



PARA HILLS BOWLING CLUB INCORPORATED

CONSTITUTION

CONTENTS

SECTION 1 - NAME ,OBJECTS, PURPOSES & POWERS

Name
Interpretation
Objects and Purposes
Powers

SECTION 2 - MEMBERSHIP

Membership Qualifications
Register of Members
Service of Notices
Membership Quota
Membership Classes
Nomination and Admission of Full Members
Life Members
Social Bowler Members
Junior and Student Members
Classes of Membership, Not Requiring Bowls SA Registration.
Restricted Players
Member's Entitlements
Cessation of Membership
Forfeiture of Membership
Resignation of Members
Disciplining of Members
Right of Appeal of Disciplined Member
Absence of a Member
Fees and Subscriptions
Members' Liabilities

SECTION 3 - MANAGEMENT BY MEMBERS

Management by Members
Annual General Meeting
Special General Meetings
Procedure
Voting

SECTION 4 - MANAGEMENT BY OFFICERS

Board of Management
Powers of the Board of Management
Office Bearers – Board of Management
Election of Office Bearers - Board of Management
Casual Vacancies - Board of Management
Removal of Member from the Board of Management
Meetings and Quorum - Board of Management
Delegation by the Board of Management to Committees and Subcommittees
Voting and Decisions – Board of Management

SECTION 5 - FUNCTIONS OF OFFICERS

Chairperson
Deputy Chairperson
Executive Officer
Minute Secretary
Treasurer
President Bowls Committee
Vice President Bowls Committee
Secretary Bowls Committee
Indemnity of The Board / Bowls Committee

SECTION 6 - FINANCIAL

Funds – Management
Accounts
Control over Property
Borrowing Powers
Books
Audit

SECTION 7 - GENERAL

Honorary Solicitor
Patron
Damage to Property
Winding Up and Dissolution
Application of Surplus Proceeds
Alteration of Rules
Interpretation of Rules
Visitors
Appointment of Delegates
Disputes and Suggestions
Privacy Act.
Emergency Administrative Action
Application of Benefit
Greens Committee and Greens Manager
By-Laws
Clubhouse Open
Laws of the Sport of Bowls
Common Seal
Standing Orders

SECTION 1 – NAME, INTERPRETATIONS, OBJECTS, PURPOSES & POWERS

1.1. “Name”

The name of the Club shall be the **Para Hills Bowling Club Incorporated**, hereafter called “**The Club**”

1.2. “Interpretations”

In these Rules, except in so far as the context or subject-matter otherwise indicates or requires:

- a. “**The Act**” means the Association Incorporation Act (SA) 1985, as amended.
- b. “**Executive Officer**” means the Executive Officer of the Board of Management and the person responsible for the secretarial duties of the Club.
- c. “**Board of Management**”
means the members for the time being of the ‘**Board**’ of the Club as constituted in accordance with the Rules and is the governing or controlling body of the Club subject only to any direction of the members at an Annual General Meeting or Special General Meeting.
- d. “**Board**” means the Board of Management
- e. “**Bowls SA**” means Bowls SA Inc, the peak body of the sport of Lawn Bowls in South Australia.
- f. “**Chairperson**” means the Chairperson according to the current office-holder.
- g. “**Club**” means the club referred to in Rule 1.1.
- h. “**Day**” means calendar day not business day.
- i. “**Financial Year**” means the Club’s Financial Year and, unless altered by the members at an Annual General Meeting or Special General Meeting, shall be the period 1st April to midnight on the next 31st March
- j. “**Member**” means any member of the Para Hills Bowling Club Incorporated.
- k. “**Month**” means a calendar month.
- l. “**PHBC**” means the Para Hills Bowling Club Inc.
- m. “**Rules**” means the Rules of the club in force for the time being.
- n. “**Special Resolution**”
means a resolution of the Club which is passed by a majority of those present which comprises not less than three-quarters of such members of the Club as, being entitled under these Rules to vote at an Annual General Meeting or Special General Meeting of which not less than twenty one (21) day’s written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these Rules.

In these Rules:-

1. words importing the singular include the plural and vice versa
2. words importing any gender include the other gender; and
3. a reference to ‘writing’ shall, unless the contrary intention appears, be construed as including references to printing, lithography, photography, and other modes of representing or reproducing words in a visible form, including messages sent by electronic mail.

1.3 OBJECTS

The objects and purposes of the Club shall be:-

- 1.3.1. to maintain and conduct a Club of non-political character, and to provide clubrooms, bowling greens and other conveniences for the use and recreation of the members;
- 1.3.2. to promote such other objects as the members shall determine but always to have in mind the advancement and best interests of the game of bowls and sportsmanship;
- 1.3.3. to affiliate with Bowls SA and any other organization that may be desirable in the pursuit of these objects and purposes;
- 1.3.4. to do all such things necessary to the attainment of the above objects and purposes.

1.4 POWERS

The Club shall have the power to:

- 1.4.1 acquire, hold, deal with and dispose of any real or personal property of The Club; and
- 1.4.2 administer any property on trust;
- 1.4.3 open and operate financial bank and/or financial institution accounts;
- 1.4.4 invest money:
 - 1.4.5 in any security in which trust monies may, by Act of Parliament, be invested; or
 - 1.4.6 in any other manner that The Board deems fit;
 - 1.4.7 borrow or acquire money upon such terms and conditions as The Board deems fit;
 - 1.4.8 give such security for the discharge of liability incurred by the Club as The Board deems fit;
 - 1.4.9 appoint agents to contract any business of the Club on behalf of the Club;
 - 1.4.10 enter into any other contract the Club considers necessary or desirable; and
 - 1.4.11 do all such acts and things as are incidental, conducive or subsidiary to all or any of the objects of the Club.

MEMBERSHIP

2.1 Membership Qualifications

A person is qualified to be a member of the Club if, but only if:-

- 2.1.1. the person is a person who has not ceased to be a member of the Club at any time after incorporation of the Club under the Act; or
- 2.1.2. the person is a person who:-
 - i. has been nominated for membership of the Club as provided by Rule 2.6; and
 - ii. has been approved for membership by The Board.

2.2 Register of Members

- 2.2.1. The Executive Officer shall establish and maintain a Register of Members of the Club specifying the name, address, phone number(s) and membership class of each person who is a member of the Club together with the date on which the person became a member.
- 2.2.2. The Register of Members shall be kept at the principal place of administration of the Club and shall be open for inspection by any member of the Club during normal Club opening hours.

2.3 Service of Notices

- 2.3.1. For the purposes of these Rules, a notice may be served by or on behalf of The Club on any member either personally or by sending the notice by post to the member at the member's address shown in the Register of Members or by publishing the notice in the 'Public Notices' section of a newspaper circulating generally throughout the state.
- 2.3.2. Where a document is sent to a person by properly addressing, prepaying and posting to the person a letter containing the document, the document shall, unless the contrary is proved, be deemed for the purpose of these Rules to have been served on the person at the time at which the letter would have been delivered in ordinary course of post.

2.4 Membership Quota

The Board of Management may in its absolute discretion impose a maximum quota on the number of members of the Club (subject to approval by the Lesser and/or the Liquor Licensing Commission).

2.5 Membership Classes

The Club shall, in respect of bowling members, consist of such classes of membership to conform with the registration requirements of Bowls SA. In addition, the Club may, in respect of non-bowling members and visiting interstate and/or overseas bowlers, consist of such classes of membership as the Club deems appropriate.

The following classes of membership must be registered with Bowls SA in accordance with these Rules.

