

# Constitution

**Date: 20<sup>th</sup> May 2024**

# Eltham Bowling Club

(Registration Number: A0012815K)

**Original: March 2011**

**Updated: 20<sup>th</sup> May 2024  
16<sup>th</sup> May 2023  
14<sup>th</sup> May 2022  
15<sup>th</sup> May 2021  
16<sup>th</sup> May 2019  
5<sup>th</sup> May 2018  
13<sup>th</sup> May 2017  
1<sup>st</sup> May 2016  
3<sup>rd</sup> May 2015  
4<sup>th</sup> May 2014**



**Note:** Throughout this Constitution there are references to the Regulations enclosed in parentheses e.g. (Refer to Regulation 5.2). These references are for the assistance of the reader and form no part of this Constitution. These references may be amended, deleted or added at any time by the EBC Secretary upon a determination of the Board.



## TABLE OF CONTENTS

1. NAME.....	1
2. PURPOSES OF ASSOCIATION .....	1
(A) MAINTAIN AND CONDUCT A SPORTING AND SOCIAL CLUB OF A NON-POLITICAL CHARACTER AND TO, MAINTAIN OR OTHERWISE PROVIDE CLUBHOUSE, GREEN AND OTHER FACILITIES FOR THE USE AND RECREATION OF THE MEMBERS, THEIR GUESTS AND/OR VISITORS AT SUCH PLACE OR PLACES AS DECIDED BY THE MEMBERS; .....	1
(B) ACT, AT ALL TIMES, ON BEHALF OF AND IN THE INTEREST OF MEMBERS AND BOWLS; .....	1
(C) CONDUCT, ENCOURAGE, PROMOTE, ADVANCE AND ADMINISTER BOWLS AND THE OPERATION AND ACTIVITIES OF THE CLUB THROUGHOUT THE LOCAL AREA;.....	1
(D) AFFILIATE AND OTHERWISE LIAISE WITH BOWLS VICTORIA (INCLUDING, BUT NOT LIMITED TO, ITS REGIONS AND DIVISIONS), BOWLS AUSTRALIA AND/OR WORLD BOWLS AND/OR THEIR SUCCESSORS AND ANY OTHER ASSOCIATION(S) RELEVANT TO THE ACTIVITIES OF THE CLUB AND ITS MEMBERS AND ADOPT THEIR RULE AND POLICY FRAMEWORKS TO FURTHER THESE PURPOSES;.....	1
(E) ABIDE BY, PROMULGATE, ENFORCE AND SECURE UNIFORMITY IN THE APPLICATION OF THE RULES OF BOWLS AS MAY BE DETERMINED FROM TIME TO TIME BY BOWLS VICTORIA, BOWLS AUSTRALIA AND/OR WORLD BOWLS AND AS MAY BE NECESSARY FOR THE MANAGEMENT AND CONTROL OF BOWLS AND RELATED ACTIVITIES IN VICTORIA;.....	1
(F) CONSTRUCT, ALTER, IMPROVE, MANAGE, DEVELOP, ADD TO, OR MAINTAIN ALL BUILDINGS AND OTHER PROPERTY BELONGING TO THE CLUB IN ACCORDANCE WITH THE LEASE AGREEMENT; SUBJECT TO COUNCIL APPROVAL WHERE NECESSARY .....	1
(G) RAISE AND BORROW ANY MONIES, REQUIRED FOR THE PURPOSES OF THE CLUB UPON SUCH TERMS AND CONDITIONS AND/OR ON SUCH SECURITIES AS MAY BE DETERMINED;.....	1
(H) BUY, SELL, MORTGAGE, IMPROVE, MANAGE, DEVELOP, LEASE, DISPOSE OF, TURN TO ACCOUNT OR OTHERWISE DEAL WITH ALL OR ANY PART OF THE PROPERTY OF THE CLUB EXCEPT THAT THE CLUB IS PROHIBITED FROM MAKING ANY DISTRIBUTION WHETHER IN MONEY, PROPERTY OR OTHERWISE TO ITS MEMBERS;.....	1
(I) APPLY FOR, HOLD AND RENEW ANY LIQUOR OR GAMING LICENCES;.....	1
(J) FORMULATE AND PUT INTO EFFECT SUCH OTHER OBJECTS AS THE MEMBERS SHALL DETERMINE, BUT ALWAYS TO HAVE IN MIND THE ADVANCEMENT AND BEST INTERESTS OF THE GAME OF BOWLS AND THE ENGENDERING BY ASSOCIATION OF A FRATERNAL FEELING AMONGST BOWLERS;.....	1
(K) HAVE REGARD TO THE PUBLIC INTEREST IN ITS OPERATIONS; AND .....	2
(L) UNDERTAKE AND OR DO ALL SUCH THINGS OR ACTIVITIES WHICH ARE NECESSARY, INCIDENTAL OR CONDUCTIVE TO THE ADVANCEMENT OF THESE PURPOSES.....	2

3. POWERS OF ASSOCIATION .....	2
4. INTERPRETATION AND DEFINITIONS .....	2
4.1 DEFINITIONS.....	2
4.2 INTERPRETATION .....	3
(A) A REFERENCE TO A RULE, REGULATION, SCHEDULE OR ANNEXURE IS TO A RULE, REGULATION, SCHEDULE OR ANNEXURE OF, OR MADE UNDER, THIS CONSTITUTION REGULATIONS OR APPENDICES; .....	3
(B) WORDS IMPORTING THE SINGULAR INCLUDE THE PLURAL AND VICE VERSA;....	3
(C) HEADINGS ARE FOR CONVENIENCE ONLY AND SHALL NOT BE USED FOR INTERPRETATION;.....	3
(D) WORDS OR EXPRESSIONS SHALL BE INTERPRETED IN ACCORDANCE WITH THE PROVISIONS OF THE ACT AS THEY VARY FROM TIME TO TIME;.....	3
(E) REFERENCES TO PERSONS INCLUDE NATURAL PERSONS, CORPORATIONS AND BODIES POLITIC, AND ANY LEGAL PERSONAL REPRESENTATIVES, SUCCESSORS AND PERMITTED ASSIGNS OF THAT PERSON;.....	4
(F) A REFERENCE TO A STATUTE, ORDINANCE, CODE OR OTHER LAW INCLUDES REGULATIONS AND OTHER STATUTORY INSTRUMENTS UNDER IT AND CONSOLIDATIONS, AMENDMENTS, RE-ENACTMENTS OR REPLACEMENTS OF ANY OF THEM (WHETHER OF THE SAME OR ANY LEGISLATIVE AUTHORITY HAVING JURISDICTION); AND.....	4
(G) EXPRESSIONS REFERRING TO "WRITING" SHALL UNLESS THE CONTRARY INTENTION APPEARS, BE CONSTRUED AS INCLUDING REFERENCES TO PRINTING, PHOTOGRAPHY AND OTHER MODES OF REPRESENTING OR REPRODUCING WORDS IN A VISIBLE FORM, INCLUDING MESSAGES SENT BY ELECTRONIC MAIL.....	4
4.3 ENFORCEABILITY .....	4
(A) THE CLUB SHALL BE GOVERNED BY THIS CONSTITUTION AND REGULATIONS AND APPENDICES AS LAID DOWN HEREIN AND VARIED FROM TIME TO TIME AT A GENERAL MEETING. ....	4
(B) IF ANY PROVISION OF THIS CONSTITUTION OR ANY PHRASE CONTAINED IN IT IS INVALID OR UNENFORCEABLE IN ANY JURISDICTION, THE PHRASE OR PROVISION SHALL BE READ DOWN FOR THE PURPOSE OF THAT JURISDICTION, IF POSSIBLE, SO IT IS VALID AND ENFORCEABLE. IF IT CAN NOT BE SO READ DOWN THE PROVISION SHALL BE SEVERED TO THE EXTENT OF THE INVALIDITY OR UNENFORCEABILITY. THE REMAINING PROVISIONS OF THIS CONSTITUTION AND ITS VALIDITY OR ENFORCEABILITY SHALL NOT BE AFFECTED BY THE SEVERANCE IN ANY OTHER JURISDICTION..	4
5. MEMBERSHIP OF CLUB .....	4
5.1 CATEGORIES OF MEMBER.....	4
THE MEMBERS SHALL BE, AND SHALL BE DIVIDED INTO, THE FOLLOWING CATEGORIES:.....	4
(A) AFFILIATED FULL MEMBERS, WHO SHALL HAVE THE RIGHT TO BE PRESENT, DEBATE AND VOTE AT GENERAL MEETINGS;.....	4
(B) LIFE MEMBERS, WHO SHALL HAVE THE RIGHT TO BE PRESENT, DEBATE AND VOTE AT GENERAL MEETINGS; AND .....	4
(C) SUCH OTHER CATEGORY OR CATEGORIES OF MEMBERS AS DETERMINED BY THE BOARD FROM TIME TO TIME. (REFER TO REGULATION 5.1).....	4

5.2 APPLICATION FOR MEMBERSHIP – AFFILIATED MEMBER .....	4
(A) TO BE ELIGIBLE FOR MEMBERSHIP AS AN AFFILIATED MEMBER, THE APPLICANT MUST BE A NATURAL PERSON AND MEET ANY OTHER CRITERIA SET BY THE BOARD FROM TIME TO TIME. FOR THE AVOIDANCE OF DOUBT, SUCH MEMBERS ALSO MUST MEET AND MAINTAIN ANY CRITERIA SET BY BOWLS VICTORIA FROM TIME TO TIME FOR "AFFILIATED MEMBERS" (OR EQUIVALENT) UNDER ITS CONSTITUTION. ....	4
(B) SUBJECT TO THIS CONSTITUTION OR ANY PROCEDURES SET BY THE BOARD FROM TIME TO TIME, AN APPLICATION FOR MEMBERSHIP AS AN AFFILIATED MEMBER MUST BE: .....	4
(i) in writing in the form prescribed by the Board from time to time;.....	5
(ii) lodged with the Secretary or nominee. ....	5
(C) THE DECISION BY THE BOARD TO APPROVE OR DECLINE THE APPLICATION SHALL BE TAKEN BY BALLOT AND .....	5
(D) IF THE BOARD DOES NOT APPROVE AN APPLICATION FOR MEMBERSHIP, IT SHALL, AS SOON AS PRACTICABLE, NOTIFY THE APPLICANT IN WRITING THAT THEIR APPLICATION FOR MEMBERSHIP IS NOT APPROVED. THE BOARD IS NOT REQUIRED TO GIVE REASONS FOR ITS DECISION. THE APPLICANT MAY RE-APPLY FOR MEMBERSHIP, BUT NOT WITHIN SIX MONTHS OF THE FAILED APPLICATION. ....	5
(E) IF A PERSON SATISFIES THE CRITERIA SET BY THIS RULE 5.2 AND THE BOARD ACCEPTS THE APPLICATION FOR MEMBERSHIP, THE PERSON SHALL BE DEEMED AN AFFILIATED MEMBER, SUBJECT ALWAYS TO THIS CONSTITUTION.....	5
(REFER TO REGULATION 5.2) .....	5
5.3 LIFE MEMBERS.....	5
(A) NOMINATIONS FOR LIFE MEMBERSHIP SHOULD BE LODGED WITH THE BOARD OR ITS NOMINEE. THE BOARD MAY RECOMMEND TO THE ANNUAL GENERAL MEETING THAT ANY NATURAL PERSON WHO HAS RENDERED DISTINGUISHED SERVICE TO THE CLUB BE APPOINTED AS A LIFE MEMBER. ....	5
(B) A RESOLUTION OF THE ANNUAL GENERAL MEETING TO CONFER LIFE MEMBERSHIP ON THE RECOMMENDATION OF THE BOARD MUST BE A SPECIAL RESOLUTION. ....	5
(C) A PERSON MUST ACCEPT OR REJECT THE CLUB'S RESOLUTION TO CONFER LIFE MEMBERSHIP IN WRITING. UPON WRITTEN ACCEPTANCE, THE PERSON'S DETAILS SHALL BE ENTERED UPON THE REGISTER, AND FROM THE TIME OF ENTRY ON THE REGISTER THE PERSON SHALL BE A LIFE MEMBER, BUT REMAIN SUBJECT TO THIS CONSTITUTION.	5
(D) A LIFE MEMBER IS REQUIRED TO PAY ALL FINANCIAL OBLIGATIONS OTHER THAN THE ANNUAL SUBSCRIPTION AND THE AFFILIATION FEE. ....	5
(REFER TO REGULATION 5.3) .....	5
5.4 RENEWAL OF MEMBERSHIP .....	5
(A) AFFILIATED MEMBERS MUST REAPPLY FOR MEMBERSHIP EACH FINANCIAL YEAR THROUGH THE PROCEDURE SET OUT IN THIS CONSTITUTION OR BY THE BOARD FROM TIME TO TIME. ....	5
(B) MEMBERS OTHER THAN AFFILIATED MEMBERS MUST REAPPLY FOR MEMBERSHIP AS DETERMINED BY THE BOARD FROM TIME TO TIME.....	5

5.5 DEEMED MEMBERSHIP.....	6
5.6 EFFECT OF MEMBERSHIP .....	6
(A) MEMBERS ACKNOWLEDGE AND AGREE THAT: .....	6
(i) this Constitution constitutes a contract between each of them and the Club and that they are bound by this Constitution and the Regulations;.....	6
(ii) they shall comply with and observe this Constitution and the Regulations; .....	6
(iii) by submitting to this Constitution and the Regulations they are subject to the jurisdiction of the Club; .....	6
(iv) this Constitution and Regulations are necessary and reasonable for promoting the purposes of the Club; and .....	6
(v) they are entitled to all benefits, advantages, privileges and services of their membership as determined by the Board.....	6
(vi) they are entitled to have access to a copy of the Constitution and Regulations and may apply in writing to the Secretary for access to a copy. ....	6
(vii) the Members adhere to the State Association’s Member Protection Policy, the Club’s Code of Conduct and the Club’s Privacy Policy, where such policies and codes exist. ....	6
(B) MEMBERS MAY BY VIRTUE OF MEMBERSHIP OF THE CLUB AND SUBJECT TO THIS CONSTITUTION:.....	6
(i) express in writing or otherwise their views and opinions in any meeting in respect of which they are entitled to participate in accordance with this Constitution; .....	6
(ii) make proposals or submissions to the Board;.....	6
(iii) engage and participate in any activity approved, sponsored or recognised by the Club; and.....	6
(iv) conduct any activity approved by the Club.....	6
(C) A RIGHT, PRIVILEGE OR OBLIGATION OF A PERSON BY REASON OF THEIR MEMBERSHIP OF THE CLUB:.....	6
(i) is not capable of being transferred or transmitted to another person; and.....	6
(ii) terminates upon the cessation of membership whether by death, resignation or otherwise. ....	6
6. SUBSCRIPTIONS AND FEES .....	7
(A) THE BOARD WILL MAKE A RECOMMENDATION TO THE ANNUAL MEETING IN RELATION TO THE ANNUAL SUBSCRIPTION FEES FOR ALL MEMBERSHIP CATEGORIES, THE GREEN FEE AND OTHER FEES AS DEEMED NECESSARY. THE MEMBERSHIP SHALL THEN DETERMINE ALL FEES FOR THE NEXT YEAR.....	7
(REFER TO REGULATION 6) .....	7
(B) THE BOARD 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, INCLUDING BUT NOT LIMITED TO THE RIGHT TO VOTE AT GENERAL MEETINGS. ....	7
(C) IF ANY MEMBER FAILS TO PAY THE ANNUAL SUBSCRIPTION WITHIN FOUR (4) MONTHS OF THE COMMENCEMENT OF THE FINANCIAL YEAR (1ST APRIL) IN ANY YEAR HIS/HER MEMBERSHIP SHALL THENCEFORTH CEASE BUT SHOULD A SUFFICIENT EXPLANATION BE MADE TO THE BOARD IT SHALL HAVE THE POWER TO RESTORE THE MEMBER’S NAME TO THE REGISTER UPON PAYMENT OF THE AMOUNT DUE. . .	7



