

# CONSTITUTION OF Toongabbie Bowling Club

## Amendments

### **8 September 2024 – Definitions**

**Formally : “Special General Meeting” or “SGM”** means any General Meeting of the Club held under this Constitution other than the AGM.

## TABLE OF CONTENTS

---

1	NAME .....	4
2	DEFINITIONS.....	4
3	PRELIMINARY .....	5
4	OBJECTS.....	5
5	MEMBERSHIP .....	5
6	JUNIOR MEMBERS .....	5
7	LIFE MEMBERS .....	6
8	FEES AND SUBSCRIPTIONS .....	6
9	DISCONTINUANCE OF MEMBERSHIP .....	6
10	ATTENDANCE BY MEMBERS AT AN AGM OR GENERAL MEETINGS.....	7
11	MANAGEMENT COMMITTEE .....	7
12	POWERS OF THE MANAGEMENT COMMITTEE .....	7
13	ELECTION OF CLUB COMMITTEES.....	8
14	GENERAL MEETINGS .....	9
15	NOTICE OF GENERAL MEETINGS.....	10
16	ANNUAL GENERAL MEETINGS .....	10
17	CHAIR AT AGM AND GENERAL MEETINGS.....	10
18	ATTENDANCE AND VOTING AT THE AGM AND GENERAL MEETINGS .....	11
19	QUORUM FOR GENERAL MEETINGS.....	11
20	ADJOURNMENT OF GENERAL MEETINGS .....	12
21	BY-LAWS.....	12
22	DISCIPLINARY PROCEEDINGS .....	12
23	GRIEVANCE PROCEDURE.....	13
24	MEMBER UNDER SUSPENSION .....	13
25	COMMITTEES .....	13
26	OTHER COMMITTEES .....	14
27	PROCEEDINGS OF THE MANAGEMENT COMMITTEE .....	15
28	MATERIAL PERSONAL INTERESTS OF COMMITTEE MEMBERS .....	15
29	PROVISION OF INFORMATION TO MEMBERS.....	16
30	REMOVAL FROM OFFICE OF THE MANAGEMENT COMMITTEE .....	16
31	VACANCIES ON THE MANAGEMENT, MATCH AND SELECTORS COMMITTEES .....	16
32	MEMBERS' RESOLUTIONS AND STATEMENTS .....	16
33	KEEPING RECORDS .....	17

---

34	ACCOUNTS AND REPORTING TO MEMBERS.....	17
35	FINANCIAL YEAR.....	17
36	NOTICES .....	17
37	INTERPRETATION .....	18
38	AMENDMENTS TO CONSTITUTION.....	18

## 1 NAME

---

The name of the Club is the Toongabbie Bowling Club

## 2 DEFINITIONS

---

2.1 In this Constitution unless there be something in the subject or context inconsistent therewith:

**“AGM”** means the Annual General Meeting of the Toongabbie Bowling Club.

**“Annual Subscription”** means the annual fee(s) payable by each category of Member as determined by the Management Committee under Rule 8.

**“Board”** means the Board of the Toongabbie Sports and Bowling Club Limited ACN 001 050 371.

**“Bowling Member”** is a person who has met the financial requirements of the Club.

**“By-Laws”** means the By-laws made in accordance with this Constitution.

**“Club”** means the Toongabbie Bowling Club.

**“Club Notice Board”** means a board designated as such and located in a conspicuous place within the Club premises on which notices for the information of members are posted.

**“Constitution”** means this Constitution.

**“Eligible Member”** means those Members of the Club that have attained the age of eighteen (18) years and entitled to vote in General Meeting as set out under Rule 5.

**“General Meeting”** means any scheduled meetings between the Club Management Committee and the Club members.

**“Management Committee”** means a body elected by Bowling Members to administer this Constitution and to perform duties as outlined in the By-Laws.

**“Match Committee”** means a body established by the Constitution in Rule 13 to perform duties as outlined in the By-Laws.

**“Member”** means any person who is in one of the categories of membership referred to in Rule 5.

**“Month”** except where otherwise provided in this Constitution means calendar month.

**“Parent Club”** means the Toongabbie Sports and Bowling Club Limited ACN 001 050 371.

**“Rules”** means the rules comprising this Constitution.

**“Selection Committee”** means a body established by the Constitution in Rule 13 to perform duties as outlined in the By-Laws.

**“Special General Meeting”** or **“SGM”** means any General Meeting of the Club held under this Constitution pursuant to Rule 14.3.