2.5.1. Full Members

Members with full registration with Bowls SA shall be eligible to play in all Bowls SA and Bowls Australia events for which they are qualified and open or invitation tournaments of other clubs.

2.5.2. Life Members

Life Members registered with Bowls SA as fully registered members shall be eligible to play in all Bowls SA and Bowls Australia events for which they are qualified and open or invitation tournaments of other clubs.

2.5.3. Associate / Social Bowler Member

Is a bowling member who is not registered with Bowls SA as a Full Member or a Junior/Student Member. Members registered with Bowls SA under this category:

- i. shall not be selected for pennant teams;
and
- ii. shall not be eligible to play in Bowls SA or Bowls Australia events or events of other clubs.

2.5.4. Junior / Student Members

- i. Junior Members shall be persons under the age of eighteen (18) years as at July 1 in the year of registration.
- ii. Student Members shall be full-time students under the age of 25 years as at July 1 in the year of registration.
- iii. Members with Junior or Student registration with Bowls SA shall be eligible to play in all Bowls SA and Bowls Australia events for which they are qualified and open or invitation tournaments of other clubs.

2.6 Nomination and Admission of Full Members

A nomination of a person for membership of the Club:-

- I. Must be made by a full member of the Club who has knowledge of the nominee;
- II. must be completed by a full member of the Club in writing in the form set out at Appendix 1 to these Rules; and
- III. must be lodged with the Secretary of the Club.

2.6.1 As soon as practicable after receiving a nomination for membership, the Secretary shall:-

- I. post a copy of the application form on the Club's notice board at least seven (7) days immediately preceding the day of the next Board meeting;
and
- II. after verification of the membership application form, refer the nomination to The Board who shall determine whether to approve or to reject the nomination.

2.6.2 Where The Board in its absolute discretion, determines to approve a nomination for membership the Secretary shall, as soon as practicable after the determination, notify the nominee of that approval and request the nominee to pay within the period of twenty eight (28) days after receipt by the nominee of the notification the sum payable under these Rules by a member as entrance fee and annual subscription fee.

2.6.3 The Secretary shall, upon payment by the nominee of the amounts referred to in Rule 2.6.2 within the period referred to in that clause:-

- I. Enter the nominee's name in the Register of Members and, upon the name being so entered, the nominee becomes a member of The Club;
and
- II. Provide the nominee with a copy of the current Constitution, By-laws and Regulations and record the receipt of those documents by the nominee.

2.6.4 Where The Board rejects the nominee's application or where the nominee fails to make the payments referred to in Rule within the period referred to in that clause, the nominee shall not again be nominated for a period of at least six (6) months from the date of rejection or voiding of membership.

2.7 Life Members

2.7.1. A Full Member who has rendered special service or services to The Club may on the nomination by two (2) full members, and the recommendation of the Board of Management at an Annual General Meeting or Special General Meeting, be elected a Life Member of the Club with full privileges without payment of any annual subscription fee. The election of a Life Member shall be by secret ballot and for the recommendation to succeed at least three-quarters of the votes of the Full Members and Life Members present must be in the affirmative.

2.7.2. A Life Member shall not be relieved of any financial obligation other than the Club annual subscription fee.

2.7.3. To be eligible to play in the pennant competition, Bowls SA and Bowls Australia events, or events of other clubs, a Life Member must be registered as a Full Member with Bowls SA. (Refer to Rule 2.5.2)

2.7.4. No more than two Life Members shall be elected in any one Club year. Should there be three or more nominations, then the Full members and Life Members present at the meeting shall by secret ballot elect the two members to be presented with Life Membership.

2.7.5. The maximum number of living Life Members that will be permitted at any-one time shall be restricted to and not exceed eight (8) life members.

2.8 Associate / Social Bowler Members

Associate / Social Bowler Members may be admitted in the same manner as Full Members, subject to the terms of these Rules, and be entitled to play bowls and be engaged in other forms of recreation conducted by the Club or in which The Club engages, except that they shall not be selected for Pennant teams .

2.9 Junior and Student Members

Junior and Student Members may be admitted in the same manner as Full Members, subject to the terms of these Rules, and be entitled to play bowls and be engaged in other forms of recreation conducted by the Club.

2.10 Classes of Membership Not Requiring Bowls SA Registration

2.10.1 Social / Service Award Members

Social Members / Service Award Members may be admitted as non-bowling members of the Club in the same manner as Full Members, but do not have the right to vote, and shall be entitled to such privileges as The Board shall determine from time to time.

2.10.2 Temporary Members

A member of any other bowling club that is under the jurisdiction of the World Bowls Board, Bowls SA or any other State Authority as provided in the Constitution and By-laws of Bowls Australia, who visits the Club on any date for the purpose of playing bowls, shall be a Temporary Member of the Club for that day. The name and bowling club of such Temporary Member must be recorded on score cards.

- I. Temporary members who are full members of a relative bowling association may be selected to represent The Club in a Pennant competition (subject to the provisions that all eligible members of the Club are given priority regardless of gender).

2.10.3 Honorary Members

The Chairperson or Executive Officer shall have the power to confer Honorary Membership on a visiting member of an overseas or interstate club, or any club affiliated with Bowls SA, during the period of their visit, provided that such a visitor is sponsored by a current member of the Club

2.11 Restricted Players

Restricted Players are bowlers whose playing category limits participation to casual or night competitions, or events specifically designated for Restricted Players at their club, or events of other clubs specifically designated for casual bowlers.

2.11.1 Restricted Players shall not be eligible:

- I. to play in Bowls SA or Bowls Australia events, and open or invitation tournaments of other clubs; unless complying with 2.11.2 and 2.11.3
- II. to be issued with a hatband of their club.

2.11.2 Restricted Players shall not be selected in pennant teams unless:

- I. all available Full Members and eligible Life members of their Member Club have been selected; and
- II. shall be permitted to participate in a maximum of three pennant games in any pennant season upon payment of an additional fee as determined by the Board of Bowls SA from time to time for each game played; and
- III. may only participate in more than three pennant games upon payment of the balance of the fee required to become a fully registered member of Bowls SA.

2.11.3 An Administration Fee shall be:

- I. forwarded to Bowls SA by the date or dates as determined by the Board of Bowls SA each year, by each Member Club, for all Restricted Players; and
- II. accompanied by a list of the names of such players and their details as may from time to time be considered necessary by the Board of Bowls SA, signed by one of the President, Secretary or Treasurer of the Member Club.

2.12 Member's Entitlements

The entitlements of members of the Club are as follows:

2.12.1 Full Members and Life Members are entitled to all Club privileges and are the only members entitled to vote at the Annual General Meeting or Special General Meetings of the Club.

2.12.2 Associate / Social Bowler, Social, Honorary, Temporary, Junior and Student Members and Restricted Players are entitled to such privileges as The Board determines from time to time and are **not** entitled to vote at the Annual General Meeting or Special General Meetings of the Club.

2.13 Cessation of Membership

A person ceases to be a member of the Club if the person:

- 2.13.1. dies;
- 2.13.2. forfeits their membership (in accordance with Rule 2.14);
- 2.13.3. resigns that membership (in accordance with Rule 2.15); or
- 2.13.4. is expelled from the Club (in accordance with Rule 2.16).