7. REGISTERS.....	7
7.1 CLUB TO KEEP REGISTER OF MEMBERS.....	7
7.2 INSPECTION OF REGISTER.....	7
8. RESIGNATION OF MEMBERS.....	7
8.1 NOTICE OF RESIGNATION.....	7
8.2 EXPIRATION OF NOTICE PERIOD.....	7
8.3 FORFEITURE OF RIGHTS.....	7
9. EXPULSION OR SUSPENSION OF MEMBERS.....	7
9.1 BOARD RESOLUTION.....	7
(A) EXPEL A MEMBER FROM THE CLUB; OR.....	8
(B) SUSPEND A MEMBER FROM MEMBERSHIP OF THE CLUB OR ACCESSING CERTAIN PRIVILEGES OF MEMBERSHIP FOR A SPECIFIED PERIOD; OR.....	8
(C) IMPOSE SUCH OTHER PENALTY, ACTION OR EDUCATIVE PROCESS AS IT SEES FIT.....	8
9.2 BASIS FOR BOARD RESOLUTION.....	8
THE BOARD MAY TAKE ANY ACTION UNDER RULE 9.1 IF THE BOARD CONSIDERS THAT THE MEMBER HAS:.....	8
(A) BREACHED, FAILED, REFUSED OR NEGLECTED TO COMPLY WITH A PROVISION OF THIS CONSTITUTION OR THE REGULATIONS;.....	8
(B) ACTED IN A MANNER UNBECOMING OF A MEMBER OR PREJUDICIAL TO THE PURPOSES AND INTERESTS OF THE CLUB, OR ANOTHER MEMBER; OR.....	8
(C) BROUGHT THE CLUB, BOWLS OR ANOTHER MEMBER INTO DISREPUTE.....	8
9.3 NOTICE OF ALLEGED BREACH.....	8
(A) SETTING OUT THE ALLEGED BREACH OF THE MEMBER AND THE GROUNDS ON WHICH IT IS BASED;.....	8
(B) STATING THAT THE MEMBER MAY ADDRESS THE BOARD AT A MEETING TO BE HELD NOT EARLIER THAN FOURTEEN DAYS AFTER SERVICE OF THE NOTICE;.....	8
(C) STATING THE DATE, PLACE AND TIME OF THAT MEETING;.....	8
(D) INFORMING THE MEMBER THAT HE OR SHE MAY DO ONE OR MORE OF THE FOLLOWING:.....	8
(i) attend that meeting;.....	8
(ii) give the Club prior to or at that meeting a written statement regarding the alleged breach.	8
9.4 DETERMINATION OF BOARD.....	8
(A) AT A MEETING OF THE BOARD HELD IN ACCORDANCE WITH RULE 9.3, THE BOARD SHALL:.....	8
(i) give the Member every opportunity to be heard;.....	8
(ii) give due consideration to any written statement submitted by the Member; and.....	8
(iii) by resolution determine whether the alleged breach occurred. ....	8
(B) IF THE BOARD DETERMINES THERE WAS A BREACH OF RULE 9.2, IT WILL DETERMINE WHAT PENALTY (IF ANY) SHALL BE GIVEN TO THE MEMBER. ....	8
9.5 APPEAL TO SPECIAL GENERAL MEETING.....	9
(A) WHERE THE BOARD MAKES A DETERMINATION UNDER RULE 9.4, THE MEMBER MAY APPEAL ANY PART OF THAT DETERMINATION BY PROVIDING	

THE SECRETARY WITH NOTICE SETTING OUT THAT THEY WISH TO APPEAL THE DETERMINATION TO THE CLUB IN A SPECIAL GENERAL MEETING. SUCH NOTICE OF APPEAL MUST BE PROVIDED WITHIN 48 HOURS OF THE MEMBER RECEIVING THE DETERMINATION OF THE BOARD.....	9
(B) WHERE THE SECRETARY RECEIVES A NOTICE UNDER RULE 9.5A, THE BOARD SHALL CONVENE A SPECIAL GENERAL MEETING TO BE HELD WITHIN 21 DAYS (OR LONGER PERIOD IF THE BOARD REQUIRES) OF THE DATE ON WHICH THE SECRETARY RECEIVED THE NOTICE.	9
(C) AT A SPECIAL GENERAL MEETING OF THE CLUB CONVENED UNDER 9.5B: .....	9
(i) no business other than the question of the appeal shall be transacted;.....	9
(ii) the Board may place before the meeting details of the grounds for its determination and the reasons for the passing of the determination; .....	9
(iii) the member shall be given an opportunity to be heard; .....	9
(iv) the members present shall vote by secret ballot on the question whether the resolution should be confirmed or revoked.....	9
(D) IF AT THE SPECIAL GENERAL MEETING:.....	9
(i) two-thirds of the Members present and entitled to vote, do vote in favour of the confirmation of the Board's determination, that determination is confirmed; and .....	9
(ii) in any other case, the determination is revoked.....	9
9.6 PROCEDURES .....	9
(A) SUBJECT TO THIS RULE 9 AND ANY OTHER RELEVANT PROVISION OF THIS CONSTITUTION, THE BOARD MAY REGULATE THE PROCEDURES AT ITS MEETINGS AND A GENERAL MEETING CONVENED UNDER THIS RULE 9 AS IT THINKS FIT.....	9
(B) (I) AT THE EXPIRATION OF ANY FINANCIAL YEAR IN RESPECT OF WHICH ANY PERSON SHALL HAVE PAID THE SUBSCRIPTION THE BOARD, IF IT IS OF THE OPINION THAT IT IS UNDESIRABLE IN THE INTEREST OF THE CLUB THAT SUCH PERSON SHOULD CONTINUE TO BE A MEMBER, MAY DECLINE TO ACCEPT ANY FURTHER SUBSCRIPTIONS FROM SUCH PERSON. ....	9
(ii) The Secretary shall notify such person of this decision and he/she shall thereupon cease to be a member of the Club.....	9
(iii) The member shall have the same right of appeal and on the same conditions as stated in 9.5. ....	9
10. ANNUAL GENERAL MEETINGS .....	10
10.1 ANNUAL GENERAL MEETING TO BE HELD.....	10
10.2 BUSINESS .....	10
10.3 ADDITIONAL MEETINGS.....	10
11. SPECIAL GENERAL MEETINGS .....	10
11.1 SPECIAL GENERAL MEETINGS MAY BE HELD .....	10
11.2 REQUEST FOR SPECIAL GENERAL MEETINGS.....	10
(A) THE BOARD SHALL CONVENE A SPECIAL GENERAL MEETING UPON RECEIVING A REQUEST IN WRITING FROM NOT LESS THAN 10% OF MEMBERS WHO WOULD BE ENTITLED TO VOTE AT SUCH SPECIAL GENERAL MEETING. THE BOARD MAY ALSO CONVENE A GENERAL MEETING. ....	10

(B) THE REQUEST FOR A SPECIAL GENERAL MEETING SHALL STATE THE OBJECT(S) OF THE MEETING AND SHALL BE SIGNED BY THE MEMBERS MAKING THE REQUEST AND BE SENT TO THE SECRETARY. THE REQUEST MAY CONSIST OF SEVERAL DOCUMENTS IN A LIKE FORM, EACH SIGNED BY ONE OR MORE OF THE MEMBERS MAKING THE REQUISITION. .... 10

(C) IF THE BOARD DOES NOT CAUSE A SPECIAL GENERAL MEETING TO BE HELD WITHIN THIRTY FIVE DAYS AFTER THE DATE ON WHICH THE REQUEST IS SENT TO THE CLUB, THE MEMBERS MAKING THE REQUEST, OR ANY OF THEM, MAY CONVENE A SPECIAL GENERAL MEETING TO BE HELD NOT LATER THAN SIXTY DAYS AFTER THAT DATE. .... 10

(D) A SPECIAL GENERAL MEETING CONVENED BY MEMBERS UNDER THIS CONSTITUTION SHALL BE CONVENED IN THE SAME MANNER, OR AS NEARLY AS POSSIBLE AS THAT, IN WHICH SPECIAL GENERAL MEETINGS ARE CONVENED BY THE BOARD. ALL REASONABLE EXPENSES INCURRED IN CONVENING THE MEETING SHALL BE REFUNDED BY THE CLUB TO THE PERSONS INCURRING THE EXPENSES. .... 10

12. NOTICE OF GENERAL MEETINGS..... 11

12.1 NOTICE TO BE GIVEN FOR GENERAL MEETINGS ..... 11

(A) THE SECRETARY SHALL, AT LEAST 35 DAYS BEFORE THE DATE FIXED FOR HOLDING A GENERAL MEETING, SEND TO EACH MEMBER ENTITLED TO VOTE AT SUCH MEETING AND EACH DIRECTOR A NOTICE IN WRITING STATING THE PLACE, DATE AND TIME AND THE NATURE OF THE PROPOSED BUSINESS TO BE TRANSACTED AT THE MEETING. NOTICE MAY BE GIVEN IN ANY FORM PERMITTED UNDER RULE 30..... 11

(B) ON RECEIVING A NOTICE OF A MEETING, A MEMBER DESIRING TO BRING ANY BUSINESS BEFORE THAT MEETING SHALL HAVE TWELVE DAYS, FROM THE DATE OF THE NOTICE, TO PROVIDE AN INSTRUCTION IN WRITING THAT IS SECONDED BY ANOTHER MEMBER, OF THAT BUSINESS TO THE SECRETARY WHICH SHALL BE INCLUDED IN THE SECOND NOTICE OF THE MEETING..... 11

(C) THE SECRETARY SHALL, AT LEAST 21 DAYS BEFORE THE DATE FIXED FOR HOLDING THE GENERAL MEETING, SEND TO EACH MEMBER ENTITLED TO VOTE AT SUCH MEETING AND EACH DIRECTOR A (SECOND) NOTICE IN WRITING STATING THE PLACE, DATE AND TIME OF THE MEETING AND STATING THE SPECIFIC BUSINESS TO BE TRANSACTED AT THE MEETING. NOTICE MAY BE GIVEN IN ANY FORM PERMITTED UNDER RULE 30. .... 11

(D) A GENERAL MEETING CALLED UNDER RULE 9.5 (A) SHALL ONLY REQUIRE RULE 12.1 (C) TO BE FOLLOWED..... 11

12.2 BUSINESS OF MEETING ..... 11

(A) NO BUSINESS OTHER THAN THAT SET OUT IN THE (SECOND) NOTICE CONVENING THE MEETING SHALL BE TRANSACTED AT THE GENERAL MEETING. .... 11

13. PROCEEDINGS AT MEETINGS ..... 11

13.1 QUORUM ..... 11

(A) IF WITHIN HALF AN HOUR AFTER THE APPOINTED TIME FOR THE COMMENCEMENT OF A GENERAL MEETING, A QUORUM IS NOT PRESENT, THE MEETING: ..... 11

(i) if convened upon the requisition of Members, shall be dissolved; and .....	11
(ii) in any other case, shall stand adjourned to: .....	11
(A) the same day in the next week at the same time and (unless Members are notified of an alternate venue) at the same place; or .....	11
(B) any date, time and place determined by the chairperson;.....	11
and if at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the meeting shall lapse.....	12
13.2 PRESIDENT TO CHAIR .....	12
13.3 CHAIRPERSON MAY ADJOURN MEETING.....	12
(A) THE CHAIRPERSON OF A GENERAL MEETING AT WHICH A QUORUM IS PRESENT MAY, WITH THE CONSENT OF THE MEETING, ADJOURN THE MEETING FROM TIME TO TIME AND PLACE TO PLACE, BUT NO BUSINESS SHALL BE TRANSACTED AT AN ADJOURNED MEETING OTHER THEN THE BUSINESS LEFT UNFINISHED AT THE MEETING AT WHICH THE ADJOURNMENT TOOK PLACE. ....	12
(B) WHERE A MEETING IS ADJOURNED FOR 14 DAYS OR MORE, A NOTICE OF THE ADJOURNED MEETING SHALL BE GIVEN AS IN THE CASE OF THE GENERAL MEETING. EXCEPT AS PROVIDED IN THIS RULE, IT IS NOT NECESSARY TO GIVE NOTICE OF AN ADJOURNMENT OR OF THE BUSINESS TO BE TRANSACTED AT AN ADJOURNED MEETING. ....	12
14. VOTING AT GENERAL MEETINGS.....	12
14.1 VOTING RIGHTS.....	12
14.2 VOTING PROCEDURE .....	12
(A) SUBJECT TO THIS RULE 14, VOTES AT A GENERAL MEETING SHALL BE GIVEN IN PERSON BY THOSE PRESENT AND ENTITLED TO VOTE.....	12
(B) SUBJECT TO RULE 14.4, ALL QUESTIONS ARISING AT A GENERAL MEETING SHALL BE DETERMINED ON A SHOW OF HANDS. ....	12
(C) IN THE CASE OF AN EQUALITY OF VOTES ON A QUESTION, THE MOTION SHALL FAIL. NEITHER THE PRESIDENT NOR THE CHAIRPERSON OF THE MEETING IS ENTITLED TO EXERCISE A SECOND OR CASTING VOTE. ....	12
14.3 RECORDING OF DETERMINATIONS .....	12
14.4 POLL AT GENERAL MEETINGS .....	12
14.5 DETERMINATIONS OF THE GENERAL MEETING .....	13
14.6 NON-COMPLIANCE WITH RULES.....	13
14.7 PROXY AND POSTAL VOTING.....	13
15. BOARD .....	13
15.1 POWERS OF BOARD .....	13
(A) THE AFFAIRS OF THE CLUB SHALL BE MANAGED BY THE BOARD CONSTITUTED UNDER RULE 15.2 AND REGULATION 15.2.....	13
(B) SUBJECT TO THIS CONSTITUTION AND THE ACT, THE BOARD:.....	13
(i) shall control and manage the business and affairs of the Club; .....	13
(ii) may exercise all such powers and functions as may be exercised by the Club other than those powers and functions that are required by this Constitution to be exercised by the Members in General Meeting; and.....	13
(iii) has power to perform all such acts and things as appear to the Board to be essential for the proper management of the business and affairs of the Club. ....	13

