



**CONSTITUTION  
OF  
CANBERRA BOWLING CLUB  
INCORPORATED**

*(Founded 1926)*



**October 2013**

## **PREAMBLE**

Canberra Bowling Club Incorporated (CBC) is the original bowling club of Canberra, having been founded in October 1926. It was a founding member of the Federal District Bowling Association, which later became the ACT Bowling Association and now Bowls ACT.

CBC amended its Constitution in 1977 to admit women bowlers who, in 1978, formed Canberra Forrest Women's Bowling Club (CFWBC). The members of CFWBC became affiliate members of CBC. Progressively, over the years, CFWBC gained voting rights in CBC and their President and Secretary became ex-officio members of the CBC Committee.

The Constitution of CBC was altered and adopted on 24 August 2003 to facilitate the amalgamation of CFWBC with CBC. The full amalgamation of the two clubs, with equal rights and responsibilities for men and women, took effect in September 2003.

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**THE CONSTITUTION**  
**of**  
**CANBERRA BOWLING CLUB INCORPORATED**  
**OCTOBER 2013**

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**1. Incorporation**

1.1 The Club is incorporated under the Australian Capital Territory (ACT) Associations Incorporation Act 1991 (the Act).

**2. Name of Club and Colours**

2.1 The Club shall be called the *Canberra Bowling Club Incorporated*, hereafter called 'the Club'.

2.2 The colours of the Club shall be *Dark Green and Gold*.

**3. Objects**

3.1 To play, encourage and promote the game of lawn bowls, using facilities provided and maintained by the Club.

3.2 To organise lawn bowls tournaments and competitions, and participate in such events organised by *Bowls ACT Inc. (Bowls ACT)* and kindred bowling clubs.

3.3 To promote and maintain an enjoyable, competitive, recreational and social environment for members, through the playing of lawn bowls, organising social functions, and by other appropriate means.

3.4 To affiliate with *Bowls ACT* and to conform at all times with the requirements of its Constitution and By-Laws.

**4. Membership Eligibility**

4.1 A person is eligible to be a Club member if they:

- (a) are of good repute
- (b) are nominated by two financial Club registered bowlers
- (c) are over 18 years of age (unless they are to be admitted as a junior member)
- (d) do not owe any money to any other Bowling Club

- (e) when duly approved, agree to abide by the Constitution, Rules and Code of Conduct of the Club, as well as ACT laws governing the operation of clubs in the ACT.

## **5. Classes of Membership**

5.1 The membership of the Club shall consist of:

- (a) Registered Bowler. A financial member of the Club who has attained the age of 18 years and is a registered bowling member of *Bowls ACT*. Registered bowlers shall be entitled to enter Club bowling events and championships, bowling events recognised or organised by *Bowls ACT*, and may attend and vote at Club meetings and nominate for any office in the Club.
- (b) Junior Bowler. A financial member of the Club who has attained the age of 12 years but has not reached the age of 18 years and is a registered junior member of *Bowls ACT*. Junior bowlers shall be entitled to enter Club bowling events and championships, and bowling events recognised or organised by *Bowls ACT*. Junior bowlers shall not be entitled to vote at Club meetings nor hold any office in the Club.
- (c) Associate Bowler. Associate membership is available for bowlers currently registered with another bowling club. This membership allows the associate bowler to participate as a visitor in bowling events organised by the Club (see sub-rule 37.2 regarding signing in provisions). An associate bowler is not entitled to attend and vote at Club meetings nor hold any office in the Club.
- (d) Life Member. A member who has rendered meritorious service to the Club, and on the recommendation of the Management Committee, has been elected as a Life Member at any Annual General Meeting (AGM) of the Club. All Life Members shall, during their membership of the Club, be entitled to all of the privileges of a registered bowler but without being liable for annual bowling subscriptions or registration fees. A Life Member may attend and vote at Club meetings and nominate for any office in the Club
- (e) Social Club Member. A financial member of the Club. Social Club members are not eligible to play lawn bowls nor are they entitled to hold any office in the Club. Social Club members are entitled to vote at an AGM for the election of Management Committee members only.

## **6. Application for Membership**

6.1 A person wishing to apply for membership of the Club shall make application in writing by completing an approved *Application for Membership* form.

- (a) Each application shall be signed by the applicant and be nominated by two (2) financial registered bowling members of the Club.

(b) The appropriate membership fee is to be paid when lodging the application.