**“Special Resolution”** means a resolution passed by at least 75% of Members entitled to vote and voting on a motion at the General Meeting at which the motion is put to Members.

2.2 Words importing the singular also include the plural and vice versa.

2.3 Words importing any gender include every other gender.

- 2.4 Headings have been inserted for convenience only and shall not define, limit, construe or describe the scope or intent of any of the Rules in this Constitution, nor limit or govern the construction of this Constitution.

### **3 PRELIMINARY**

---

- (a) A copy of the Constitution of the Club shall be supplied to a member on request being made to the Committee Secretary of the Club at no cost.
- (b) In the event of conflict between this Constitution and the Parent Club Constitution, the Parent Club Constitution shall prevail.
- (c) This Constitution shall be approved by the Board and any amendments approved by a Special Resolution put to eligible members at a General Meeting.

### **4 OBJECTS**

---

- a) The objects of the Club are to promote, provide, improve, maintain and extend the game of Bowls.
- b) To conform at all times with the requirements of the laws and regulations of the game as promulgated from time to time by Bowls NSW, including zone and district organisations and their heirs and successors, and also with the Constitution of The Registered Club.

### **5 MEMBERSHIP**

---

- 5.1 The Full membership of the Club shall be divided into the following categories:
- (a) Bowling members.
  - (b) Junior members.
  - (c) Life Members.
  - (d) Such new or other categories of Members as may be established by the Management Committee. Any new category of Member established by the Management Committee cannot be granted voting rights.
- 5.2 A person shall not be admitted as a Bowling member or Junior member of the Club unless that person is elected to membership by a resolution of the Management Committee.
- 5.3 No person under the age of eighteen (18) years shall be admitted as a member of the Club, other than as a Junior member in accordance with this Constitution.
- 5.4 All members who are, prior to the adoption of this Constitution, members of the Club shall be deemed Members from the time of adoption of this Constitution.

### **6 JUNIOR MEMBERS**

---

- 6.1 Junior members shall be persons who have not attained the age of eighteen (18) years and are elected to Junior membership of the Club.
- 6.2 A person shall not be admitted as a Junior member of the Club unless the Management Committee:
- (a) is satisfied that the person is joining the Club for the purposes of playing bowls as a member of the Club, and

- (b) has received from that person's parent or guardian written consent to that person becoming a Junior member of the Club and taking part in the bowling activities organised by the Club; and
- (c) is satisfied that the person will take part in regular bowling activities organised by the Club.

6.3 Junior members are entitled to such playing and social privileges and advantages of the Club as may be determined by the Management Committee from time to time but shall not be entitled to:

- (a) attend or vote at General Meetings (including Annual General Meetings) of the Club; or
- (b) nominate for or be elected to hold office on the Management Committee, Match Committee or Selection Committee; or
- (c) vote in the election of the Management Committee, Match Committee or Selection Committee; or
- (d) vote on any Special Resolution (including a Special Resolution to amend this Constitution); or
- (e) propose, second or nominate any eligible member for any office of the Club; or
- (f) propose, second or nominate any eligible member for Life membership.

6.4 All Junior Members upon reaching the age of eighteen (18) years shall be deemed Bowling Members and entitled to all the privileges as such.

## **7 LIFE MEMBERS**

---

"Life Member" means any member of the Club who may, in consideration of long and meritorious service to the Club or for any other commendable service, be elected to Life Membership of the Club at any Annual General Meeting by a 75% majority of the members present and eligible to vote, provided that such nomination is made in writing by two (2) Members or Life Members and also provided that such nomination is included in the notice convening the meeting and provided further that the Management Committee has approved such nomination.

## **8 FEES AND SUBSCRIPTIONS**

---

- (a) The Management Committee, in consultation with the Parent Club, must determine, from time to time, membership fees and the payment method and due date.
- (b) The Management Committee is empowered to prevent any Member whose Annual Subscription, or any other fees are in arrears from exercising the whole or any of the rights or privileges of membership of the Club.
- (c) If any Member's Annual Subscription or any other fees owing by a Member to the Club are in arrears for one month, that Member's membership ceases, unless otherwise determined by resolution of the Management Committee.
- (d) A Life Member is not obliged to pay any annual subscriptions other than membership to the Parent Club.

