



Constitution

of the

Yass Women's Bowling Club

2012

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PART 1: PRELIMINARY

Name of Club and Colours

1. The Club shall be called the Yass Women's Bowling Club, herein after called "the club".
2. The club colours shall be blue and white.

Objectives

The objectives of the club shall be:

3. To play and promote the game of bowls.
4. To promote goodwill among all members, whether active or non-active bowlers, and to preserve and promote the best traditions of the game.
5. To be secular and non political.
6. To operate the club with the cooperation of Yass Bowling Club Ltd (herein after called "the Club Ltd") using its greens and amenities and conforming with all its requirements.

To affiliate with Bowls ACT Inc and to conform with their Constitution and By-laws.
8. To administer and control efficiently the activities of the club for the benefit of members.
9. To be a non profit organisation so far as members are concerned, with no profits distributed to members except for reimbursement of out of pocket expenses or reasonable payment for services rendered.

PART 2: MEMBERSHIP

Eligibility for Membership

10. Only members of the Club Ltd shall be eligible to be members of the club.

Classes of Membership

The membership of the club shall consist of:

11. Member Players - a member player is anyone who has attained the age of eighteen (18) years, who has applied for membership of the club and paid the appropriate fee.
12. Junior Member Players - a junior member player is anyone who has not reached the age of eighteen (18) years, who has applied for membership of the club and paid the appropriate fee. When juniors turn eighteen (18) they are no longer classified as juniors and must pay the difference between the junior and continuing member fee.
13. Junior member players shall have playing privileges, the use of club facilities, be entitled to enter championship games and attend any General Meeting, but shall not be entitled to vote or be elected to any office of the club.
14. For the purpose of all other provisions of this constitution, reference to member players shall be taken to include reference to junior members.
15. Life Members - a member player who has rendered meritorious service to the club may, on the recommendation of the Management Committee, be elected as a Life Member at any Annual General Meeting of the club.
16. A two thirds majority of those present and entitled to vote, must vote in favour of the recommendation for the appointment of the Life Member.
17. The club shall have no more than three (3) Life Members at any one time.
18. All Life Members shall during their membership of the club, be entitled to all the privileges of a member player but without being liable for annual bowling subscriptions or registration fee.
19. For the purpose of all other provisions of this constitution, reference to member players shall be taken to include reference to Life Members.
20. Dual Members – a dual member is a member player of more than one club. The member may only play club championships and association events for one club during any one season. The member may however play pennant for the second club.

21. The Management Committee with the approval of members has the right and power to create other categories of membership with such rights, privileges and obligations as are determined applicable (other than voting rights), even if the effect of creating a new category is to alter rights, privileges or obligations of an existing category of members. No new category of membership may be granted voting rights.

Application for Membership

An application for membership must:

22.
 - (a) be in writing on the form prescribed by the Club Ltd;
 - (b) meet such membership criteria as may be prescribed by the Club Ltd and which may be set out in the By-Laws; and
 - (c) be accompanied by the appropriate fee, if any. All applicants are considered members of the club from the date of the payment receipt subject to approval in rule 23.
23. Following acceptance of the applicant by the Club Ltd the application shall be forwarded to the Yass Women's Bowling Club for approval of membership.
24. The Secretary shall enter the new member's name and details in the register of members and notify them of their acceptance into the club.
25. The Secretary shall advise Bowls ACT Inc of the name, address and any other required details of each new member.

Register of Members

26. The club shall keep and maintain a "hard copy" register of all members which shall include-
 - (a) the name and address of each member of the club,
 - (b) the date on which each member became a member of the club, and
 - (c) where applicable, the date on which each member ceased to be a member of the club.

Cessation of Membership

27. A person ceases to be a member of the club if the person-
 - (a) resigns from membership of the club,
 - (b) is expelled from the club,
 - (c) fails to renew membership of the club,
 - (d) dies.

Resignation of Membership

28. A member may resign from the club by notifying the Secretary in writing.
29. The Secretary shall notify Bowls ACT Inc of any member terminating membership through resignation or death.