6.2 Where the Management Committee determines to approve a nomination for membership the Secretary shall, as soon as practicable, notify the nominee, in writing, and enter the nominee's name in the register of members.

6.3 The Secretary shall notify *Bowls ACT* of the requisite details of new registered bowlers within thirty (30) days of acceptance of membership by the Club.

6.4 The Secretary shall forward a copy of any certificate of clearance received from new registered bowlers previously registered with another bowling club to *Bowls ACT* as soon as practicable.

## **7. Cessation of Membership**

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

- (a) resigns from membership of the Club,
- (b) is expelled from the Club,
- (c) fails to renew membership of the Club, or
- (d) dies.

## **8. Resignation of Membership**

8.1 Any financial member of the Club may resign from membership of the Club by giving notice in writing to the Secretary of their intention to resign.

8.2 Where a person ceases to be a member, the Secretary shall make an appropriate entry in the register recording the date on which the member ceased to be a member.

8.3 The Secretary shall issue a certificate of clearance to any registered bowler within fourteen (14) days from the date on which the membership ceased.

8.4 The Secretary shall notify *Bowls ACT* of the resignation of any registered bowler within thirty (30) days.

## **9. Disciplining of Members**

9.1 Where the Management Committee is of the opinion that a member has breached the Club's '*Code of Conduct*' (see By-Law 9) or has acted in a manner prejudicial to the interests of the Club, that member will be given notification in writing of the alleged breach.

- 9.2 A member receiving notification of a breach of the Club's *Code of Conduct* or any other matter considered to be prejudicial to the interests of the Club shall be afforded the opportunity of making oral and/or written representations to the Management Committee in defence of the allegations. Representations must be made within fourteen (14) days after receipt of the notification, or within a further period of time as agreed to by the Management Committee.
- 9.3 The Management Committee shall give due consideration to such representations made by the member in his or her defence.
- 9.4 If, after considering such representations as the member has made, the Management Committee considers the member's explanation of the alleged conduct is unsatisfactory, or if the member has made no explanation of his or her conduct, the Management Committee may:
- (a) reprimand the member;
  - (b) suspend the member from membership of the Club for such period as the Management Committee may deem fit; or
  - (c) request the member to resign from membership of the Club, and if the member does not resign within fourteen (14) days, may expel the member from membership of the Club.
- 9.5 The Secretary shall, as soon as practicable, give the member written notification of the decision and inform the member of their right of appeal.
- 9.6 If the Club Executive considers that an act of gross misconduct has been committed by a member, or a member has refused or failed to comply with Management Committee's written directions which include an automatic suspension (e.g. smoking in prohibited areas), the Executive may elect, by majority rule, to suspend that member immediately while the above procedures are conducted. The member is to be informed of the suspension in writing, which is to include the procedures to be conducted.

## **10. Right of Appeal of a Disciplined Member**

- 10.1 Any member who has been expelled under the provisions of sub-rule 9.4 shall have the right to appeal to a general meeting of the Club against the decision of the Management Committee.
- 10.2 An appeal against the decision of the Management Committee must be made within seven (7) days after receiving written notification of the decision from the Secretary.
- 10.3 The Management Committee shall convene a general meeting of the Club if an appeal is lodged with the Secretary in accordance with sub-rule 10.2.



10.4. At the meeting:

- (a) no business other than the question of the appeal shall be transacted
- (b) the Management Committee and the member shall be given the opportunity to make representations in relation to the appeal orally and/or in writing
- (c) after hearing the representations, members present must vote by secret ballot on the question whether the resolution made by the Management Committee, under the provisions of sub-rule 9.4, should, by majority vote, be confirmed or revoked.

10.5 The decision made at the meeting shall be final.

## **11. Funds and Subscriptions**

- 11.1 The funds of the Club shall be derived from green fees, competition entry fees, annual Club subscriptions, donations and such other sources that are approved by the Management Committee and are in accordance with the Act.
- 11.2 The funds of the Club shall be used in pursuit of the objects of the Club in the way that the Management Committee decides.
- 11.3 Electronic banking transactions are to be countersigned by a committee member and cheques signed by any two members appointed by the Management Committee for that purpose.
- 11.4 The amount of annual Club subscriptions due and payable by each class of member shall be as the Management Committee determines.
- 11.5 New members who pay annual Club subscriptions on or after 1<sup>st</sup> May of any year shall not be required to pay any further annual subscription prior to 1<sup>st</sup> July of the following year.
- 11.6 The Secretary shall forward a list of the names and addresses of all of its registered bowlers to *Bowls ACT* as required, and pay the annual registration fees and any levies imposed on the Club.