## **9 DISCONTINUANCE OF MEMBERSHIP**

---

A person's membership of the Club ceases if:

- (a) they resign by giving notice in writing to the Club; or

- (b) they fail to pay their Annual Subscription within one month of the due date determined by the Management Committee; or
- (c) they cease to be a member following disciplinary action; or
- (d) they cease their membership of the Parent Club.

## **10 ATTENDANCE BY MEMBERS AT AN AGM OR GENERAL MEETINGS**

---

The names of the members present and voting at an AGM for the election of the Management Committee, Match Committee or Selection Committee office bearers or at any General Meeting on any Resolutions shall be recorded by the Committee Secretary of the Club.

## **11 MANAGEMENT COMMITTEE**

---

11.1 The Management Committee shall consist of:

- (a) President
- (b) Vice President
- (c) Treasurer
- (d) Bowls Secretary
- (e) Four (4) committee members

11.2 The Management Committee shall be elected annually in accordance with this Constitution.

11.2.1 Election of Committee Secretary

The Committee Members must at the first Management Committee meeting after the AGM elect by majority vote one of their number to the office of Committee Secretary, who may be re-elected in following years so long as they remain a Committee Member.

## **12 POWERS OF THE MANAGEMENT COMMITTEE**

---

Subject to this Constitution, the Management Committee shall be responsible for the operation of Club bowls.

### **12.1 SPECIFIC POWERS**

12.1.1 The Management Committee shall have power from time to time to:

- (a) make, alter and repeal By-Laws pursuant to Rule 21.1.
- (b) enforce or procure the enforcement of all By-Laws by suspension from enjoyment of the Club privileges or any of them or otherwise as they think fit.
- (c) purchase or otherwise acquire for the Club any equipment or item for the conduct of bowls which the Club is authorised to acquire at such price and generally on such terms and conditions as it shall think fit.
- (d) establish rules including objects, powers and membership qualifications as the Club may determine; and establish pursuant to this Rule 12.1 or those already in existence, to conduct, manage and control bowls.
- (e) create rules and By-Laws for the control and regulation of bowls.
- (f) become affiliated with the bodies controlling bowls or other activities on such terms and conditions (not inconsistent with this Constitution or the Parent Club Constitution) as such controlling bodies may require and to pay on behalf of the Club

capitation or affiliation fees to any such controlling bodies or as required by such bodies.

12.1.2 Conform to any regulation or restriction that the Board may impose.

12.1.3 The President shall be an ex officio member of all the committees formed and may nominate a person or persons to represent him on one or more of those committees.

## **12.2 FILLING CASUAL VACANCIES.**

The Management Committee may at any time appoint an eligible member to fill a casual vacancy in respect of the Management Committee, Match Committee or Selection Committee and the member so appointed, shall hold office for the remainder of the term of office for which the member being replaced was elected or appointed.

## **13 ELECTION OF CLUB COMMITTEES**

---

- 13.1 Election of the Management Committee, Match Committee and Selectors shall take place by secret ballot at the Annual General Meeting and shall be conducted by the 30<sup>th</sup> September annually.
- (a) Notice of the date and time of the last day for receiving nominations for office in accordance with this Constitution shall be prominently posted on the Club Notice Board at least twenty-one (21) days prior to the date fixed for the Annual General Meeting.
  - (b) Nominations shall close at least seven (7) days prior to the date fixed for the Annual General Meeting and must be delivered to the Committee Secretary on or before that date.
  - (c) Nominations for election to the Management Committee, Match Committee and Selection Committee shall be made in writing and signed by one and seconded by another eligible member and signed by the nominee who shall thereby signify his consent to the nomination.
  - (d) Multiple nominations must be on separate forms.
  - (e) Nominations must be in the hands of the Committee Secretary on the official nomination form by the due date.
  - (f) If insufficient nominations are received, the vacancies will be deemed Casual Vacancies under Rule 12.2.
  - (g) A nomination can be withdrawn, in writing at any time prior to the close of nominations.
  - (h) An eligible member may be nominated for more than one office on the Management Committee but shall be entitled to hold only one position. Any person elected to more than one position shall immediately upon election elect which position that person is to fill. Each other position to which that person was elected shall be filled by the person who received the next largest number of votes.
  - (i) An eligible member may hold office on the Management Committee, the Match Committee and the Selection Committee simultaneously.
  - (j) The Committee Secretary shall post the name of the candidates on the Club Notice Board at the close of nominations.
  - (k) If the full number of candidates for the various positions on the Management Committee, Match Committee and Selection Committee are not nominated then those candidates who are nominated shall be declared elected to the relevant positions. Positions not filled will be dealt with as casual vacancies.