2.14 Forfeiture of Membership

- 2.14.1. If a member fails to pay their annual subscription within the time prescribed in Rule 2.19.4, then that person shall cease to be a member of the Club.
- 2.14.2. The Board may in its absolute discretion restore the member's name to the Register of Members where The Board accepts, in its absolute discretion, a satisfactory explanation in writing from the member and the member has paid the amount/s due.
- 2.14.3. The Secretary shall give notice to each member when their subscription is due. This notice must be served on the member in accordance with Rule 2.3.

2.15 Resignation of Members

- 2.15.1. A member of the Club is not entitled to resign their membership except in accordance with this Rule.
- 2.15.2. A member wishing to resign from the Club shall give seven (7) days notice in writing to the Secretary, and shall pay all monies due at the date of such notice including the current Financial Year's subscription or such portion thereof as The Board may determine.
- 2.15.3. Where a member ceases to hold membership, the Secretary shall make an appropriate entry in the Register of Members recording the date on which the member ceased to be a member.
- 2.15.4. Where a registered bowling member resigns membership and intends to transfer to another club the Secretary shall, subject to Rule 2.15.2 immediately complete a clearance form to indicate that the member has left in good standing. The Secretary shall provide two copies of the clearance form to the member and shall forward a further copy to Bowls SA. The Secretary shall retain a copy of the clearance form for the records of the Club.
- 2.15.5. A member resigning from the Club, or ceasing for any reason whatever to be a member thereof, shall not have any right, title or interest in or to any property of the Club.

2.16 Disciplining of Members

- 2.16.1 Where the Board of Management is of the opinion that a member of the Club:-
 - I. has persistently refused or neglected to comply with the provision or provisions of these Rules :
or
 - II. has persistently and wilfully acted in a manner prejudicial to the interests of the Club;
or
 - III. has engaged in conduct deemed by The Board to be undesirable;

The Board may, by resolution:

- I. expel the member from the Club;
- II. suspend the member from membership of the Club for a specified period ;or
- III. censure the member.

- 2.16.2 A resolution of The Board under Rule 2.16.1 has no effect unless The Board, at a meeting held not earlier than seven (7) days and not greater than twenty eight (28) days after service on the member of a notice under Rule 2.16.3 confirms the resolution in accordance with this Rule.
- 2.16.3 When The Board passes a resolution under Rule 2.16.1, the Secretary shall, as soon as practicable, cause a notice in writing to be served on the member –
- i. setting out the resolution of The Board and the grounds on which it is based with sufficient particularity that the member adequately knows the case to be answered. In the event that the case changes prior to the hearing then the member shall be given adequate notice of such changes;
 - ii. stating that the member may address The Board at a meeting to be held not earlier than seven (7) days and not later than twenty eight (28) days after service of the notice;
 - iii. stating the date, place and time of that meeting; and
 - iv. informing the member that the member may do any or all of the following:-
 - a) Object to any member of The Board on the grounds of bias which matter The Board shall determine as a preliminary point;
 - b) attend and speak at that meeting;
 - c) arrange for no more than two representatives of the member to attend and speak at that meeting on the member's behalf;
 - d) submit to The Board at or prior to the date of that meeting any written representations relating to the resolution on the member's behalf;
 - e) arrange for a representative of the member to submit to The Board at or prior to the date of that meeting written representations in relation to the resolution on the member's behalf;
 - f) bring such witnesses to the meeting to give evidence as to facts or character;
 - g) call for any statements made to The Board relevant to the case against the member and for the witness(es) making their statement/s to be available for cross-examination if so advised.
 - h) shall only be permitted to use qualified legal representation by giving seven (7) days written notice to The Board.
- 2.16.4 At a meeting of The Board held in accordance with Rule 2.16.3, The Board shall;
- I. give to the member, or the member's representative, an opportunity to make oral representations;
 - II. give due consideration to any written representations submitted to The Board by the member, or the representative of the member, at or prior to the meeting; and
 - III. by resolution determine whether to confirm or revoke the resolution.
- 2.16.5 Where The Board confirms a resolution under Rule 2.16.4 the Secretary shall, within seven (7) days after that confirmation, by notice in writing, advise the member of the fact and of the member's right of appeal under Rule 2.17.
- 2.16.6 A resolution confirmed by The Board under Rule 2.16.4 does not take effect:
- i. until the expiration of the period within which the member is to appeal against the resolution where the member does not exercise the right of appeal within that period; or
 - ii. where within that period the member exercises the right of appeal, unless and until The Board confirms the resolution pursuant to Rule 2.16.4

2.17 Right of Appeal of Disciplined Member

- 2.17.1 A member may appeal to a Special General Meeting against a resolution of The Board which is confirmed under Rule 2.16.4 within en (7) days after notice of the resolution is served on the member by lodging with the Executive Officer a notice in writing to that effect.
- 2.17.2 Upon receipt of the written notice from a member under Rule 2.17.1. the Secretary shall notify The Board which will convene a Special General Meeting to be held within twenty eight (28) days after the date on which the Executive Officer received the notice.
- 2.17.3 At the Special General Meeting of the Club convened under Rule 2.17.2-
- 2.17.4 no business other than the question of the appeal shall be transacted;
- 2.17.5 The Board and the member, or the member's representative, shall be given the opportunity to state their respective cases orally or in writing, or both; and
- 2.17.6 the members present shall vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- 2.17.7 If at the Special General Meeting the meeting passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.

2.18 Absence of a Member

Any member contemplating absence for a period may, on written application to The Board, be granted leave of absence for a period not exceeding two years, subject to the payment of a fee as determined by The Board.

2.19 Fees and Subscriptions

Except as otherwise provided in these Rules:

- 2.19.1 a member of the Club shall upon admission to membership, pay to the Club an entrance fee as determined by the members from time to time at an Annual General Meeting or Special General Meeting;
- 2.19.2 in addition to the amount payable by the member under Rule 2.19.1, a member of the Club shall pay to the Club an annual subscription fee as determined by the members from time to time at an Annual General Meeting.
- 2.19.3 the subscription fee shall be payable annually by the thirtieth (30th) day of September or at such other time as The Board may provide by written agreement with the member, provided that the member has made application in writing for dispensation on the grounds that are considered satisfactory by The Board;
- 2.19.4 any member whose annual subscription fee or any part thereof is outstanding for one (1) month after the due date, or after the due date as agreed in writing with a member under Rule 2.19.3 shall have their membership shall cease until payment of any amount due is paid in full.
- 2.19.5 members who are elected to membership after the first day of July, October, January or April in any year shall pay such proportion of the annual subscription fee and entrance fee as shall be determined by the Board of management; and
- 2.19.6 a member new to the Club may be admitted as a Full Member, or an existing member may be upgraded to Full Membership, upon payment of a first year initial subscription fee as determined by The Board.

2.20 Members' Liabilities

The liability of a member of the Club to contribute toward the payment of the debts and liabilities of the Club or the cost, charges and expenses of the winding up of the Club is limited to the amount, if any, unpaid by the member in respect of membership of the Club as required by Rule 2.19

SECTION 3 - MANAGEMENT BY MEMBERS

3.1 Management by Members

- 3.1.1 The Club shall be managed by the members of the Club through the Annual General Meeting and/or Special General Meetings.
- 3.1.2 The Board Chairperson shall, subject to this Constitution, preside as Chairperson at every Annual General Meeting, Special General Meeting, General Meeting and The Board of Management Meeting of the Club.
- 3.1.3 If the Chairperson/ President is not present, or is unwilling or unable to preside, the Deputy Chairperson/ Vice President shall preside. If the Deputy Chairperson/ Vice President is not present, or is unwilling or unable to preside, the members entitled to be present at that meeting shall appoint one of their number to preside as Chairperson/President of that meeting only.