15.2 COMPOSITION OF BOARD .....	13
THE BOARD SHALL CONSIST OF:.....	13
(i) A President, Vice President, Secretary and Treasurer and other such Directors as described in this Constitution and Regulations who must be Affiliated Full, Life or Student Members.....	13
(ii) Appointed Directors as described in the Regulations and amended from time to time....	13
THE BOARD MAY ALLOCATE PORTFOLIOS TO DIRECTORS IF REQUIRED. ....	13
15.3 ELECTED DIRECTORS .....	14
(A) SUBJECT TO RULE 17 BELOW, EACH ELECTED DIRECTOR SHALL TAKE OFFICE FROM THE CONCLUSION OF THE ANNUAL GENERAL MEETING AT WHICH THEY ARE ELECTED AND SHALL HOLD OFFICE UNTIL THE CONCLUSION OF THE NEXT ANNUAL GENERAL MEETING FOLLOWING THEIR ELECTION. ....	14
(B) EACH DIRECTOR OF THE BOARD SHALL HOLD OFFICE FOR NOT LESS THAN 12 MONTHS AND UNTIL HIS/HER SUCCESSOR IS ELECTED; BUT IS ELIGIBLE FOR RE-ELECTION.....	14
16. ELECTIONS .....	14
(A) THE SECRETARY SHALL CALL FOR NOMINATIONS FOR ALL ELECTED POSITIONS AS DESCRIBED IN THIS CONSTITUTION AND REGULATIONS AT AN APPROPRIATE TIME DETERMINED BY THE BOARD. ALL MEMBERS SHALL BE NOTIFIED OF THE CALL FOR NOMINATIONS IN A MANNER DETERMINED BY THE BOARD. ....	14
(B) NOMINATIONS OF CANDIDATES FOR ELECTION SHALL BE:.....	14
(i) made in writing on the form provided by the Club from time to time (if any), signed by two Affiliated Full, Life and Student Members as nominees and accompanied by the written consent of the candidate. The candidate must be an Affiliated Full, Life or Student Member; and.....	14
(ii) delivered to the Secretary or person nominated by the Board by the date specified on the call for nominations. ....	14
(C) IF THE NUMBER OF NOMINATIONS RECEIVED IS EQUAL TO THE NUMBER OF VACANCIES TO BE FILLED OR IF THERE ARE INSUFFICIENT NOMINATIONS RECEIVED TO FILL ALL VACANCIES IN EACH CATEGORY (BOARD, COMMITTEES, SUB-COMMITTEES, PORTFOLIOS, INDIVIDUAL ELECTED POSITIONS) THEN: .....	14
(i) The Members nominated shall be declared elected. ....	14
(ii) Within three days, the Secretary shall notify all Members of each position that has been filled and the Member elected to fill those positions. At the same time, and in the same manner, the Secretary shall call for a second round of nominations for the positions that remain vacant. The closing date and time for these nominations shall be 12 noon on the day before the Annual General Meeting. ....	14
(iii) At the Annual General Meeting, verbal nominations can be proposed, provided that the candidate and the two nominees are all present at the meeting. The candidate and the two nominees must all be Affiliated Full, Life or Student Members. Verbal nominations must be made before the closing time determined by the Chairman.....	14
(iv) If the candidate and both nominees are all not able to be present at the Annual General Meeting, then the process stated in 16 (b) must be followed. ....	15
(D) IF, AT THE CONCLUSION OF THE ANNUAL GENERAL MEETING, THERE ARE INSUFFICIENT NOMINATIONS RECEIVED TO FILL ALL THE VACANCIES IN ALL CATEGORIES, THE REMAINING VACANCIES WILL BE DEEMED CASUAL VACANCIES UNDER CLAUSE 17.1. ....	15

(E) IF THE NUMBER OF NOMINATIONS EXCEEDS THE NUMBER OF VACANCIES TO BE FILLED, VOTING PAPERS SHALL BE ISSUED FOR EACH VACANCY IN ANY CATEGORY. .... 15

(F) VOTING SHALL BE CONDUCTED AT THE ANNUAL GENERAL MEETING IN SUCH A MANNER AND BY SUCH A METHOD AS DETERMINED BY THE BOARD FROM TIME TO TIME. .... 15

17. VACANCY ON BOARD, COMMITTEE, SUBCOMMITTEE OR PORTFOLIO .... 15

17.1 CASUAL VACANCY ..... 15

(A) IN THE EVENT OF A CASUAL VACANCY IN THE OFFICE OF ANY ELECTED DIRECTOR, THE BOARD MAY APPOINT AN APPROPRIATE AFFILIATED FULL, LIFE OR STUDENT MEMBER TO THE VACANT OFFICE AND THE PERSON SO APPOINTED MAY CONTINUE IN OFFICE UP TO THE END OF THE TERM OF THE ELECTED OR APPOINTED DIRECTOR THEY ARE REPLACING..... 15

(B) IN THE EVENT OF A CASUAL VACANCY ON A COMMITTEE OR SUB-COMMITTEE THE BOARD WILL APPOINT AN APPROPRIATE AFFILIATED FULL, LIFE OR STUDENT MEMBER TO THE VACANT POSITION AND THE MEMBER SO APPOINTED MAY CONTINUE IN THE POSITION UP TO THE END OF THE TERM OF THE MEMBER THEY ARE REPLACING. 15

(C) IN THE EVENT OF A COMMITTEE OR SUB-COMMITTEE HAVING LESS THAN HALF OF THE POSITIONS FILLED, THE BOARD WILL DECIDE WHETHER TO DISBAND THE COMMITTEE OR SUB-COMMITTEE. WHERE THE BOARD DOES NOT DISBAND THE COMMITTEE OR SUB-COMMITTEE THE BOARD SHALL APPOINT APPROPRIATE AFFILIATED FULL, LIFE OR STUDENT MEMBER(S) TO FILL THE VACANT POSITIONS AS SPECIFIED IN RULE 17.1(B). THE APPOINTED MEMBER(S) MAY CONTINUE IN THE POSITION UP TO THE END OF THE TERM OF THE MEMBER THEY ARE REPLACING. .... 15

(D) IN THE EVENT OF A VACANCY IN A PORTFOLIO, THE BOARD MAY APPOINT AN APPROPRIATE AFFILIATED FULL, LIFE OR STUDENT MEMBER TO FILL THE PORTFOLIO VACANCY AND THE PERSON SO APPOINTED MAY CONTINUE IN OFFICE UP TO THE END OF THE TERM OF THE MEMBER THEY ARE REPLACING..... 15

17.2 GROUNDS FOR TERMINATION OF DIRECTOR ..... 15

(A) IN THE CASE OF AN ELECTED DIRECTOR, CEASES TO BE AN AFFILIATED FULL, LIFE OR STUDENT MEMBER;..... 15

(B) BECOMES BANKRUPT;..... 16

(C) RESIGNS THEIR OFFICE BY NOTICE IN WRITING GIVEN TO THE CLUB;..... 16

(D) IS SUBJECT TO ANY SANCTION BY THE BOARD, WHICH SANCTION IS CONFIRMED BY THE MEMBERS, UNDER RULE 9;..... 16

(E) IS DIRECTLY OR INDIRECTLY INTERESTED IN ANY CONTRACT OR PROPOSED CONTRACT WITH THE CLUB AND, IN THE OPINION OF THE BOARD, HAS DELIBERATELY, RECKLESSLY OR NEGLIGENTLY FAILED TO DECLARE THE NATURE OF HIS/HER INTEREST;..... 16

(F) IS REMOVED FROM OFFICE IN ACCORDANCE WITH THIS CONSTITUTION;..... 16

(G) DIES OR BECOMES OF UNSOUND MIND OR A PERSON WHOSE PERSON OR ESTATE IS LIABLE TO BE DEALT WITH IN ANYWAY UNDER THE LAW RELATING TO MENTAL HEALTH;..... 16

(H) WOULD BE PROHIBITED FROM BEING A DIRECTOR OF A COMPANY UNDER THE CORPORATIONS ACT 2001 (CTH); OR..... 16

(I) FAILS TO ATTEND THREE CONSECUTIVE MEETINGS OF THE BOARD WITHOUT HAVING PREVIOUSLY OBTAINED LEAVE OF ABSENCE OR PROVIDED REASONABLE EXCUSE FOR SUCH ABSENCE..... 16

17.3 REMOVAL OF DIRECTOR .....	16
(A) ELECTED DIRECTOR .....	16
(i) The Affiliated Full, Life and Student Members at Special General Meeting may by Special Resolution remove any Elected Director, before the expiration of their term of office and elect another Affiliated Full, Life or Student Member in their place to hold office until the next Annual General Meeting. ....	16
(II) VERBAL NOMINATIONS FOR THE VACANT POSITION WILL BE TAKEN AT THE SPECIAL GENERAL MEETING. THE NOMINATION MUST BE PROPOSED BY TWO AFFILIATED FULL, LIFE OR STUDENT MEMBERS. THE NOMINATED MEMBER MUST BE PRESENT AT THE SPECIAL GENERAL MEETING AND MUST ACCEPT THE NOMINATION. ....	16
(III) IF ONLY ONE NOMINATION IS RECEIVED THEN THE AFFILIATED FULL, LIFE OR STUDENT MEMBER WILL BE DECLARED ELECTED.....	16
(IV) IF MORE THAN ONE NOMINATION IS RECEIVED FOR THE VACANT POSITION, VOTING PAPERS SHALL BE ISSUED AND AFFILIATED FULL, LIFE AND STUDENT MEMBERS ASKED TO WRITE THE NAME OF THEIR PREFERRED CANDIDATE ON THE VOTING PAPER. TWO SUITABLE MEMBERS WILL BE SELECTED TO ACT AS RETURNING OFFICERS. THE MEMBER RECEIVING THE MOST NUMBER OF VOTES WILL BE DECLARED ELECTED.....	16
(V) IF THERE ARE NO NOMINATIONS FOR THE VACANT POSITION IT IS TO BE TREATED AS CASUAL VACANCY. ....	16
(B) APPOINTED DIRECTOR.....	16
THE AFFILIATED FULL, LIFE OR STUDENT MEMBERS AT A SPECIAL MEETING MAY BY SPECIAL RESOLUTION REMOVE ANY APPOINTED DIRECTOR, BEFORE THE EXPIRATION OF THEIR TERM OF OFFICE AND DIRECT THE COMMITTEE OF WHICH HE/SHE WAS CONVENOR TO ELECT, WITHIN 14 DAYS, ANOTHER CONVENOR AND TO SO ADVISE THE SECRETARY WITHIN 3 DAYS OF THAT ELECTION.....	16
(C) WHERE THE DIRECTOR TO WHOM A PROPOSED RESOLUTION REFERRED TO IN RULE 17.3 (A) (I) AND 17 (B) MAKES REPRESENTATIONS IN WRITING TO THE SECRETARY OR THE PRESIDENT AND REQUESTS THAT SUCH REPRESENTATIONS BE NOTIFIED TO THE MEMBERS, THE SECRETARY OR THE PRESIDENT MAY SEND A COPY OF THE REPRESENTATIONS TO EACH MEMBER OR, IF THEY ARE NOT SO SENT, THE DIRECTOR MAY REQUIRE THAT THEY BE READ OUT AT THE MEETING, AND THE REPRESENTATIONS SHALL BE SO READ. 17	
18. QUORUM AND PROCEDURE AT BOARD MEETINGS.....	17
18.1 CONVENING A BOARD MEETING .....	17
(A) THE BOARD SHALL MEET AS OFTEN AS IS DEEMED NECESSARY, BUT NOT LESS THAN 8 TIMES EACH FINANCIAL YEAR, FOR THE DISPATCH OF BUSINESS. SUBJECT TO THIS CONSTITUTION, IN PARTICULAR THIS RULE 18, THE BOARD MAY REGULATE ITS MEETINGS AS IT THINKS FIT. ....	17
(B) UNLESS ALL DIRECTORS AGREE TO HOLD A MEETING AT SHORTER NOTICE (WHICH AGREEMENT SHALL BE SUFFICIENTLY EVIDENCED IN WRITING OR BY THEIR PRESENCE) NOT LESS THAN TWO DAYS WRITTEN NOTICE OF BOARD MEETING SHALL BE GIVEN TO EACH DIRECTOR. ....	17
(C) WRITTEN NOTICE OF EACH BOARD MEETING, PROVIDING AN AGENDA OF THE BUSINESS TO BE TRANSACTED, SHALL BE SERVED ON EACH DIRECTOR BY:.....	17

(i) delivering it to that Director personally; .....	17
(ii) sending it in writing, by facsimile or other means of electronic communication (subject to receiving appropriate confirmation that the notice has been effectively dispatched); in accordance with the Director's last notified contact details. ....	17
18.2 QUORUM .....	17
(A) ONE MORE THAN HALF THE NUMBER OF DIRECTORS (FRACTIONS ROUNDED DOWN) SHALL CONSTITUTE A QUORUM FOR THE TRANSACTION OF THE BUSINESS OF A MEETING OF THE BOARD. ....	17
(B) NO BUSINESS SHALL BE TRANSACTED UNLESS A QUORUM IS PRESENT AND IF WITHIN HALF AN HOUR 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 ANY DATE, TIME AND PLACE DETERMINED BY THE PRESIDENT. ....	17
(C) THE BOARD MAY ACT NOTWITHSTANDING ANY CASUAL VACANCY. HOWEVER, IF THERE ARE CASUAL VACANCIES IN THE OFFICE OF A DIRECTOR SUCH THAT THE NUMBER OF REMAINING DIRECTORS IS NOT SUFFICIENT TO CONSTITUTE A QUORUM AT A MEETING OF THE BOARD, THOSE DIRECTORS MAY ACT ONLY FOR THE PURPOSE OF FILLING CASUAL VACANCIES TO A NUMBER SUFFICIENT TO CONSTITUTE SUCH A QUORUM. ....	17
18.3 PROCEDURES AT BOARD MEETINGS .....	18
(A) AT MEETINGS OF THE BOARD, THE PRESIDENT SHALL CHAIR THE MEETING. IF THE PRESIDENT IS ABSENT OR UNWILLING TO ACT, THE VICE PRESIDENT SHALL CHAIR THE MEETING. IF BOTH THE PRESIDENT AND VICE PRESIDENT ARE ABSENT OR IF BOTH ARE UNWILLING TO ACT, THE BOARD SHALL APPOINT ONE OF ITS MEMBERS TO CHAIR THE MEETING. ....	18
(B) QUESTIONS ARISING AT A MEETING OF THE BOARD SHALL BE DETERMINED ON A SHOW OF HANDS OR, IF DEMANDED BY A DIRECTOR, BY A POLL TAKEN IN SUCH MANNER AS THE PERSON PRESIDING AT THE MEETING MAY DETERMINE. ....	18
(C) EACH ELECTED DIRECTOR AND APPOINTED DIRECTOR PRESENT AT A MEETING OF THE BOARD (INCLUDING THE PERSON PRESIDING AT THE MEETING) IS ENTITLED TO ONE VOTE. IN THE EVENT OF AN EQUALITY OF VOTES ON ANY QUESTION, THE MOTION SHALL FAIL; NEITHER THE PRESIDENT NOR CHAIR MAY EXERCISE A SECOND OR CASTING VOTE. ANY DIRECTOR HOLDING MORE THAN ONE POSITION ON THE BOARD SHALL HAVE ONE VOTE. ....	18
(D) A RESOLUTION IN WRITING SIGNED OR ASSENTED TO BY FACSIMILE OR OTHER FORM OF ELECTRONIC COMMUNICATION BY ALL THE VOTING DIRECTORS, SHALL BE AS VALID AND EFFECTUAL AS IF IT HAD BEEN PASSED AT A MEETING OF THE BOARD DULY CONVENED AND HELD. ANY SUCH RESOLUTION MAY CONSIST OF SEVERAL DOCUMENTS IN LIKE FORM EACH SIGNED BY ONE OR MORE OF THE DIRECTORS. SUCH A RESOLUTION SHOULD ONLY BE CONSIDERED IF EXCEPTIONAL CIRCUMSTANCES PREVENT A SPECIAL BOARD MEETING BEING CALLED TO CONSIDER THE RESOLUTION. ....	18
(E) WITHOUT LIMITING THE POWER OF THE BOARD TO REGULATE ITS MEETINGS AS IT THINKS FIT, A MEETING OF THE DIRECTORS MAY BE HELD WHERE ONE OR MORE OF THE DIRECTORS IS NOT PHYSICALLY PRESENT AT THE MEETING, PROVIDED THAT: .....	18