Disciplining of Members

30. The President or nominated Executive Officer shall have the power to counsel in private any member who has had a complaint made against them, or who has by their actions brought the club into disrepute.
31. If the matter is not resolved it should be brought before the Executive Officers of the club.
32. The member shall be informed in writing that their attendance is required at the Executive Meeting where they shall have the right to speak, submit a written response in their defence and have the support of another member if required.
33. The Executive shall have the power to reprimand, suspend, accept the resignation of or expel the member. This decision is subject to appeal under Rule 34.

Right of Appeal of a Disciplined Member

34. A member may appeal the decision of the Executive made under Rule 33 writing to the Secretary within seven (7) days.
35. The Secretary shall notify the Management Committee that an appeal has been made and at the next scheduled meeting both the Executive and the member may speak in relation to the appeal.
36. The Management Committee members present shall vote by secret ballot on whether to confirm or revoke the decision of the Executive

PART 3: FINANCE

Subscriptions

37. The amount of annual club subscriptions due and payable by each class of member shall be as the Management Committee determines from time to time.
38. A new member joining the club may be charged an initial new member subscription.
39. The club must pay to Bowls ACT Inc an annual registration fee for each bowling, bowling life and junior member.
40. The Secretary shall forward to Bowls ACT Inc the name and address of all bowling, bowling life and junior members together with the appropriate remittance.
41. A member who does not renew membership before registration fees have been paid to Bowls ACT Inc is considered to be unfinancial.

Financial Year

42. The financial year of the club shall be in line with the Club Ltd financial year.
43. All fees for the coming year are due and payable on or before the last day of the month preceding the new financial year.

Funds – Management

44. The club shall control its own finances and bank account(s) subject to obligations and guidelines set by the Club Ltd.
45. Any funds in excess of the reasonable foreseeable needs of the club shall, upon request, be paid to the Club Ltd and become part of its general funds.
46. The Management Committee shall ensure that -
 - (a) adequate books of account are kept;
 - (b) all monies are deposited with such financial institutions as the Management Committee may approve;
 - (c) all accounts are in the name of the club.
47. All monies received by the club from major functions shall be counted and checked together by two (2) members who shall both sign documentation.
48. The club shall issue a receipt as soon as practicable after receipt of any monies.

49. All monies received by the club shall be banked intact.
50. All payments made by the club shall be made by cheque or other means including electronic payments provided they have been signed or authorized by any two (2) of the following officers of the club:
 - (a) The President
 - (b) The Treasurer
 - (c) The Secretary
51. Payments may be made without Management Committee approval where payment does not exceed such amount as approved from time to time by the Management Committee and is within budgeted expenditure. However, payments must subsequently be reported to the Management Committee for endorsement.

Audit

52. All books of account shall be made available to the Club Ltd as required for review and audit.
53. The club shall forward to the Club Ltd financial statements as required and an Annual report which shall include a full Statement of Receipts and Expenditure for the preceding year.

PART 4: THE MANAGEMENT COMMITTEE

Powers and Duties of the Management Committee

The Management Committee shall -

54. Control and manage the affairs of the club.
55. Control and manage all matters in relation to club competitions and events authorised by the club.
56. Deal with the day to day business of the club, including the handling of correspondence and official communications with Bowls ACT Inc.
57. Work in consultation and co-operation with the men's bowls committee when conducting mixed bowls events as required.
58. Empower any three (3) of the clubs Executive Officers to deal with any matter that requires urgent attention between meetings.
59. Make, amend, alter or repeal by-laws for the conduct of business of the club ensuring they are consistent with this constitution.
60. Appoint or co-opt any person or committee required for the efficient management of its activities.
61. Invite the Chairperson of any committee it may appoint from time to time, to attend and report at Management Committee Meetings.
62. Keep members informed of its activities and seek their views on such activities by virtue of meetings, notices and announcements on playing days.