- (l) If there be only the requisite number nominated for the various positions those candidates shall be declared duly elected.
  - (m) If there be more than the required number nominated for any position an election by secret ballot shall take place in respect of that position.
- 13.2 The number of members having the right to vote in the election of the Management Committee, Match Committee and Selection Committee shall not be less than twenty-five (25) per cent of all eligible members of the Club.
- 13.3 A member shall not be eligible to stand for or be elected or appointed to the Management Committee, Match Committee or Selection Committee, if:
- (a) is currently under suspension pursuant to Rule 24; or
  - (b) has been a member for less than 12 continuous months; or
  - (c) is a director, secretary or bowls secretary of another bowling club in New South Wales; or
  - (d) is a member of another bowling club in New South Wales and has nominated that other bowling club as their main, primary or home club for the purposes of bowls with any district, regional or State body governing bowls; or
  - (e) was suspended from membership of the Club or the Parent Club for a period of at least two (2) continuous months in the 12 months prior to the close of nominations or date of proposed date of appointment.

## 14 GENERAL MEETINGS

---

- 14.1 The Management Committee may convene a General Meeting when it thinks fit.
- 14.2 A General Meeting called the Annual General Meeting shall be held once at least in every calendar year prior to 30<sup>th</sup> September at a time, date and place as determined by the Management Committee.
- 14.3 Subject to this Rule 14.3,
- (a) the Management Committee must call and arrange to hold a Special General Meeting of the Club on the request of eligible members with at least 25% of the votes that may be cast at the Special General Meeting.
  - (b) In this Rule 14.3 the term "the request" shall mean the request referred to in paragraph (a).
  - (c) The request must:
    - (i) be in writing; and
    - (ii) state any resolution to be proposed at the meeting; and
    - (iii) be signed by the members making the request; and
    - (iv) be given to the Committee Secretary.
  - (d) Separate copies of a document setting out the request may be used for signing by the members if the wording of the request is identical in each copy.
  - (e) The Club must call the meeting within twenty-one (21) days after the request is given to the Committee Secretary. The meeting is to be held not later than two (2) months after the request is given to the Committee Secretary.
  - (f) Members with more than 50% of the votes of all the members who make the request may call and arrange to hold a General Meeting if the Club does not do so within twenty-one (21) days after the request is given to the Committee Secretary.
  - (g) The meeting referred to in paragraph (f) of this Rule 14.3 must be called in the same way, so far as is possible, in which general meetings of the Club may be called. The

meeting must be held not later than three (3) months after the request is given to the Club.

- (h) To call the meeting the members requesting the meeting may ask the Committee Secretary for a copy of the register of members and the Committee Secretary must give the members the copy of the register of members without charge.

## **15 NOTICE OF GENERAL MEETINGS**

---

- 15.1 At least twenty-one (21) days notice in writing of any General Meeting of the members of the Club (including an Annual General Meeting) must be given to all members who are entitled to attend and vote at that meeting.
- 15.2 A notice of a General Meeting of the members of the Club (including an Annual General Meeting) must:
  - (a) set out the place, date and time of the meeting; and
  - (b) state the general nature of the meeting's business; and
  - (c) if a special resolution is to be proposed at the meeting - set out an intention to propose the special resolution and state the resolution.
- 15.3 Neither:
  - (a) the accidental omission to give notice of a meeting; nor
  - (b) the non-receipt by any person of notice of a meetingshall invalidate any proceedings.

## **16 ANNUAL GENERAL MEETINGS**

---

- 16.1 The business of the Annual General Meeting shall be as follows:
  - (a) to receive and consider the minutes of the previous Annual General Meeting and the minutes of any other General Meeting requiring confirmation; and
  - (b) to receive and consider reports.
  - (c) to declare the results of the election of the Management Committee, Match Committee and Selection Committee.
  - (d) to deal with any other business the general nature of which has been notified to the members in writing not less than twenty-one (21) days prior to the meeting.
  - (e) The Chairman of the Annual General Meeting must allow a reasonable opportunity for the members at the meeting to ask questions about or make comments on the management of the Club.