(i) all persons participating in the meeting are able to communicate with each other effectively, simultaneously and instantaneously whether by means of telephone or other form of communication; ..... 18

(ii) notice of the meeting is given to all the Directors entitled to notice in accordance with the usual procedures agreed upon or laid down from time to time by the Board; ..... 18

(iii) in the event that a failure in communications prevents condition (i) from being satisfied by that number of Directors which constitutes a quorum, and none of such Directors are present at the place where the meeting is deemed by virtue of the further provisions of this rule to be held then the meeting shall be suspended until condition (i) is satisfied again. If such condition is not satisfied within fifteen minutes from the interruption the meeting shall be deemed to have terminated; and ..... 18

(iv) any meeting held where one or more of the Directors is not physically present shall be deemed to be held at the place specified in the notice of meeting provided a Director is there present and if no Director is there present the meeting shall be deemed to be held at the place where the chairperson of the meeting is located. .... 18

19. DIRECTORS' INTERESTS..... 19

19.1 GENERAL PRINCIPLE ..... 19

(A) HOLDING ANY PLACE OF PROFIT OR POSITION OF EMPLOYMENT IN THE CLUB, OR IN ANY COMPANY OR INCORPORATED ASSOCIATION IN WHICH THE CLUB IS A SHAREHOLDER OR OTHERWISE INTERESTED; OR 19

(B) CONTRACTING WITH THE CLUB EITHER AS VENDOR, PURCHASER OR OTHERWISE, ..... 19

EXCEPT WITH EXPRESS RESOLUTION OF APPROVAL OF THE BOARD. ANY CONTRACT OR ARRANGEMENT IN WHICH ANY DIRECTOR IS IN ANY WAY INTERESTED WHICH IS ENTERED INTO BY OR ON BEHALF OF THE CLUB WITHOUT THE APPROVAL OF THE BOARD, WILL BE VOIDED FOR SUCH REASON..... 19

19.2 DISCLOSURE OF INTERESTS ..... 19

19.3 GENERAL DISCLOSURE ..... 19

19.4 RECORDING DISCLOSURES ..... 19

19.5 CONFLICTS ..... 19

20. DELEGATED POWERS AND DUTIES..... 19

20.1 DELEGATED FUNCTIONS ..... 19

(A) THE BOARD SHALL, BY INSTRUMENT USUALLY IN WRITING, CREATE, ESTABLISH OR APPOINT COMMITTEES, SUB-COMMITTEES, PORTFOLIOS, AD HOC COMMITTEES, SPECIAL COMMITTEES, INDIVIDUAL OFFICERS AND CONSULTANTS TO CARRY OUT SPECIFIC DUTIES AND FUNCTIONS. IN THE ESTABLISHING INSTRUMENT, THE BOARD MAY DELEGATE SUCH FUNCTIONS AS ARE SPECIFIED IN THE INSTRUMENT, OTHER THAN:..... 19

(i) this power of delegation; and ..... 19

(ii) a function imposed on the Board or the Secretary by the Act, any other law, this Constitution and Regulations, or by resolution of the Club in a General Meeting. .... 20

(iii) control of the supply of liquor to the Club. .... 20

(B) AT ANY TIME THE BOARD MAY, BY INSTRUMENT IN WRITING, REVOKE WHOLLY OR IN PART ANY DELEGATION MADE UNDER THIS CLAUSE. IT MAY AMEND OR REPEAL ANY DECISION MADE BY A BODY OR PERSON UNDER THIS CLAUSE. .... 20

20.2 EXERCISE OF DELEGATED FUNCTIONS.....	20
(A) A FUNCTION, THE EXERCISE OF WHICH HAS BEEN DELEGATED UNDER THIS CLAUSE, MAY, WHILE THE DELEGATION REMAINS UNREVOKED, BE EXERCISED FROM TIME TO TIME IN ACCORDANCE WITH THE TERMS OF THE DELEGATION.....	20
(B) A DELEGATION UNDER THIS CLAUSE MAY BE MADE SUBJECT TO CERTAIN CONDITIONS OR LIMITATIONS REGARDING THE EXERCISE OF ANY FUNCTION. THESE MAY BE SPECIFIED IN THE DELEGATION. ....	20
20.3 PROCEDURE OF DELEGATED ENTITY .....	20
20.4 COMMITTEES, SUB-COMMITTEES, AND PORTFOLIOS.....	20
(A) AS SET OUT IN RULE 20.1, THE BOARD MAY ESTABLISH AND DELEGATE ANY OF ITS FUNCTIONS, POWERS OR DUTIES (EXCEPT THIS POWER TO DELEGATE) TO SUCH COMMITTEES, SUB-COMMITTEES AND PORTFOLIOS AS IT THINKS FIT. THE BOARD MAY RECALL OR REVOKE ANY SUCH DELEGATION OR APPOINTMENT AND MAY AMEND OR REPEAL ANY DECISION MADE BY SUCH COMMITTEE. ....	20
(B) THE BOARD SHALL DETERMINE IN WRITING THE DUTIES AND POWERS AFFORDED TO ANY COMMITTEE AND THE COMMITTEE SHALL, IN THE EXERCISE OF SUCH DELEGATED POWERS, CONFORM TO ANY DIRECTIONS OR REGULATIONS THAT MAY BE PRESCRIBED BY THE BOARD.....	20
(C) A PRESIDENT SHALL BE AN EX-OFFICIO MEMBER OF ANY COMMITTEE SO APPOINTED. ....	20
(REFER TO REGULATION 20.4) .....	20
20.5 DELEGATES OF CLUBS .....	20
(A) THE BOARD SHALL APPOINT DELEGATES TO ATTEND MEETINGS AND EVENTS ON ITS BEHALF FROM TIME TO TIME. THIS SHALL INCLUDE, BUT NOT BE LIMITED TO, BOWLS VICTORIA MEETINGS AND REGION AND DIVISION MEETINGS.....	20
(B) THE CLUB SHALL ADVISE BOWLS VICTORIA PRIOR TO A RELEVANT MEETING OR EVENT THE NAMES OF ITS DELEGATES. IF THE CLUB DOES NOT PROVIDE NOTIFICATION TO BOWLS VICTORIA, THE PRESIDENT AND SECRETARY OF THE CLUB SHALL BE DEEMED TO BE THE DELEGATES. ....	21
21. LIQUOR LICENCE .....	21
21.1 RECEIPTS FOR THE SUPPLY OF LIQUOR.....	21
21.2 MANAGEMENT OF THE CLUB .....	21
21.3 GUESTS.....	21
(A) A VISITOR TO THE CLUB MUST NOT BE SUPPLIED WITH LIQUOR IN THE CLUB PREMISES UNLESS THE VISITOR IS .....	21
(i) a guest in the company of a Member. ....	21
(ii) attending a Pre-Booked Function at the Club.....	21
(iii) an Honorary Member. ....	21
(B) A PERSON CAN NOT:.....	21
(i) be admitted as an honorary member or temporary member of the Club; or .....	21
(ii) be exempted from the obligation to pay the ordinary subscription for membership of the Club, .....	21
21.4 REGISTER OF GUESTS.....	21
(A) NAME AND ADDRESS OF EACH GUEST; AND .....	21

(B) DATE ON WHICH EACH GUEST ATTENDED THE PREMISES. ....	21
22. GRIEVANCE PROCEDURES .....	21
(A) THE GRIEVANCE PROCEDURE SET OUT IN THIS RULE APPLIES TO DISPUTES UNDER THIS CONSTITUTION BETWEEN:.....	21
(i) a Member and another Member; or .....	21
(ii) a Member and the Club.....	22
(iii) an Employee or Contractor of the Club.....	22
(iv) a Member and an Employee or Contractor of the Club.....	22
(B) THE PARTIES TO THE DISPUTE MUST MEET AND DISCUSS THE MATTER IN DISPUTE, AND, IF POSSIBLE, RESOLVE THE DISPUTE WITHIN FOURTEEN DAYS AFTER THE DISPUTE COMES TO THE ATTENTION OF ALL OF THE PARTIES. ....	22
(C) IF THE PARTIES ARE UNABLE TO RESOLVE THE DISPUTE AT THE MEETING, OR IF A PARTY FAILS TO ATTEND THAT MEETING, THEN THE PARTIES MUST, WITHIN 10 DAYS, HOLD A MEETING IN THE PRESENCE OF A MEDIATOR. ....	22
(D) THE MEDIATOR MUST BE:.....	22
(i) a person chosen by agreement between the parties; or .....	22
(ii) in the absence of agreement: .....	22
(A) in the case of a dispute between a Member and another Member, a person appointed by the Board; or .....	22
(B) in the case of a (1) dispute between a Member and the Club, or (2) dispute between an Employee or Contractor of the Club and the Club, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice). ....	22
(E) A MEMBER CAN BE A MEDIATOR. ....	22
(F) THE MEDIATOR CANNOT BE A MEMBER WHO IS A PARTY TO THE DISPUTE. ....	22
(G) THE PARTIES TO THE DISPUTE MUST, IN GOOD FAITH, ATTEMPT TO SETTLE THE DISPUTE BY MEDIATION. ....	22
(H) THE MEDIATOR, IN CONDUCTING THE MEDIATION, MUST: .....	22
(i) give the parties to the mediation process every opportunity to be heard; and .....	22
(ii) allow due consideration by all parties of any written statement submitted by any party; and .....	22
(iii) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process. ....	22
(I) THE MEDIATOR MUST NOT DETERMINE THE DISPUTE. ....	22
(J) IF THE MEDIATION PROCESS DOES NOT RESULT IN THE DISPUTE BEING RESOLVED, THE PARTIES MAY SEEK TO RESOLVE THE DISPUTE IN ACCORDANCE WITH THE ACT OR OTHERWISE AT LAW. ....	22
23. SOURCES OF FUNDS.....	23
24. APPLICATION OF INCOME.....	23
(A) THE INCOME AND PROPERTY OF THE CLUB SHALL BE APPLIED SOLELY TOWARDS THE PROMOTION OF THE PURPOSES OF THE CLUB AS SET OUT IN THIS CONSTITUTION. ....	23
(B) NO PORTION OF THE INCOME OR PROPERTY OF THE CLUB SHALL BE PAID OR TRANSFERRED, DIRECTLY OR INDIRECTLY BY WAY OF DIVIDEND, BONUS OR OTHERWISE TO ANY MEMBER, BUT THIS SHALL NOT PRECLUDE:.....	23
I) PAYMENT TO A MEMBER IN GOOD FAITH FOR EXPENSES INCURRED.....	23

II) PAYMENT TO A MEMBER SPECIFICALLY EMPLOYED AS A REMUNERATED PROFESSIONAL ACCREDITED BOWLS COACH.....	23
(C) INCOME MAY BE PAID TO AN ORGANISATION FOR PROFESSIONAL SERVICES RENDERED, EVEN THOUGH AN EMPLOYEE OF THE ORGANISATION IS A MEMBER OF THE CLUB. ....	23
25. SIGNING OF NEGOTIABLE INSTRUMENTS .....	23
26. COMMON SEAL.....	23
(A) THE CLUB MAY HAVE A SEAL UPON WHICH ITS CORPORATE NAME SHALL APPEAR IN LEGIBLE CHARACTERS. ....	23
(B) THE SEAL SHALL NOT BE USED WITHOUT THE EXPRESS AUTHORISATION OF THE BOARD. EVERY USE OF THE SEAL SHALL BE RECORDED IN THE CLUB'S MINUTE BOOK. TWO DIRECTORS MUST WITNESS EVERY USE OF THE SEAL, UNLESS THE BOARD DETERMINES OTHERWISE. ....	23
27. ALTERATION OF CONSTITUTION AND REGULATIONS .....	23
(A) THIS CONSTITUTION SHALL NOT BE ALTERED EXCEPT BY SPECIAL RESOLUTION IN ACCORDANCE WITH THE ACT.....	23
(B) NO NEW CONSTITUTION RULE SHALL BE MADE NOR EXISTING RULE NOR STATEMENT OF PURPOSE OF THE CLUB ALTERED OR REPEALED EXCEPT AT A GENERAL MEETING CALLED FOR THAT PURPOSE, AND THEN ONLY UPON THE MOTION CARRIED BY A MAJORITY OF THREE QUARTERS OF THE MEMBERS PRESENT AT THE MEETING CALLED FOR THAT PURPOSE. ....	23
(C) A COPY OF THE PROPOSED NEW CONSTITUTION RULE, ALTERATION OR REPEAL SHALL BE DELIVERED TO THE SECRETARY AT LEAST TWENTY THREE (23) DAYS BEFORE SUCH MEETING, AND SHALL BE INSERTED IN THE NOTICE CONVENING THE MEETING AT WHICH SUCH A PROPOSED NEW RULE, ALTERATION OR REPEAL IS TO BE BROUGHT AND NOTICE THEREOF SHALL BE SENT TO MEMBERS AT LEAST 21 DAYS BEFORE SUCH MEETING.....	23
(D) WHILE AND SO LONG AS THE CLUB IS LICENSED UNDER THE LIQUOR CONTROL ACT, THE SECRETARY OF THE CLUB SHALL, WITHIN ONE MONTH FROM THE MAKING OF ANY AMENDMENT OR ALTERATION IN THE CONSTITUTION RULES OF THE CLUB, FORWARD TO THE SECRETARY OF THE LIQUOR CONTROL COMMISSION A CERTIFIED COPY OF EVERY SUCH AMENDMENT OR ALTERATION.....	24
(E) (I) IN THE EVENT THAT THE BOARD SHALL BE ADVISED THAT FOR THE PURPOSES OF ANY APPLICATION TO THE LIQUOR CONTROL COMMISSION, ANY CONSTITUTION RULE OR RULES REQUIRE TO BE ALTERED, AMENDED OR REPEALED FOR THE PURPOSE OF COMPLYING WITH THE LIQUOR CONTROL ACT 1987 OR ANY SUBSEQUENT AMENDING OR CORRESPONDING ENACTMENT OR THE POLICY OF THE SAID COMMISSION, THE BOARD SHALL HAVE POWER TO ALTER, AMEND OR REPEAL ANY SUCH RULES ACCORDINGLY AND ANY SUCH ALTERATION, AMENDMENT OR REPEAL SHALL NOT WITHSTANDING ANYTHING ELSEWHERE CONTAINED IN THESE RULES FORTHWITH TAKE FULL EFFECT.....	24
(F) THE MEMBERS AT A GENERAL MEETING MAY MAKE REGULATIONS AND/OR APPENDICES AND ALTER, AMEND OR RESCIND THE SAME AS OCCASIONS MAY REQUIRE, AND ENFORCE PENALTIES FOR THEIR BREACH. SUCH REGULATIONS/APPENDICES SHALL HAVE THE SAME FORCE AND EFFECT AS THIS CONSTITUTION, BUT SHALL NOT BE IN ANY WAY OPPOSE OR BE IN CONFLICT WITH THIS	