Composition of the Management Committee

The Management Committee shall consist of:

63. The Executive Officers of the club who shall be-
 - (a) the President
 - (b) the two (2) Vice Presidents
 - (c) the Treasurer
 - (d) the Secretary
64. The Chairperson of each of the Permanent Sub-Committees
65. The Delegate to Bowls ACT Inc.

66. The Publicity Officer
67. Each member of the Management Committee and Permanent Sub- Committees elected at the Annual General Meeting shall, subject to these rules, hold office until the conclusion of the Annual General Meeting following the date of the member's election or appointment.

Delegate to Bowls ACT Inc

68. The club's number of delegates is determined by Bowls ACT Inc. Delegates shall be elected in accordance with this constitution.
69. Should an elected delegate be unable to attend a Bowls ACT Inc meeting, a deputy delegate shall be appointed in accordance with the Bowls ACT Inc Constitution.

Permanent Committees

70. The club shall have the following Permanent Sub-Committees -
 - (a) Match/Selection Sub-Committee
 - (b) Social Sub-Committee
 - (c) Any other Sub-Committee deemed necessary to maintain the efficient running of the club.
71. The permanent Sub-Committees will carry out their duties and functions with such powers as the Management Committee determines and as prescribed in the By-Laws.
72. Members of the Permanent Sub-Committees shall be elected according to this constitution.
73. Each Permanent Sub-Committee after its election, shall elect from its members a Chairperson, who shall then be a member of the Management Committee.
74. Should the Chairperson of a Permanent Sub-Committee be unable to attend a Management Committee Meeting, a member of the Permanent Sub-Committee may be delegated by the Chairperson to attend.
75. The President shall have the power to appoint a Chairperson of any Permanent Sub-Committee should such Sub-Committee fail to elect a Chairperson.
76. The President shall be ex officio a member of all Permanent Sub-Committees with the exception of the Match/Selection Sub-Committee when selection is taking place.
77. Permanent Sub-Committees are responsible to the Management Committee and shall report to it.

Positions on the Management Committee and Permanent Sub-Committees - Restrictions

78. No person shall hold the position of President for more than three (3) consecutive years. However, if there are no nominations for President, the retiring President may serve one more year.
79. A member may hold only one (1) position on either the Management Committee or Permanent Sub-Committee in any one year with the exception of the Delegate to Bowls ACT Inc and the Publicity Officer who may hold one (1) other position.
80. However, if a position cannot be filled at the Annual General Meeting, or if a vacancy arises during the year, a member other than the President, Secretary or Treasurer may hold a second position.

Election of Committee Members

81. Any financial member player may, subject to the provisions of this constitution, nominate for election to the Management Committee and Permanent Sub-Committees.
82. Nominations for election to all positions on either the Management Committee or Permanent Sub-Committees shall be-
 - (a) made in writing on the approved nomination form, signed by two (2) financial member players of the club, together with the written consent of the candidate.
 - (b) delivered to the Secretary not less than fourteen (14) days prior to the date of the Annual General Meeting at which the election is to take place.
83. If insufficient nominations are received to fill all vacancies on the Management and Permanent Committees, the candidates nominated shall be deemed to be elected and further nominations shall be received at the Annual General Meeting.
84. If insufficient further nominations are received, any vacant positions remaining on the Management and Permanent Committees shall be deemed to be vacancies.
85. If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be elected.
86. If the number of nominations received exceeds the number of vacancies to be filled, a secret ballot shall be conducted in accordance with Rules 115 to 121.

Management Committee Meetings and Quorum

87. The Management Committee may meet at such times as it considers necessary.
88. The President or Secretary may summon an emergency meeting of the Management Committee at short notice (which agreement shall be sufficiently evidenced by their presence).
89. A quorum for any scheduled or emergency Management Committee Meeting shall be fifty percent (50%) plus one (1) of those entitled to attend.
90. No business shall be transacted by the Management Committee unless a quorum is present and if within thirty (30) minutes after the time appointed for the meeting a quorum is not present, the meeting stands adjourned to a new date and time fixed by those present.
91. If at the adjourned meeting, a quorum is not present within thirty (30) minutes after the time appointed for the meeting, the meeting shall proceed, provided there is at least one third of Management Committee members present.
92. The President shall preside at meetings of the Management Committee. If the President is absent one of the Vice Presidents shall preside.