## **12. Financial Year**

- 12.1 The Financial Year of the Club shall commence on 1<sup>st</sup> July and close on 30<sup>th</sup> June in the following year.
- 12.2 All fees for the ensuing financial year are due and payable on or before 1<sup>st</sup> July of each year. Failure to renew membership within one (1) calendar month of the due date will cause that person to be required to make a new application for Club membership, at the Management Committee's discretion.

### **13. Annual Returns**

13.1 The Club shall forward financial statements, an audited report and other information to the Registrar-General as required under the Act.

### **14. Composition of the Management Committee**

14.1 The Management Committee shall consist of:

(a) the Executive Officers of the Club, who shall be:

(i) the President

(ii) two Vice-Presidents (one male/one female)

(iii) the Secretary

(iv) the Treasurer.

(b) and the following officers:

(i) the House Director

(ii) two Bowls Managers (one male/one female);

14.2 Each member of the Management Committee shall, subject to these rules, hold office until the conclusion of the AGM following the date of the member's election or appointment.

### **15. Powers and Duties of the Management Committee**

15.1 The Management Committee subject to these Rules and to any resolution passed by the Club in general meeting shall:

(a) Control and manage the operation and activities of the Club, including determining responsibility for supervision and management of staff and contractors.

(b) Approve the Club's bowls program and monitor its implementation.

(c) Monitor the activities of the Club's sub-committees.

(d) Make, alter or repeal By-Laws for the conduct of business of the Club and the carrying out of its objectives.

- (e) Appoint any member required for the efficient management of its activities; delegate to any such member or sub-committee, powers it thinks fit, and revoke or alter any such appointments or delegation from time to time.
- (f) Keep members informed of its activities and seek their views on such activities by virtue of meetings, notices and announcements on playing days.

## **16. Delegates to *Bowls ACT***

16.1 The Club shall have two delegates to the *Bowls ACT* who shall be:

- (a) the President, and
- (b) one of the Vice Presidents.

16.2 Should either delegate be unable to attend the *Bowls ACT* meeting, the President may appoint a deputy delegate to attend the meeting.

## **17. Positions on Committees - Restrictions**

17.1 No person shall hold the position of President for more than three (3) consecutive years unless approved by a majority vote at the AGM.

17.2 A member may be elected or appointed to only one (1) executive officer position on the Management Committee in any one year.

17.3 Membership of a committee shall not disbar a member from membership of another committee at the same time, or from acting in some other position that is temporarily vacant or whose occupant is temporarily unable to perform the duties.

17.4 No member shall be able to exercise more than a single vote on any committee on which that member is serving, whether temporarily or otherwise.

## **18. Election of Management Committee Members**

18.1 Any registered bowling member (excluding junior bowlers) or Life Members of the Club shall be entitled to nominate for election to the Management Committee.

18.2 Nominations of candidates for election to the Management Committee as listed at sub-rule 14.1 shall be:

- (a) made in writing, signed by two (2) financial registered playing members or Life members of the Club and accompanied by the written consent of the candidate, endorsed on the nomination form
- (b) delivered to the Secretary not less than fourteen (14) days prior to the date of the AGM at which the election is to take place.

- 18.3 If the number of nominations for individual positions on the Management Committee is equal to, and fills, the available vacancies, the members nominated shall be taken to be elected.
- 18.4 Should more than one nomination be received for an individual position on the Management Committee, a secret ballot for that position shall be held in accordance with sub-rule 28.4 at the AGM.
- 18.5 Should no nomination be received for an individual position on the Management Committee, nominations for that position shall be received at the AGM.
- 18.6 Any position on the Management Committee remaining vacant after the holding of the AGM may be filled by the Management Committee by appointing a member to occupy the position.

## **19. Leave of Absence**

- 19.1 Upon written application being made, the Management Committee may grant leave of absence to members of the committee.

## **20. Vacancies**

- 20.1 The position of any member of the Management Committee shall be declared vacant if the member:
- (a) resigns office by giving two weeks notice in writing to the Club;
  - (b) is absent from three (3) consecutive meetings of the Management Committee without having obtained leave of absence as provided by sub-rule 19.1 of this Constitution;
  - (c) ceases to be a member of the Club;
  - (d) is removed from office pursuant to sub-rule 22.1; or
  - (e) dies.
- 20.2 If the office of President becomes vacant less than six (6) months prior to the AGM, an acting President shall be appointed by the Committee and they shall have all of the powers and privileges of a duly elected President. In any other case, a General Meeting of the Club will be convened to elect a new President.
- 20.3 The Secretary will give members of the Club at least twenty-one (21) days notice of the General Meeting and the new President shall hold office, subject to these rules, until the next scheduled AGM.
- 20.4 In the event of a vacancy in the membership of any other position of the Management Committee, the 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 next scheduled AGM.

## **21. Removal of Committee Members**

21.1 The Club, in a General Meeting may, by resolution, subject to the rules of natural justice, remove any member of the Management Committee or Sub-Committee before the expiration of the member's term of office.

## **22. AGM and Quorum**

22.1 The AGM of the Club shall be held at the Club, at a time and date to be fixed by the Management Committee but:

- (a) not before the close of the financial year of the Club
- (b) be as soon as practicable following the date of the completion of the financial audit provided the meeting is held within the time limit required by the relevant laws of the ACT .

22.2 Notice of the AGM shall be placed on the Club notice board at least twenty-one (21) days before the meeting, calling for nominations for positions on the Management Committee and for notices of motion and any other business to be transacted.

22.3 All business and notices of motion to be dealt with at the AGM shall be handed to the Secretary at least fourteen (14) days prior to the date set for the meeting.

22.4 The business of the AGM shall be to:

- (a) take the names of members present and eligible to vote
- (b) confirm the minutes of the preceding AGM
- (c) deal, as required, with any business arising from the minutes of the previous AGM
- (d) receive Committee reports on the activities of the Club during the preceding financial year
- (e) elect members of the Management Committee
- (f) elect Life Members (if applicable)
- (g) appoint an Auditor
- (g) deal, as required, with any Notices of Motion

- (h) finalise the appointment of sub-committees (if applicable)
- (i) deal with matters of general business.

- 22.5 Except where a special resolution is required, a resolution shall be passed by a simple majority vote of members eligible to vote and who vote on the resolution. Social Club members are not eligible to vote on resolutions.
- 22.6 A quorum for an AGM shall consist of thirty (30) financial members or fifteen percent (15%) of the total number of financial members, whichever is the lesser.
- 22.7 In the event of there being no quorum present thirty (30) minutes after the time fixed, those members who are in attendance shall adjourn the meeting to a date decided upon by them. If there is no quorum at such later meeting, those members present and entitled to vote shall be deemed to be a quorum and may transact the business for which the meeting was called.

### **23. Management Committee Meetings and Quorum**

- 23.1 The Management Committee may meet at such times as it considers expedient but no less than six (6) times in any one bowling year at such time and place as the Management Committee may determine.
- 23.2 Management Committee meetings shall be held at a time and place as determined at the previous meeting.
- 23.3 The President or Secretary may summon an emergency meeting of the Management Committee by giving at least forty-eight (48) hours notification before the time appointed for the holding of the meeting.
- 23.4 A resolution shall be passed by a majority vote of the members at the meeting.
- 23.5 A quorum for a Management Committee meeting shall be a majority of those entitled to attend, and the quorum for an emergency meeting shall be three (3) members.

### **24. General Meetings and Quorum**

- 24.1 The Management Committee may, whenever it thinks fit, convene a General Meeting of the Club.
- 24.2 The Secretary shall give members at least twenty-one (21) days notification of the General Meeting by placing a notice on the Club's notice board. The notice will outline the nature of the business to be transacted at the meeting.

- 24.3 Except where special resolution is required, a resolution shall be passed by a simple majority vote of members eligible to vote and who vote on the resolution. Social Club members are not eligible to vote on resolutions.
- 24.4 A quorum for a General Meeting shall consist of thirty (30) financial registered bowling members and Life Members or fifteen percent (15%) of the total number of financial registered bowling members and Life Members, whichever is the lesser.
- 24.5 In the event of there being no quorum present thirty (30) minutes after the time fixed, those members who are in attendance shall adjourn the meeting to a date decided upon by them. If there is no quorum at such later meeting, those members present and entitled to vote shall be deemed to be a quorum and may transact the business for which the meeting was called.