	CONSTITUTION. NO NEW REGULATION/APPENDIX SHALL BE MADE NOR EXISTING REGULATION/APPENDIX ALTERED OR APPEALED UNLESS A MOTION IS CARRIED BY A SIMPLE MAJORITY OF MEMBERS PRESENT AT A GENERAL MEETING. ....	24
(G)	A COPY OF THE PROPOSED NEW REGULATION/APPENDIX, ALTERATION OR REPEAL SHALL BE DELIVERED TO THE SECRETARY AT LEAST THIRTY FIVE (35) DAYS BEFORE SUCH A MEETING, AND SHALL BE INSERTED IN THE NOTICE CONVENING THE GENERAL MEETING AT WHICH THE NEW REGULATION/APPENDIX, ALTERATION OR REPEAL WILL BE CONSIDERED.....	24
(H)	AMENDMENTS, ALTERATIONS, INTERPRETATION OR OTHER CHANGES TO REGULATIONS/APPENDICES SHALL BE ADVISED TO MEMBERS BY MEANS OF NOTICE APPROVED BY THE BOARD. NOTICES SHALL BE BINDING UPON ALL MEMBERS.....	24
28.	DISSOLUTION .....	24
(A)	IN THE EVENT OF THE CLUB BEING WOUND UP, THE LIABILITY OF THE MEMBER SHALL BE LIMITED TO ANY OUTSTANDING MONIES DUE AND PAYABLE TO THE CLUB, INCLUDING THE AMOUNT OF THE ANNUAL SUBSCRIPTION PAYABLE IN RESPECT OF THE CURRENT FINANCIAL YEAR. NO OTHER AMOUNT SHALL BE PAYABLE BY THE MEMBER.	24
(B)	IF UPON WINDING UP OR DISSOLUTION OF THE CLUB, THERE REMAINS, AFTER SATISFACTION OF ALL ITS DEBTS AND LIABILITIES, ANY PROPERTY, THE SAME SHALL NOT BE PAID TO OR DISTRIBUTED AMONGST THE MEMBERS, BUT SHALL BE GIVEN OR TRANSFERRED TO SOME OTHER ORGANISATION HAVING PURPOSES SIMILAR TO THE PURPOSES OF THE CLUB AND WHICH PROHIBITS THE DISTRIBUTION OF ITS OR THEIR INCOME AND PROPERTY AMONG ITS OR THEIR MEMBERS AND WHICH IS ALSO NOT CARRIED ON FOR THE PROFIT OR GAIN TO ITS MEMBERS. SUCH BODY OR BODIES TO BE DETERMINED BY THE MEMBERS AT OR BEFORE THE TIME OF DISSOLUTION, AND IN DEFAULT THEREOF BY SUCH JUDGE OF THE SUPREME COURT OF VICTORIA AS MAY HAVE OR ACQUIRE JURISDICTION IN THE MATTER. ....	24
29.	INDEMNITY.....	25
(A)	EVERY DIRECTOR, EVERY MEMBER ACTING IN AN OFFICIAL CAPACITY AND EVERY EMPLOYEE OF THE CLUB SHALL BE INDEMNIFIED OUT OF THE PROPERTY AND ASSETS OF THE CLUB AGAINST ANY LIABILITY INCURRED BY HIM/HER IN HIS/HER CAPACITY AS DIRECTOR OR EMPLOYEE IN DEFENDING ANY PROCEEDINGS, WHETHER CIVIL OR CRIMINAL, IN WHICH JUDGMENT IS GIVEN IN HIS OR HER FAVOUR OR IN WHICH HE OR SHE IS ACQUITTED OR IN CONNECTION WITH ANY APPLICATION IN RELATION TO ANY SUCH PROCEEDINGS IN WHICH RELIEF IS GRANTED TO HIM OR HER BY THE COURT. ....	25
(B)	THE CLUB SHALL INDEMNIFY ITS DIRECTORS, ITS MEMBERS WHO ACT IN AN OFFICIAL CAPACITY AND ITS EMPLOYEES AGAINST ALL DAMAGES AND COSTS (INCLUDING LEGAL COSTS) FOR WHICH ANY SUCH DIRECTORS OR EMPLOYEE MAY BE OR BECOME LIABLE TO ANY THIRD PARTY IN CONSEQUENCE OF ANY ACT OR OMISSION EXCEPT WILFUL MISCONDUCT:.....	25
(i)	in the case of a Director, performed or made whilst acting on behalf of and with the authority, express or implied of the Club; and .....	25
(ii)	in the case of Members who are acting in an official capacity, performed or made while acting in that official position; and .....	25

(iii) in the case of an employee, performed or made in the course of, and within the scope of his or her employment by the Club. ....	25
30. SERVICE OF NOTICES .....	25
(A) NOTICES MAY BE GIVEN TO MEMBERS, BY HANDING THE NOTICE TO MEMBERS PERSONALLY, BY SENDING THE NOTICE BY POST OR FACSIMILE TRANSMISSION OR WHERE AVAILABLE, BY ELECTRONIC MAIL, TO THE MEMBER'S ADDRESS OR FACSIMILE NUMBER OR ELECTRONIC MAIL ADDRESS SHOWN IN THE REGISTER. ....	25
31. CUSTODY OF BOOKS AND OTHER DOCUMENTS .....	25
(A) EXCEPT AS OTHERWISE PROVIDED IN THIS CONSTITUTION, THE SECRETARY SHALL KEEP IN HIS OR HER CUSTODY OR CONTROL ALL BOOKS, DOCUMENTS AND SECURITIES OF THE CLUB. ....	25
(B) THE SECRETARY SHALL KEEP MINUTES OF THE RESOLUTIONS AND PROCEEDINGS OF EACH GENERAL MEETING AND BOARD MEETING IN BOOKS PROVIDED FOR THAT PURPOSE, TOGETHER WITH A RECORD OF THE NAMES OF PERSONS PRESENT AT ALL MEETINGS. ....	25
(C) SUBJECT TO THE ACT, NO MEMBER IS ENTITLED TO INSPECT THE ACCOUNTS, BOOKS, SECURITIES AND OTHER RELEVANT DOCUMENTS OF THE CLUB, UNLESS AUTHORISED IN WRITING BY THE BOARD. ....	26
32. CLUB COLOURS .....	26
THE CLUB COLOURS ARE ROYAL BLUE AND MAROON. ....	26
33. HONORARY SOLICITOR.....	26
THE CLUB SHALL APPOINT AN HONORARY SOLICITOR FROM TIME TO TIME. THIS HONORARY SOLICITOR CAN ONLY BE CONSULTED FOLLOWING THE DIRECTIVE OF THE BOARD. ....	26
INTENTIONALLY BLANK PAGE .....	27
PART VI - REGULATIONS. ....	28
DATE: 3 MAY 2015 .....	28
ELTHAM BOWLING CLUB .....	28
(REGISTRATION NUMBER: A00112815K) .....	28
THESE REGULATIONS ARE NUMBERED TO CORRESPOND TO THE NUMBERING IN THE RULES OF THE CONSTITUTION. AS THERE ARE MANY RULES OF THE CONSTITUTION THAT DO NOT HAVE CORRESPONDING REGULATIONS, THERE WILL BE GAPS IN THE NUMBERING OF THE REGULATIONS. ....	29
5.1 OTHER CATEGORIES OF MEMBERSHIP .....	30
(A) NEW BOWLER MEMBER – THIS CATEGORY OF MEMBERSHIP IS FOR THE FIRST SUMMER SEASON FOR PROSPECTIVE MEMBERS WHO HAVE NEVER BEEN A MEMBER OF A BOWLING CLUB OR WHO HAVE NOT BEEN A MEMBER OF A BOWLING CLUB FOR THE PREVIOUS 10 YEARS. A NEW BOWLER MEMBERSHIP HAS THE SAME RIGHTS AS A FULL MEMBERSHIP. AFTER BEING A MEMBER OF THE CLUB FOR THE FIRST SUMMER SEASON, THE MEMBER MUST OPT FOR ANOTHER MEMBERSHIP CATEGORY AS SET OUT IN APPENDIX 2. 30	
(B) SOCIAL BOWLING MEMBER – SOCIAL BOWLING MEMBERS SHALL BE ENTITLED TO ALL PRIVILEGES OF THE CLUB OTHER THAN THE RIGHT TO VOTE AT MEETINGS OR TO HOLD OFFICE. THEY SHALL BE ENTITLED TO TAKE PART IN ALL SOCIAL BOWLS MATCHES FOR WHICH RELEVANT FEES SHALL BE PAID, BUT WILL BE EXCLUDED FROM PENNANT AND CLUB CHAMPIONSHIPS. SOCIAL BOWLING	

	MEMBERS MAY TAKE PART IN PRACTICE BOWLS SESSIONS AND RECEIVE TUITION FROM A COACH. ....	30
	SOCIAL BOWLERS ARE EXCLUDED FROM PENNANT MATCHES EXCEPT WHEN EXPRESSLY INVITED BY THE SELECTORS OF THE PENNANT ORGANISING COMMITTEE TO FILL A VACANCY IN A PENNANT SIDE. ANY SOCIAL BOWLER WILL BE RESTRICTED TO A MAXIMUM OF 4 PENNANT GAMES PER SEASON EACH FOR MIDWEEK AND WEEKEND PENNANT.....	30
(C)	JUNIOR MEMBER – JUNIOR MEMBERS ARE TO BE UNDER 18 YEARS OF AGE. THEY ARE NOT ENTITLED TO PURCHASE OR CONSUME LIQUOR ON THE PREMISES OF THE CLUB. THEY ARE NOT ENTITLED TO HOLD OFFICE OR VOTE AT ANY MEETING OF THE CLUB. ON TURNING 18 YEARS OF AGE THE MEMBER MUST OPT FOR ANOTHER MEMBERSHIP CATEGORY. THE PAYMENT OF THE SUBSCRIPTION FEE FOR THE NEW MEMBERSHIP CATEGORY WILL NOT COMMENCE UNTIL THE START OF THE NEXT BOWLING SEASON..	30
(D)	STUDENT MEMBER – STUDENT MEMBERS ARE TO BE FULL TIME SECONDARY OR TERTIARY STUDENT. THE TERTIARY STUDENT MEMBERSHIP WOULD BE BASED ON THE MEMBER HOLDING A CURRENT STUDENT CARD. STUDENT MEMBERS HAVE THE SAME RIGHTS AS A FULL MEMBER. THE PAYMENT OF THE SUBSCRIPTION FEE FOR THE NEW MEMBERSHIP CATEGORY WILL NOT COMMENCE UNTIL THE START OF THE NEXT BOWLING SEASON. ....	30
(E)	SOCIAL NON BOWLING MEMBER – SOCIAL NON BOWLING MEMBERS SHALL BE ENTITLED TO ALL PRIVILEGES OF THE CLUB OTHER THAN THE RIGHT TO VOTE AT ANY MEETING, TO HOLD OFFICE OR TAKE PART IN ANY BOWLING ACTIVITIES. SOCIAL NON BOWLING MEMBERS WILL NOT BE AFFILIATED AT THE CLUB. NOTE: SOCIAL NON BOWLING MEMBERS ARE TO FOLLOW THE “APPLICATION FOR MEMBERSHIP” PROCEDURES FOR AFFILIATED BOWLERS AS PER 5.2 BELOW. ....	30
(F)	HONORARY MEMBER – HONORARY MEMBERS ARE MEMBERS OF OTHER BOWLS CLUBS AT THE CLUB FOR THE PURPOSES OF PLAYING BOWLS. THEY ARE HONORARY MEMBERS FOR THE DAY. ANY MEMBER OF ANY BOWLS CLUB WHOSE GREEN IS MORE THAN 20 KM FROM THE CLUB, MAY, IF APPROVED BY ANY TWO MEMBERS OF THE BOARD, BE AN HONORARY MEMBER FOR A PERIOD NOT EXCEEDING 42 DAYS. THE BOARD SHALL HAVE THE RIGHT TO EXTEND THIS PERIOD. SUCH HONORARY MEMBERS SHALL HAVE THEIR NAME, ADDRESS, CONTACT PHONE NUMBER, DATES OF MEMBERSHIP, AND NAMES OF THE TWO BOARD MEMBERS APPROVING THE MEMBERSHIP RECORDED IN THE VISITORS BOOK. THEY WILL NOT BE AFFILIATED AT THE CLUB.....	30
(G)	SPECIAL MEMBERS - SPECIAL MEMBERS ARE PUBLIC OFFICIALS, CIVIC OR PARLIAMENTARY DIGNITARIES VISITING THE CLUB ON SUCH CONDITIONS AND FOR SUCH PERIOD AS DETERMINED BY THE BOARD.....	31
	5.2 APPLICATION FOR MEMBERSHIP – AFFILIATED MEMBERS.....	31
(A)	AS SOON AS IS PRACTICABLE AFTER THE RECEIPT OF AN APPLICATION, THE SECRETARY SHALL POST IT ON THE NOTICE BOARD FOR AT LEAST SEVEN (7) DAYS PRIOR TO THE DAY THAT THE BOARD WILL CONSIDER THE APPLICATION. AN INTERVAL OF NOT LESS THAN FOURTEEN (14) DAYS SHALL ELAPSE BETWEEN THE DATE OF NOMINATION AND THE BOARD’S DECISION. ....	31

(B) WHERE THE BOARD APPROVES AN APPLICATION, THE SECRETARY SHALL NOTIFY THE MEMBER WITHIN FIVE (5) DAYS OF HIS/HER SUCCESSFUL MEMBERSHIP APPLICATION AND REQUEST PAYMENT OF THE FIRST SUMMER SEASON SUBSCRIPTION. THIS PAYMENT IS DUE WITHIN TWENTY EIGHT (28) DAYS OF RECEIPT OF THE NOTIFICATION..... 31

(C) IF A NEWLY ACCEPTED MEMBER FAILS TO PAY HIS/HER ANNUAL SUBSCRIPTION WITHIN THE REQUIRED TWENTY EIGHT (28) DAYS, HIS/HER MEMBERSHIP IS VOID UNLESS THE MEMBER CAN JUSTIFY THE DELAY TO THE SATISFACTION OF THE BOARD..... 31