Leave of Absence

93. Upon application being made, the Management Committee may grant leave of absence to members of the Management and Permanent Sub-Committees.

Vacancies

94. The position of any member on either the Management or Permanent Committees shall be declared vacant if the member-
 - (a) dies
 - (b) resigns
 - (c) ceases to be a member of the club
 - (d) is removed from office according to Rule 96.
95. Vacancies occurring on either the Management or Permanent Sub-Committees may be filled by the Management Committee after nominations have been received on the approved form as per Rule 82 (a).

Removal of Committee Members

96. By resolution at a general meeting the club may, subject to the rules of natural justice, remove any member of the Management or Permanent Sub-Committees before their term of office expires.

PART 5: MEETINGS

Annual General Meeting

97. The Annual General Meeting of the club shall be held at a date and time to be fixed by the Management Committee but, not before the close of the financial year of the club prior to 30 June each year
98. The date for the Annual General Meeting shall be included in the club calendar.
99. Notice of the Annual General Meeting shall be placed on the club notice board at least twenty eight (28) days prior to the meeting, setting forth the business of the meeting and advising that nominations for all positions on the Management and Permanent Sub-Committees are required.
100. The business of the Annual General Meeting shall be to-
 - (a) take the names of members present and eligible to vote,
 - (b) confirm the minutes of the last Annual General Meeting,
 - (c) receive reports from the Management Committee on the activities of the club during the last financial year,
 - (d) elect members to all positions on the Management and Permanent Sub-Committees for the ensuing year.
 - (e) deal with any special business which has been lodged with the Secretary and notified to members at least fourteen (14) days prior to the annual general meeting.
 - (f) review Presentation Day badges and prize money, car travel allowance, sponsorship of representative players and honorariums,
 - (g) appoint any Patrons for the coming year,
 - (h) deal with any general business.

General Meetings

101. The Management Committee may, whenever it thinks fit, convene a General meeting of the club, but no less than six (6) times in a bowling year.
102. The dates of all scheduled General Meetings shall be included in the club calendar.
103. The Secretary shall advise club members per the notice board of any special business to be transacted at the meeting.

Special Meetings

104. The club shall meet when summoned by the President or Secretary, or upon written request signed by five (5) financial members.
105. Where the nature of the business requires a special resolution the Secretary shall advise all members in writing at least twenty one (21) days prior to the meeting.

Quorum

106. At all General Meetings of the club, including the Annual General Meeting and Special Meetings, one quarter (25%) of members who are entitled to be present and vote shall form a quorum.
107. If a quorum is not present within thirty (30) minutes after the time appointed for the meeting, those present may adjourn the meeting to a new date and time.
108. If at the adjourned meeting a quorum is not present, those members present and entitled to vote shall be deemed to be a quorum and the meeting shall proceed.

Presiding Officer

109. The President, or in absence one of the Vice Presidents shall preside at all club meetings.

Notices of Motion

110. Any notice of motion should be submitted in writing to the Secretary and be signed and dated by the proposer and seconder.
111. The notice should be placed on the notice board at least twenty one (21) days prior to the meeting at which the matter is to be raised.

Voting

112. At all meetings of the club, any questions arising shall be determined by a show of hands, unless a secret ballot is demanded.
113. Where a question is resolved by a show of hands, the Presiding Officer shall declare whether the motion has been carried or lost.
114. Subject to Rule 115, upon any question arising at any meeting, a member has only one (1) vote.
115. In the case of an equality of votes on a question arising at any meeting of the club, the Presiding Officer is entitled to exercise a casting vote.

