THE BY-LAWS OF
THE
MORETON BAY
DISTRICT BOWLS
ASSOCIATION Inc.
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SECTION A
Association Colours

The colours of the Association shall be orange, yellow mid blue, and white. The insignia shall be a multi coloured circular insignia on a white back ground. Underneath it shall have the wording Moreton Bay Region Bowls Association Inc.

MANAGEMENT COMMITTEE MEMBERS

(a) The President
The President shall preside at all meetings of the Association. He shall represent the Association on all occasions requiring official representation, except where such representation is to be determined by a general meeting. He shall be ex-officio member of all committees (with exception of the Selection Committee) in addition to the specified number of members of other committees. He shall present a report to members at the Annual general Meeting of the Association.

(b) The Senior Vice President
The Senior Vice President shall assist the President in the discharge of his duties, and, in the absence of the president, shall act in his place.
When so acting, the Senior Vice President shall carry out the duties, and may exercise the powers of the President.
The Senior Vice President shall undertake such other duties, and responsibilities, which maybe allotted to him by the management Committee or a General Meeting.

(c) The Vice President
The Vice President shall assist the President in the discharge of his duties, and in the absence of the President and Senior Vice President, act in the position of President, and when so acting, shall carry out the duties, and may exercise all the powers of the President. The Vice President shall undertake such other duties, and responsibilities, which maybe allotted to him by the management Committee or a General Meeting.

(d) The Secretary
The Secretary shall
(1) attend all meetings of the Association and attend to the affairs of the Association under the direction of the President.
(2) Attend to correspondence, take and maintain minutes of all meetings, and present them at successive meetings.
(3) Report appropriately to General meetings concerning matters the affecting the Association, which come under his cognisance.
(4) Consult with the President on all matters requiring attention between meetings.
(5) Maintain a register of the names and addresses of the Management Committee Members of the Association, and member clubs, together with copies of Annual Reports of the Association, member clubs, and Bowls Queensland.
(6) Maintain records, and submit such returns as may be required, by related organisations and statutory bodies.
The Treasurer
(1) The Treasurer shall maintain a faithful record of receipts and payments of the Association, and submit a statement of the financial position according to the books at each meeting of the management Committee and General Meeting.
(2) Receive Association membership fees, donations, and other monies due, and payable, to the Association, and as soon as practicable, pay, or cause to be paid the credit of the Association with its Banks and/or Financial Institutions all monies received on account of the Association.
(3) Be responsible for the payment of creditors, accounts, and other dues, as approved by the Management Committee.
(4) Closely monitor the receipt of BQ affiliation fees, B.A. annual fees and levies from member clubs, and ensure payment by the due date.
(5) Consult with the President and Secretary on all matters requiring attention between meetings.
(6) Present, at each Annual General Meeting, a statement showing income and expenditure for the year ending 31st December, and a Balance Sheet setting put the financial position of the Association.
(7) Ensure that the documents referred to above are audited by the Auditor and submitted to the Annual General Meeting.
(8) Submit a budget for the following year to the September Management Committee.

The Assistant Secretary
An assistant to the Secretary may be appointed by the Management Committee from interested persons within the District. To assist the Secretary in his duties and to be trained to relieve him, if necessary.

The Assistant Treasurer
An assistant to the Treasurer may be appointed by the Management Committee from interested persons within the District. To assist the Treasurer in his duties and to be trained to relieve him, if necessary.

SIGNATORIES FOR BANK ACCOUNTS
The President, the Vice Presidents, Secretary, and Treasurer shall be signatories to all bank accounts, with any two (2) to sign.

Bowls Queensland Delegate
The Bowls Queensland Delegate shall:-
(1) Attend all meetings of Bowls Queensland Council and vote thereat as instructed by the Association Management Committee.
(2) Be required to attend all General meetings of the Association and present a written report to the management Committee on Bowls Queensland meetings.
(3) Attend to any other matters as required by the Management Committee, or General Meeting.
(4) Consult with the President and Secretary on any matter requiring attention between meetings.
(5) Present written reports to each Management Committee meeting on all matters relating to his portfolio.

Liaison Officer (Junior Bowlers):
The Liaison Officer (Junior Bowlers shall:-
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(1) Liaise with Bowls Queensland in relation to State and Inter-State games and disseminate information between Bowls Queensland and Junior Bowlers.
(2) Liaise with other District Associations in organised inter-district games.
(3) Attend to the registration of all Junior Bowlers within the Districts member clubs.
(4) Take appropriate action to have all forthcoming fixtures, social events, results of competition play and all matters of interest to members, reported and publicised to the best advantage.
(5) To arrange the organisation and playing of games between junior bowlers at local level.
(6) To present written reports to each Management Committee meeting on all matters relating to his portfolio.
(7) to carry out such other duties as required by the Management Committee or General Meeting.
(8) Junior Members of clubs will comprise such members who are under the age of Eighteen (18) years. They shall be entitled to play bowls in any Club, District, or State competition according to the conditions of play laid down for the playing of the event.

PUBLICITY OFFICER
The Publicity Officers duties shall include:

(1) To take appropriate action to have all forthcoming fixtures, social events, results of competition play, and all matters of interest to members, reported and publicised to the best advantage.
(2) To attend all finals of District events, arrange photographs, and to have all results published in local newspapers as early as possible after the event.
(3) Such other duties as required by the Management Committee/ General Meetings.

COMBINED S.E.Q.D.B.A. DELEGATES
The Delegate to the Combined SEQDBA shall:
(1) represent the District at all SEQ meetings.
(2) report to the Management Committee at its next meeting of decisions of the SEQ meetings.

COMMITTEES
Each committee shall consist of three members including the elected chairman.
Notwithstanding the above with exception of the Selection Committee, each Committee Chairman shall have the power to co-opt additional members as required for short term tasks.
The Committees to be established may include the following for the purpose ascribed to them:

(a) COACHING
(1) Each member of the Coaching Committee must be at least an accredited, Club Coach and hold a current Blue Card issued by the Queensland Commission for Children and young People and Child guardian.
(2) Each member must have, or be able to meet the requirements as set out by the State Authority to become an accredited Presenter and assessor.
(3) The Committee's duties shall be:
(a) To provide coaching and allied services for member Clubs.
(b) To provide coaching clinics for bowlers of Member Clubs.
(c) To provide coaching clinics for Junior Bowlers.
(d) To provide coaching assistance to other Districts on receipt of a formal request from the State Authority.
(e) To conduct examinations for accreditation of coached by Bowls Queensland.
(f) Maintain a register of accredited National Coaches within the District.
(g) To perform such duties as required by Management Committee/General Meeting.
(B) GREENS
(1) The Committee, on request from the Match Committee, shall furnish a current assessment of greens considered suitable for Association events. Where the allocation of events is to be considered by a General Meeting, or Management Committee, the current assessment is to be furnished to the General Meeting, or Management Committee, as the case may be.
(2) The Committee shall also be empowered to deal with any other matters referred to it by the Management Committee, or General Meeting.

(C) SELECTION
The Committee shall select teams to represent the association in bowling events.
All three selectors shall be from different clubs.
Selectors shall be ineligible to represent the Association in inter-district games and the District Sides Competition, except in emergency circumstances, (due illness or other such unforeseen circumstance).
The Chairman of Selectors shall be the Side Manager for the District Sides.
The Selection Committee, through its Chairman, shall be responsible for:-
(a) Compilation and updating of the register of all district representative players, including a brief record of player achievements.
(b) Liaise with the District Secretary on details and running of all inter-district games.
(c) Early selection of the best available sides.
(d) Advise players of their selection, through the District Secretary.
(e) Attendance, where possible, of Selectors at all inter-district competition games.
(f) Completion of the required score cards for each inter-district game.
(g) Work in close conjunction with, and act as co-ordinator with the Secretary.
(h) Organise all transport arrangements in conjunction with the District Secretary.
(i) Issue, collect, and be responsible for the cleanliness of all District shirts,
(j) Liaise with the host club officials.
(k) Issue decals to players.
(l) Confirm with the Secretary, prior to the date of each match, that the financial arrangements regarding all inter-district matches are complete.
(m) Fulfil the requirements of the master score board attendant, when required’
(n) Carry out any other duty required by the Management Committee, or General Meeting.

(D) Match
The Match Committee shall be the Controlling Body for all District events.
(1) The Match Committee shall organise and control all Association competitions, except where a General Meeting decides to set up a special committee to organise and control a specific event.
(2) The Committee shall be responsible for the allocation of events to clubs, taking into the current greens assessments furnished by the Greens Committee.
(3) Notwithstanding the foregoing, Management Committee, duly authorised by a General Meeting, may decide the allocation/s associated with a particular event. The Committee shall also be empowered to deal with any other matters referred to it by the Management Committee, or General Meeting.
(4) The Match Committee shall maintain a close liaison with the Greens, Umpires, and Selection Committees on matters affecting Association events.
(5) No club shall have more than two (2) members on this committee.
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(E) Umpires
(1) Each member of the Committee must be an Accredited National Umpire, who has held a valid certificate in accordance with Bowls Queensland requirements.
(2) The Committees duties shall be:
(a) To ensure training in the three aspects required of an official, namely Markers, Measurers, and National Umpires.
(b) To report on such questions, interpretations, or decisions on the law of the Sport of Bowls as may be referred to it by a General Meeting, or District Committees.
(c) To liaise with the Match Committee for the appointment of Umpires and Markers for matches under District control, and to arrange for a member of the Committee to attend such matches to give assistance, and support, to the Host Club’s Umpire/s of the day.
(d) To maintain a register of Accredited National Umpires within the District.

SECTION B
ELECTIONS

(a) Nominations.
Nominations for the positions to be determined at the Annual General Meeting and/or General Meetings shall be from financial members of clubs, and must be:
(i) in writing on the prescribed form.
(ii) Signed by the nominee expressing his consent to accept the position for which he is.
(iii) Signed by his proposer and seconder, who must be also financial members of clubs:
(iv) Accompanied by the nominees curriculum vitae.
(b) The returning Officer.
A returning officer shall be appointed at the June General Meeting each year.
The duties of the Returning Officer shall be to supervise the issuing, collection, and the counting of the ballot.
The Management Committee shall appoint assistants to the Returning Officer if, and when, required.
The Returning Officer shall liaise with the Secretary for the preparation of ballot papers. He shall ensure that only those entitled to vote are issued with the necessary ballot papers.
The Returning Officer shall advise the Chairman of the meeting the result of the count, and the Chairman shall announce the result to the meeting.
The ballot material shall be destroyed with the authority of the meeting, and the Returning Officer shall carry out such destruction.

(c) Election and ballot Procedures
Nominations shall be made in accordance with clause D.5 of the constitution.
The method of voting shall be to delete the name, or names, of the candidate/s, not required by the voted.
Voting will be “first past the post” system, which requires each delegate to cross out names of the candidate/s they do not wish to elect. If there be an equal number of votes for two or more candidates for the last remaining position in a ballot, a further ballot shall be conducted between the candidates who tied.
As soon as possible after opening of the ballot, the Chairman of the meeting shall introduce the meeting ant candidate for election who is not well known to the delegates, if such candidate is present at the meeting.
Ballot papers may be issued to those to vote prior to the meeting being opened, but the votes shall not be collected by the returning Officer until the Chairman of the meeting announces the closing of the ballots.

All votes will be deemed to have been made after the opening of the meeting, and before the closure of ballots.

Nominations must be received by the Secretary of the Association at least twenty-eight (28) days prior to the date on which the election is held.

A list of candidate’s names, in alphabetical order, with the proposer and seconders names shall be posted to all Clubs, Delegates and Management Committee members, at least seven (7) days prior to the date of the election.

THE COMMITTEES:

(a) Nominations and Ballot

Committee Chairmen, except for the Selection Committee Chairman, who will be elected at the June General Meeting, will be elected at the December General Meeting each year.

Nominations for Committee Chairmen shall be open to qualified members, shall be signed by two (2) nominators, who themselves are financial members of a member club of the Association, and shall bear the consenting signature of the nominee. All nominations shall be lodged with the Secretary of the Association at least fourteen (14) days before the General Meeting at which the election is held.

All nominations must be accompanied by the nominee’s curriculum vitae.

A list of candidate’s names, in alphabetical order, with the proposers and seconders names shall be posted to all Clubs, Delegates, and Management Committee members at least seven (7) days immediately preceding the General Meeting at which the election is held.

Ballot papers shall be prepared, if necessary, containing the names of candidates in alphabetical order, and each member present at the General Meeting at which the election is held shall be entitled to vote for any number of such candidates not exceeding the number of vacancies. Voting shall be by secret ballot.

If insufficient nominations are received for the position of Committee Chairmen, the candidates so nominated shall be declared elected. The meeting shall proceed to fill any remaining vacancies, and if necessary, conduct a ballot after calling from the floor of the meeting.

Any member not present shall indicate, in writing, his willingness to accept nomination from the floor for any unfilled position.

(b) Membership of Committees

Each committee shall number three (3) members.

Each Chairman shall have the power to appoint other members of the committee.

Each committee is empowered to co-opt other persons for short term special tasks.

The President shall be ex-officio member of each committee (except for the Selection Committee).

(c) Meetings, Reports, and Quorums

Each committee shall meet as regularly as appropriate for its work and shall provide a written report as required to each meeting of the Management Committee.

The Chairman, or any other member of each committee, may personally present that committee’s report to the Management Committee, and participate in discussion on any
matters relating to that committee’s activities, but shall not be permitted to participate in any vote. A quorum shall be fifty per centum of the total membership of the committee. Should a quorum not be present within thirty (30) minutes of the appointed time for the meeting, then the meeting shall lapse.

(d) Dismissal of a Member/Committee
If a General Meeting resolves that a member/committee is not properly discharging, its functions, it may dismiss the elected member/committee, and reconstitute it with new members until the next elections.