(D) MOST IMPORTANT: WHEN CONSIDERING ALL APPLICATIONS FOR JUNIOR MEMBERSHIP, THE BOARD MUST ENSURE ADEQUATE RISK MANAGEMENT STRATEGIES ARE IN PLACE FOR BOTH THE JUNIOR MEMBER AND FOR OTHER MEMBERS..... 31

31

5.3 LIFE MEMBERS.....31

(A) AT THE ANNUAL GENERAL MEETING AT LEAST THREE QUARTERS OF THE MEMBERS PRESENT AT THE MEETING MUST VOTE IN FAVOUR OF THE SPECIAL RESOLUTION TO CONFER LIFE MEMBERSHIP..... 31

(B) AT ANY TIME, THERE SHALL NOT BE ANY MORE THAN SIX (6) LIVING LIFE MEMBERS OF THE CLUB..... 31

(C) PROSPECTIVE LIFE MEMBERS SHOULD BE IDENTIFIED BY SEEKING WRITTEN NOMINATIONS FROM MEMBERS. .... 31

(D) THE BOARD SHALL APPOINT A SUB-COMMITTEE OF MEMBERS TO GATHER INFORMATION ON THE NOMINATED LIFE MEMBERS AND MAKE A RECOMMENDATION TO THE BOARD. THE MEMBERS OF THE SUB-COMMITTEE SHOULD BE OF HIGH INTEGRITY AND CAPABLE OF MAKING A RECOMMENDATION THAT IS FREE OF BIAS AND PREJUDICE. SURVIVING LIFE MEMBERS SHOULD BE CONSIDERED AS SUB-COMMITTEE MEMBERS. .... 31

(E) THE INFORMATION THAT SUB-COMMITTEE SHOULD GATHER AND CONSIDER IN FORMULATING A RECOMMENDATION IS: ..... 31

THE CRITERIA FOR THE SUB-COMMITTEE TO USE IN DETERMINING A LIFE MEMBERSHIP ARE: ..... 32

(F) THE FINANCIAL OBLIGATIONS OF A LIFE MEMBER ARE TO PAY GREEN FEES, CLUB CHAMPIONSHIP FEES, ANY FOOD COST, SPECIAL EVENT FEES, CLUB UNIFORM COSTS AND ANY OTHER FINANCIAL OBLIGATIONS AS DETERMINED BY THE BOARD. .... 32

6. SUBSCRIPTION OF FEES .....32

10.2 BUSINESS (AGM).....33

15.2 COMPOSITION OF THE BOARD.....34

15.3 BOARD ELECTIONS.....34

20.4 COMMITTEES, SUB-COMMITTEES, PORTFOLIOS .....35

1. FINANCIAL CONTROLS ..... 35

2. COMMITTEES ..... 35

EACH COMMITTEE IS REQUIRED TO KEEP MINUTES OF THEIR MEETINGS. .... 35

WITHIN 21 DAYS OF THE AGM, THE ABOVE COMMITTEES WILL MEET AND WILL ELECT A CONVENER. FOLLOWING THE MEETING OF EACH COMMITTEE, THE CONVENER WILL INFORM THE SECRETARY OF THE ELECTION RESULT WITHIN 3 DAYS OF THE COMPLETION OF THE MEETING..... 35



FOR EACH COMMITTEE, THE ELECTED MEMBER, WHOSE SURNAME RANKS FIRST ALPHABETICALLY, IS REQUIRED TO CALL THIS FIRST MEETING OF THE COMMITTEE AFTER THE AGM. ....	35
IN THE EVENT THAT A CONVENOR RESIGNS FROM HIS/HER POSITION WITHIN THE YEAR OF OFFICE, ANOTHER MEMBER OF THE SAME COMMITTEE SHALL BE ELECTED BY THE COMMITTEE TO FILL THE VACANCY CREATED BY THIS RESIGNATION. ....	35
A DIRECTOR OF THE BOARD WILL LIAISE WITH EACH CONVENOR. ....	35
A. ELECTIONS.....	35
(A) WEEKEND PENNANT ORGANISING COMMITTEE.....	35
(B) MIDWEEK PENNANT ORGANISING COMMITTEE.....	35
(C) MATCH COMMITTEE.....	36
(D) BAR COMMITTEE .....	36
(E) GREENS' COMMITTEE.....	36
B DUTIES AND RESPONSIBILITIES OF COMMITTEES .....	36
(A) WEEKEND PENNANT ORGANISING COMMITTEE.....	36
Organising Pennant Practice Matches. ....	36
Determining and publishing Duty Rink tasks. ....	36
Determining which rinks are to be used by which teams when playing at home. ....	37
Determining and publishing Side Managers Tasks. ....	37
Preparation of Side Captain/Manager Folders. ....	37
To ensure the weekly Pennant Team (Result) sheets for home matches are posted to Bowls Victoria promptly.....	37
To ensure the results for home matches are telephoned to Bowls Victoria at the end of each Pennant Day.....	37
Organising Afternoon Tea for Pennant days. ....	37
At the start of the Pennant season, organise a float for the raffle from the Treasurer. Each week during the Pennant season, organise the raffle prize money, collect the receipts of the raffle and pass any profit to the Treasurer. At the end of the Pennant season, return the float to the Treasurer.....	37
Propose Weekend Pennant players for Representative teams/squads as requested. ....	37
Liaise with the Greens' Director re rink allocation for Competition. ....	37
Prior to the AGM, recommend to the Board, the number of Pennant Sides to be entered for the next Pennant season. (The Board will then make a recommendation of the number of Pennant Sides for next Pennant season to the AGM).....	37
(B) MIDWEEK PENNANT ORGANISING COMMITTEE.....	37
(i) Number of Meetings.....	37
(ii) Reporting Requirements .....	37
(iii) Responsibilities.....	37
Organising Pennant Practice Matches. ....	37
Determining and publishing Duty Rink tasks. ....	37
Determining which rinks are to be used by which teams when playing at home.....	37

Determining and publishing Side Captain/Manager Tasks. ....	37
Prepare Side Captain/Manager Folders. ....	38
To ensure the weekly Pennant Team (Result) sheets for home matches are posted to Bowls Victoria promptly.....	38
To ensure the results for home matches are telephoned to Bowls Victoria at the end of each Pennant Day.....	38
Organising Morning Tea and Lunch for Pennant days.....	38
At the start of the Pennant season, organise a float for the raffle from the Treasurer. Each week during the Pennant season, organise the raffle prize money, collect the receipts of the raffle and pass any profit to the Treasurer. At the end of the Pennant season, return the float to the Treasurer.....	38
Propose Midweek Pennant players for Representative teams/squads as requested. ....	38
Liaise with the Greens' Director re green requirements for Pennant Days.....	38
Prior to the AGM, recommend to the Board, the number of Pennant Sides to be entered for the next Pennant season. (The Board will then make a recommendation of the number of Pennant Sides for next Pennant season to the AGM).....	38
Other tasks as necessary to ensure the smooth running of Midweek Pennant.....	38
(C) MATCH COMMITTEE.....	38
(I) NUMBER OF MEETINGS .....	38
(ii) Reporting Requirements .....	38
(i) Responsibilities .....	38
(D) BAR COMMITTEE .....	39
(I) NUMBER OF MEETINGS .....	39
(II) REPORTING REQUIREMENTS .....	39
(III) RESPONSIBILITIES.....	39
(E) GREENS' COMMITTEE.....	40
(II) REPORTING REQUIREMENTS.....	40
(III) RESPONSIBILITIES:.....	40

3. SUB-COMMITTEES.....	40
(A) COACHING SUB-COMMITTEE.....	41
(B) RECRUITMENT SUB-COMMITTEE.....	41
(C) FUNDRAISING SUB-COMMITTEE.....	41
(D) CATERING SUB-COMMITTEE.....	41
(E) SPECIAL EVENTS.....	42
(F) SUMMER WEDNESDAY SOCIAL BOWLS SUB-COMMITTEE.....	43
(G) WINTER WEDNESDAY SOCIAL BOWLS SUB-COMMITTEE.....	43
(H) WEEKEND WINTER BOWLS SUB-COMMITTEE.....	43
(I) GARDEN SUB-COMMITTEE.....	43
(J) FACILITIES SUB-COMMITTEE.....	43
(K) UMPIRES AND MEASURERS SUB-COMMITTEE.....	43
(L) TWILIGHT BOWLS SUB-COMMITTEE.....	44
4. PORTFOLIOS.....	44
25. SIGNING OF NEGOTIABLE INSTRUMENTS.....	44
ELTHAM BOWLING CLUB.....	46
APPENDIX 1: DIAGRAMATIC REPRESENTATION OF MANAGEMENT STRUCTURE.....	47
APPENDIX 2: MEMBERSHIP CATEGORY INFORMATION.....	48
APPENDIX 3: OUTLINE OF COMMITTEES.....	49
APPENDIX 4: DUTIES OF KEY EBC POSITIONS.....	50
1. BOARD DIRECTORS.....	50
2. PRESIDENT.....	50
3. VICE-PRESIDENT.....	50
4. SECRETARY.....	51
THE SECRETARY IS THE CHIEF ADMINISTRATION OFFICER OF THE CLUB. THIS PERSON PROVIDES THE COORDINATING LINK BETWEEN MEMBERS, THE BOARD AND OUTSIDE AGENCIES.....	51
5. ASSISTANT SECRETARY.....	52
5.1 THE DUTIES OF THE ASSISTANT SECRETARY ARE TO;.....	52
6. TREASURER.....	52
THE TREASURER IS THE CUSTODIAN OF THE RESOURCES OF THE CLUB.....	52
7. DIRECTOR (5).....	53
8. GREENS' DIRECTOR.....	53
9. COMMITTEE CONVENOR (WEEKEND PENNANT ORGANISING COMMITTEE, MIDWEEK PENNANT ORGANISING COMMITTEE, MATCH, GREENS AND BAR COMMITTEES).....	54
10. CHAIRPERSON OF SELECTORS.....	54

APPENDIX 5: CLUB POLICIES .....	55
(1) CODE OF CONDUCT FOR MEMBERS OF THE BOARD, MEMBERS OF COMMITTEES, MEMBERS OF SUB-COMMITTEES AND MEMBERS HOLDING PORTFOLIOS. ....	55
(2) - SMOKING POLICY .....	55
APPENDIX 6: SELECTION COMMITTEES.....	56
APPENDIX 6A: RESPONSIBILITIES OF SELECTION COMMITTEES (FOR BOTH WEEKEND AND MIDWEEK PENNANT) .....	56
.....	56
To select Pennant Sides using the Selection Criteria in Appendix 6B.....	56
To select Pennant Practice Sides. ....	56
To gather information, by using voting slips and written or verbal reports from skips and other means, on which to base selection decisions. ....	56
To designate Duty Rinks and Side Captains/Managers each week. ....	56
To decide which rinks are to be used by which teams when playing at home. ....	56
To listen to Pennant Players who make an appointment to speak to the Selection Committee. ....	56
To maintain confidentiality with regard to all selection discussions and decisions.....	56
To ensure all members are encouraged to contribute to discussions in constructive manner.	56
APPENDIX 6B: PENNANT SELECTION CRITERIA. (FOR BOTH WEEKEND AND MIDWEEK PENNANT).....	56
All bowlers to be selected on merit. (as directed by Bowls Victoria and not based on gender). ....	56
Maintaining or improving Side 1 and then endeavouring to improve subsequent sides in divisional order. ....	56
Compatibility of the bowlers in a rink (team) and ability to fit into team environment. ....	56
Commitment to Club Pennant program including practice games, practice and weekly availability and team/side meetings .....	56
Consistency of Performance. ....	56
Consideration of the following skills or qualities of each bowler: .....	56
range of shots;.....	56
shot selection;.....	56
tactical expertise;.....	56
ability to play on different surfaces;.....	57
attitude; .....	57
mental approach.....	57
potential. ....	57

APPENDIX 7: RULES FOR CLUB CHAMPIONSHIP EVENTS .....	57
APPENDIX 8: E.B.C. EVENTS AND COMMITTEE RESPONSIBLE FOR ORGANISING, PLUS UNIFORM REQUIREMENTS .....	61
INDEX .....	62



# Constitution of Eltham Bowling Club

## PART I – PURPOSES, POWERS AND INTERPRETATION

### 1. NAME

---

The name of the incorporated association is Eltham Bowling Club.

### 2. PURPOSES OF ASSOCIATION

---

The Club is established solely for these purposes. The purposes of the Club are to:

- (a) maintain and conduct a sporting and social Club of a non-political character and to, maintain or otherwise provide clubhouse, green and other facilities for the use and recreation of the Members, their guests and/or visitors at such place or places as decided by the Members;
- (b) act, at all times, on behalf of and in the interest of Members and Bowls;
- (c) conduct, encourage, promote, advance and administer Bowls and the operation and activities of the Club throughout the local area;
- (d) affiliate and otherwise liaise with Bowls Victoria (including, but not limited to, its Regions and Divisions), Bowls Australia and/or World Bowls and/or their successors and any other association(s) relevant to the activities of the Club and its Members and adopt their rule and policy frameworks to further these purposes;
- (e) abide by, promulgate, enforce and secure uniformity in the application of the rules of Bowls as may be determined from time to time by Bowls Victoria, Bowls Australia and/or World Bowls and as may be necessary for the management and control of Bowls and related activities in Victoria;
- (f) construct, alter, improve, manage, develop, add to, or maintain all buildings and other property belonging to the Club in accordance with the lease agreement; subject to Council approval where necessary.
- (g) raise and borrow any monies, required for the purposes of the Club upon such terms and conditions and/or on such securities as may be determined;
- (h) buy, sell, mortgage, improve, manage, develop, lease, dispose of, turn to account or otherwise deal with all or any part of the property of the Club except that the Club is prohibited from making any distribution whether in money, property or otherwise to its members;
- (i) apply for, hold and renew any liquor or gaming licences;
- (j) formulate and put into effect such other objects as the members shall determine, but always to have in mind the advancement and best interests of the game of bowls and the engendering by association of a fraternal feeling amongst bowlers;

- (k) have regard to the public interest in its operations; and
- (l) undertake and or do all such things or activities which are necessary, incidental or conducive to the advancement of these purposes.

### 3. POWERS OF ASSOCIATION

---

Solely for furthering the purposes set out above, the Club has all the rights, powers and privileges conferred on it under the Act, in particular section 16.

### 4. INTERPRETATION AND DEFINITIONS

---

#### 4.1 Definitions

In this Constitution, unless a contrary intention appears:

**Act** means the *Associations Incorporation Act 1981 (Vic)*.

**Affiliated Member** means a natural person recognised by the Club as a Member under rule (e) from time to time. For the avoidance of doubt, such members must meet and maintain any criteria set by Bowls Victoria from time to time for "Affiliated Members" (or equivalent) under its constitution. The categories of memberships that will be affiliated are listed in Regulation 6.1.

**Annual General Meeting** means a meeting of Members convened in accordance with rule 10.

**Annual Subscriptions** means the annual fees payable by each category of Member as determined by the Board under rule 6.