Secret Ballot

116. A secret ballot may be demanded by the Presiding Officer or by not less than five (5) members present and entitled to vote.
117. Where a secret ballot is to be taken, the Presiding Officer shall appoint a Returning Officer and Tally Clerks and announce their names before the holding of the ballot.
118. A candidate for any position shall not be a Returning Officer or Tally Clerk.
119. The Tally Clerks shall distribute ballot papers to members entitled to vote, collect ballot papers and count votes in private.
120. The Returning Officer shall report the result of the ballot to the Presiding Officer.
121. In the event of an equal number of votes being recorded in a secret ballot for the election of Management and Permanent Sub-Committee members, a draw shall be made by the Presiding Officer to determine the result.
122. Postal, proxy and electronic votes are not permitted.

Resolutions

123. A resolution is a motion passed at a meeting by a majority of members present and entitled to vote.
124. A special resolution is a motion passed by three quarters of members present and entitled to vote, having been given at least twenty one (21) days notice in writing.
125. All resolutions and special resolutions passed at the Annual General Meeting, General Meetings and Special Meetings shall be binding on all members whether present or not.

PART 6: OPERATION OF RULES

Alteration of Constitution

126. This constitution shall not be altered except by special resolution at the Annual General Meeting of the club, or at a Special Meeting called for that purpose.
127. Before putting any such Notice of Motion to a meeting of the club, the proposed alterations to the constitution must first be approved by Yass Bowling Club Ltd and Bowls ACT Inc.
128. Notices of Motion to alter the constitution must –
 - (a) be submitted in writing to the Secretary of the club at least twenty-eight (28) days prior to the meeting at which the notice of motion will be considered,
 - (b) bear the handwritten signatures of the proposer and seconder above or beside their typewritten or hand printed names,
 - (c) set out in full the proposed alteration or amendment including a reference to the page and rule number in the constitution,
 - (d) indicate the effect the proposed alteration or amendment will have on any other rules in the constitution and list these items.
129. The special resolution to alter the constitution must be passed by three quarters of those present and entitled to vote.

Alteration of By-laws

130. The Management Committee may make, amend, alter or repeal by-laws for the conduct of business of the club and the carrying out of its objects.

Compliance of Rules

131. Members are bound by and are required to be familiar with the rules of both the Yass Bowling Club Ltd and Bowls ACT Inc. in addition to these rules.

PART 7: MISCELLANEOUS

Transfer of Membership

132. The Secretary shall provide Bowls ACT Inc and any member player who transfers to another club with a clearance form stating –
- (a) the member is financial with Bowls ACT Inc until a certain date
 - (b) if the member is an accredited umpire or coach and at what level.
133. The Secretary shall notify Bowls ACT Inc of any player who has transferred from another club enclosing –
- (a) a copy of the clearance form from their previous club
 - (b) the annual registration fee

Custody of Books

134. All records, books, and other documents relating to the club shall be kept in the custody or under the control of the Secretary.

Laws of the Game of Bowls

135. The club shall at all times adhere to the Laws of the Game of Bowls as adopted by Bowls Australia.

Conditions Governing Championships

136. The rules and conditions of play governing all championships conducted by the club and Bowls ACT Inc shall be those adopted by Bowls ACT Inc from time to time.
137. The conditions of play for all club competitions may be reviewed as required by the Match/Selection Committee and are subject to approval by the Management Committee.

Property

138. All properties and monies belonging to the club shall be held in trust by the Executive Officers of the club.

Indemnity of Officers

139. The Yass Bowling Club Ltd shall indemnify every member of the committee against any costs, losses and expenses which any such member shall incur or become liable for by reason of any contract entered into or act or thing lawfully done by the member in the capacity as a committee member. It shall be the duty of the committee to arrange payment of all such costs, losses and expenses as may be incurred by any such member.

Relationship with Yass Bowling Club Limited.

140. Members may nominate for office in any capacity within the Yass Bowling Club Ltd where such positions are open for nomination from members of the Yass Bowling Club ltd.
141. The holding of any office within the Yass Bowling Club Ltd or of any office within another club within the Yass Bowling Club Ltd, has no effect on any position the member holds within the Yass Women's Bowling Club.

This Constitution was adopted at the Special Meeting of the Yass Women's Bowling Club held on 17th May, 2012. This constitution replaces any previous constitutions.

President:

Secretary: