



West Lakes Bowling Club  
21 Edwin Street  
West Lakes Shore, SA 5021

# **WEST LAKES BOWLING CLUB INCORPORATED**

## **CONSTITUTION**

23 May 2021

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## SECTION 1 - NAME AND OBJECTS

### 1. NAME

The name of the Club shall be the **West Lakes Bowling Club Incorporated** (WLBC).

### 2. INTERPRETATIONS

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

- 2.1 **Act** means the Associations Incorporations Act (SA) 1985, as amended.
- 2.2 **Administrative Secretary** means the Secretary of the Club elected in accordance with these Rules.
- 2.3 **Board of Management** means the members, for the time being, of the Board of the Club (Directors) 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.
- 2.4 **Board** means and includes the President, Vice President, Bowling Directors and independent Directors.
- 2.5 **Bowls SA** means Bowls SA Inc., the peak body of the sport of Lawn Bowls in South Australia.
- 2.6 **Chairperson** means the Chairperson according to the current office-holder in the various committee categories.
- 2.7 **Club** means the club referred to in Rule 1.
- 2.8 **Day** means calendar day not business day.
- 2.9 **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 until the 31st March.
- 2.10 **Lakes Sports and Community Club** means the Lakes Sports and Community Club Inc. (LSCC).
- 2.11 **Metro Bowls** means Metropolitan Bowls Association Inc. (MBA).
- 2.12 **Member** means any member of the WLBC.
- 2.13 **Membership Year** means 1st October to 30th September.
- 2.14 **Month** means a calendar month.
- 2.15 **Rules** means the Rules of the club (Constitution) in force for the time being.
- 2.16 **Special Resolution** means a resolution of the Club which is passed by a majority which comprises not less than three-quarters of such members present, 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) days written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these Rules.

In these Rules:

- 2.17 Words importing the singular include the plural and vice versa;
- 2.18 Words importing any gender include the other gender; and
- 2.19 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.

### **3. OBJECTS AND PURPOSES**

The objects and purposes of the Club shall be:

- 3.1 To maintain and conduct a Club of non-political character, and to provide a clubhouse, bowling green and other conveniences for the use and recreation of the members at such place or places as decided by the members.
- 3.2 To promote and foster the sport of Lawn Bowls and such other objects as the members shall determine but always to have in mind the advancement and best interests of the sport.
- 3.3 To affiliate with Bowls SA and any other organisation that may be desirable in the pursuit of these objects and purposes.
- 3.4 To do all such things necessary to the attainment of the above objects and purposes.
- 3.5 To control, manage and conduct bowls competitions at the club.
- 3.6 To seek and improve facilities for the enjoyment of all club members.

### **4. POWERS**

The Club shall have the power to:

- 4.1 Acquire, hold, deal with and dispose of any real or personal property.
- 4.2 Construct, maintain and alter any buildings, grounds, playing surfaces, conveniences or works necessary or convenient for the purposes of, or which seem likely to advance, the interests of the members of the Club.
- 4.3 Open and operate financial institution accounts.
- 4.4 Invest money:
  - 4.4.1 In any security in which trust monies may, by Act of Parliament, be invested; or
  - 4.4.2 In any other manner specifically authorised by the members at a General Meeting of the Club.
- 4.5 Borrow or acquire money upon such terms and conditions as the Board of Management deems fit.
- 4.6 Give such security for the discharge of liability incurred by the Club as the Board of Management deems fit.

- 4.7 Appoint agents to contract any business of the Club on behalf of the Club.
- 4.8 Enter into any other contract the Club considers necessary or desirable; and
- 4.9 Do all such acts and things as are incidental, conducive or subsidiary to all or any of the objects of the Club.

## **SECTION 2 - MEMBERSHIP**

### **5. LAKES SPORTS AND COMMUNITY CLUB INC.**

The West Lakes Bowling Club Inc. is an affiliated member of the Lakes Sports and Community Club Inc. and as such, all members of the WLBC are members of the LSCC.

### **6. MEMBERSHIP QUALIFICATIONS**

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

- 6.1 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
- 6.2 Is a person who:
  - 6.2.1 Has been nominated and signed by a proposer and seconder, both of whom shall be existing financial members of the club, for membership of the Club as provided by these Rules; and
  - 6.2.2 Has been approved for membership of the Club by the Board of Management and paid all appropriate fees as determined by the Board.

### **7. REGISTER OF MEMBERS**

- 7.1 The Administrative Secretary shall establish and maintain a Register of Members of the Club specifying the name, address and membership class of each person who is a member of the Club together with the date on which the person became a member.
- 7.2 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.

### **8. SERVICE OF NOTICES**

- 8.1 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, email or electronically 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.

- 8.2 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.

## 9. MEMBERSHIP QUOTA

The Board of Management has not imposed a quota on the number of members to the Club.