## **17 CHAIR AT AGM AND GENERAL MEETINGS**

---

- 17.1 The President shall be entitled to take the chair at every meeting.
- 17.2 If the President is not present or is unwilling or unable to act, then the Vice President shall preside as Chairman of the meeting.
- 17.3 If the Vice President is not present or is unwilling or unable to act, then the members of the Club present shall elect a member of the Management Committee to preside as Chairman of the meeting.
- 17.4 If a member of the Management Committee is not present or is unwilling or unable to act, then the members of the Club present shall elect an eligible member to preside as Chairman of the meeting.

## **18 ATTENDANCE AND VOTING AT THE AGM AND GENERAL MEETINGS**

---

- 18.1 A person shall not:
- (a) attend or vote at any meeting of the Club or of any committee thereof as the proxy of another person; or
  - (b) vote at any election including an election of a member or of any Committee as the proxy of another person.
- 18.2 Every member eligible to vote shall be entitled to vote on a show of hands or on the taking of a poll and shall have one vote.
- 18.3 In the case of an equality of votes, whether on a show of hands or on a poll, the Chairman of the meeting shall have a second or casting vote.
- 18.4 Subject to this Constitution, every question and ordinary resolution submitted to a meeting shall be decided by a simple majority of votes from those members present and voting at the meeting.
- 18.5 Voting shall be on a show of hands unless a poll is demanded.
- 18.6 Five (5) members or the Chairman may demand a poll.
- 18.7 A demand for a poll may be withdrawn.
- 18.8 If a poll is demanded, it shall be taken in such manner and either at once or after the interval or adjournment or otherwise as the Chairman directs.
- 18.9 The result of the poll shall be the resolution of the meeting at which the poll was demanded.
- 18.10 A poll demanded on the election of the Chairman or on a question of adjournment shall be taken immediately.
- 18.11 At any General Meeting (unless a poll is demanded) a declaration by the Chairman that:
- (a) a resolution has been carried or carried by a particular majority or lost or not carried by a particular majority; and
  - (b) an entry to that effect in the records of the minutes of the proceedings of the Club,
- shall be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against such resolution.

## **19 QUORUM FOR GENERAL MEETINGS**

---

- 19.1 No business shall be transacted at any General Meeting of members unless a quorum of members is present.
- 19.2 At any General Meeting of the Club, including an Annual General Meeting, five percent (5%) of, or thirty (30), whichever is the lesser, members eligible to vote and who are present in person shall be a quorum.
- 19.3 At any Special General Meeting of the Club twenty five percent (25%) of, or thirty (30), whichever is the lesser, members eligible to vote and who are present in person shall be a quorum.
- 19.4 If a quorum is not present within fifteen (15) minutes after the time appointed for the commencement of the meeting, the meeting shall:
- (a) be dissolved if it was convened at the request of members pursuant to Rule 14.3; or

- (b) stand adjourned to the same day in the next week at the same time and place.
- 19.5 If at any meeting adjourned pursuant to Rule 19.4(b) a quorum is not present, the members present shall be a quorum and may transact any business for which the meeting was called.

## **20 ADJOURNMENT OF GENERAL MEETINGS**

---

- 20.1 The Chairman of a meeting may with the consent of the meeting (and shall if so directed by the meeting) adjourn the meeting from time to time and from place to place.
- 20.2 No business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- 20.3 A resolution passed at an adjourned meeting is passed on the day it was passed and shall not be deemed to have been passed on any earlier day.
- 20.4 It shall not be necessary to give any notice of an adjourned meeting or of the business to be transacted at an adjourned meeting except when a meeting is adjourned for thirty (30) days or more, when notice of the adjourned meeting shall be given as in the case of an original meeting.

## **21 BY-LAWS**

---

- 21.1 The Management Committee may make such By-Laws not inconsistent with this Constitution as are necessary or desirable for the proper conduct and management of the Club and may amend or repeal any such By-Laws.
- 21.2 Without limiting the generality of Rule 12 the Management Committee may regulate:
- (a) to specify the duties to be undertaken by members of the Management Committee.
  - (b) to specify the duties of the Match Committee and the Selection Committee.
  - (c) such matters as the Management Committee are specifically by this Constitution empowered to regulate by By-law.
  - (d) the use of the Club's greens, bowling facilities and equipment.
  - (e) the control and management of competitions.
  - (f) the conduct of members.
  - (g) the playing and social privileges of each category of membership.
  - (h) generally, all such matters as are commonly the subject matter of this Constitution or Bylaws.
- 21.3 Any By-law made under Rule 21.1 or any other Rule shall come into force and be fully operative upon the posting of an appropriate notice containing such By-law or Rule on the Club Notice Board for a period of not less than 21 days.
- 21.4 The Management Committee shall cause a copy of all By-Laws to be made available to any member on request and without charge to that member.