3.2 Annual General Meeting

The Annual General Meeting of the Club shall be held at and place to be fixed by the Board, but not later than the 15th May in each year and subject to Rule 3.2.1

- 3.2.1 The Board shall provide members with at least twenty eight (28) days notice of the Annual General Meeting and must affix a copy of the Notice of the Meeting to the notice board inside the clubhouse.
- 3.2.2 Nominations for office bearers due for election at an Annual General Meeting shall be posted on the appropriate notice board, commencing from the posting of the Annual General Meeting and closing seven (7) days prior to the time of the Annual General Meeting.
- 3.2.3 The business to be transacted at the Annual General Meeting shall be in the following order:
 - 3.2.3.1 reading of the Notice convening the Meeting;
 - 3.2.3.2 confirmation of the Minutes of the previous Annual General Meeting and/or Special General Meetings;
 - 3.2.3.3 presentation of Annual Report;
 - 3.2.3.4 consideration and adoption of Annual Report;
 - 3.2.3.5 presentation of Balance Sheet and Statement of Accounts;
 - 3.2.3.6 consideration and adoption of Balance Sheet and Statement of Accounts;
 - 3.2.3.7 other reports;
 - 3.2.3.8 election of office bearers including bowls committee
 - 3.2.3.9 nomination and election of Auditors;
 - 3.2.3.10 fix amount of annual subscription for all classes of membership;
 - 3.2.3.11 Notices of Motion (refer to Standing Orders Rule 7.19.10 regarding the posting of Notices of Motion);
 - 3.2.3.12 any other general business. (refer to Standing Orders Rule 7.19.13 Regarding Questions on Notice and Standing Orders Rule 7.19.14 Questions without Notice that maybe considered under general business).

3.3 Special General Meetings

The Board shall convene a Special General Meeting when requested to do so by requisition in accordance with this Rule.

- 3.3.1 The Board shall, on a requisition in writing of not less than three (3) of its members, or fifteen (15) members of the Club, convene a Special General Meeting.
- 3.3.2 A requisition for a Special General Meeting:
 - i. shall state the purpose or purposes of the Meeting;
 - ii. shall be signed by the members making the requisition;
 - iii. shall be lodged with the Executive Officer; and
 - iv. may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- 3.3.3 A Special General Meeting shall be held on a date determined by The Board such date being not less than fourteen (14) clear days and not more than twenty eight (28) clear days from the date of requisition. The Executive Officer shall post the requisition and Notice of Meeting on the notice board of the Club.
- 3.3.4 If The Board fails to convene a Special General Meeting in accordance with Rule 3.3.3, any one or more of the members who made the requisition may convene a Special General Meeting to be held not later than three (3) months after the date of the original requisition.

3.4 Procedure

- 3.4.1** No item of business shall be transacted at any Annual General Meeting or Special General Meeting of the Club unless a quorum of members entitled under these Rules to vote is present during the time the meeting is considering that item.
- 3.4.2** Thirty percent (30%) of the members of the Club, being present in person and entitled under these Rules to vote at an Annual General Meeting or Special General Meeting, shall constitute a quorum.
- 3.4.3** If within fifteen (15) minutes after the appointed time for the commencement of an Annual General Meeting or Special General Meeting a quorum is not present, the meeting if convened upon the requisition of members shall be dissolved, and in any other case, shall stand adjourned to the same day in the following week at the same time and at the same place, unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members.
- 3.4.4** An adjourned Annual General Meeting or Special general Meeting that is held within the timeframe stipulated by Rule 3.4.3 shall be deemed to be held in accordance with Rule 3.2.1 or Rule 3.3.4 provided that the meeting was first convened in accordance with the timeframe applicable in these Rules.
- 3.4.5** If at the adjourned Annual General Meeting or Special General Meeting a quorum is not present within fifteen (15) minutes after the time appointed for the commencement of the meeting, the members present, being not less than twenty percent (20%) of those members eligible to vote, shall constitute a quorum.

3.5 Voting

- 3.5.1** At an Annual General Meeting or Special General Meeting of the members of the Club the election of all officers, where there are more nominations than vacancies, shall be by ballot which shall be conducted by two Returning Officers appointed at such meeting. Ballot papers containing votes for a greater or lesser number of persons to be elected shall be informal. If two or more candidates receive an equal number of votes, the Chairperson shall, in such case, draw lots to decide the successful candidate or candidates from those candidates who received the equal number of votes.
- 3.5.2** All other questions for decision by the members of the Club at an Annual General Meeting or Special General Meeting shall be duly proposed and seconded, and shall be determined by a show of hands unless a ballot is asked for by ten percent (10%) of members present, and entitled to vote. The ballot shall then be taken. When a ballot is taken, two Returning Officers shall be appointed by the Chairperson to conduct the ballot. The result of each ballot shall be deemed to be a resolution of the Club adopted at such Annual General Meeting or Special General Meeting.
- 3.5.3** The Chairperson of an Annual General Meeting or Special General Meeting shall, subject to Rule 3.5.1, be entitled to a deliberative and a casting vote.
- 3.5.4** Full Members and Life Members only will be entitled to vote at Annual General Meetings and Special General Meetings of the Club.
- 3.5.5** At any Annual General Meeting of the Club, only such members who were financial at the close of the previous Financial Year or any new member who has paid the current fee shall be entitled to attend such meeting. This provision shall apply also to any Special General Meeting of the Club held between the close of the previous Financial Year and the Annual General Meeting of the Club. At all other Special General Meetings only members who are financial according to these Rules shall be entitled to attend such meetings.
- 3.5.6** Proxy or postal voting shall not be permitted at any Annual General Meeting or Special General Meeting of the Club
- 3.5.7** At any Annual General Meeting or Special General Meeting of the Club, a declaration by the Chairperson that a resolution has been carried, or lost, or not carried by a particular margin, if such is required, and an entry to that effect appearing in the Minute Book of the Club shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against such resolution.
- 3.5.8** All resolutions passed at the Annual General Meeting of the Club or at any Special General Meeting of the Club shall be conclusive and binding on all members of the Club, whether they shall have been present or not at such meeting.

SECTION 4 - MANAGEMENT BY OFFICERS

4. Board of Management

The affairs of the Club including financial and property affairs, shall be managed and controlled by The Board. Operation of the activities of the members shall be managed by the Bowls Committee.(the delegation of functions to committee or subcommittees are covered under Rule 4.8).

4.1 Powers of the Board of Management

The Board, subject to the Act, the Regulations and these Rules, and to any resolution passed by the Club at an Annual General Meeting or Special General Meeting:-

- 4.1.1 shall control and manage the affairs of the Club;
- 4.1.2 has power to perform all such acts and do all such things as appear to The Board to be necessary or desirable for the proper management of the affairs of the Club, including, but not limited to, the following powers:-
 - 4.1.2.1 to delegate, in accordance with Rule 4.8, the exercise of functions to committees and sub-committees;
 - 4.1.2.2 to fill casual vacancies on The Board;
 - 4.1.2.3 to appoint such officers and employees as are required to carry out the objects of the Club, including a Public Officer, and may delegate any of its powers to such officers and employees;
 - 4.1.2.4 to impose levies on members, subject to the approval of an Annual General Meeting or the Special General Meeting of the Club;
 - 4.1.2.5 to review the resignation of a member in accordance with Rule 2.15;
 - 4.1.2.6 to make By-Laws in conformity with the Rules of the Club;
 - 4.1.2.7 interpret the Rules and By-Laws of the Club, and such interpretation shall be final;
 - 4.1.2.8 to carry out all resolutions, including those of which the prescribed notice has been given, and which have been passed at an Annual General Meeting or Special General Meeting of the Club;
 - 4.1.2.9 to ensure compliance with the Rules and By-Laws of the Club, and deal with any breaches as provided in Rule 2.16;
 - 4.1.2.10 to deal with other matters which may arise or matters which are not specifically provided for in the Rules of the Club;
 - 4.1.2.11 cause correct financial accounts and books, and administrative records, to be kept showing the affairs of the Club. The Board shall authorise all expenditure including any expenditure passed at an Annual General Meeting or Special General Meeting of the Club, and direct the method of dealing with monies received for or on behalf of the Club;
 - 4.1.2.12 to invest funds in any security which trust money may by an Act of Parliament be invested, or in any other manner specifically authorised by the members at a General Meeting of the Club.

