an offence under the Associations Incorporation Act (1987)
 - 24.1.3 is absent from more than three (3) consecutive meetings without leave of the Committee and without satisfactory reason being given to the Committee, or
 - 24.1.4 being absent from three (3) meetings in the same financial year without tendering an apology.

- 24.1.5 ceases to be a Member of the Club.
- 24.1.6 is the subject of a resolution passed by a general meeting of Members terminating his or her appointment as a Committee Member.
- 24.2 The Committee may appoint a Member who is eligible to fill a position on the Committee that –
 - 24.2.1 has become vacant under Rule 21.2 or
 - 24.2.2 was not filled by election at the most recent Annual General Meeting or under Rule 24.1
- 24.3 If the position of Secretary becomes vacant the Committee must appoint a person who is eligible to fill the position within fourteen (14) days after the vacancy arises. This position is skilled based.
- 24.4 Subject to the requirement for a quorum under Club By-law, the Committee may continue to act despite any vacancy in its membership.
- 24.5 If there are fewer Members than required for a quorum under Club By-law, the Committee may act only for the purpose of –
 - 24.5.1 appointing Committee Members under this rule; or
 - 24.5.2 convening a General Meeting.
- 24.6 A paid Secretary or Treasurer cannot vote or be counted in the quorum of any meeting.

25. Validity of Acts

The acts of a Committee or sub-Committee, or of a Committee Member or a Member of a sub-Committee, are valid despite any defect that may afterwards be discovered in the election, appointment or qualification of a Committee Member or Member of a sub-Committee.

26. Payment to Members out of Club Funds

- 26.1 The property and income of the Association must be applied solely towards the promotion of the objects of the Club and no part of that property or income may be paid or otherwise distributed directly or indirectly to any Member except in good faith in the promotion of those objects or purposes.
- 26.2 A payment may be made to a Member out of the funds of the Club only if it is authorized under Rule 26.3.2 and 26.3.5
- 26.3 A payment to a Member out of Club funds is authorized if it is –
 - 26.3.1 the payment in good faith to the Member as a reasonable remuneration for any services provided to the Club, or for goods supplied to the Club, in the ordinary course of business; or
 - 26.3.2 the payment of interest on money borrowed by the Club from a Member at a rate not greater than the cash rate published from time to time by the Reserve Bank of Australia.
 - 26.3.3 The payment of reasonable rent to the Member for premises leased by the Member to the Club.
 - 26.3.4 The reimbursement of reasonable expenses properly incurred by the Member on behalf of the Club.
 - 26.3.5 Payment may be authorized to a Member by the Finance Committee up to the prescribed amount as stated in the Club By-laws on the producing of a receipt or a written and signed account detailing the expenditure to the Committee.

27. Committee Meetings

- 27.1 The Committee shall meet each month on the dates and at the times and places determined by the Committee.
- 27.2 The date, time and place of the first Committee meeting must be determined by the Committee Members as soon as practicable after the Annual General Meeting at which the Committee Members are elected.
- 27.3 Special Committee meetings may be convened by the Chairperson or by any two (2) Committee Members.
- 27.4 The Secretary shall call meetings of the Committee when instructed to do so by the President or by any three Members of the Committee.
- 27.5 A Member of the Committee with a pecuniary interest or personal involvement in any matter before the Committee, shall declare his interest.
- 27.6 Every such disclosure shall be recorded in the minutes of the meeting at which it is made.
- 27.7 The Secretary shall record the minutes of all resolutions and proceedings of the Committee in a book maintained for that purpose.

28. Notice of Committee Meetings

- 28.1 Notice of each Committee Meeting must be given to each Committee Member at least forty eight (48) hours before the time of the meeting.
- 28.2 The notice must state the date, time and place of the meeting and must describe the general nature of the business to be conducted at the meeting.
- 28.3 Unless Rule 28.4 applies, the only business that may be conducted at the meeting is the business described in the notice.
- 28.4 Urgent business that has not been described in the notice may be conducted at the meeting if the Committee Members at the meeting unanimously agree to treat that business as urgent.