## **22 DISCIPLINARY PROCEEDINGS**

---

Disciplinary procedures are as detailed in the Constitution of the Parent Club.

Should a member of The Club be deemed to be guilty of a misconduct prejudicial to the interest of the Club, the Management Committee shall have the power by resolution to reprimand or suspend that member from participating in the game of bowls for such period as it considers fit PROVIDED THAT:

- (a) At least seven (7) days before the meeting at which any resolution is to be considered the member shall have been sent a written notification to the member's registered address or to the member's registered e-mail address; such notification may also be delivered by hand to the member. Such notification shall include advice of the Management Committee's intention to consider the matter, a brief synopsis of any charge(s) and an invitation to attend the meeting at which such charges are to be considered.
- (b) At the meeting the member shall, before any resolution is moved, be afforded the opportunity to present any written or oral explanations or defences that the member may deem appropriate.
- (c) The member may have another person present as a personal support and witness to the proceedings.
- (d) If the member fails to attend at the time and place specified, without reasonable excuse, the matter may be heard and dealt with by the Management Committee on the evidence before it.
- (e) The meeting must be held within one (1) month of the date that the alleged offence, infringement or misconduct is raised at a meeting of the Management Committee provided that the alleged offence, infringement or misconduct is not subject to criminal or civil proceedings.  
The member shall be notified of the decision of the Management Committee, in writing, either to the member's registered address or to the member's registered e-mail address or by hand.
- (f) Any member notified, or any member proposed to be notified in accordance with this section may immediately be suspended, on the vote of a simple majority of the Management Committee, of all privileges concerning the game of bowls until such time as the aforementioned meeting is held.
- (g) Any resolution of the management Committee shall be final.

## **23 GRIEVANCE PROCEDURE**

---

1. Any grievance of disciplinary proceedings outcomes may be escalated to the Parent Club.
2. The procedure set out in the Parent Club constitution applies to disputes under this Constitution between a Member and:
  - (a) another Member; or
  - (b) the Club.

## **24 MEMBER UNDER SUSPENSION**

---

Notwithstanding any other provision in this Constitution, any member whose membership is suspended by the Club shall during the period of such suspension not be entitled to participate in any of the recreational, social or bowls activities of the Club without the permission of the Management Committee or the Board.

## **25 COMMITTEES**

---

### **25.1 Match Committee**

- (a) The Match Committee shall consist of five (5) eligible members:

- i. The Bowls Secretary who will act as Chair; and
  - ii. Three (3) eligible Members who shall each be elected at the AGM for a term of one year, expiring at the conclusion of the following AGM; and
  - iii. One (1) Member from the Management Committee elected at the AGM who will be appointed by a majority vote of Management Committee members for a term of one year.
- (b) At every AGM the Match Committee Members shall retire from office and, if nominated, shall be eligible for re-election.
  - (c) Nominations for Match Committee Member positions shall be received from Members prior to the AGM in such manner as may be determined by the Management Committee.
  - (d) Members over eighteen (18) years of age are entitled to stand for office as Match Committee Members.
  - (e) If insufficient nominations are received, the vacancies will be deemed Casual Vacancies under Rule 12.2.
  - (f) Those Match Committee Members in office prior to the adoption of this Constitution shall continue in their role until the next AGM, at which point, they are eligible for re-election.
  - (g) The election shall be by secret ballot but otherwise conducted in such manner and method as may be determined by the Management Committee from time to time.

## 25.2 Selection Committee

- (a) The Selection Committee shall consist of five (5) eligible Members who shall all each be elected at the AGM for a term of one year, expiring at the conclusion of the following AGM.
- (b) At every AGM the Selection Committee Members shall retire from office and, if nominated, shall be eligible for re-election.
- (c) Nominations for Selection Committee Member positions shall be received from Members prior to the AGM in such manner as may be determined by the Management Committee.
- (d) Members over eighteen (18) years of age are entitled to stand for office as Selection Committee Members.
- (e) If insufficient nominations are received, the vacancies will be deemed Casual Vacancies under Rule 12.2.
- (f) Those Selection Committee Members in office prior to the adoption of this Constitution shall continue in their role until the next AGM, at which point, they are eligible for re-election.
- (g) The election shall be by secret ballot but otherwise conducted in such manner and method as may be determined by the Management Committee from time to time.
- (h) The Selection Committee Members must at the first Selection Committee meeting after the AGM annually elect by majority vote one of their number to the office of Committee Chair, who may be re-elected in following years so long as he or she remains a Committee Member.