4.3 Office Bearers – Board of Management / Bowls Committee

The Board & Bowls Committee shall consist of the office bearers of the Club each of whom shall be elected at the Annual General Meeting of the Club pursuant to Rule 4.4

- 4.3.1 The Bowls Committee of the Club shall be:-
 - 1) President (either gender)
 - 2) Vice President (opposite gender)
 - 3) Secretary (either gender)
 - 4) Chairperson of selectors (male or female)
 - 5) Tournament Directors (2) (any gender)

4.3.2 Each member of The Bowls Committee shall subject to the Rules, hold office until the conclusion of the Annual General Meeting following the date of the member's election ,but shall be eligible for re-election

4.3.3 In the event of a casual vacancy occurring The Bowling Committee may appoint a member of the Club to fill the vacancy and the member so appointed shall hold office, subject to these Rules, until the conclusion of the Annual General Meeting next following the date of appointment.

4.3.4 The Board of Management of the Club shall be:-

- 1) The Chairperson
- 2) Deputy Chairperson
- 3) The Executive Officer (either gender)
- 4) The Treasurer (either gender)
- 5) Minute Secretary (either gender)
- 6) Bowls Committee President (either gender)
- 7) Bowls Committee Vice President (opposite gender)

4.3.5 The Board shall be elected as described here-under and shall hold office for two years.

- 1) Chairperson, Treasurer, Minute Secretary, shall retire in each year ending with an even number, but shall be eligible for re-election.
- 2) Deputy Chair, Executive Officer, shall retire in each year ending with an odd number, but shall be eligible for re-election.

4.3.6 In the event of a casual vacancy occurring The Board may appoint a member of the Club to fill the vacancy and the member so appointed shall hold office, subject to these Rules, until the expiry of the term of office of the person causing the vacancy.

4.4 Election of Office Bearers - Board of Management / Bowls Committee

Nominations of candidates for election as members of The Board / Bowls Committee of the Club:-

- 4.4.1 shall be delivered to the Executive Officer not less than seven (7) days before the date fixed for the holding of the Annual General Meeting at which the election is to take place.
- 4.4.2 shall be made in writing and signed by a nominator and a seconder, both of whom are fully registered members of the Club, and certified by the nominee expressing willingness to accept the position for which nominated; and
- 4.4.3 If insufficient nominations are received to fill all vacancies on The Board / Bowls Committee, the candidates nominated shall be deemed to be elected and further nominations may be received at the Annual General Meeting.
- 4.4.4 If insufficient further nominations are received, any vacant positions remaining on The Board / Bowls Committee shall be treated as casual vacancies in accordance with Rule 4.3.6
- 4.4.5 If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- 4.4.6 If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held.
- 4.4.7 The ballot for the election of The Board / Bowls Committee shall be conducted at the Annual General Meeting in such usual and proper manner as The Board may direct.
- 4.4.8 No member of The Board / Bowls Committee shall be permitted to hold the dual office of Chairperson, Executive Officer and/or Treasurer including a casual vacancy in these offices, in the same year of appointment.

4.5 Casual Vacancies - Board of Management /Bowls Committee

For the purpose of these Rules, a casual vacancy in the office of a member of The Board / Bowls Committee occurs if the member:-

- 4.5.1 dies;
- 4.5.2 ceases to be a member of the Club;
- 4.5.3 becomes an insolvent under administration within the meaning of the Corporations Law;
- 4.5.4 resigns office by notice in writing given to the Executive Officer / Bowls Secretary;
- 4.5.5 is removed from office under Rule 4.6.1
- 4.5.6 becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health; or
- 4.5.7 is absent without the consent of The Board / Bowls Committee from three (3) consecutive meetings of the Board of Management / Bowls Committee.

4.6 Removal of Member from the Board of Management / Bowls Committee

- 4.6.1 The Club at a Special General Meeting may, by resolution, remove any member of The Board / Bowls Committee from the office of member before the expiration of the member's term of office, and may by resolution, appoint another person to hold office until the expiration of the term of office of a member so removed.
- 4.6.2 Where a member of The Board / Bowls Committee, to whom a proposed resolution referred to in Rule 4.6.1 relates, makes representations in writing to the Executive Officer or Chairperson and requests that the representations be notified to the members of the Club, the Executive Officer or the Chairperson may send a copy of the representations to each member of the Club or, if they are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

4.7 Meetings and Quorum - Board of Management / Bowls Committee

The Board / Bowls Committee shall meet at least once each month at such place and time as The Board/Bowls Committee shall determine.

- 4.7.1 Special Meetings of The Board / Bowls Committee may be convened by the Chairperson / President or at the request of three (3) members of The Board/ Bowls Committee provided that the Executive Officer shall give at least two (2) days notice of the meeting to each member of The Board / Bowls Committee.
- 4.7.2 Oral or written notice of a meeting or Special Meeting of The Board / Bowls Committee shall be given by the Executive Officer to each member of The Board / Bowls Committee at least two (2) days before the time appointed for the holding of the meeting.
- 4.7.3 Notice of a meeting given under Rule 4.7 shall specify the general nature of the business to be transacted at the meeting and no business other than that business shall be transacted at the meeting, except business which the members of The Board / Bowls Committee present at the meeting unanimously agree to treat as urgent business.
- 4.7.4 Any four (4) members of The Board or Bowls Committee shall constitute a quorum for the transaction of the business of a meeting of The Board or Bowls Committee.
- 4.7.5 No business shall be transacted by The Board / Bowls Committee unless a quorum is present and, if within fifteen (15) minutes of the time appointed for the meeting a quorum is not present, the meeting shall stand adjourned to the same place and at the same hour of the same day in the following week.
- 4.7.6 If at the adjourned meeting a quorum is not present within fifteen (15) minutes of the time appointed for the meeting the meeting shall be dissolved.
- 4.7.7 At a meeting of The Board:-
 - i. the Chairperson shall preside; or
 - ii. if the Chairperson is not present or unable to preside Rule 3.1.3.shall apply.
- 4.7.8 At a meeting of The Bowls Committee
 - i. the President shall preside; or
 - ii. if the President is not present or unable to preside Rule 3.1.3.shall apply.