## 10. MEMBERSHIP CLASSES

The Club shall, in respect of bowling members, consist of such classes of membership as conform to 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 membership categories may be used at club level:

- 10.1 **Full Members:** Members with full registration with the WLBC shall be eligible to play in all Bowls SA, Metro Bowls and Bowls Australia events for which they are qualified and open or invitation tournaments of other clubs. The clearance rule is applicable.
- 10.2 **Life Members:** Life Members registered as fully registered members shall be eligible to play in all Bowls SA, Metro Bowls and Bowls Australia events for which they are qualified and open or invitation tournaments of other clubs.
- 10.3 **Member for Life:** A person who became a Member for Life of the West Lakes Community Club (now Lakes Sports and Community Club Inc.) and a member of the West Lakes Bowling Club Inc. or the West Lakes Women's Bowling Club Inc. prior to 1<sup>st</sup> March 1990 shall be entitled to all privileges of a Full Member and to vote at the Annual General Meeting and Special Meeting of the Club.
- 10.3.1 **Life members and Members for Life** shall not pay membership fees (subscriptions) to the Club but shall be liable for all payments to any other organisation to which the Club is liable to make a payment on behalf of Life Members and Members for Life.
- 10.4 **Junior and Student Members**
- 10.4.1 **Junior Members:** A person under the age of eighteen (18) years as at 1st October in the year of registration as a Member of the Club.
- 10.4.2 **Student Members:** A full-time student under the age of 25 years as at 1st October in the year of registration as a Member of the Club.
- 10.4.3 **Junior or 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.
- 10.4.4 **Junior or Student Members** registered with Bowls SA shall be eligible to play in all Bowls SA, Metro Bowls and Bowls Australia events for which they are qualified and open or invitation tournaments of other clubs.

### 10.5 Social Members and Restricted Players

- 10.5.1 **Social Members:** May be admitted as non-bowling members of the Club in the same manner as Full Members and shall be entitled to such privileges as the Board of Management shall determine from time to time.
- 10.5.2 **Restricted Players:** Bowlers whose playing category limits participation in pennant bowls and allows participation in casual or night owl competitions, or events specifically designated for Restricted Players at their club, or events of other clubs specifically designated for casual bowlers.
- 10.5.2.1 Restricted Players shall **not** be eligible to play in Bowls SA, Metro Bowls, Bowls Australia or other Member Club events, with the exception of competitions expressly held for Restricted Players.
- 10.5.2.2 Restricted Players shall **not** be selected in pennant teams unless all available Members with Full, Junior or Student registration with Bowls SA have been selected.
- 10.5.2.3 Restricted Players shall be limited to participate in a maximum of three (3) pennant games in any one pennant season; and
- 10.5.2.4 Restricted Players 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.
- 10.5.3 Social Members and Restricted Players shall be entitled to all privileges of the club but will have **NO** voting rights at an Annual General Meeting or Special General Meetings of the Club.

## 11. NOMINATION AND ADMISSION OF FULL MEMBERS

- 11.1 A nomination of a person for membership of the Club:
- 11.1.1 Must be made by a member of the Club and a seconder of the Club who has personal knowledge of the nominee;
- 11.1.2 Must be made by a member of the Club on the appropriate form; and
- 11.1.3 Must be lodged with the Administrative Secretary of the Club.
- 11.2 As soon as practicable after receiving a nomination for membership, the Administrative Secretary shall refer the nomination to the Board of Management who shall determine whether to approve or to reject the nomination.
- 11.3 Where the Board of Management in its absolute discretion, determines to approve a nomination for membership the Administrative 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 of the Club.



- 11.4 The Administrative Secretary shall, upon payment by the nominee of the amounts referred to in Rule 11.3 within the period referred to in that clause:
- 11.4.1 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
  - 11.4.2 Provide the nominee with a copy of the current Rules, By-laws and Regulations and record the receipt of those documents by the nominee.
- 11.5 Where the Board of Management rejects the nominee's application or where the nominee fails to make the payments referred to in Rule 11.3 within the period referred to in that clause, the nominee shall not again be nominated for a period determined by the Board.

## 12. LIFE MEMBERSHIP

- 12.1 A Full Member who has rendered special service(s) to the Club, may on recommendation of the Board of Management, be elected a Life Member of the Club with full privileges without payment of any subscription. The election of a Life Member shall be endorsed at the following Annual General Meeting.
- 12.2 A Life Member or Member for Life shall not be relieved of any financial obligation other than the Club annual subscription.
- 12.3 To be eligible to play in any Bowls SA, Metro Bowls, Bowls Australia events or events of other clubs, a Life Member or Member for Life must be registered as a Full Member with Bowls SA.

## 13 MEMBERS' ENTITLEMENTS

The entitlements of members of the Club are as follows:

- 13.1 Full Members, Life Members and Members for Life 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.
- 13.2 Junior, Student and Social Members, and Restricted Players are entitled to such privileges as the Board of Management determines from time to time and are **not** entitled to vote at the Annual General Meeting or Special General Meetings of the Club.

## 14. CESSATION OF MEMBERSHIP

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

- 14.1 Dies;
- 14.2 Forfeits their membership;
- 14.3 Resigns their membership; or
- 14.4 Is expelled from the Club.

**15. FOR FEITURE OF MEMBERSHIP**

- 15.1 If a member fails to pay their annual subscription within the time prescribed in the Rule 20.3, then that person shall cease to be a member of the Club.
- 15.2 The Board of Management may in its absolute discretion restore the member's name to the Register of Members where the Board of Management accepts, in its absolute discretion, a satisfactory explanation from the member and the member has paid any amount(s) due.
- 15.3 The Administrative Secretary shall give notice to each member when their subscription is due. This notice must be served on the member in accordance with Rule 8.
- 15.4 Where a member of the Club for whatever reason ceases to be a member for one or more years, such member may be re-admitted under such condition as determined by the Board of Management.