**Appointed Director** means a Director appointed under rule 15.2.

**Board** means the body consisting of the Directors under rule 15.2.

**Bowls** means the sport and game of bowls as determined by World Bowls with such variations as may be recognised by Bowls Australia or Bowls Victoria from time to time.

**Bowls Australia** means Bowls Australia Incorporated, the governing body for Bowls in Australia, or its successors.

**Bowls Victoria** means Bowls Victoria Incorporated, the governing body for Bowls in Victoria, or its successors.

**Club** means the Eltham Bowling Club.

**Committee** means any committee of the Board created under rule 20.4 from time to time.

**Constitution** means this constitution of the Club as amended from time to time.

**Council** means the Council holding the lease of properties owned by that Council that are used by the Club.

**Day** means any day of the week, including weekends and public holidays.

**Delegate** means a person appointed by the Board to represent the Club at Bowls Victoria or other meetings.

**Director** means a member of the Board and includes an Elected Director and/or an Appointed Director.



**Division** means a cluster of Bowls clubs designated by Bowls Victoria from time to time, brought together for the purpose of organizing competition within its boundaries and to carry out any other functions defined by Bowls Victoria from time to time.

**Elected Director** means a Director elected under rule 15.3.

**Financial Year** means the year ending on 31 March

**General Meeting** means either an Annual General Meeting or a Special General Meeting, together with any meeting of Members convened in accordance with rule 11.

**Life Member** means an individual elected as such under rule 5.3.

**Member** means any person recognised as a member of the Club by the Board under rule 5 from time to time.

**President** means the president of the Club appointed in accordance with rule 16 from time to time.

**Region** means an area of Victoria having boundaries as approved by Bowls Victoria from time to time. A reference to "Region" also includes the committee or other body appointed to administer an approved area.

**Register** means the register of Members kept in accordance with rule 7.1.

**Regulations** mean any regulations made by the Members at a General Meeting.

**Resign** means to voluntarily leave the office whether by resigning, stepping down, leaving, standing down, quitting, walking out or giving notice.

**Rule** means any rules in this Constitution made by the Members at a General Meeting.

**Secretary** means the Secretary of the Club. If a Secretary is not elected by the Members; all references to the "Secretary" in this Constitution shall be taken to be the Board.

**Special Resolution** has the same meaning as the Act.

**Treasurer** means the Treasurer of the Club.

**Summer (Bowling) Season** means from the last Saturday in August until 30<sup>th</sup> April the following year.

**Winter Season** means from 1<sup>st</sup> May until the last Friday in August in the same year.

**World Bowls** means World Bowls Limited, the international governing body for Bowls, or its successors.

## 4.2 Interpretation

In this Constitution:

- (a) a reference to a rule, regulation, schedule or annexure is to a rule, regulation, schedule or annexure of, or made under, this Constitution Regulations or Appendices;
- (b) words importing the singular include the plural and vice versa;
- (c) headings are for convenience only and shall not be used for interpretation;

- (d) words or expressions shall be interpreted in accordance with the provisions of the Act as they vary from time to time;
- (e) references to persons include natural persons, corporations and bodies politic, and any legal personal representatives, successors and permitted assigns of that person;
- (f) a reference to a statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them (whether of the same or any legislative authority having jurisdiction); and
- (g) expressions referring to "writing" shall unless the contrary intention appears, be construed as including references to printing, photography and other modes of representing or reproducing words in a visible form, including messages sent by electronic mail.

### **4.3 Enforceability**

- (a) The Club shall be governed by this Constitution and Regulations and Appendices as laid down herein and varied from time to time at a General Meeting.
- (b) If any provision of this Constitution or any phrase contained in it is invalid or unenforceable in any jurisdiction, the phrase or provision shall be read down for the purpose of that jurisdiction, if possible, so it is valid and enforceable. If it cannot be so read down the provision shall be severed to the extent of the invalidity or unenforceability. The remaining provisions of this Constitution and its validity or enforceability shall not be affected by the severance in any other jurisdiction.

## **PART II - MEMBERSHIP**

### **5. MEMBERSHIP OF CLUB**

---

#### **5.1 Categories of Member**

The Members shall be, and shall be divided into, the following categories:

- (a) Affiliated Full Members, who shall have the right to be present, debate and vote at General Meetings;
- (b) Life Members, who shall have the right to be present, debate and vote at General Meetings; and
- (c) such other category or categories of members as determined by the Board from time to time. (Refer to Regulation 5.1)

#### **5.2 Application for Membership – Affiliated Member**

- (a) To be eligible for membership as an Affiliated Member, the applicant must be a natural person and meet any other criteria set by the Board from time to time. For the avoidance of doubt, such members also must meet and maintain any criteria set by Bowls Victoria from time to time for "Affiliated Members" (or equivalent) under its constitution.

- (b) Subject to this Constitution or any procedures set by the Board from time to time, an application for membership as an Affiliated Member must be:
  - (i) in writing in the form prescribed by the Board from time to time;
  - (ii) lodged with the Secretary or nominee.
- (c) The decision by the Board to approve or decline the application shall be taken by ballot and
  - (i) three adverse votes shall exclude the applicant.
  - (ii) the decision of the Board as to whether the applicant is approved or declined shall be final.
  - (iii) the Secretary shall keep a record of the decision for each Application.
- (d) If the Board does not approve an application for membership, it shall, as soon as practicable, notify the applicant in writing that their application for membership is not approved. The Board is not required to give reasons for its decision. The applicant may re-apply for membership, but not within six months of the failed application.
- (e) If a person satisfies the criteria set by this rule 5.2 and the Board accepts the application for membership, the person shall be deemed an Affiliated Member, subject always to this Constitution.

(Refer to Regulation 5.2)

### **5.3 Life Members**

- (a) Nominations for Life Membership should be lodged with the Board or its nominee. The Board may recommend to the annual general meeting that any natural person who has rendered distinguished service to the Club be appointed as a Life Member.
- (b) A resolution of the Annual General Meeting to confer life membership on the recommendation of the Board must be a Special Resolution.
- (c) A person must accept or reject the Club's resolution to confer life membership in writing. Upon written acceptance, the person's details shall be entered upon the Register, and from the time of entry on the Register the person shall be a Life Member, but remain subject to this Constitution.
- (d) A Life Member is required to pay all financial obligations other than the Annual Subscription and the Affiliation Fee.

(Refer to Regulation 5.3)

### **5.4 Renewal of membership**

- (a) Affiliated Members must reapply for membership each Financial Year through the procedure set out in this Constitution or by the Board from time to time.
- (b) Members other than Affiliated Members must reapply for membership as determined by the Board from time to time.

## **5.5 Deemed Membership**

All persons who are, prior to the approval of this Constitution under the Act, Members of the Club shall be deemed Members from the time of approval of this Constitution under the Act. Such membership shall continue subject to the terms of this Constitution.

## **5.6 Effect of Membership**

- (a) Members acknowledge and agree that:
  - (i) this Constitution constitutes a contract between each of them and the Club and that they are bound by this Constitution and the Regulations;
  - (ii) they shall comply with and observe this Constitution and the Regulations;
  - (iii) by submitting to this Constitution and the Regulations they are subject to the jurisdiction of the Club;
  - (iv) this Constitution and Regulations are necessary and reasonable for promoting the purposes of the Club; and
  - (v) they are entitled to all benefits, advantages, privileges and services of their membership as determined by the Board.
  - (vi) they are entitled to have access to a copy of the Constitution and Regulations and may apply in writing to the Secretary for access to a copy.
  - (vii) the Members adhere to the State Association's Member Protection Policy, the Club's Code of Conduct and the Club's Privacy Policy, where such policies and codes exist.
- (b) Members may by virtue of membership of the Club and subject to this Constitution:
  - (i) express in writing or otherwise their views and opinions in any meeting in respect of which they are entitled to participate in accordance with this Constitution;
  - (ii) make proposals or submissions to the Board;
  - (iii) engage and participate in any activity approved, sponsored or recognised by the Club; and
  - (iv) conduct any activity approved by the Club.
- (c) A right, privilege or obligation of a person by reason of their membership of the Club:
  - (i) is not capable of being transferred or transmitted to another person; and
  - (ii) terminates upon the cessation of membership whether by death, resignation or otherwise.

## **6. SUBSCRIPTIONS AND FEES**

---

- (a) The Board will make a recommendation to the Annual Meeting in relation to the Annual Subscription Fees for all membership categories, the Green Fee and other fees as deemed necessary. The membership shall then determine all fees for the next year.  
  
(Refer to Regulation 6)
- (b) The Board 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, including but not limited to the right to vote at General Meetings.
- (c) If any Member fails to pay the Annual Subscription within four (4) months of the commencement of the Financial Year (1<sup>st</sup> April) in any year his/her membership shall thenceforth cease but should a sufficient explanation be made to the Board it shall have the power to restore the member's name to the register upon payment of the amount due.

## **7. REGISTERS**

---

### **7.1 Club to Keep Register of Members**

The Club shall keep and maintain a Register of Members in which shall be entered the full name, address, category of membership, date of entry of the name of each Member and whether the Member has been granted voting rights.

### **7.2 Inspection of Register**

Inspection of the Register will only be available as required by the Act and provided that a written request is given.

## **8. RESIGNATION OF MEMBERS**

---

### **8.1 Notice of Resignation**

Any Member who has paid all monies due and payable to the Club may resign from the Club by giving thirty days notice in writing to the Club of such intention to resign. Upon the expiration of that period of notice, the Member shall cease to be a member.

### **8.2 Expiration of Notice Period**

Upon the expiration of a notice given under rule 8.1, an entry, recording the date on which the Member who gave notice ceased to be a Member, shall be recorded in the Register.

### **8.3 Forfeiture of Rights**

A Member who ceases to be a Member, for whatever reason, shall forfeit all rights in and any claim upon the Club and its property.

## **9. EXPULSION OR SUSPENSION OF MEMBERS**

---

### **9.1 Board Resolution**

Subject to this Constitution, the Board may by resolution:

- (a) expel a Member from the Club; or
- (b) suspend a Member from membership of the Club or accessing certain privileges of membership for a specified period; or
- (c) impose such other penalty, action or educative process as it sees fit.

## **9.2 Basis for Board Resolution**

The Board may take any action under rule 9.1 if the Board considers that the Member has:

- (a) breached, failed, refused or neglected to comply with a provision of this Constitution or the Regulations;
- (b) acted in a manner unbecoming of a Member or prejudicial to the purposes and interests of the Club, or another Member; or
- (c) brought the Club, Bowls or another Member into disrepute.

The grounds described in (a), (b) and (c) above do not constitute a Grievance, and therefore rule 22 of this Constitution does not apply.

## **9.3 Notice of Alleged Breach**

Where the Board considers that a Member may have satisfied one or more of the grounds in rule 9.2, the Board shall, as soon as practicable, serve on the Member a notice in writing:

- (a) setting out the alleged breach of the Member and the grounds on which it is based;
- (b) stating that the Member may address the Board at a meeting to be held not earlier than fourteen days after service of the notice;
- (c) stating the date, place and time of that meeting;
- (d) informing the Member that he or she may do one or more of the following:
  - (i) attend that meeting;
  - (ii) give the Club prior to or at that meeting a written statement regarding the alleged breach.

## **9.4 Determination of Board**

- (a) At a meeting of the Board held in accordance with rule 9.3, the Board shall:
  - (i) give the Member every opportunity to be heard;
  - (ii) give due consideration to any written statement submitted by the Member; and
  - (iii) by resolution determine whether the alleged breach occurred.
- (b) If the Board determines there was a breach of rule 9.2, it will determine what penalty (if any) shall be given to the Member.

## **9.5 Appeal to Special General Meeting**

- (a) Where the Board makes a determination under rule 9.4, the Member may appeal any part of that determination by providing the Secretary with notice setting out that they wish to appeal the determination to the Club in a Special General Meeting. Such notice of appeal must be provided within 48 hours of the Member receiving the determination of the Board.
- (b) Where the Secretary receives a notice under rule 9.5(a), the Board shall convene a Special General Meeting to be held within 21 days (or longer period if the Board requires) of the date on which the Secretary received the notice.
- (c) At a Special General Meeting of the Club convened under 9.5(b):
  - (i) no business other than the question of the appeal shall be transacted;
  - (ii) the Board may place before the meeting details of the grounds for its determination and the reasons for the passing of the determination;
  - (iii) the member shall be given an opportunity to be heard;
  - (iv) the members present shall vote by secret ballot on the question whether the resolution should be confirmed or revoked.
- (d) If at the Special General Meeting:
  - (i) two-thirds of the Members present and entitled to vote, do vote in favour of the confirmation of the Board's determination, that determination is confirmed; and
  - (ii) in any other case, the determination is revoked.

## **9.6 Procedures**

- (a) Subject to this rule 9 and any other relevant provision of this Constitution, the Board may regulate the procedures at its meetings and a General Meeting convened under this rule 9 as it thinks fit.
- (b)
  - (i) At the expiration of any financial year in respect of which any person shall have paid the subscription the Board, if it is of the opinion that it is undesirable in the interest of the Club that such person should continue to be a member, may decline to accept any further subscriptions from such person.
  - (ii) The Secretary shall notify such person of this decision and he/she shall thereupon cease to be a member of the Club.
  - (iii) The member shall have the same right of appeal and on the same conditions as stated in 9.5.

## **PART III- GENERAL MEETINGS**

### **10. ANNUAL GENERAL MEETINGS**

---

#### **10.1 Annual General Meeting to be Held**

The Club shall, in each calendar year, convene and hold an Annual General Meeting of its Members in accordance with the provisions of the Act and on a date and at a venue to be determined by the Board, except that the Annual General Meeting shall be held no later than the 30<sup>th</sup> day of June.

#### **10.2 Business**

The Annual General Meeting will transact any business required by the Act and any other business of which notice is given in accordance with this Constitution.

(Refer to Regulation 10.2)

#### **10.3 Additional Meetings**

The Annual General Meeting shall be in addition to any Special General Meetings that may be held in the same year.

### **11. SPECIAL GENERAL MEETINGS**

---

#### **11.1 Special General Meetings May be Held**

The Board may, whenever it thinks fit, convene a Special General Meeting of the Club and, where but for this rule more than fifteen months would elapse between Annual General Meetings, it shall convene a Special General Meeting before the expiration of that period.

#### **11.2 Request for Special General Meetings.**

- (a) The Board shall convene a Special General Meeting upon receiving a request in writing from not less than 10% of Members who would be entitled to vote at such Special General Meeting. The Board may also convene a General Meeting.
- (b) The request for a Special General Meeting shall state the object(s) of the meeting and shall be signed by the Members making the request and be sent to the Secretary. The request may consist of several documents in a like form, each signed by one or more of the Members making the requisition.
- (c) If the Board does not cause a Special General Meeting to be held within thirty five days after the date on which the request is sent to the Club, the Members making the request, or any of them, may convene a Special General Meeting to be held not later than sixty days after that date.
- (d) A Special General Meeting convened by Members under this Constitution shall be convened in the same manner, or as nearly as possible as that, in which Special General Meetings are convened by the Board. All reasonable expenses incurred in convening the meeting shall be refunded by the Club to the persons incurring the expenses.