29. Procedure and Order of Business

- 29.1 The President or, in the Presidents absence, the Vice President must preside as the Chairperson of each Committee Meeting.
- 29.2 If the President and Vice President are absent or are unwilling to act as Chairperson of a meeting, the Committee Members at the meeting must choose one of them to act as Chairperson of the meeting.
- 29.3 The procedure to be followed at a Committee Meeting must be determined from time to time by the Committee.
- 29.4 The order of business at a Committee Meeting may be determined by the Committee Members at the meeting.
- 29.5 Any Member of the Club may present himself, prior to the commencement of a Committee Meeting, and speak on any subject for a period not exceeding five (5) minutes. The Committee is not required to respond.
- 29.6 A Member or another person who is not a Committee Member may attend a Committee meeting if invited to do so by the Committee.

30. A Person Invited under rule 29.6 to attend a Committee Meeting

- 30.1 has no right to any agenda, minutes or other document circulated at the meeting; and
- 30.2 must not comment on any matter discussed at the meeting unless invited to do so by the Committee; and
- 30.3 cannot vote on any matter that is to be decided at the meeting.

31. Use of technology to be present at a committee meeting

- 31.1 The presence of a Committee Member at a Committee Meeting need not be in attendance in person but may be in contact with that Committee Meeting by the use of a telephone or other means of instantaneous communication
- 31.2 A Member who participates in a meeting as allowed under rule 30 is taken to be present at the meeting and, if the Member votes at the meeting, the Member is taken to have voted in person.

32. Voting at Committee Meetings

- 32.1 Each Committee Member present at a Committee Meeting has one vote on any question arising at the meeting.
- 32.2 A motion is carried if a majority of the Committee Members present at the Committee Meeting vote in favour of the motion.
- 32.3 If the votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- 32.4 A vote may take place by the Committee Members present indicating their agreement or disagreement by a show of hands, unless the Committee decides that a secret ballot is needed to determine a particular question.
- 32.5 If a secret ballot is needed the Chairperson at the meeting must decide how the ballot is to be conducted.

33. Minutes of Committee Meetings

- 33.1 The Committee must ensure that Minutes are taken and kept of each Committee Meeting.
- 33.2 The Minutes must record the following-
 - 33.2.1 The names of the Committee Members present at the meeting.
 - 33.2.2 The name of any person attending the meeting having been invited to attend.
 - 33.2.3 The business considered at the meeting.
 - 33.2.4 Any motion on which a vote is taken at the meeting and the result of the vote.
- 33.3 The Minutes of a Committee Meeting must be entered in the Club's Minute Book within thirty (30) days after the meeting is held.
- 33.4 The Chairperson must ensure that the Minutes of the Committee Meeting are reviewed and accepted by the Committee at the next meeting and signed as correct by –
 - 33.5 The Chairperson of that meeting.
- 33.6 When the Minutes of a Committee meeting have been signed as correct they are, until the contrary is proved, evidence that –
 - 33.6.1 the meeting to which the Minutes relate to was duly convened and held; and
 - 33.6.2 the matters recorded as having taken place at the meeting took place as recorded; and
 - 33.6.3 any appointment purportedly made at the meeting was validly made.

34. Annual General Meeting (AGM)

- 34.1 The Committee must determine the date, time and place of the AGM.
- 34.2 If it is proposed to hold the AGM more than six (6) months after the end of the Club's financial year, the Secretary must apply to the Commissioner for permission within four (4) months after the end of the financial year.
- 34.3 The Ordinary Business of the AGM is as follows –
 - 34.3.1 to confirm the minutes of the previous AGM and of any Special General Meeting held since then if the minutes of that meeting have not yet been confirmed.

- 34.3.2 to receive, consider and confirm any unconfirmed Minutes, and
- 34.3.3 receive the Treasurer's Annual Financial Report on the Club's activities during the preceding financial year; and
- 34.3.4 The Financial Statements of the Club for the preceding financial year are presented for consideration. A copy of the Auditor's report on the Financial Statement, if required, to be presented for consideration.
- 34.3.5 To elect the Office Holders of the Club and other Committee Members.
- 34.3.6 If applicable, to appoint or remove a reviewer or auditor of the Club in accordance with the Act.
- 34.3.7 to confirm or vary the entrance fees, subscriptions and other amounts (if any) to be paid by Members.
- 34.3.8 Any other business of which Notice has been given in accordance with these Rules may be conducted at the AGM.