## **25. Special General Meetings and Quorum**

- 25.1 A Special General Meeting of the Club may be convened by the Management Committee, whenever it thinks fit, or by a petition lodged with the Secretary from at least twenty (20) financial bowling members.
- 25.2 The Secretary shall give members at least fourteen (14) days notification of the Special General Meeting by placing a notice on the Club's notice board. The notice will outline the nature of the business to be transacted at the meeting.
- 25.3 No business other than that specified in the notice convening the Special General Meeting shall be transacted at the meeting.
- 25.4 A resolution shall be passed by a majority vote of the members at the meeting.
- 25.5 A quorum for a Special General Meeting shall consist of thirty (30) financial registered bowling members and Life Members or fifteen percent (15%) of the total number of financial registered bowling members and Life Members, whichever is the lesser.
- 25.6 In the event of there being no quorum present thirty (30) minutes after the time fixed, the nature of the business will be deemed to have lapsed.

## **26. Presiding Member**

- 26.1 The President or in his/her absence, a Vice-President shall preside at all Club meetings.
- 26.2 In the absence of the President / Vice Presidents, the members present may elect another member of the Management Committee to preside at the meeting.

## **27. Notices of Motion**

- 27.1 Any notice of motion submitted to the Club, shall:
- (a) be concise and without ambiguity
  - (b) bear the date and handwritten signatures of the proposer and seconder above or beside their typed or printed names
  - (c) be delivered to the Secretary of the Club at least fourteen (14) days prior to the next meeting at which the matter is to be raised.

## **28. Voting**

- 28.1 A vote must be cast in person by the member voting. Members may not vote by proxy.
- 28.2 At all meetings of the Club, any motion shall be determined by a show of hands unless a secret ballot is demanded.
- 28.3 A secret ballot may be demanded by the person presiding or by not less than five (5) members present and entitled to vote.
- 28.4 Pursuant to sub-rule 18.4, a secret ballot is to be held for the election of Management Committee members.
- 28.5 Where a motion is resolved by a show of hands, a declaration by the person presiding that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, shall be entered to that effect in the minutes of the meeting.
- 28.6 In the case of an equal number of votes being recorded, the person presiding is entitled to exercise a second or casting vote, with the exception of a secret ballot for the election of Management Committee members.
- 28.7 In the event of an equal number of votes being recorded in a secret ballot for the election of Management Committee members, a draw shall be made by the person presiding to determine the result.
- 28.8 At all meetings of the Club where a secret ballot is to be taken:
- (a) a returning officer and tally clerks will be appointed
  - (b) ballot papers shall be distributed to the members present by the tally clerks
  - (c) members shall complete their ballot papers for immediate collection by the tally clerks



- (d) the tally clerks shall count and tabulate the ballot papers in private
- (e) in case of doubt as to the formality of any ballot paper, it will be referred to the returning officer whose decision shall be final
- (f) the returning officer shall report the result of the ballot to the presiding officer.

## **29. Resolutions**

29.1 All resolutions passed at the AGM, General Meetings and Special General Meetings shall be binding on all members whether present or not.

29.2 A resolution is taken to be a special resolution if:

- (a) it is passed at an AGM, Special or General Meeting of the Club, being a meeting of which at least twenty-one (21) days notice, accompanied by notice of intention to propose the resolution as a special resolution, has been given to members of the Club
- (b) it is passed by a majority of three quarters of the vote of those members present and entitled to vote at the meeting.

## **30. Alteration of Constitution**

30.1 The rules of this Constitution shall not be altered except by special resolution carried by a majority of three-quarters of the vote at an AGM or General Meeting called for that purpose.

30.2 Notices of Motion to alter the Constitution shall:

- (a) be submitted in writing to the Secretary
- (b) bear the handwritten signature of the proposer and seconder above or beside their typewritten or hand printed names
- (c) set out in full the proposed alteration including:
  - (i) a reference to the page and rule number in the Constitution
  - (ii) an indication of the effect the proposed alteration or amendment will have on any other rules in the Constitution and By-Laws and list these items.

30.3 If the members pass a special resolution to alter the rules of the Constitution, the Secretary shall, not later than thirty (30) days after the resolution is passed, lodge with the registrar-general:

- (a) a notice setting out the particulars of the alteration
- (b) a declaration by at least two (2) executive officers of the Club, to the effect that a special resolution was duly passed by the members of the Club in accordance with the Act.

30.4 In the event that a section or clause of this Constitution is, or becomes, inconsistent with clause 148B of the Gaming Machine Act 2004 or any other laws of the ACT, and on direction from the controlling body of that relevant Act, the Management Committee shall have the power to amend the Constitution without the formal consideration of voting members of the Club. Members must be advised of any change to the Constitution made under this provision within one month of the change being made.

### **31. Compliance with Rules**

31.1 By virtue of Club membership, members agree to comply with ACT laws, rules and regulations governing the operations of the Club, this Constitution and By-Laws, and the rules of *Bowls ACT*.

### **32. Common Seal**

32.1 The common seal of the Club must be kept in the custody of the Secretary.

32.2 The common seal must not be affixed to any instrument except by the authority of the Management Committee and the fixing of the common seal must be attested by the signatures of any two (2) executive officers of the Club.

### **33. Service of Notices**

33.1 For the purpose of these rules, a notice may be served by or on behalf of the Club upon any member either personally or by sending it by registered mail or by electronic means to the member at the member's address shown in the register of members.

33.2 Where a document is forwarded to a correct address by registered mail, the document shall, unless the contrary is proved, be deemed for the purposes of these rules to have been served on the member at the time at which the document would have been delivered in the ordinary course of post or where, in the case of electronic means of communication, the business day following the date of transmission.

### **34. Custody and Inspection of Documents**

34.1 Except as otherwise provided in these rules, the Secretary and Treasurer must keep in their custody or under their control, all accounts, books and other relevant documents of the Club.

34.2 All accounts, books and other relevant documents must be available for inspection by any member upon request. Management Committee approval is required for the removal of original documents (or photocopies of them) from the place of inspection.

### **35. Dissolution of the Club**

35.1 The Club shall not be dissolved except at a General Meeting of the members specially convened for the purpose and by a special resolution carried by a majority of three-quarters of the votes recorded in respect of same.

35.2 If upon winding up or dissolution of the Club there remains after satisfaction of all its debts and liabilities any funds and/or property whatsoever, the same shall not be paid to or distributed among the members of the Club, but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Club.

35.3 Such institution or institutions to be determined by the members of the Club at or before the time of dissolution or in default thereof by the appropriate jurisdiction in the matter.

### **36. Liability of Members**

36.1 The liability of each member to contribute towards the payment of debts and liabilities of the Club for the costs, charges and expenses of the winding up of the Club, is limited to the amount, if any, unpaid by the member for annual subscriptions.

### **37. Visitors**

37.1 Club members may invite visitors to the Club premises, and as such the member is responsible for the conduct of the visitor(s), including any damage caused. The member is to ensure the visitor's book is completed. The member is to remain in the company of the visitor, and if the member departs the Club the visitor is to depart as well.

37.2 Members of a club affiliated with *Bowls Australia* who participate in a bowling event at the Club shall enter their name and address on a separate event sheet or in the visitor's book. A member of the Club will be designated as responsible for the conduct of the event and shall sign the event sheet or visitor's book to that effect.

**THE BY-LAWS**  
**of the**  
**CANBERRA BOWLING CLUB INC.**

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**1. Alteration of By-Laws**

- 1.1 The Management Committee may make, alter or repeal the By-Laws for the conduct of business of the Club and the carrying out of its objects.

**2. Laws of the Game of Bowls**

- 2.1 The 'Laws of the Game of Bowls' shall be those adopted by *Bowls ACT* from time to time.

**3. Conditions Governing Championships**

- 3.1 The rules and conditions of play governing all championships and fixtures conducted by the Club shall be those adopted by *Bowls ACT* from time to time.
- 3.2 In some circumstances, the Bowls Management Group may change the conditions of play for Club competitions with the approval of the Management Committee.

**4. Duties of Officers**

- 4.1 The President shall:

- (a) lead the Club and the Management Committee in the management and control of the affairs and operation of the Club
- (b) represent the Club and act as spokesperson for the Club
- (c) preside over Club meetings and in so doing, preserve order and enforce the rules of procedure
- (d) attend meetings of *Bowls ACT* and report proceedings to the Management Committee
- (e) act as an ex-officio member of the Bowls Management Group
- (f) ensure that administrative actions which flow from meetings are carried out.

- 4.2 The Secretary shall:

- (a) be the Public Officer of the Club
- (b) keep control of all records, books and other documents relating to the Club
- (c) prepare an agenda for all Club meetings and keep full and accurate records of the proceedings

- (d) issue notices relative to the Club's activities and call Club meetings in accordance with the Constitution
- (e) attend to the correspondence of the Club
- (f) co-ordinate the preparation of the annual report
- (g) maintain membership lists and attend to all registrations
- (h) direct the duties of an Assistant Secretary, if one is so appointed.

4.3 The Treasurer shall:

- (a) collect and receive all moneys due to the Club and make all payments authorised by the Management Committee
- (b) keep correct accounts and books showing the financial affairs of the Club with adequate details of all income and payments
- (c) present financial reports to meetings of the Club
- (d) prepare an annual budget
- (e) arrange for the annual audit of the Club's financial records prior to the AGM
- (f) direct the duties of an Assistant Treasurer, if one is so appointed.

4.4 The Vice-Presidents shall:

- (a) As part of the Bowls Management Group (see para 5) lead his/her bowls Section in the management and control of its affairs, including:
  - (i) manage the playing of men's or women's bowls
  - (ii) manage the Club's involvement in *Bowls ACT* activities
  - (iii) manage details of Club Championships and special competitions for the season including rules and conditions of play
  - (iv) liaise with the other Section Committee to manage mixed bowls and associated activities
  - (v) liaise with the Secretary as to membership, correspondence and other matters relating to the bowls Section.
- (b) as required, preside over Club meetings and in so doing, preserve order and enforce the rules of procedure

- (c) as required, attend meetings of *Bowls ACT* and report proceedings to the Management Committee.

4.5 The Bowls Managers shall:

- (a) As part of the Bowls Management Group (see By Law 5), assist his/her Vice-President in the management of the affairs of his/her bowls Section
- (b) manage the implementation of the approved bowls program, including competition, tournament, championship, social bowls, and pennants
- (c) inducting and assisting new players
- (d) liaise with the selectors on matters relating to Pennants.

4.6 The House Director shall be responsible for, and report to the Club Management Committee on, the condition, cleanliness and maintenance of the Clubhouse.

4.7 The Assistant Secretary (if appointed) shall assist with:

- (a) routine correspondence
- (b) the maintenance of membership lists
- (c) routine office work such as photocopying, mail-outs and other tasks as may be agreed and determined by the Secretary.

4.8 The Assistant Treasurer (if appointed) shall assist with:

- (a) the collection and receipt of all moneys due to the Club
- (b) the preparation of the annual budget
- (b) the preparation of financial reports and other tasks as may be agreed and determined by the Treasurer.

4.9 Committee Members shall:

- (a) assist other office bearers, as required, in the operations of the Club
- (b) enlist a group of volunteers to run the Social Sub-Committee
- (c) organise publicity
- (d) liaise with sub-committees and members to obtain feedback to assist the Management Committee in the operation of the Club's activities.

## 5. Bows Management Group

5.1 The Bows Management Group shall consist of the President (ex-officio member), the Vice-Presidents and the Bows Managers (one male/one female).

5.2 The Bows Management Group shall:

- (a) develop the Club's bows program for approval by the Management Committee and manage the implementation of the approved program
- (b) establish conditions of play for the Club's various bows events
- (c) investigate and resolve, where possible, disputes that arise from bows events and report outcomes to the Management Committee for endorsement or further action
- (d) enlist the services of volunteer helpers to participate in the management of the Club's bows activities and related social activities
- (e) organise assistance from the coaches and umpires sub-committees
- (f) liaise with the selection sub-committee on the Pennants program.

## 6. Composition of Sub-Committees

6.1 The following sub-committees have been approved to assist the Management Committee in the operation of the Club's activities:

- (a) **Social sub-committee** which shall consist of sufficient volunteers to organise the Club's social events and members' welfare activities.
- (c) **Umpires sub-committee** which shall consist of all those members of the Club who are qualified and/or accredited as umpires or measurers.
- (c) **Coaches sub-committee** which shall consist of all those members of the Club who are qualified and/or accredited as coaches.
- (d) **Selection sub-committee** which shall consist of three (3) male members and three (3) female members.

## 7. Functions of Sub-Committees

7.1 The Social sub-committee shall have a coordinator who shall:

- (a) create and maintain a roster that ensures sufficient volunteer support is available for morning tea, barbeques, lunches etc. on social bowling days and at other social functions

- (b) arrange catering services for special Club events
- (c) manage fundraising activities by holding raffles, trading tables etc
- (d) order basic supplies such as tea, coffee, milk, sugar, biscuits
- (e) arrange for volunteers to keep in touch with members' welfare.

7.2 The Umpires sub-committee shall have a co-ordinator who shall:

- (a) create and maintain a roster that ensures that all competitions are supported by appropriately qualified umpires and/or measurers
- (b) liaise as necessary with the Bowls Management Group and tournament controlling bodies
- (c) ensure that all umpires and measurers are kept informed of changes to *Bowls Australia Inc.* or *Bowls ACT* rules and procedures
- (d) arrange meetings as required to discuss matters such as rosters, upcoming events, training courses etc
- (e) ensure that the Club is appropriately represented at meetings called by the *Bowls ACT* Umpires Organiser.

7.3 The Coaches sub-committee shall have a co-ordinator who shall:

- (a) organise all coaching activities for prospective new bowlers and provide remedial assistance for the Club's bowling members
- (b) ensure that sufficient coaches are in attendance at the Club on Saturday mornings, or at other times, to conduct free coaching sessions
- (c) ensure that all coaches are kept informed of changes to *Bowls Australia Inc.* or *Bowls ACT* rules and procedures
- (d) ensure that all coaches and members are kept informed of training courses.

7.4 The Selection Committee shall:

- (a) determine the number of teams to be nominated for the *Bowls ACT* Pennant competition and nominate the grades in which the Club will compete
- (b) call for nominations to play *Bowls ACT* Pennant at the appropriate time
- (c) select and place members in the appropriate *Bowls ACT* Pennant team and organise replacements as required
- (d) select members for other Club and *Bowls ACT* teams as required



- (e) liaise with the Bowls Management Group and with the Management Committee as required.

## **8. Auditor**

- 8.1 The Club members, at the AGM, shall appoint a person or firm, qualified and willing to accept the position to be the Auditor of the Club for the current financial year for the purposes of and subject to the provisions of the Act. Any casual vacancy shall be filled by appointment by the Club Management Committee.
- 8.2 The Club Management Committee may appoint one or more Club members, who are qualified and willing to accept the position, to be Honorary Internal Auditors.

## **9. Code of Conduct**

- 9.1 The Code of Conduct (the Code) applies to all categories of members of Canberra Bowling Club. The Code applies regardless of whether a member is on the Club premises or is 'representing' the Club.
- 9.2 Members are **representing** the Club in any of the following situations:
  - (a) As part of any representative team on behalf of the Club.
  - (b) When wearing the club uniform or other dress that identifies the person as a member of the Club.
  - (c) When attending any function on behalf of the Club.
  - (d) When playing bowls at any level of the game, including practice and social games.
- 9.3 When representing the Club, members are expected to do so in the spirit of the game and abide by this Code before, during and after games.
- 9.4 The following are examples (but not a complete list) of unacceptable actions and are violations of this Code:
  - (a) Use of offensive language.
  - (b) Any forms of physical, verbal, mental, emotional and/or sexual abuse or discrimination on the basis of gender, creed, sexual orientation, disability or ethnic origin of a member or visitor to the venue.
  - (c) Willful damage to the Club or the Club's property (such as furniture, fittings, equipment, glasses etc).
  - (d) Acting in a manner unbecoming of a member of one of the Clubs or prejudicial to the purposes and interests of the Club and/or the sport of lawn bowls.

- (e) Bringing the Club, any other member of the Club or the sport of lawn bowls into disrepute.
  - (f) Threatening or intimidating an umpire or other match official on or off the green.
  - (g) The use of social media or online internet forums for what is deemed to be detrimental or defamatory to the Club, its members or the sport of lawn bowls.
- 9.5 Visitors to the Club must also comply fully with the Constitution, Rules and By-Laws of the Club, as well as relevant ACT laws which control the operation of licensed premises.
- 9.6 In accordance with sub-rule 37.2 of the Constitution, Club members may invite visitors to the Club premises, and as such the member is responsible for the conduct of the visitor(s), including any damage caused.
- 9.6 The Club condemns the use of performance enhancing drugs. Such use is contrary to the ethics of sport and endangers the health of individuals. Doping practices are totally unacceptable and are violations of this Code. The use of or trafficking in performance enhancing drugs or recreational drugs in any situation where you are perceived as representing the Club is also a violation of this Code.
- 9.7 If any member is perceived to have violated this Code, the Management Committee of the Club will initially investigate the allegations. Any member whose actions are considered to be in breach of this Code may, after being heard, be reprimanded, suspended or expelled from the Club or otherwise be dealt with in accordance with the Constitution, as decided by the Management Committee. The basic principles of natural justice will be followed to ensure a fair and equitable process is achieved.