4.8 Delegation by the Board of Management / Bowls Committee to Committees and Subcommittees

- 4.8.1 The Board / **Bowls Committee** may establish committees and/or sub-committees to exercise such functions as The Board / Bowls Committee shall determine, and appoint members to those committees and sub-committees.
- 4.8.2 In the establishing resolution, The Board / Bowls Committee may delegate such functions as are specified in the resolution, other than:
 - i. this power of delegation; and
 - ii. a function imposed on The Board / Bowls Committee by the Act, by these Rules or by any other law.
- 4.8.3 A function, the exercise of which has been delegated to a committee and/or sub-committee under this Rule may, while the delegation remains unrevoked, be exercised from time to time by the committee and/or sub-committee in accordance with the terms of the delegation.
- 4.8.4 A delegation under this Rule may be made subject to such conditions or limitations as to the exercise of any function the subject thereof, or as to time or circumstances, as may be specified in the instrument of delegation.
- 4.8.5 Notwithstanding any delegation under this Rule, The Board / Bowls Committee may continue to exercise any function delegated.
- 4.8.6 Any act or thing done or suffered by a committee and/or sub-committee acting in the exercise of a delegation under this Rule has the same force and effect as it would have if it had been done or suffered by the Board / Bowls Committee
- 4.8.7 The Board / Bowls Committee may, by instrument in writing, revoke wholly or in part, any delegation under this Rule.
- 4.8.8 A committee and/or sub-committee shall meet and adjourn as it deems appropriate.

4.9 Voting and Decisions – Board of Management / Bowls Committee

- 4.9.1 Questions arising at a meeting of The Board / Bowls Committee or of any committee and/or sub-committee appointed by The Board / Bowls Committee shall be determined by a majority of the votes of members of The Board / Bowls Committee or committee and/or sub-committee present at the meeting.
- 4.9.2 Each member present at the meeting of The Board / Bowls Committee or of any committee and/or sub-committee appointed by The Board / Bowls Committee, including the person presiding at the meeting, is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a deliberative and a casting vote. Subject to Rule 4.7.4, The Board / Bowls Committee may act notwithstanding any vacancy on The Board. / Bowls Committee
- 4.9.3 Any act or thing done or suffered, or purporting to have been done or suffered, by The Board / Bowls Committee or by a committee and/or sub-committee appointed by The Board, / Bowls Committee is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or disqualification of any member of The Board / Bowls Committee or committee and/or sub-committee.

SECTION 5 - FUNCTIONS OF OFFICERS

5.1 Chairperson

The Chairperson shall regulate and keep order at all meetings at which the Chairperson is to preside as prescribed by these Rules.

- 5.1.1 The Chairperson may take only such other actions as are determined by The Board, or by the members of the Club at any meeting of the Club, in assisting to ensure:-
- i. that the Rules and the By-laws of the Club are effectively implemented; and
 - ii. that effective administrative actions follow decisions made at those meetings over which the Chairperson is prescribed by these Rules to preside.
- 5.1.2 The Chairperson may take action in any matter specifically detailed by these Rules.

5.2 Deputy Chairperson Substitute for Chairperson in absence

5.3 The Executive Officer

The Executive Officer shall be the executive officer to the Board of Management and the Public Officer of the Club. The Executive Officer shall:-

- 5.3.1. as soon as practicable after being appointed as Executive Officer, lodge notice with the Club of his or her address;
- 5.3.2. attend all meetings of The Board, Annual General Meeting and Special General Meetings of the Club;
- 5.3.3. attend to all correspondence in connection with the administration of the Club;
- 5.3.4. prepare for submission to the Annual General Meeting of the Club, the report of The Board on the activities of the Club during the year;
- 5.3.5. maintain a register of members in accordance with Rule 2.2 and the date of the latest subscription payment; and
- 5.3.6. carry out those duties usually associated with the office of Executive Officer

5.4 Minute Secretary

It is the duty of the Minute Secretary

- 5.4.1. keep minutes of all appointments of members of The Board;
- 5.4.2. keep minutes of the names of members of The Board present at any Board of Management meeting;
- 5.4.3. keep minutes of all proceedings at meetings of The Board, the Annual General Meeting and Special General Meetings;
- 5.4.4. ensure that the minutes are signed by the Chairperson or any other member chairing at the meeting;

5.5 Treasurer

It is the duty of the Treasurer:-

- 5.5.1 to receive all moneys belonging to the funds of the Club, and within a reasonable time to deposit or arrange
- 5.5.2 for the deposit of such moneys with the Club's bankers, or as directed by The Board.
- 5.5.3 to be responsible for payment of all Club accounts which have been passed for payment by The Board.
- 5.5.4 to keep correct accounts of all moneys received and expended.
- 5.5.5 prepare the annual income and expenditure budget for approval by The Board.
- 5.5.6 prepare and submit financial statements at meetings of The Board and at the Annual General Meeting of the Club.

5.6 President Bowls Committee

The President shall regulate and keep order at all meetings at which the President is to preside as prescribed by these Rules.

Report to Board Meetings on bowling matters

5.7 Vice President Bowls Committee

Substitute for President in absence.

5.8 Secretary Bowls Committee

It is the duty of the Secretary:-

Attend to all correspondence in connection with the general business of the Bowls Committee.

5.9 Indemnity

- 5.9.1 Every officer of the Board/ Bowls Committee will be indemnified out of the property of the Para Hills Bowling Club Inc against any liability incurred by him/her in that capacity in defending any proceedings, whether civil or criminal, in which judgement is given if he/she is acquitted.
- 5.9.2 Every person who is or has been an officer or member of the Board/ Bowls Committee (and his/her executors or administrators) will be indemnified out of the property of the Para Hills Bowling Club Inc from and against all costs, losses and expenses which that person properly incurred or became liable to pay by reason of any contract entered into or thing done in the discharge of that person's duties on behalf of The Club.

SECTION 6 - FINANCIAL

6.1 Funds - Management

All moneys received by the Club shall be deposited as soon as practicable and without deduction to the credit of such financial institution accounts of the Club.

- 6.1.1 The financial institution accounts of the Club are to be retained with such institutions as shall from time to time be approved by The Board.
- 6.1.2 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by two of the following office bearers:-
 - 6.1.2.1 the Chairperson, the Executive Officer, the Treasurer and one other appointed officer bearer of the Club;
- 6.1.3 In the event that any one of the abovementioned office-bearers is absent through illness or for any other reason, The Board may appoint a substitute signatory to the accounts of the Club.

6.2 Accounts

The Club shall keep such accounting records as are necessary to correctly record and explain the financial transactions and financial position of the Club.

- 6.2.1 No expenditure exceeding three thousand (\$3000) dollars shall be entered into without the approval of the members at an Annual General Meeting or Special General Meeting of the Club.
- 6.2.2 The Board may approve expenditure within the above limit, and shall pass for payment all accounts incurred under provisions of this and the preceding paragraph before payment is made.
- 6.2.3 The Board shall determine limits within which any committee and/or sub-committee may incur expenditure. All accounts for expenditure incurred under this authority shall be passed for payment by The Board.
 - 6.2.3.1 Expenditure exceeding five hundred (\$500) dollars shall not be entered into without the prior consent of The Board.

6.3 Control over Property

The prior approval of an Annual General Meeting or Special General Meeting of the Club is required for the following matters:-

- 6.3.1 negotiating a loan;
- 6.3.2 issuing debentures;
- 6.3.3 granting security over any property of the Club;
- 6.3.4 selling or buying of any real estate on behalf of the Club;
- 6.3.5 leasing any property of the Club; and
- 6.3.6 all other measures in any way extending the liabilities of the Club beyond the assets and estimated revenue of the Club.
- 6.3.7 In all other respects the property of the Club shall be subject to the control and disposition of The Board. The Board, subject to the approval of an Annual General Meeting or Special General Meeting in accordance with Rule 6.3, is empowered to:-
 - 6.3.7.1 negotiate loans;
 - 6.3.7.2 issue debentures;
 - 6.3.7.3 sell or purchase any real estate on behalf of the Club; and
 - 6.3.7.4 lease any property of the Club.
- 6.3.8 A direction of an Annual General Meeting or Special General Meeting of the Club correctly recorded in the minutes of such meeting, the minutes having been confirmed by the Chairperson of the meeting, imposes an obligation on The Board to operate in accordance with the direction made.
- 6.3.9 The duly confirmed minutes provide a justification for the performance of the required direction provided that the terms of the recorded direction have been adhered to.
- 6.3.10 No person who is not a member of the Club shall be entitled to enquire into the regularity of such direction beyond the verification of the signature of the Executive Officer.