35. Special General Meeting (SGM)

- 35.1 The Committee may convene a SGM.
- 35.2 The Committee must convene a SGM if no less than 20% of the Members with voting rights request a SGM to be convened.
- 35.3 The Members requiring a SGM to be convened must –
 - 35.3.1 make their request by a written notice given to the Secretary; and
 - 35.3.2 state in the notice the business to be considered at the meeting; and
 - 35.3.3 each Member to sign the notice.
- 35.4 The SGM must be convened within twenty-eight (28) days after notice is given under sub-rule 34.2.
- 35.5 If the Committee does not convene a SGM within that 28 day period, the Members making the requirement (or any of them) may convene the SGM.
- 35.6 A SGM convened by Members under rule 35.5.
 - 35.6.1 If additional information is required the meeting can be delayed no longer than three (3) months after the date the original requirement was made; and
 - 35.6.2 may only consider the business stated in the notice by which the requirement was made.
 - 35.6.3 The Club must reimburse any reasonable expenses incurred by the Members convening a SGM under rule 35.3

36. Notice of General Meetings

- 36.1 The Secretary or, in the case of a SGM convened under rule 34.2, Members convening the meeting must give to each Member;
 - 36.1.1 at least twenty-one (21) days' notice of a General Meeting if a Special Resolution is to be proposed at the meeting; or
 - 36.1.2 at least fourteen (14) days' notice of a General Meeting in any other case
- 36.2 The notice must –
 - 36.2.1 specify the date, time and place of the meeting; and
 - 36.2.2 indicate the general nature of each item of business to be considered at the meeting; and
 - 36.2.3 if the meeting is the AGM, include the names and the positions the Members who have nominated for election to the Committee aspire to; and
- 36.3 If a Special Resolution is proposed –
 - 36.3.1 set out the wording of the proposed resolution as it was received; and

- 35.3.2 state that the resolution is intended to be proposed as a Special Resolution and
- 35.3.3 comply, if required, with rule 39.2.

37. Proxies and Absentee Votes (Annex A Form for Proxy Vote)

- 37.1 Subject to sub-rule 37.2 a Member may appoint a Member as his or her Proxy to vote and speak on his or her behalf at a General Meeting.
- 37.2 A Member may be appointed the Proxy for not more than five (5) other Members.
- 37.3 The appointment of a Proxy must be in writing and signed by the Member making the appointment.
- 37.4 The Member appointing the Proxy may give specific directions as to how the Proxy is to vote on his or her behalf.
- 37.5 If no instructions are given to the Proxy, the Proxy may vote on behalf of the Member in any matter as the Proxy sees fit.
- 37.6 If the Committee has approved a form for the appointment of a Proxy, the Member may use that form or any other form.
 - 37.6.1 The Proxy Form must clearly identify the person appointed as the Member's Proxy; and;
 - 37.6.2 that has been signed by the Member.
- 37.7 Notice of a General Meeting given to Members under rule 35 must –
 - 36.7.1 state that the Member may appoint an individual who is a Member as their Proxy for that meeting; and
 - 37.7.2 include a copy of the form that the Committee have approved of, or any other form, for the appointment of a Proxy.
 - 37.7.3 A Proxy form must be given to the Secretary before the commencement of the General Meeting for which the Proxy is appointed.
 - 37.7.4 A form appointing a Proxy sent by post or electronically is of no effect unless it is received by the Club not later than twenty-four (24) hours before the commencement of the meeting.
- 37.8 Absentee vote.
 - 37.8.1 All absentee votes must be in writing and state clearly to whom or to what the vote refers.
 - 37.8.2 The Committee shall fix a time and closing date of the ballot for absentee votes that shall be not less than twenty-four (24) hours prior to the date fixed for the meeting.

38. Adjournment of a General Meeting

- 38.1 The Chairperson of a General Meeting, may, with the consent of the majority of the Members present at the meeting, adjourn the meeting to another time at the same place or at another place.
- 38.2 Without limiting sub rule 38.1, a meeting may be adjourned –
 - 38.2.1 if there is insufficient time to deal with the business at hand; or
 - 38.2.2 to give the members more time to consider an item of business.
- 38.3 No business may be conducted on the resumption of an adjourned meeting other than the business that remained unfinished when the meeting was adjourned.
- 38.4 Notice of the adjournment of a meeting under this rule is not required unless the meeting is adjourned for fourteen (14) days or more. In which case notice of the meeting is given in accordance with sub-rule 38.1

39. Voting at a General Meeting

- 39.1 On any question arising at a General Meeting each Member has one vote unless the votes are divided equally on a question, the Chairman of the meeting has a casting vote.
- 39.2 In the case of a Special Resolution a motion is carried if 75% of the Members present vote in favour of the motion. In all other cases a simple majority carries the motion.
- 39.3 If the question is whether or not to confirm the Minutes of the previous General Meeting only Members who were at that meeting may vote.
- 39.4 For a person to be eligible to vote at a General Meeting the Member -
 - 39.4.1 must have been a Member at the time notice of the meeting was given and
 - 39.4.2 must have paid any fee or other money payable to the Club by the Member.

40. Voting Procedure

- 40.1 Ballot papers shall show separately the surnames and given names of the candidates nominated for each office in respect of which an election is necessary.
- 40.2 Voting papers shall be available to all Members entitled to vote in attendance at the AGM, including Proxy and Absentee papers.
- 40.3 The Club shall provide a ballot box that shall be locked by the Returning Officer and placed in the Club to receive the ballot at the time making the ballot papers available to Members.
- 40.4 The Secretary shall provide the Returning Officer with a current register of Members entitled to vote in an election.
- 40.5 The order in which names of the candidates nominated for each office appear on the ballot paper shall be in accordance with the draw conducted by the Returning Officer and in the presence of those candidates able to be present at the draw.

41. Scrutineers

For further information refer to the Club By-laws.

42. Ballot Procedure

- 42.1 The Committee shall appoint a Returning Officer who shall not be a candidate for election.
- 42.2 The Returning Officer shall be appointed at least eight (8) weeks prior to the AGM.
- 42.3 Members may nominate for more than one office.
- 42.4 Nominations, shall be on a form approved by the Committee, signed by the nominee, the proposer and seconder, and lodged with the Secretary not less than fourteen (14) days prior to the date set for the AGM.
- 42.5 The Secretary shall initial and date the nomination and advertise such on the Club Notice Board on receipt of the nomination.

43. When Special Resolutions are required

- 43.1 A Special Resolution is required if it is proposed at a General Meeting –
 - 43.1.1 to affiliate the Club with another body; or
 - 43.1.2 to request the Commissioner to apply to the State Administrative Tribunal for the appointment of a Statutory Manager.
 - 43.1.3 Sub rule 43.1.1 and sub rule 43.1.2 does not limit the matters in relation to which a Special Resolution may be proposed.

44. Determining whether Special Resolution carried

- 44.1 In this rule – Poll means the process of voting in relation to a matter that is conducted in writing or other means.

- 44.2 The Chairperson of a General Meeting may, on the basis of general agreement or disagreement or by a show of hands, declare that a resolution has been
 - 44.2.1 carried; or
 - 44.2.2 carried unanimously; or
 - 44.2.3 carried by a particular majority; or
 - 44.2.4 lost.
- 44.3 If the Resolution is a Special Resolution, the declaration under Rule 43.2 must identify the Resolution as a Special Resolution.
- 44.4 If a poll is demanded on any question by the Chairperson of the meeting or by at least three (3) other Members present in person or by proxy –
 - 44.4.1 the poll must be taken at the meeting in the manner determined by the Chairperson; and
 - 44.4.2 the Chairperson must declare the determination of the Resolution on the basis of the poll.
- 44.5 If a vote is demanded on the election of the Chairperson or on a question of an adjournment, the poll must be taken immediately.
- 44.6 If a poll is demanded on any other reason, the poll must be taken before the close of the meeting at a time determined by the Chairperson.
- 44.7 A declaration under rule 44.2 or 44.4 must be entered in the Minutes of the meeting, and the entry is, without proof of the voting in relation to the Resolution, evidence of how the Resolution was determined.