**16. RESIGNATION OF MEMBERS**

- 16.1 A member of the Club is entitled to resign their membership in accordance with this Rule.
- 16.2 A member leaving the Club shall pay all monies due including the current Financial Year's subscription or such portion thereof as the Board of Management may determine.
- 16.3 Where a member ceases to hold membership, the Administrative Secretary shall make an appropriate entry in the Register of Members recording the date on which the member ceased to be a member.
- 16.4 A member who ceases to hold membership and intends to transfer to another club shall commence the clearance process in accordance with the clearance procedures prescribed by Bowls SA.
- 16.5 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.
- 16.6 A member who retains membership of the Club but intends to join another club and transfer to the new club their Full, Junior or Student registration with Bowls SA shall commence the clearance process in accordance with the clearance procedures prescribed by Bowls SA.

**17. DISCIPLINING OF MEMBERS**

- 17.1 Where the Board of Management is of the opinion that a member of the Club:
  - 17.1.1 Has persistently refused or neglected to comply with the provision or provisions of these Rules;
  - 17.1.2 Has persistently and wilfully acted in a manner prejudicial to the interests of the Club; or
  - 17.1.3 Has engaged in conduct deemed by the Board of Management to be undesirable;

The Board of Management may, by resolution:

- 17.1.4 Expel the member from the Club;
  - 17.1.5 Suspend the member from membership of the Club for a specified period; or
  - 17.1.6 Censure the member.
- 17.2 A resolution of the Board of Management under Rule 17.1 has no effect unless the Board of Management, 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 17.3 confirms the resolution in accordance with this Rule.
- 17.3 When the Board of Management passes a resolution under Rule 17.1, the Administrative Secretary shall, as soon as practicable, cause a notice in writing to be served on the member:
- 17.3.1 Setting out the resolution of the Board of Management 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;
  - 17.3.2 Stating that the member may address the Board of Management 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;
  - 17.3.3 Stating the date, place and time of that meeting; and
  - 17.3.4 Informing the member that they may do any or all of the following:
    - (a) Object to the presence of any member of the Board of Management on the grounds of bias to which matter the Board of Management shall determine as a preliminary point.
    - (b) Attend and speak at that meeting.
    - (c) Arrange for a representative to attend and speak at that meeting on their behalf.
    - (d) Submit to the Board of Management at or prior to the date of that meeting written representations relating to the resolution on their behalf.
    - (e) Arrange for a representative to submit to the Board of Management at or prior to the date of that meeting written representations in relation to the resolution on their 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 of Management 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.

- 17.4 At a meeting of the Board of Management held in accordance with Rule 17.3, the Board of Management shall:
- 17.4.1 Give the member or the member's representative, an opportunity to make oral representations.
  - 17.4.2 Give due consideration to any written representations submitted to the Board of Management by the member, or the representative of the member, at or prior to the meeting.
  - 17.4.3 By resolution determine whether to confirm or revoke the resolution.
- 17.5 Where the Board of Management confirms a resolution under Rule 17.4, the Administrative 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 18.
- 17.6 A resolution confirmed by the Board of Management under Rule 17.4 does not take effect:
- 17.6.1 Until the expiration of the period within which the member may appeal against the resolution where the member does not exercise the right of appeal within that period;
  - 17.6.2 Where within that period the member exercises the right of appeal; or
  - 17.6.2 Unless and until the Board of Management confirms the resolution pursuant to Rule 17.4.

## **18. RIGHT OF APPEAL OF DISCIPLINED MEMBER**

- 18.1 A member may appeal to a Special General Meeting against a resolution of the Board of Management which is confirmed under Rule 17.4, within seven (7) days after notice of the resolution is served on the member by lodging with the Administrative Secretary a notice to that effect.
- 18.2 Upon receipt of the notice from a member under Rule 18.1, the Administrative Secretary shall notify the Board of Management which will convene a Special General Meeting to be held within twenty-eight (28) days after the date on which the Administrative Secretary received the notice.
- 18.3 At the Special General Meeting of the Club convened under Rule 18.2:
- 18.3.1 No business other than the question of the appeal shall be transacted;
  - 18.3.2 The Board of Management 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
  - 18.3.3 The members present shall vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- 18.4 If at the Special General Meeting the meeting passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.

- 18.5 If at the Special General Meeting the meeting passes a special resolution not in favour of the confirmation of the resolution, the resolution is revoked.
- 18.6 If the resolution is revoked, it may be re-examined at a later time should additional information become available.

**19. ABSENCE OF A MEMBER**

Any member contemplating absence for a period may, on application to the Board of Management, be granted leave of absence for a period not exceeding two years.

**20. FEES AND SUBSCRIPTIONS**

Except as otherwise provided in these Rules:

- 20.1 A member of the Club shall upon admission to membership, pay a membership fee as determined from time to time at an Annual General Meeting or Special General Meeting;
- 20.2 In addition to the amount payable by the member under Rule 20.1, a member shall pay an annual subscription as determined from time to time at an Annual General Meeting or Special General Meeting;
- 20.3 The subscription fee shall be payable annually by no later than 1st October unless suitable payment arrangements are in place as approved by the Board of Management;
- 20.4 Persons applying for membership after the 1st October in any year shall pay such subscription as shall be determined by the Board of Management; and
- 20.5 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 subscription fee as determined by the Board of Management.