## 26 OTHER COMMITTEES

---

- 26.1 The Management Committee may delegate any of its powers to committees consisting of such persons it thinks fit (including Management Committee Members, individuals and consultants) and may vary or revoke any appointment or delegation at any time.
- 26.2 Any committee so formed shall, in the exercise of the powers so delegated, conform to any regulation or restriction that the Management Committee may impose.
- 26.3 The meetings and proceedings of any committee consisting of two or more persons shall be governed by the provisions herein contained for regulating the meetings and proceedings of the Management Committee, or by any By-Law made by the Club pursuant to this Rule 26.

26.4 The quorum for a meeting of any committee shall be a majority of the committee members.

26.5 Any committee shall make minutes of its meetings.

## **27 PROCEEDINGS OF THE MANAGEMENT COMMITTEE**

---

27.1 The Management Committee shall meet together for the dispatch of business, adjourn and otherwise regulate its meetings as it thinks fit provided that they shall meet at least once in each calendar month for the transaction of business.

27.2 A record of all members of the Management Committee present at each meeting and of all resolutions and proceedings of the meeting at such meeting shall be made.

27.3 The President shall be entitled to take the chair at every meeting. If the President is not present or is unwilling or unable to act, then the Vice President shall take the chair of the meeting. If the Vice President is not present or is unwilling or unable to act, then the other members present shall elect one of their number to take the chair for that meeting.

27.4 The President may at any time, and the Committee Secretary upon the request of not less than three (3) committee members shall, convene a meeting.

27.5 The quorum for a meeting of the Management Committee shall be a majority of its members.

27.6 Subject to this Constitution, questions arising at any meeting shall be decided by a majority of votes and such determination shall for all purposes be deemed a determination. In case of an equality of votes the Chairman of the meeting shall have a second or casting vote.

27.7 All acts done by any meeting of the Management Committee or of a committee or by any person acting as a member of the Management Committee shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such member of the Committee or person acting as aforesaid, or that the members of the Management Committee or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a member.

27.8 A resolution in writing signed by all the members of the Management Committee shall be as valid and effectual as if it had been passed at a meeting of the Management Committee duly convened and held. Any such resolution may consist of several documents in like form each signed by one or more Committee members. The resolution shall be passed when the last committee member signs the document containing the resolution.

## **28 MATERIAL PERSONAL INTERESTS OF COMMITTEE MEMBERS**

---

28.1 Any committee member who has a material personal interest in a matter that relates to the affairs of the Club must, as soon as practicable after the relevant facts have come to the member's knowledge, declare the nature of the interest at a meeting of the Management Committee and comply with Rule 28.2.

28.2 A committee member who has a material personal interest in a matter that is being considered at a meeting of the Management Committee, or of the members of the Club:

28.2.1 must not vote on the matter; and

28.2.2 must not be present while the matter is being considered at the meeting.

## **29 PROVISION OF INFORMATION TO MEMBERS**

---

The Club shall indicate, by displaying a notice on the Club's premises and on the Club's website (if any), how the members of the Club can access the information.

## **30 REMOVAL FROM OFFICE OF THE MANAGEMENT COMMITTEE**

---

30.1 The members in a General Meeting may by ordinary resolution:

30.1.1 remove from office any member(s), or the whole of the Committee before the expiration of their period of office; and

30.1.2 appoint another person or persons in their stead provided any person so appointed is eligible to be a member in accordance with this Constitution.

30.2 Any person appointed pursuant to Rule 30.1.2 shall hold office for the remainder of the term of office of the person they replace.

30.3 Notice of the intention to move a resolution to remove a member of the Management Committee from office must be given to the Club at least two (2) months before the meeting at which the resolution is to be considered and voted on.