6.4 Borrowing Powers

- 6.4.1 Subject to this Rule, the Annual General Meeting or a Special General Meeting of the Club may authorise The Board to borrow funds.
- 6.4.2 If The Board is authorised to borrow funds pursuant to Rule 6.4.1 then The Board may borrow funds at such rate of interest, and in such form and manner and upon such security as shall be specified in any such resolution of the Annual General Meeting or Special General Meeting.
- 6.4.3 If The Board is authorised to borrow funds pursuant to Rule 6.4.1 then The Board shall make all dispositions of the Club's property, or any part thereof, and enter into such agreements in relation thereto as The Board may deem proper for giving security for such loans and interest.
- 6.4.4 Subject to section 53 of the Act the Club may invite and accept deposits of money from any person on such terms and conditions as may be determined by The Board from time to time.
- 6.4.5 All members of the Club shall be bound by the decision of the meeting authorising the borrowing of funds.

6.5 Books

- 6.5.1 All records, books of accounts and other financial documents relating to the Club shall be kept by the Treasurer.
- 6.5.2 These records, books of account and other financial documents shall be open to the inspection of The Board.

6.6 Audit

- 6.6.1 The Club shall where required by the Act appoint an Auditor and shall cause the accounts of the Club to be audited.
- 6.6.2 The Auditor shall be appointed at each Annual General Meeting of the Club. The Auditor shall not be a member of The Board and shall be appointed in a manner consistent with the terms of the Act.
- 6.6.3 Nominations for the office of Auditor shall be submitted at the Annual General meeting of the Club in each year.
- 6.6.4 The Auditor shall have power at all times to examine the books and documents of the Club.
- 6.6.5 The Auditor shall, as soon as possible after the close of the Financial Year in each year, audit the Statements of Receipts and Expenditure and Balance Sheets of the Club since the end of the preceding Financial Year. These statements shall be prepared by the Treasurer in accordance with accepted accounting principles.
- 6.6.6 The Auditor's Report shall be submitted to the Annual General Meetings of the Club.

SECTION 7 - GENERAL

7.1 Honorary Solicitor

The Board may appoint an Honorary Solicitor to the Club upon such terms and for such period as the Board of Management shall direct.

7.2 Patron

The position of Patron of the Club may be awarded to a respected member of the community considered worthy of the honour by the majority of members at the Annual General Meeting. There is no specific time limit on the term to be served as patron. However, members are to be informed if and when a vacancy should occur. The Patron will be invited to attend all official Club events/ceremonies and the Patron's name will appear on all official Club correspondence.

7.3 Damage to Property

No member shall remove from the Club any property of any kind without the permission of three members of The Board, nor deface or damage any article which is the property of the Club.

- 7.3.1 Any member who removes; breaks or damages any of the Club's property shall pay for the property at a price determined by The Board.

7.4 Winding Up and Dissolution

The Club may be wound up in the manner provided for in the Act. In the case of a voluntary winding up or dissolution, the following procedure is to be followed:-

- 7.4.1 The Board shall call a Special General Meeting of the Club to consider whether or not the Club should be wound up or dissolved;
- 7.4.1.1. A motion to wind up or dissolve the Club must be carried at the Special General Meeting by a majority of those present and entitled to vote;
- 7.4.1.2. If such a motion is carried then a second Special General Meeting of the Club must be called:-
- a the quorum at this Special General Meeting shall be not less than thirty percent (30%) of the members of the Club entitled to vote.
 - b not less than one calendar month after the first mentioned Special General Meeting of the Club; and
- 7.4.2.1 At this second Special General Meeting a Special Resolution motion to confirm the motion to wind up or dissolve the Club shall be put.
- 7.4.2.2 If the Special Resolution referred to in Rule 7.4.2.1 is carried, then The Board must, subject to the provisions of the Act, appoint a person, who may be a member of the Club, to act as liquidator and have the appointment approved by the Corporate Affairs Commission.
- 7.4.2.3 On confirmation from the Corporate Affairs Commission of the liquidator's valid appointment, the liquidator will proceed to sell and realise the property and assets of the Club and out of the net proceeds of such sale and realisation to discharge and satisfy all the liabilities of the Club.

7.5 Application of Surplus Proceeds

If after the winding up of the Club there remains "surplus assets" as defined in the Act, such surplus assets shall not be distributed among the members but shall be given to other lawn bowling organisation(s), or charitable institution(s) as may be determined by Board or Trustees in their absolute discretion.

7.6 Alteration of Rules

No new rules shall be made nor any existing rule altered or repealed except at an Annual General Meeting or at a Special General Meeting of the Club called for that purpose, and then only by Special Resolution.

- 7.6.1 A copy of the proposed new rule, alteration or repeal, as aforesaid, shall be delivered to the Executive Officer at least twenty eight (28) days before such meeting and shall be inserted in the notice convening the meeting at which such proposed new rule, alteration or repeal is to be considered, and notice thereof shall be posted on the notice board of the Club twenty one (21) clear days before the meeting.
- 7.6.2 The Executive Officer shall also notify Bowls SA of any new rule or alteration to the Constitution.
- 7.6.3 The Executive Officer shall comply with all the requirements of section 24 of the Act to give effect to any new rule or alteration to the constitution.
- 7.6.4 Any such new or altered rules shall come into operation from the date of adoption unless another date is specified in the motion.

7.7 Interpretation of Rules

In the event of any doubt or difficulty arising as to the meaning of any Rule, By-Law or Regulation, or, should any question arise as to their interpretation, the Board of Management shall have power to pronounce a decision thereon and its decision shall be final and binding on the members, subject only to affirmation or reversal by a Special General Meeting of The Club called for that purpose.

7.8 Visitors

- 7.8.1 A member shall be allowed to introduce visitors to the Club, subject to such conditions as prescribed by the Liquor Licensing Act (SA) 1985 and such further conditions as The Board shall determine from time to time.
- 7.8.2 Notwithstanding Rule 7.8.1, no person who has been suspended or expelled from membership of a bowling club or whose conduct or presence on the Club's premises may be considered objectionable to the interests of The Club, shall be introduced as a visitor.

7.9 Appointment of Delegates

The delegates to the appropriate meetings of Bowls SA shall be elected by The Board

7.10 Disputes and Suggestions

- 7.10.1 All suggestions and complaints drawn to the attention of The Board shall be made in writing to the Executive Officer, who shall list the same for discussion at the next meeting of The Board.
- 7.10.2 If any dispute or disagreement arises between members concerning any matter relevant to the Club, the same may be referred in writing to The Board by either party. The Board shall have the power to deal with such matters as it deems necessary in a manner consistent with these Rules.

7.11 Privacy Act

The Club, in conducting the business and carrying out the objects of the Club, shall abide by the National Privacy Principles of the Privacy Act 1988 as amended by the Privacy Amendment (Private Sector) Act 2000 and adopted December 21 2001.