45. Minutes of General Meeting

- 45.1 The Secretary, or a person authorized by the Committee from time to time, must take and keep Minutes of each General Meeting.
- 45.2 The Minutes must record the business considered at the meeting and any Resolution on which a vote is taken and the result of the vote.
- 45.3 In addition, the Minutes of each AGM must record –
 - 45.3.1 The names of the Members attending the meeting; and
 - 45.3.2 any Proxy forms given to the Secretary under Rule 37.7.1 and Rule 37.7.3
 - 45.3.3 the financial statements or financial report presented at the meeting, as referred to in Rule 34.3.3
 - 45.3.4 any report of the review or Auditors Report on the Financial Statements or Financial Report presented at the meeting as referred to in Rule 34.3.3
- 45.4 The minutes of a General Meeting must be entered in the Club’s Minute Book within thirty (30) days after the meeting is held.
- 45.5 The Chairperson must ensure that the previous Minutes of a General Meeting are reviewed as being correct by those at the previous meeting and signed as correct by the Chairperson of the next General Meeting.
- 45.6 When the Minutes of a General Meeting have been signed as correct they are, in the absence of evidence to the contrary, taken to be proof that –
 - 45.6.1 the Meeting to which the Minutes relate was duly convened and held; and
 - 45.6.2 the matters recorded as having taken place at the Meeting took place as recorded; and
 - 45.6.3 any election or appointment purportedly made at the Meeting was validly made.

46. Source and control of funds

- 46.1 The funds of the Club may be derived from sources approved by the Committee.

- 46.2 The Club must open an account in the name of the Club with a financial institution from which all expenditure of the Club is made and into which all funds received by the Club are deposited.
- 46.3 Subject to any restrictions imposed at a General Meeting, the Committee may approve expenditure on behalf of the Club.
- 46.4 The Committee may authorize the Treasurer to expend funds on behalf of the Club up to a specified limit without requiring approval from the Committee for each item on which the funds are expended.
- 46.5 All expenditure, other than that paid electronically, by the Club must be signed by -
 - 46.5.1 Two Committee members; or
 - 46.5.2 One Committee member and a person authorized by the committee.
 - 46.5.3 All funds of the Club must be deposited into the Club's account within five (5) working days after their receipt.

47. Financial Statements and Financial Reports

- 47.1 For each financial year the Committee must ensure that all Financial Statements or Financial Reports required by the auditors are available.
- 47.2 Without limiting Rule 34.3,3 those requirements include the preparation of the Financial Statements; and
- 47.3 if required, the review or auditing of the Financial Statements or Financial Reports, as applicable; and
- 47.4 the presentation to the AGM of the Financial Statements or Financial Reports, as applicable; and
- 47.5 if required, the presentation to the AGM of the copy of the Auditor's Report on the Financial Statements or Financial Reports.

48. Minor Misdemeanors and Misconduct.

Complaints concerning a Member's conduct shall be viewed as being either a minor misdemeanor or misconduct.

- 48.1 A minor misdemeanor is an act of indiscretion or infringement of the Rules and or etiquette of the game of lawn bowls either in or off the Club premises and shall be referred to the Men's or Ladies Captain, who in consultation with the relevant Bowls Committee may determine that either the complaint lapse or be discussed with the parties to the complaint.
- 48.2 If the complaint is considered serious, it shall be referred to the Committee to be dealt with in accordance with the provisions of this Rule.
- 48.3 Misconduct
 - 48.3.1 The Committee shall exercise full power to reprimand, suspend or impose penalties on any Member of the Club who has, in the sole and absolute judgment of the Committee, been guilty, either in or out of the Club premises, of any act, practice, conduct, matter calculated in any manner to impair or affect the enjoyment of the Club premises by Members thereof, or cause any ill feeling or friction between or among Members.
 - 48.3.2 Any dispute between Members may be referred by either disputant in writing to the Committee whose decision thereon, subject to these rules shall finally settle the matter.
 - 48.3.3 The Complainant, with his complaint, shall deposit with the Secretary a sum of money as directed and if the Committee consider the complaint frivolous, they may order that sum to be forfeited to the Club funds.

- 48.3.4 All complaints shall be made in writing through the Secretary, stating the explicit nature of the alleged offence of which the Member is accused and the names of any witnesses to the complaint.
- 48.3.5 The Committee shall exempt any Member of the Committee from hearing a charge or complaints in which he has an interest.