## **31 VACANCIES ON THE MANAGEMENT, MATCH AND SELECTORS COMMITTEES**

---

31.1 The office of a member of the Management, Match or Selectors Committee shall automatically be vacated if the person holding that office:

- (a) is disqualified for any reason referred to in the Parent Club Constitution.
- (b) is absent from meetings of the Management, Match or Selectors Committee for a continuous period of three (3) months without leave of absence from the respective Committee and that Committee resolves that the office be vacated.
- (c) by notice in writing given to the Committee Secretary resigns from office.
- (d) ceases to be a member of the Club or Parent Club
- (e) becomes an employee of the Parent Club.
- (f) is or becomes a member of another bowling club in New South Wales and nominates that other bowling club as their main, primary or home club for the purposes of bowls with any district, regional or State body governing bowls.

## **32 MEMBERS' RESOLUTIONS AND STATEMENTS**

---

### **32.1 RESOLUTIONS FROM INDIVIDUAL MEMBERS**

32.1.1 Notwithstanding Rules 32.2.1 to 32.2.5, individual members may submit items of business and notices of motion which they wish to have included in the business of the Annual General Meeting. All such items of business and notices of motion must be in writing and received by the Committee Secretary at least forty-two (42) days prior to the date fixed for such Annual General Meeting.

32.1.2 The Committee Secretary shall cause all items of business and notices of motion referred to in Rule 32.1.1 to be presented to the Management Committee who shall have absolute discretion as to whether to include those items of business and/or notices of motion in the Notice of the Annual General Meeting that is provided to members.



## **32.2 MEMBERS' RESOLUTIONS**

- 32.2.1 Subject to Rules 32.2.2 to 32.3.1 inclusive, members who represent at least 25% of the votes that may be cast on a resolution at a General Meeting may give the Committee Secretary notice of a resolution that they propose to move at a General Meeting of members.
- 32.2.2 Separate copies of a document setting out the notice may be used for signing by multiple members if the wording of the notice is identical in each copy.
- 32.2.3 If the Committee Secretary has been given notice of a resolution under Rule 32.2.1, the resolution is to be considered at the next General Meeting that occurs more than two (2) months after the notice is given.
- 32.2.4 The Club must give all its members notice of the resolution at the same time, or as soon as practicable thereafter, and in the same way, as it gives notice of a meeting.
- 32.2.5 The Club need not give notice of the resolution if it is more than 1,000 words long or defamatory.

## **32.3 RESOLUTION NOTICE**

- 32.3.1 The notice must:
- (a) be in writing; and
  - (b) set out the wording of the proposed resolution; and
  - (c) explain the reason for the proposed resolution.

## **33 KEEPING RECORDS**

---

- 33.1 The Club must keep minutes in which it records:
- (a) proceedings and resolutions of General Meetings of the Club,
  - (b) proceedings and resolutions of meetings of the Management Committee.

## **34 ACCOUNTS AND REPORTING TO MEMBERS**

---

- 34.1 The Management Committee shall cause proper accounts and records to be kept with respect to the financial affairs of the Club as required by the Parent Club.
- 34.2 The accounts shall be available at the Parent Club.
- 34.3 The Management Committee shall submit to the AGM the accounts of the Club.

## **35 FINANCIAL YEAR**

---

The financial year of the Club shall commence on the first day of July in each year and end on the last day of June in the following year or such other period as the Parent Club may determine.

## **36 NOTICES**

---

- 36.1 A notice may be given by the Club to any member by any of the following means:
- (a) personally.
  - (b) by sending it by post or registered post to the address of the member recorded for that member in the Register of Members kept pursuant to this Constitution.

- (c) by sending it to the electronic address (if any) nominated by the member.
- (d) by placing on the club notice board.

- 36.2 Where a notice is sent by registered post to a member in accordance with Rule 36.1 the notice shall be deemed to have been received by the member and in any other case, at the time at which the notice would have been delivered in the ordinary course of post.
- 36.3 Where a notice is sent by electronic means, the notice is taken to have been given on the day following that on which it was sent.

### **37 INTERPRETATION**

---

A decision of the Management Committee on the construction or interpretation of the Constitution or any Rule, or any By-Law of the Club made pursuant to this Constitution or on any matter arising therefrom, shall be conclusive and binding on all members of the Club.

### **38 AMENDMENTS TO CONSTITUTION**

---

This Constitution can only be amended by way of Special Resolution passed at a General Meeting of the members of the Club. Bowling members and Life Members shall be the only members eligible to vote on any Special Resolution to amend this Constitution.

The foregoing is not to be construed so as to prevent cosmetic amendments of paragraph referencing, punctuation or spelling prior to publication and distribution provided that there is no substantive change to the intention of the document.

\*\*\*\*\*