7.12 Emergency Administrative Action

In emergency circumstances, action taken by an officer or officers of the Club and ratified by the appropriate Committee shall not render any proceedings void unless the members so direct at an Annual General Meeting or Special General Meeting.

7.13 Application of Benefit

The Club is a non-proprietary Club. The income and property of the Club shall be applied solely towards the promotion of the objects and purposes of the Club. No portion of the income or property of the Club shall be paid or transferred, directly or indirectly by way of dividend, bonuses or otherwise to any member.

- 7.13.1 Nothing contained in Rule 7.13. shall prevent the payment by way of honorarium or refund of expenses to any member or officer of the Club for services rendered to the Club.

7.19 Standing Orders

The following Standing Orders govern the conduct of business at all meetings, except as otherwise provided in the Rules. In regard to Special General Meetings, the Executive Officer shall, in the notice of meeting, specify the matters to be dealt with occasioning the calling of the meeting and no other matter shall be discussed.

7.19.1 Time Limit

Time limits for speakers, or for the discussion, shall be determined by the Chairperson of the meeting.

7.19.2 Property of the Meeting

Any motion or amendment thereto, having been duly proposed and seconded, becomes the property of the meeting, and cannot be withdrawn unless leave is granted in accordance with these Standing Orders.

7.19.3 Seconding Motion without Speaking

Any member who seconds a motion without speaking to it may, at a later period, take part in the debate.

7.19.4 Reply of Mover

In all cases the member moving the motion has the right of reply, and this reply closes the debate.

7.19.5 Chairperson's Ruling

If the Chairperson at any time gives a ruling on any matter before the chair, the Chairperson may be asked to give the reasons. If the reasons given are not deemed satisfactory, any member may move that the "Chairperson's ruling be disagreed with". If the motion is seconded and carried, the Chairperson shall forthwith vacate the chair until the matter of his ruling is settled, provided that only the reasons given by the Chairperson for his ruling can be discussed, and not the subject matter of the original motion or question. In the absence of the Chairperson a deputy, or a person elected for the purpose, will occupy the chair.

7.19.6 Question Be Now Put

A motion moved and seconded "that the question be now put" shall take precedence over all business and, without any discussion, must immediately be put by the Chairperson. The mover and the seconder of this motion shall not be mover or seconder of the original motion. If the motion is carried, the original motion must be put without further debate. A motion "that the question be now put" may not be moved while a member is speaking.

7.19.7 Motion Withdrawn

A motion or amendment may, at any time, by leave of the meeting, be withdrawn. A motion opposing the withdrawal, if seconded, may be received.

7.19.8 Motions and Amendments

All motions must be moved and seconded. An amendment to the original motion may be moved at any stage of the discussion, provided a speaker is not interrupted. Notice of a further amendment may be given, and the amendment indicated, without discussion, but it cannot be moved until the first amendment has been disposed of. The Chairperson may limit the number of amendments to be received in excess of two. An amendment cannot be a direct negative to the original motion.

7.19.9 Amendments

An amendment may be made to a motion by:-

7.19.9.1 Striking out certain words.

7.19.9.2 Striking out certain words and inserting other words.

7.19.9.3 Adding or inserting other words.

7.19.10 Notice of Motion

A notice of motion, other than to change these Rules, shall be submitted in writing, signed by the mover and seconder, to the Executive Officer twenty one (21) days prior to the date of the meeting. The Executive Officer shall deliver a copy of the notice of motion to all members fourteen (14) days prior to the meeting. Notices of motion on the same subject shall appear on the notice paper in the order of receipt by the Executive Officer.

7.19.11 Amending Notice of Motion

Any member desiring to amend his/her own notice of motion before moving same at the meeting must ask leave of the seconder and the meeting, and read the amendment.

7.19.12 Selection of Motion for a Scheme

When more than one notice of motion is given for a scheme , each such notice shall be dealt with as a separate motion thus-

- 17.19.12.1 each motion shall be moved and seconded in the order in which it appears on the notice paper without discussion;
- 17.19.12.2 each motion may then be discussed, separately, but in the same sequence;
- 17.19.12.3 amendments to each notice of motion may then be received and dealt with in the same sequence;
- 17.19.12.4 a vote shall then be taken in a manner which will allow the notice of motion receiving the greatest number of votes to succeed;
and
- 17.19.12.5 where no notices of motion have been received by the appropriate time, motions may be received at the meeting and dealt with as indicated in other sections of these Standing Orders.

7.19.13 Questions on Notice

A question on Notice shall be submitted in writing to the Executive Officer fourteen (14) days prior to the meeting and the Executive Officer shall post the question on the Notice Board of the Club for the information of all members seven (7) days prior to the meeting. The Board shall endeavour to respond to each Question on Notice at the meeting.

7.19.14 Questions without Notice

A Question without Notice during General Business at a meeting may be answered by The Board or may in its absolute discretion be recorded and responded to at a later time after the meeting but within a reasonable time for due deliberation. The Executive Officer shall post written responses from The Board to the Question without Notice on the Notice Board of the Club for the information of all members.

APPLICATION FOR BOWLING MEMBERSHIP

Membership Required: **Full, Associate, Student, Junior**
(Please circle required)

Applicants Name: Mr _____
Mrs _____
Ms _____ (Given Names) (Family Name)
Miss/Mstr _____

Date of Birth: ____/____/____ Occupation: _____

Address: _____

_____ (Post Code)

Telephone No.: _____
(Home) (Work) (Mobile)

I have / have not bowled before (Delete as necessary)

Previous Club _____ Years ____ Position _____

As a Full Member I wish to play in a Pennant Competition **YES / NO**
(Delete as necessary)

As a member of the Para Hills Bowling Club I agree to be bound by the Club's Constitution and By- Laws.

Applicants Signature: _____

Proposer: _____

(Print Name) (Signature)

Second: _____

(Print Name) (Signature)

Completed Application to be handed or posted to the Board of Management Executive Officer

Received by Board of Management Executive Officer _____ Date _____
(Signature)

Application Form will be posted on the Club Notice board at least seven (7) days preceding the next meeting of the Board of Management

Board of Management: **Approved / Not Approved** (Delete as necessary)

President: _____ Date: _____
(Signature)

Official use only:

Letter Sent: _____ Fees paid: _____
Membership No: _____ Card Issued: _____ Club Register: _____

APPLICATION FOR SOCIAL CLUB MEMBERSHIP

Applicants Name: Mr _____
Mrs _____
Ms _____ (Given Names) _____ (Family Name)
Miss/Mstr _____

Date of Birth: _____ / _____ / _____ **Occupation:** _____

Address: _____

_____ (Post Code)

Telephone No.: _____
(Home) (Work) (Mobile)

As a member of the Para Hills Bowling Club I agree to be bound by the Club's Constitution and By- Laws.

I am aware that I am not a bowling member of the Club

Applicants Signature: _____

Proposer: _____

(Print Name)

(Signature)

Secunder: _____

(Print Name)

(Signature)

Completed Application to be handed or posted to the Board of Management Executive Officer.

Received by Board of Management Executive Officer _____ **Date** _____

(Signature)

Application Form will be posted on the Club Notice board at least seven (7) days preceding the next meeting of the Board of Management

Board of Management: **Approved / Not Approved** (Delete as necessary)

President: _____ **Date:** _____

(Signature)

Official use only:

Letter Sent: _____

Fees paid: _____

Membership No: _____

Card Issued: _____ **Club Register:** _____