49. Penalties

- 49.1 The Committee shall have due regard to the circumstances of the charge when affixing any penalty under these Rules.
- 49.2 The maximum monetary penalty for any breach of these Rules or Bylaws of the Club shall not exceed the Annual Subscription for Members, but in addition an offending Member shall pay the cost of repair or replacement for any Club or personal property damaged through his actions.
- 49.3 All monetary penalties shall be paid within fourteen (14) days of notice being served on the Member. If he should refuse or neglect to meet such payment he shall stand suspended from membership until the payment is made in full.
- 49.4 The Committee may extend such period for payment without further penalty at their discretion. If the Committee consider if a charge of gross misconduct is proven and suspension is insufficient, they may call on a Member to resign, and if the he or she neglects to resign within ten (10) days they may declare him or her to be expelled.
- 49.5 The name of a Member suspended shall be advised to the RWABA as appropriate.

50. Procedure for a charge of Misconduct

- 50.1 If the Committee decide to proceed with a charge of misconduct, seven (7) clear day notice of the hearing must be given to the Member accused.
- 50.2 The Secretary shall deliver to, or forward by registered post, a notice to the accused Member and the Complainant at their postal address registered at the Club.
- 50.3 The notice would specify the nature of the charge and the requested attendance at the hearing by the Committee.
- 50.4 On the application of either party the Secretary shall send a notice to any other Member to appear and give evidence provided such application is made at least three (3) days before the date of the hearing.
- 50.5 A decision of the Committee to suspend the Member's Membership or expel the Member from the Club takes immediate effect.
- 50.6 The Committee must give the Member written notice of the Committee's decision, and the reasons for the decision within seven (7) days after the Committee Meeting at which the decision was made.
- 50.7 A Member whose Membership is suspended or who is expelled from the Club may, within fourteen (14) days after receiving notice of the Committee's decision, under Rule 50.5 may give written notice to the Secretary requesting the appointment of a Mediator under rule 51.1.1
- 50.8 If a notice is given under Rule 50.7, the Member who gives the notice and the Committee are the parties to the mediation.

51. Removal of a Member from a Committee

- 51.1 Grievances and disputes may arise as a result of the conduct by one or more Committee Members that may not be in the best interests of the Club and causing discontent or difficulty for the Committee to operate.

- 51.2 A Club may generally remove a Committee Member by means of a Resolution at an AGM or SGM and appoint another Member.
- 51.3 If the Member is to be removed, the Chairperson (unless the Chairperson is the one being removed, then the Deputy Chairperson) must inform the Member of the Motion to have the Member removed from Office and the reasons for the removal.
- 51.4 The Committee Member must be given the opportunity to submit a written response, giving reasons why he/they should not be removed.
- 51.5 The Committee Members response is to be sent to all Members of the Club or is to be read at the next GM.
- 51.6 The Resolution is put to the meeting and voted on.

52. Appointment of a Mediator

- 52.1 The Mediator must be a person chosen –
 - 52.1.1 if the appointment of a Mediator was requested by a Member under rule 50.7 – by agreement between the Member and the Committee; or, if the appointment of a Mediator was made by agreement between the parties to the dispute.
 - 52.1.2 If there is no agreement for the purposes of mediation, then the Committee must appoint a Mediator.
- 52.2 The person appointed a Mediator by the Committee must be a person who acts as a Mediator for another not-for-profit body such as a Community Legal Centre, if the appointment of a Mediator was requested by –
 - 52.2.1 a Member under rule 50 7, or
 - 52.2.2 a party to a dispute under rule 50.8, or
 - 52.2.3 a party to a dispute under rule 50.8 and the dispute is between one or more Members and the Club.
- 52.3 The person appointed as Mediator by the Committee may be a Member or former Member of the Club but must not;
 - 52.3.1 Have a personal interest in the matter that is the subject of the Mediation; or
 - 52.3.2 be biased in favour of or against any party to the Mediation.