**21. MEMBER 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 20.

## SECTION 3 - MANAGEMENT BY MEMBERS

### 22. MANAGEMENT BY MEMBERS

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

### 23. ANNUAL GENERAL MEETING

- 23.1 With the exception of the first Annual General Meeting of the WLBC, the Club shall convene an Annual General Meeting of its members by no later than 30<sup>th</sup> June each year.
- 23.2 The Annual General Meeting of the Club shall, subject to the Act and to Rule 23.1, be convened on such date and at such place and time as the Board of Management deems fit.
- 23.3 The Board of Management 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.
- 23.4 The business to be transacted at the Annual General Meeting shall be in the following order:
  - 23.4.1 Reading of the Notice convening the Meeting;
  - 23.4.2 Confirmation of the Minutes of the previous Annual General Meeting and/or Special General Meetings;
  - 23.4.3 Presentation of Annual Report;
  - 23.4.4 Consideration and adoption of Annual Report;
  - 23.4.5 Presentation of Balance Sheet and Statement of Accounts;
  - 23.4.6 Consideration and adoption of Balance Sheet and Statement of Accounts;
  - 23.4.7 Other reports;
  - 23.4.8 Announcement of newly appointed Life Members;
  - 23.4.9 Election of office bearers;
  - 23.4.10 Nomination and election of Auditors;
  - 23.4.11 Determination of amount of annual subscription for all classes of membership;
  - 23.4.12 Notices of Motion; and
  - 23.4.13 Other general business.

**24. SPECIAL GENERAL MEETINGS**

- 24.1 The Board of Management shall convene a Special General Meeting when requested to do so by requisition in accordance with this Rule.
- 24.2 The Board of Management shall, on a requisition in writing of not less than three (3) of its (Board) members, or fifteen (15) members of the Club, convene a Special General Meeting.
- 24.3 A requisition for a Special General Meeting:
- 24.3.1 Shall state the purpose or purposes of the Meeting;
  - 24.3.2 Shall be signed by the members making the requisition;
  - 24.3.3 Shall be lodged with the Administrative Secretary; and
  - 24.3.4 May consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- 24.4 A Special General Meeting shall be held on a date determined by the Board of Management, 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 Administrative Secretary shall post the requisition and Notice of Meeting on the notice board of the Club.
- 24.5 If the Board of Management fails to convene a Special General Meeting in accordance with Rule 24.4, 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 requisition.

**25. PROCEDURE**

- 25.1 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.
- 25.2 Twenty (20) members present in person, or such other number as deemed by the Board as appropriate, being members entitled under these Rules to vote at an Annual General Meeting or Special General Meeting, shall constitute a quorum.
- 25.3 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.

**26. VOTING**

- 26.1 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.
- 26.2 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. 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.
- 26.3 The Chairperson of an Annual General Meeting or Special General Meeting shall, with the exception of election of office bearers, be entitled to a deliberative and a casting vote.
- 26.4 Full Members, Life Members and Members for Life only will be entitled to vote at Annual General Meetings and Special General Meetings of the Club.
- 26.5 At any Annual General Meeting of the Club, only such members who are financial according to these Rules 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.
- 26.6 Proxy or postal voting shall not be permitted at any Annual General Meeting or Special General Meeting of the Club.
- 26.7 At any Annual General Meeting or Special General Meeting of the Club, a declaration by the Chairperson that a resolution has been carried, 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.
- 26.8 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

### 27. BOARD OF MANAGEMENT

The affairs of the Club including financial and property affairs shall be managed and controlled by the Board of Management.

### 28. POWERS OF THE BOARD OF MANAGEMENT

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

- 28.1 Shall control and manage the affairs of the Club;
  - 28.2 Has power to perform all such acts and do all such things as appear to the Board of Management to be necessary or desirable for the proper management of the affairs of the Club, including, but not limited to, the following powers:
    - 28.2.1 To delegate, in accordance with Rule 34, the exercise of functions to committees and sub-committees;
    - 28.2.2 To fill casual vacancies on the Board of Management in accordance with Rule 29.5;
    - 28.2.3 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;
    - 28.2.4 To impose subscription on members, subject to the approval of an Annual General Meeting or the Special General Meeting of the Club;
    - 28.2.5 To review the resignation of a member in accordance with Rule 16;
    - 28.2.6 To make By-Laws in conformity with the Rules of the Club;
    - 28.2.7 Interpret the Rules and By-Laws of the Club, and such interpretation shall be final;
    - 28.2.8 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;
    - 28.2.9 To ensure compliance with the Rules, Policies and By-Laws of the Club, and deal with any breaches as provided in Rule 17;
    - 28.2.10 To acquire and operate in the name of the club a License if and when required under the Liquor Licensing Act;
    - 28.2.11 To deal with other matters which may arise or matters which are not specifically provided for in the Rules of the Club;
    - 28.2.12 To cause correct financial accounts, books and administrative records to be kept showing the affairs of the Club. The Board of Management 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;
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- 28.2.13 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.

## **29. OFFICE BEARERS – BOARD OF MANAGEMENT**

- 29.1 The Board of Management shall consist of the office bearers (Directors) of the Club, each of whom shall be elected at the Annual General Meeting of the Club pursuant to Rule 30.
- 29.2 Each member shall be elected at an Annual General Meeting of the club and shall hold office for a term of two (2) years from the AGM at which they were elected.
- 29.3 The Board of Management of the Club shall be:
- 29.3.1 The President who shall be Chairperson;
  - 29.3.2 The Vice President when nominated and elected;
  - 29.3.3 The Treasurer;
  - 29.3.4 The Administrative Secretary;
  - 29.3.5 Board Members (Directors) to a minimum of five (5) and a maximum of seven (7), or such number as determined at the Annual General Meeting, taking into account a gender balance.
- 29.4 Each member of the Board of Management shall, subject to the Rules, hold office for two years until the conclusion of the Annual General Meeting, to achieve a situation whereby five (5) Directors are due to retire each year. Each Director at the end of their term shall be eligible for re-election.
- 29.4.1 The Board shall appoint the Public Officer from one of its own Board Members.
- 29.5 In the event of a casual vacancy occurring, the Board of Management 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 next Annual General Meeting following the date of appointment.

## **30. ELECTION OF OFFICE BEARERS - BOARD OF MANAGEMENT**

- 30.1 Nominations of candidates for election as members of the Board of Management of the Club:
- 30.1.1 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
  - 30.1.2 Shall be delivered to the Administrative Secretary not less than fourteen (14) days before the date fixed for the holding of the Annual General Meeting at which the election is to take place.

- 30.2 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.
- 30.3 If insufficient nominations are received to fill all vacancies on the Board of Management, any candidates nominated shall be deemed to be elected. Further nominations may be received at the Annual General Meeting for any unfilled position.
- 30.4 If insufficient further nominations are received, any vacant positions remaining on the Board of Management shall be treated as casual vacancies in accordance with Rule 29.5.
- 30.5 If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held.
- 30.6 The ballot for the election of the Board of Management shall be conducted at the Annual General Meeting in such usual and proper manner as the Board of Management may direct.
- 30.7 There is no restriction of any member of the Board of Management holding dual office.

### **31. CASUAL VACANCIES - BOARD OF MANAGEMENT**

For the purpose of these Rules, a casual vacancy in the office of a member of the Board of Management occurs if a Board member:

- 31.1 Dies;
- 31.2 Ceases to be a member of the Club;
- 31.3 Becomes an insolvent under administration within the meaning of the Corporations Law;
- 31.4 Resigns office by notice in writing given to the Administrative Secretary;
- 31.5 Is removed from office under Rule 32;
- 31.6 Becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under laws relating to mental health; or
- 31.7 Is absent without the consent of the Board of Management from three (3) consecutive meetings of the Board of Management.

### **32. REMOVAL OF MEMBER FROM THE BOARD OF MANAGEMENT**

- 32.1 The Club at a Special General Meeting may, by resolution, remove any member of the Board of Management from office before the expiration of the member's term, and may by resolution, appoint another person to hold office until the expiration of the term of office for members so removed.

32.2 Where a member of the Board of Management, to whom a proposed resolution referred to in Rule 32.1, makes representations in writing to the Administrative Secretary or President and requests that the representations be notified to the members of the Club, the Administrative Secretary or the President 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.

### **33. MEETINGS AND QUORUM – BOARD OF MANAGEMENT**

33.1 The Board of Management shall meet a minimum of ten (10) times each year at such place and time or by such communication technology as the Board of Management shall determine. Members of the WLBC may attend any Board meeting on invitation by the Board and shall be subject to any rules of the meeting as determined by the Board.

33.2 All persons participating in a meeting must be able to communicate with each other effectively, simultaneously and instantaneously, whether by means of telephone or other form of communication technology.

33.3 Special Meetings of the Board of Management may be convened by the President or at the request of three (3) members of the Board of Management provided that the Administrative Secretary shall give oral or written notice to each member of the Board of Management at least two (2) days before the time appointed for the holding of the meeting.

33.4 Notice of a meeting given under Rule 33.3 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 of Management present at the meeting unanimously agree to treat as urgent business.

33.5 Any five (5) members of the Board of Management shall constitute a quorum for the transaction of the business of a meeting of the Board of Management.

33.6 No business shall be transacted by the Board of Management 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 or such other venue, date and time as appropriate.

33.7 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.

33.8 At a meeting of the Board of Management:

33.8.1 The President shall preside; or

33.8.2 If the President is not present, is unwilling or is unable to preside, Rule 22.2 shall apply.

**34. DELEGATION BY THE BOARD OF MANAGEMENT TO COMMITTEES AND SUBCOMMITTEES**

- 34.1 The Board of Management may establish committees and/or sub-committees to exercise such functions as the Board of Management shall determine, and appoint members to those committees and sub-committees.
- 34.2 In the establishing resolution, the Board of Management may delegate such functions as are specified in the resolution, other than:
- 34.2.1 This power of delegation; and
  - 34.2.2 A function imposed on the Board of Management by the Act, these Rules or by any other law.
- 34.3 A function, the exercise of which has been delegated to a committee and/or subcommittee 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.
- 34.4 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.
- 34.5 Notwithstanding any delegation under this Rule, the Board of Management may continue to exercise any function delegated.
- 34.6 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 of Management.
- 34.7 The Board of Management may, by instrument in writing, revoke wholly or in part, any delegation under this Rule.
- 34.8 A committee and/or sub-committee shall meet and adjourn as it deems appropriate.

**35. VOTING AND DECISIONS – BOARD OF MANAGEMENT**

- 35.1 Questions arising at a meeting of the Board of Management or of any committee and/or sub-committee appointed by the Board of Management shall be determined by a majority of the votes of members of the Board of Management or committee and/or subcommittee present at the meeting.
- 35.2 Each member present at the meeting of the Board of Management or of any committee and/or sub-committee appointed by the Board of Management, 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 34.5, the Board of Management may act notwithstanding any vacancy on the Board of Management.

- 35.3 Any act or thing done or suffered, or purporting to have been done or suffered, by the Board of Management or by a committee and/or sub-committee appointed by the Board of Management, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or disqualification of any member of the Board of Management or committee and/or sub-committee.

## SECTION 5 - FUNCTIONS OF OFFICERS

### 36. PRESIDENT

- 36.1 The President shall regulate and keep order at all meetings at which the President is to preside as prescribed by these Rules.
- 36.2 The President may take only such actions as are determined by the Board of Management, or by the members of the Club at any meeting of the Club, in assisting to ensure:
- 36.2.1 That the Rules and the By-laws of the Club are effectively implemented; and
  - 36.2.2 That effective administrative actions follow decisions made at those meetings over which the President is prescribed by these Rules to preside.
- 36.3 The President may take action in any matter specifically detailed by these Rules.

### 37. VICE PRESIDENT

- 37.1 The Vice President (when duly elected) shall adopt the role of President in the absence of the President.

### 38. ADMINISTRATIVE SECRETARY

- 38.1 The Administrative Secretary of the Club shall:
- 38.1.1 As soon as practicable after being appointed as Administrative Secretary, lodge notice with the Club of his or her address;
  - 38.1.2 Attend all meetings of the Board of Management, Annual General Meeting and Special General Meetings of the Club;
  - 38.1.3 Keep minutes of all appointments of members of the Board of Management;
  - 38.1.4 Keep minutes of the names of members of the Board of Management present at any Board of Management meetings;
  - 38.1.5 Keep minutes of all proceedings at meetings of the Board of Management, the Annual General Meeting and Special General Meetings;
  - 38.1.6 Ensure that the minutes are signed by the Chairperson or any other member presiding at the meeting;
  - 38.1.7 Attend to all correspondence in connection with the general business of the Club;

- 38.1.8 Prepare for submission to the Annual General Meeting of the Club, the report of the Board of Management on the activities of the Club during the year;
- 38.1.9 Maintain a register of members in accordance with Rule 7.1 and the date of the members latest subscription payment; and
- 38.1.10 Carry out those duties usually associated with the office of secretary with the approval or direction of the Board of Management.

### **39. TREASURER**

39.1 It is the duty of the Treasurer:

- 39.1.1 To receive all moneys belonging to the funds of the Club, and within a reasonable time to deposit or arrange for the deposit of such moneys with the Club's bankers, or as directed by the Board of Management;
- 39.1.2 To be responsible for payment of all Club accounts which have been approved for payment by the Board of Management;
- 39.1.3 To keep correct accounts of all moneys received and expended;
- 39.1.4 Prepare the annual income and expenditure budget for approval by the Board of Management; and
- 39.1.5 Prepare and submit financial statements at meetings of the Board of Management and at the Annual General Meeting of the Club.

### **40 INDEMNITY OF ADMINISTRATIVE SECRETARY AND TREASURER**

If the Administrative Secretary or Treasurer is required by their office to pay any money for and on behalf of the Club, for an act, default or omission of any other person, such money paid by the Administrative Secretary or Treasurer shall be refunded by the Club.

## **SECTION 6 – FINANCIAL**

### **41. FUNDS – MANAGEMENT**

- 41.1 All moneys received by the Club shall be deposited as soon as practicable and without deduction to the credit of such bank accounts of the Club.
- 41.2 The bank accounts of the Club are to be retained with such financial institutions as shall from time to time be approved by the Board of Management.
- 41.3 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments which may include EFT payments shall be approved or signed by two of the following office bearers:
  - 41.3.1 The President, the Administrative Secretary, the Treasurer and one other appointed officer bearer of the Club.

- 41.4 In the event that any one of the abovementioned office-bearers is absent through illness or for any other reason, the Board of Management may appoint a substitute signatory to the accounts of the Club.

## 42. ACCOUNTS

- 42.1 The Club shall keep such accounting records as are necessary to correctly record and explain the financial transactions and financial position of the Club.
- 42.2 No expenditure exceeding ten thousand (\$10,000) dollars or such other amount as deemed appropriate shall be entered into without the approval of the members at an Annual General Meeting or Special General Meeting of the Club.
- 42.3 The Board of Management may approve expenditure within the above limit, and shall pass for payment all accounts incurred under provisions of this and the preceding paragraph.
- 42.4 The Board of Management shall determine limits within which any committee and/or subcommittee may incur expenditure. All accounts for expenditure incurred under this authority shall be passed for payment by the Board of Management.
- 42.4.1 Expenditure exceeding five hundred (\$500) dollars or such other amount as deemed appropriate shall not be entered into without the prior consent of the Board of Management.

## 43. CONTROL OVER PROPERTY

- 43.1 The Board of Management, subject to the approval of an Annual General Meeting or Special General Meeting is empowered to:
- 43.1.1 Negotiate a loan;
- 43.1.2 Issue debentures;
- 43.1.3 Grant security over any property of the Club;
- 43.1.4 Sell or purchase any real estate on behalf of the Club;
- 43.1.5 Lease any property of the Club; and
- 43.1.6 All other measures in any way extending the liabilities of the Club beyond the assets and estimated revenue of the Club.
- 43.2 In all other respects the property of the Club shall be subject to the control and disposition of the Board of Management.
- 43.3 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 of Management to operate in accordance with the direction made.
- 43.4 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.



- 43.5 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 Administrative Secretary.

#### **44. BORROWING POWERS**

- 44.1 Subject to this Rule, the Annual General Meeting or a Special General Meeting of the Club may authorise the Board of Management to borrow funds.
- 44.2 If the Board of Management is authorised to borrow funds pursuant to Rule 44.1 then the Board of Management 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.
- 44.3 If the Board of Management is authorised to borrow funds pursuant to Rule 44.1 then the Board of Management shall make all dispositions of the Club's property, or any part thereof, and enter into such agreements in relation thereto as the Board of Management may deem proper for giving security for such loans and interest.
- 44.4 Subject to section 52 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 of Management from time to time.
- 44.5 All members of the Club shall be bound by the decision of the meeting authorising the borrowing of funds.

#### **45. BOOKS**

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

#### **46. AUDIT**

- 46.1 The Club shall where required by the Act appoint an Auditor and shall cause the accounts of the Club to be audited.
- 46.2 The Auditor shall be appointed at each Annual General Meeting of the Club. The Auditor shall not be a member of the Board of Management and shall be appointed in a manner consistent with the terms of the Act.
- 46.3 Nominations for the office of Auditor shall be submitted at the Annual General Meeting of the Club in each year.
- 46.4 The Auditor shall have power at all times to examine the books and documents of the Club.

- 46.5 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.
- 46.6 The Auditor's Report shall be submitted to the Annual General Meetings of the Club.

## SECTION 7 – GENERAL

### 47. HONORARY SOLICITOR

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

### 48. DAMAGE TO PROPERTY

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

### 49. WINDING UP AND DISSOLUTION

- 49.1 The Club may be wound up in the manner provided for in the Act.
- 49.2 In the case of a voluntary winding up or dissolution, the following procedure is to be followed:
- 49.2.1 The Board of Management shall call a Special General Meeting of the Club to consider whether or not the Club should be wound up or dissolved;
  - 49.2.2 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;
  - 49.2.3 If such a motion is carried then a second Special General Meeting of the Club must be called:- (a) not less than one calendar month after the first-mentioned Special General Meeting of the Club; and (b) the quorum at this Special General Meeting shall be not less than half of the members of the Club entitled to vote.
  - 49.2.4 At this second Special General Meeting a Special Resolution motion to confirm the motion to wind up or dissolve the Club shall be put.
  - 49.2.5 When the Special Resolution referred to in Rule 49.2.4 is carried, then the Board of Management 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.

- 49.2.6 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.

## 50. APPLICATION OF SURPLUS ASSETS

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

## 51. ALTERATION, ADDITIONS, OR AMENDMENTS TO CONSTITUTION OR RULES

- 51.1 **No** additions, alterations or amendments shall be made to this Constitution unless the same has been approved by a Special Resolution.
- 51.2 **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.
- 51.3 A copy of the proposed new rule, alteration or repeal, as aforesaid, shall be delivered to the Administrative Secretary 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.
- 51.4 The Administrative Secretary shall comply with all requirements of Section 24 of the Act to give effect to any new rule or alteration to the Constitution.
- 51.5 The Administrative Secretary shall also notify Bowls SA of any new rule or alteration to the Constitution.
- 51.6 Any such new or altered rules shall come into operation from the date of adoption unless another date is specified in the motion.

## 52. 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.

**53. VISITORS**

- 53.1 A member shall be allowed to introduce visitors to the Club on such conditions as the Board of Management shall determine from time to time.
- 53.2 Notwithstanding Rule 53.1, 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.

**54. APPOINTMENT OF DELEGATES**

- 54.1 The delegates to the appropriate meetings of Bowls SA and Metro Bowls shall be elected by the Board of Management.
- 54.2 The Board of Management shall appoint two (2) members of the Club with full registration with Bowls SA as delegates to represent the Club at Annual General Meetings, and Special General Meetings of Bowls SA.
- 54.3 Each Member Club shall nominate one (1) of those delegates to vote at such meetings of Bowls SA and Metro Bowls and the name of the delegate must be advised to the Chief Executive Office of Bowls SA not less than fourteen (14) days prior to the relevant meeting.
- 54.4 A Member Club may change its voting delegate provided such change is advised in writing addressed to Chief Executive Officer and delivered to the Bowls SA office prior to the commencement of the meeting.