SECTION C.
REIMBURSMENT OF EXPENSES
(a) Out – of – pocket
No person working for the Association is expected to be out of pocket for works directed by, or approved, by the Management Committee/General Meeting.
Reimbursement shall be as scheduled, from time to time, by the Management Committee/General Meeting.
(b) Honoraria.
The December General meeting shall recommend to an Annual General Meeting that Honorariums be paid to the President, Vice Presidents, Secretary and Treasurer.

SECTION D
ATTIRE:
Subject to any changes from time to time required by any amendment to Bowls Queensland Bylaws, the Controlling Body shall be responsible for ensuring that all players, markers, and umpires, participating in games on an affiliated green shall wear the correct attire as set out in the Bowls Queensland Bylaws.

SECTION E.
ASSOCIATION BADGES
Badges will be provided for:
The Patron
The Management Committee Members
Life Members
Past Presidents
Badges, with bars, shall be provided for all Committeemen.

SECTION F.
REPORTS FROM CLUBS
Clubs are required by Bowls Queensland to submit to it the following reports, and each club, at the same time, shall forward a copy of each of those reports to the Secretary of the Association.
1. A copy of each Annual Report, Financial Report, and Balance sheet;
2. An annual statistical report as at the 31st December, each year.
3. A report from each club advising the names of Office – Bearers, and other personnel within thirty (30) days of each clubs Annual General Meeting.
4. A report advising of new members within seven (7) days of each new member joining each club; and
A report setting out the full names and addresses of each member suspended, expelled, or removed from the list of members of each club, and the reason therefore, within seven (7) days, of such suspension, expulsion, or removal.

SECTION G
MEMBERS OF TWO OR MORE CLUBS
The eligibility of members of two or more clubs to play in club championships and other club events shall be a matter for the clubs. District Clubs may include in their club constitution and conditions of play for club competitions, rules covering eligibility of members of two or more clubs to play in their events.
Any member of two (2) or more clubs shall “declare the club for which he wishes to be associated for playing of eligible events within the District no later than the 31st December each year, and such declaration shall apply for the ensuing district calendar year. No player may represent more than one (1) club in any one District year in inter-district competitions, District Championships or District Pennants.
Where a player transfers from another District, or another club, the player shall only be eligible to represent the District, or Club in inter-district competitions, District Championships and District Pennants if the player has not participated in any or all similar District events in the players previous District/Club in that year.
Any person, who has played in any Association match, or competition (excluding carnivals) arranged by an Association outside of this District shall not, in the same calendar year, play in any match, or competition (excluding carnivals)arranged by this Association.
No person who has played in any District representative team, other than for this District Association shall, in this District calendar year, be eligible for selection in any of this District's Representative Teams.
Any player, who contravenes any part of this bylaw, shall be disqualified from entry in any District events for the remainder of the District year, and/or may be fined, or suspended as a General Meeting, at its absolute discretion, may determine.
To be eligible to nominate, or be selected to play in a District team/side, a player must be a current financial member (not under suspension, or expulsion) at all their clubs.

SECTION H
COMPETITIONS
Conditions
1. (a) All competitions and other matches played, or held, under the patronage and auspices of this Association shall be played in accordance with the laws of the Sport of Bowls, and conditions from time to time in force, and shall be under the absolute control of the Match Committee.
(b) This Association shall frame the Conditions of its competitions, provided such conditions shall not conflict with the Laws of the Sport of Bowls, and by these Bylaws. All conditions shall stipulate that on the entry is open to male bowlers only.
(c) This Association is empowered to impose, and collect, penalties in respect of any breaches of any conditions of any competitions conducted by the Association, provided that such penalty is not in conflict with any penalty provided by the Laws of the Sport of Bowls and B/Q Bylaws.
Eligibility
2. (a) To be eligible to enter District competitions, members must be financial in all clubs in which they hold membership.
(b) A Junior Member, being a person under the age of Eighteen (18) years of age, and being a financial member of a club, is eligible to play, and may compete in, any District Association competition pursuant to the Laws of the Sport of Bowls, and conditions of play in force for that competition.
(c) All M.B.D.B.A. competitions (except for mixed events) are open to male bowlers only.

SECTION I
SPONSORSHIP
This Association may accept sponsorship for any event.

SECTION J
ALTERATION TO BYLAWS/STANDING ORDERS
A General Meeting may, by Special Resolution, repeal, alter, or make a new bylaw, or Standing Order, which may be necessary or convenient, for the carrying out of the provisions of this Constitution, of which fourteen (14) days notice has been given to the Secretary of the Association.

SECTION K
POLICY STATEMENT
It shall be policy of the District that in regard to the privacy law requirements, personal information obtained and recorded by the District will be solely used for the Administration of Bowls. Any sponsor requiring distributions of material will not be given a list of membership but will be required to provide the material to the District Office to onward distribution.

MEMBER PROTECTION POLICY
The District acknowledges the principles outlined within the Bowls Queensland administrative document, Member Protection Policy, date December, and updated June 2018.

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