53. Mediation Process

- 53.1 The parties to the Mediation must attempt in good faith to settle the matter that is the subject of the Mediation.
- 53.2 Each party to the Mediation must give the Mediator a written statement of the issues that need to be considered at the Mediation at least five (5) days before the Mediation takes place.
- 53.3 In conducting the Mediation, the Mediator must –
 - 53.3.1 give each party to the Mediation every opportunity to be heard; and
 - 53.3.2 allow each party to the Mediation due consideration to any written statement given by the other party, and
 - 53.3.3 ensure that natural justice is given to the parties to the Mediation throughout the Mediation process.
 - 53.3.4 The Mediator cannot determine the matter that is the subject of the mediation.
 - 53.3.5 The Mediation must be confidential, and any information given at the Mediation cannot be used in any other proceedings that take place in relation to the matter that is the subject of the Mediation.
 - 53.3.6 The costs of the Mediation are to be paid by the party or parties to the Mediation that requested the appointment of the Mediator.

54. If Mediation results in decision to Suspend or Expel being revoked.

- 54.1 Mediation takes place because a Member whose Membership is suspended or who is expelled from the Club under rule 49.5 and
- 54.2 as the result of the Mediation, the decision to suspend the Member's Membership or expel the Member is revoked, that revocation does not affect the validity of any decision made at a Committee Meeting or General Meeting during the period of suspension or expulsion.

55. Common seal

- 55.1 The Club shall have a Common Seal to be kept in the custody of the Secretary and shall be used only on the authority of the Committee.
- 55.2 With such authority the President or Vice President for the time being shall affix the Common Seal to any deed, instrument or writing, signed by the said Officers and countersigned by the Secretary.
- 55.3 The Committee may execute a document without using a Common Seal if the document is signed by –
 - 55.3.1 Two Committee Members; or
 - 55.3.2 One Committee Member and a person authorized by the Committee; or
 - 55.3.3 A document may only be sealed by those in Sub Rule 55.2 and 55.3.1 and each of them is to sign the document to attest that the document was sealed in their presence.
- 55.4 The Secretary must make a written record of each use of the Common Seal.
- 55.5 The Common Seal must be kept in the custody of the Secretary or another Committee Member authorized by the Committee.

56. Trustees and inspection of Records

- 56.1 The Finance Committee members shall be ex-officio Trustees of the Club and all property of the Club shall be vested in their trust for and on behalf of the Members for the time being.
- 56.2 Books, records, documents and securities of the Club held in trust may be inspected at any reasonable time by Members of the Club who shall be permitted to copy such records but shall not remove them from Trustee possession.
- 56.3 Members shall not have access to confidential information supplied by employees and clients.

57. Club License

- 57.1 On any application to the Director of Liquor Licensing for a Club License and whilst the Club shall continue such License, these Rules shall be interpreted in all things as being subject to the provisions of the Liquor Control Act and such provisions shall be deemed to be included in and form part of these Rules.
- 57.2 Provisions for the sale of liquor, including recommendations of the Director of Liquor Licensing, shall be displayed in the Clubhouse.
- 57.3 The Club shall ensure a Duty Manager is on the Licensed Premises for the purposes of observing Liquor Licensing requirements and regulation, as required under the Liquor Act.
- 57.4 The Club shall be open for sale of liquor during such hours as the Committee shall from time to time determine and as permitted under the Liquor Act.

58. Bank/Investments

The funds of the Club shall be placed in such bank or financial institution as the Committee may from time to time determine to the credit of the Halls Head Bowling and Recreation Club (Inc) and operated upon by cheque, signed by any two of the Finance Committee, or by electronic transfer, if approved by the Committee.

59. Employees

The Committee shall be responsible for engaging and terminating all employees of the Club and shall do so within the following guide lines.

- 59.1 No person under the age of eighteen (18) years shall be employed in the sale or delivery of liquor.
- 59.2 The hours worked shall not exceed those set down in the Industrial Awards, governing employees engaged in similar work.
- 59.3 No payment or part payment of any Secretary, Manager or other officer or employee of the Club shall be made by way of commission or allowance from or upon the receipts of the Club for liquor supplied.
- 58.4 No employee shall have the right to vote at General Meetings of the Club.
- 59.5 A paid employee may be a Member of a Standing Committee for whom that employee works and shall be entitled to attend meetings of that Committee but not exercise the right to vote.

60. Indemnity

The President, Vice President, Secretary, Treasurer, Delegate and Members of the Committee shall at all times be saved from harm and kept indemnified from and against all costs, charges, losses, damages and expenses which they or any of them sustain, incur or put to in or about the execution and discharge of their respective trusts and offices or in or about any action suit or proceeding at law or in equity in which they or any of them shall or may be plaintiffs or defendants, provided always that the amount of such costs, charges, damages or expenses for which indemnity is intended to be hereby provided, shall immediately it shall have been sustained or incurred, be paid from the funds of the Club and that none of the other Officers of the Club shall be answerable or accountable for the others or any of them or any other person or persons whatsoever, but for his own acts, deeds and defaults alone.

61. Financial Matters (Refer to Club By-laws)

62. Use of Bowling Greens

The bowling greens will only be used for the following events –

- 62.1 All events that are listed in the Bowls Fixture Book.
- 62.2 All events, other than those in the Fixture Book, organized by the Men's and Ladies Match Committees.
- 62.3 For bowls coaching sessions.
- 62.4 For arranged social games when requested by Town Businesses and approved by the Committee
- 62.5 Corporate Bowlers.
- 62.6 Supervised Junior Bowlers and School events.
- 62.7 Roll ups and practice events by Members and/or visitors.

63. Insurance

The Club shall hold all relevant insurance policies.

64. Application of the Constitution

This Constitution shall apply from the date of the first General Meeting of Members following the granting of approvals by the Department of Commerce, Director of Liquor Licensing, the Ministry of Fair Trading, Bowls WA and such other bodies as may be required.

65. Badges – Awards

See Club By-law.

President.....Date.....

Secretary.....Date.....

66. Record of Revision

| Number | Date Revised | Date Approved | Section Revised | Revision Outline |
|--------|--------------|---------------|-----------------|------------------|
|--------|--------------|---------------|-----------------|------------------|

| | | | | |
|---|--------------|--|---------------------|------------------------------|
| 1 | May 2018 | | General revisions | Submission for consideration |
| 2 | Sept. 2018 | | General revisions | Submitted for approval |
| 3 | October 2018 | | Follow-up revisions | Submitted for approval |
| | | | | |

END

APPOINTMENT OF A PROXY

Annex A

_____ Members Name

of _____ Members Address
being a financial Member of the Halls Head Bowling and Recreation Club (Inc) and entitled to vote
APPOINT

_____ Proxy's Name

Who is a Member of the Halls Head Bowling and Recreation Club (Inc) as my Proxy.
My Proxy is authorized to vote on my behalf. (mark only ONE of the following)
at the General Meeting/s (and any adjournments of the meeting/s) on:

(date) _____

OR

- in relation to the following resolutions and/or nominations

| | |
|-----------|---------|
| In favour | Against |
|-----------|---------|

(Insert resolution Nos, brief description
or Nominee's name)

(Insert resolution Nos, brief description
or Nominee's name)

Signature _____
(of Member appointing Proxy)

Date _____

This written notice must be given to the Secretary before the commencement of the General Meeting.

INFORMATION FOR MEMBERS

Constitution Rule 36 allows for Proxy votes. A Proxy form is enclosed for you to nominate another Member to vote on your behalf if you cannot attend the meeting.

NOTICE OF GENERAL MEETING TO ALTER THE RULES Annex B

The Halls Head Bowling and Recreation Club (Inc)

Is convening a General Meeting at which the following Resolutions will be proposed as Special Resolutions to alter the Rules of the Club.

The meeting will be held at _____(time) on _____(Date)
The meeting will take place at the Halls Head Bowling & Recreation Club (Inc)

SPECIAL RESOLUTION/S:

Currently rule No _____states.

Currently rule No _____states.

It is proposed to alter the rule so that it states as follows

OR

A list of alterations to the Rules which will be proposed as Special Resolutions at the meeting is attached.

Date of notice _____ Approved by _____(Signature)
_____.(Print Name)

INFORMATION FOR MEMBERS

All members must receive notice of a proposed Special Resolution to alter the Rules, name or objects.

All Members must be given at least 21 days’ notice of the meeting.

The Notice to Alter the Rules proposal must be given in writing and can be hand delivered, posted or emailed to a Member’s nominated address.

Alterations to the Rules can only be made if supported by 75% of Members voting at the meeting or by Proxy.

Alterations to the Rules only take effect when lodged with the Commissioner for Consumer Protection, Department of Liquor & Gaming and Halls Head Bowling Club AGM.