**55. DISPUTES AND SUGGESTIONS**

- 55.1 All suggestions and complaints to be drawn to the attention of the Board of Management shall be made in writing to the Administrative Secretary, who shall list the same for discussion at the next meeting of the Board of Management.
- 55.2 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 of Management by either party. The Board of Management shall have the power to deal with such matters as it deems necessary in a manner consistent with these Rules.

**56. PRIVACY ACT**

The Club, in conducting the business and carrying out the Objects of the Club, shall abide by the Australian Privacy Principles of the Privacy Act 1988 as amended by the Privacy Amendment Act 2012.

**57. EMERGENCY ADMINISTRATIVE ACTION**

Action taken by an officer or officers of the Club in emergency circumstances and later 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.

**58. APPLICATION OF BENEFIT**

58.1 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.

58.2 Nothing contained in Rule 58.1 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.

**59. BY-LAWS**

59.1 The Board of Management shall have power from time to time to make By-Laws and Regulations not inconsistent with these Rules for the efficient working of the Club, and to alter, amend or rescind any By-Law or Regulation as occasion may require.

59.2 A record of all By-Laws and Regulations shall be maintained by the Administrative Secretary and shall be available for inspection by the members.

**60. CLUBHOUSE OPEN**

The clubhouse shall be open to members for such times, and on such conditions, as may be decided by the Board of Management and the Lakes Sports and Community Club Inc.

**61. LAWS OF THE SPORT OF BOWLS**

The Laws of the Sport of Bowls as adopted from time to time by Bowls Australia and conducted in accordance with the Rules and By-Laws of Bowls SA and/or Metro Bowls Association shall apply as appropriate to all games played under the control of the Club. Failure to observe any such laws renders the offending player or players liable to a fine or disqualification from the competition or match.

**62. PROVISION FOR CASES NOT PROVIDED FOR**

In any matter whatsoever which is referred to the Club by Bowls SA, any Association, Member Club, Affiliated Club or Member, that is not provided for in this Constitution, or in the current issue of the Laws of the Sport, the Board shall determine such matters and the decision of the Board thereon shall be final, except that the referring party, if dissatisfied with the decision, shall have the right to appeal in accordance with the procedures prescribed in the Bowls SA Protests, Hearings and Appeals Policy.

**63. COMMON SEAL**

- 63.1 The Board of Management of the Club shall provide a Common Seal and shall provide for the safe custody thereof.
- 63.2 The seal holders shall be the President, Vice-President and/or the Administrative Secretary of the Club.
- 63.3 The seal shall not be affixed to any deed, instrument or document except under and by virtue of a resolution of the Board of Management of the Club and in the presence of two seal holders, who shall attest every deed, instrument or document to which the seal is affixed, and every such deed instrument or document shall be signed by two seal holders in the following form:

<p>THE COMMON SEAL (OF THE WEST LAKES BOWLING CLUB INC.) was hereunto affixed;</p> <p>this.....day of.....20.....,</p> <p>in the presence of: .....(Seal Holder)</p> <p>..... Seal Holder</p>
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- 63.4 The Administrative Secretary shall maintain a register recording the use of the seal showing:
  - 63.4.1 Date affixed;
  - 63.4.2 Document and purpose;
  - 63.4.3 Names of seal holders who sign the document;
  - 63.4.4 Reference to the authority for use, that is, an item in relevant minutes.

**64. 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 Administrative Secretary 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.

- 64.1 Time limits for speakers, or for the discussion, shall be determined by the Chairperson of the meeting.
- 64.2 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.
- 64.3 Any member who seconds a motion without speaking to it may, at a later period, take part in the debate.
- 64.4 In all cases the member moving the motion has the right of reply, and this reply closes the debate.
- 64.5 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.
- 64.6 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.
- 64.7 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.
- 64.8 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.
- 64.9 An amendment may be made to a motion by:
- 64.9.1 Striking out certain words;
  - 64.9.2 Striking out certain words and inserting other words;
  - 64.9.3 Adding or inserting other words.
- 64.10 A notice of motion, other than to change these Rules, shall be submitted in writing, and signed by the mover and seconder, to the Administrative Secretary twenty one (21) days prior to the date of the meeting. The Administrative Secretary 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 Administrative Secretary.
- 64.11 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.

64.12 Each motion shall be moved and seconded in the order in which it appears on the notice paper without discussion.

64.12.1 Each motion may then be discussed, separately, but in the same sequence;

64.12.2 Amendments to each notice of motion may then be received and dealt with in the same sequence;

64.12.3 A vote shall then be taken in a manner which will allow the notice of motion receiving the greatest number of votes to succeed;

64.12.4 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.

Name of President:

Name of Board Member:

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Date:

Date:

**To be reviewed:**



**2021/22 Schedule of Fees**

Annual Subscriptions: (To stay same as 2020/21)

New Members from other Clubs (get a free shirt/trousers or shorts)	\$350.00
New Members to bowls (get a free shirt/trousers or shorts)	\$200.00
Social Members	\$100.00
Junior Members	\$150.00
Life Members	\$100.00
Members for Life	\$70.00

Discussion was held re raising Life Members & Members for Life to \$150.00. Determined by way of vote to leave it the same - but any Life Members can donate more if they want to (carried).

Other fees:

Locker Hire	\$25.00
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