## **12. NOTICE OF GENERAL MEETINGS**

---

### **For the Annual General Meeting and Special General Meetings**

#### **12.1 Notice to be Given for General Meetings**

- (a) The Secretary shall, at least 35 days before the date fixed for holding a General Meeting, send to each Member entitled to vote at such meeting and each Director a notice in writing stating the place, date and time and the nature of the proposed business to be transacted at the meeting. Notice may be given in any form permitted under rule 30.
- (b) On receiving a notice of a meeting, a Member desiring to bring any business before that meeting shall have twelve days, from the date of the notice, to provide an instruction in writing that is seconded by another Member, of that business to the Secretary which shall be included in the second notice of the meeting.
- (c) The Secretary shall, at least 21 days before the date fixed for holding the General Meeting, send to each Member entitled to vote at such meeting and each Director a (second) notice in writing stating the place, date and time of the meeting and stating the specific business to be transacted at the meeting. Notice may be given in any form permitted under rule 30.
- (d) A General Meeting called under rule 9.5 (a) shall only require rule 12.1 (c) to be followed.

#### **12.2 Business of Meeting**

- (a) No business other than that set out in the (second) notice convening the meeting shall be transacted at the General Meeting.

## **13. PROCEEDINGS AT MEETINGS**

---

#### **13.1 Quorum**

No business shall be transacted at any general meeting unless a quorum is present at the time when the meeting proceeds to business. A quorum for General Meetings of the Club shall be one third of Members who are entitled under Rule 5.1 and Regulation 5.1 to vote at a General Meeting.

- (a) If within half an hour after the appointed time for the commencement of a General Meeting, a quorum is not present, the meeting:
  - (i) if convened upon the requisition of Members, shall be dissolved; and
  - (ii) in any other case, shall stand adjourned to:
    - (A) the same day in the next week at the same time and (unless Members are notified of an alternate venue) at the same place; or
    - (B) any date, time and place determined by the chairperson;

and if at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the meeting shall lapse.

### **13.2 President to Chair**

- (a) The President shall chair each General Meeting of the Club. If the President is absent from a General Meeting or is unwilling to act, the Vice President shall chair the meeting. If both the President and Vice President are absent or if both are unwilling to act, then the Directors present shall elect one of their number to preside as chairperson at the meeting.

### **13.3 Chairperson May Adjourn Meeting**

- (a) The chairperson of a General Meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (b) Where a meeting is adjourned for 14 days or more, a notice of the adjourned meeting shall be given as in the case of the General Meeting. Except as provided in this rule, it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting.

## **14. VOTING AT GENERAL MEETINGS**

---

### **14.1 Voting Rights**

Subject to any other provision of this Constitution, the Chairperson and each Member entitled to vote under Rule 5.1 and Regulation 5.1 shall be entitled to one vote at General Meetings.

### **14.2 Voting Procedure**

- (a) Subject to this rule 14, votes at a General Meeting shall be given in person by those present and entitled to vote.
- (b) Subject to rule 14.4, all questions arising at a General Meeting shall be determined on a show of hands.
- (c) In the case of an equality of votes on a question, the motion shall fail. Neither the President nor the chairperson of the meeting is entitled to exercise a second or casting vote.

### **14.3 Recording of Determinations**

When a declaration is made by the chairperson that a resolution has, on a show of hands, been carried, carried unanimously, carried by a particular majority or lost, then an entry to that effect in the minute book of the Club is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

### **14.4 Poll at General Meetings**

If a poll is demanded by the chairperson or any two Members, it shall be taken in such a manner and either at once or after an interval or adjournment or otherwise as the chairperson directs. The result of the poll shall be the resolution of the meeting.

Two scrutineers shall be appointed from the floor by a show of hands by members entitled to vote.

#### **14.5 Determinations of the General Meeting**

All resolutions of the Annual General Meeting of the Club or any Special General Meeting of the Club shall be conclusive and binding on all members, whether they are present at the meeting or not.

#### **14.6 Non-Compliance with Rules**

At a properly constituted General Meeting of the Club, non-compliance with any of the Rules or Regulations shall not render any proceedings void unless the Members at a General Meeting so direct.

#### **14.7 Proxy and Postal Voting**

There shall be no proxy or postal voting on any matter.

### **PART IV – ELTHAM BOWLING CLUB BOARD**

#### **15. BOARD**

---

##### **15.1 Powers of Board**

- (a) The affairs of the Club shall be managed by the Board constituted under rule 15.2 and Regulation 15.2
- (b) Subject to this Constitution and the Act, the Board:
  - (i) shall control and manage the business and affairs of the Club;
  - (ii) may exercise all such powers and functions as may be exercised by the Club other than those powers and functions that are required by this Constitution to be exercised by the Members in General Meeting; and
  - (iii) has power to perform all such acts and things as appear to the Board to be essential for the proper management of the business and affairs of the Club.

##### **15.2 Composition of Board**

The Board shall consist of:

- (i) A President, Vice President, Secretary and Treasurer and other such Directors as described in this Constitution and Regulations who must be Affiliated Full, Life or Student Members.
- (ii) Appointed Directors as described in the Regulations and amended from time to time.

(Refer to Regulation 15.2)

The Board may allocate portfolios to Directors if required.

### 15.3 Elected Directors

- (a) Subject to rule 17 below, each Elected Director shall take office from the conclusion of the Annual General Meeting at which they are elected and shall hold office until the conclusion of the next Annual General Meeting following their election.
- (b) Each Director of the Board shall hold office for not less than 12 months and until his/her successor is elected; but is eligible for re-election.

(Refer to Regulation 15.3)

### 16. ELECTIONS

---

- (a) The Secretary shall call for nominations for all elected positions as described in this Constitution and Regulations at an appropriate time determined by the Board. All Members shall be notified of the call for nominations in a manner determined by the Board.
- (b) Nominations of candidates for election shall be:
  - (i) made in writing on the form provided by the Club from time to time (if any), signed by two Affiliated Full, Life and Student Members as nominees and accompanied by the written consent of the candidate. The candidate must be an Affiliated Full, Life or Student Member; and
  - (ii) delivered to the Secretary or person nominated by the Board by the date specified on the call for nominations.
- (c) If the number of nominations received is equal to the number of vacancies to be filled or if there are insufficient nominations received to fill all vacancies in each category (Board, Committees, Sub-committees, Portfolios, Individual Elected Positions) then:
  - (i) The Members nominated shall be declared elected.
  - (ii) Within three days, the Secretary shall notify all Members of each position that has been filled and the Member elected to fill those positions. At the same time, and in the same manner, the Secretary shall call for a second round of nominations for the positions that remain vacant. The closing date and time for these nominations shall be 12 noon on the day before the Annual General Meeting.

Rule 16 (c) preamble and 16(c) part (i) will also apply to the second round of nominations.

At the Annual General Meeting, verbal nominations can be proposed, provided that the candidate and the two nominees are all present at the meeting. The candidate and the two nominees must all be Affiliated Full, Life or Student Members. Verbal nominations must be made before the closing time determined by the Chairman.

- (iii) If the candidate and both nominees are all not able to be present at the Annual General Meeting, then the process stated in 16 (b) must be followed.
- (d) If, at the conclusion of the Annual General Meeting, there are insufficient nominations received to fill all the vacancies in all categories, the remaining vacancies will be deemed casual vacancies under clause 17.1.
- (e) If the number of nominations exceeds the number of vacancies to be filled, voting papers shall be issued for each vacancy in any category.
- (f) Voting shall be conducted at the Annual General Meeting in such a manner and by such a method as determined by the Board from time to time.

## **17. VACANCY ON BOARD, COMMITTEE, SUBCOMMITTEE OR PORTFOLIO**

---

### **17.1 Casual Vacancy**

- (a) In the event of a casual vacancy in the office of any Elected Director, the Board may appoint an appropriate Affiliated Full, Life or Student Member to the vacant office and the person so appointed may continue in office up to the end of the term of the Elected or Appointed Director they are replacing.
- (b) In the event of a casual vacancy on a Committee or Sub-Committee the Board will appoint an appropriate Affiliated Full, Life or Student Member to the vacant position and the Member so appointed may continue in the position up to the end of the term of the Member they are replacing.

The Committee or Sub-Committee can nominate appropriate members for one or any of the casual vacancies for the Board's approval. The Board have the option of approving or not approving these nominations and appointing other appropriate members for the vacant positions.

- (c) In the event of a Committee or Sub-Committee having less than half of the positions filled, the Board will decide whether to disband the Committee or Sub-Committee. Where the Board does not disband the Committee or Sub-Committee the Board shall appoint appropriate Affiliated Full, Life or Student Member(s) to fill the vacant positions as specified in Rule 17.1(b). The appointed Member(s) may continue in the position up to the end of the term of the member they are replacing.
- (d) In the event of a vacancy in a Portfolio, the Board may appoint an appropriate Affiliated Full, Life or Student Member to fill the Portfolio vacancy and the person so appointed may continue in office up to the end of the term of the Member they are replacing.

### **17.2 Grounds for Termination of Director**

For the purposes of this Constitution, the office of a Director becomes vacant if the Director:

- (a) in the case of an Elected Director, ceases to be an Affiliated Full, Life or Student Member;

- (b) becomes bankrupt;
- (c) resigns their office by notice in writing given to the Club;
- (d) is subject to any sanction by the Board, which sanction is confirmed by the Members, under rule 9;
- (e) is directly or indirectly interested in any contract or proposed contract with the Club and, in the opinion of the Board, has deliberately, recklessly or negligently failed to declare the nature of his/her interest;
- (f) is removed from office in accordance with this Constitution;
- (g) dies or becomes of unsound mind or a person whose person or estate is liable to be dealt with in anyway under the law relating to mental health;
- (h) would be prohibited from being a director of a company under the *Corporations Act 2001* (Cth); or
- (i) fails to attend three consecutive meetings of the Board without having previously obtained leave of absence or provided reasonable excuse for such absence.

### **17.3 Removal of Director**

- (a) Elected Director
  - (i) The Affiliated Full, Life and Student Members at Special General Meeting may by Special Resolution remove any Elected Director, before the expiration of their term of office and elect another Affiliated Full, Life or Student Member in their place to hold office until the next Annual General Meeting.
  - (ii) Verbal Nominations for the Vacant Position will be taken at the Special General Meeting. The nomination must be proposed by two Affiliated Full, Life or Student Members. The Nominated Member must be present at the Special General Meeting and must accept the nomination.
  - (iii) If only one nomination is received then the Affiliated Full, Life or Student Member will be declared elected.
  - (iv) If more than one nomination is received for the Vacant Position, voting papers shall be issued and Affiliated Full, Life and Student Members asked to write the name of their preferred candidate on the voting paper. Two suitable Members will be selected to act as Returning Officers. The Member receiving the most number of votes will be declared elected.
  - (v) If there are no nominations for the Vacant Position it is to be treated as Casual Vacancy.
- (b) Appointed Director
 

The Affiliated Full, Life or Student Members at a Special Meeting may by Special Resolution remove any Appointed Director, before the expiration of their term of office and direct the Committee of which he/she was Convenor to elect, within 14 days, another Convenor and to so advise the Secretary within 3 days of that election.

- (c) Where the Director to whom a proposed resolution referred to in rule 17.3 (a) (i) and 17 (b) makes representations in writing to the Secretary or the President and requests that such representations be notified to the Members, the Secretary or the President may send a copy of the representations to each Member or, if they are not so sent, the Director may require that they be read out at the meeting, and the representations shall be so read.

## **18. QUORUM AND PROCEDURE AT BOARD MEETINGS**

---

### **18.1 Convening a Board Meeting**

- (a) The Board shall meet as often as is deemed necessary, but not less than 8 times each Financial Year, for the dispatch of business. Subject to this Constitution, in particular this rule 18, the Board may regulate its meetings as it thinks fit.
- (b) Unless all Directors agree to hold a meeting at shorter notice (which agreement shall be sufficiently evidenced in writing or by their presence) not less than two days written notice of Board meeting shall be given to each Director.
- (c) Written notice of each Board meeting, providing an agenda of the business to be transacted, shall be served on each Director by:
  - (i) delivering it to that Director personally;
  - (ii) sending it in writing, by facsimile or other means of electronic communication (subject to receiving appropriate confirmation that the notice has been effectively dispatched); in accordance with the Director's last notified contact details.

### **18.2 Quorum**

- (a) One more than half the number of Directors (fractions rounded down) shall constitute a quorum for the transaction of the business of a meeting of the Board.
- (b) No business shall be transacted unless a quorum is present and if within half an hour 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 any date, time and place determined by the President.
- (c) The Board may act notwithstanding any casual vacancy. However, if there are casual vacancies in the office of a Director such that the number of remaining Directors is not sufficient to constitute a quorum at a meeting of the Board, those Directors may act only for the purpose of filling Casual Vacancies to a number sufficient to constitute such a quorum.

### **18.3 Procedures at Board meetings**

- (a) At meetings of the Board, the President shall chair the meeting. If the President is absent or unwilling to act, the Vice President shall chair the meeting. If both the President and Vice President are absent or if both are

unwilling to act, the Board shall appoint one of its members to chair the meeting.

- (b) Questions arising at a meeting of the Board shall be determined on a show of hands or, if demanded by a Director, by a poll taken in such manner as the person presiding at the meeting may determine.
- (c) Each Elected Director and Appointed Director present at a meeting of the Board (including the person presiding at the meeting) is entitled to one vote. In the event of an equality of votes on any question, the motion shall fail; neither the President nor chair may exercise a second or casting vote. Any Director holding more than one position on the Board shall have one vote.
- (d) A resolution in writing signed or assented to by facsimile or other form of electronic communication by all the voting Directors, shall be as valid and effectual as if it had been passed at a meeting of the Board duly convened and held. Any such resolution may consist of several documents in like form each signed by one or more of the Directors. Such a resolution should only be considered if exceptional circumstances prevent a Special Board Meeting being called to consider the resolution.
- (e) Without limiting the power of the Board to regulate its meetings as it thinks fit, a meeting of the Directors may be held where one or more of the Directors is not physically present at the meeting, provided that:
  - (i) all persons participating in the meeting are able to communicate with each other effectively, simultaneously and instantaneously whether by means of telephone or other form of communication;
  - (ii) notice of the meeting is given to all the Directors entitled to notice in accordance with the usual procedures agreed upon or laid down from time to time by the Board;
  - (iii) in the event that a failure in communications prevents condition (i) from being satisfied by that number of Directors which constitutes a quorum, and none of such Directors are present at the place where the meeting is deemed by virtue of the further provisions of this rule to be held then the meeting shall be suspended until condition (i) is satisfied again. If such condition is not satisfied within fifteen minutes from the interruption the meeting shall be deemed to have terminated; and
  - (iv) any meeting held where one or more of the Directors is not physically present shall be deemed to be held at the place specified in the notice of meeting provided a Director is there present and if no Director is there present the meeting shall be deemed to be held at the place where the chairperson of the meeting is located.

## **19. DIRECTORS' INTERESTS**

---

### **19.1 General Principle**

A Director is disqualified from:



- (a) holding any place of profit or position of employment in the Club, or in any company or incorporated association in which the Club is a shareholder or otherwise interested; or
- (b) contracting with the Club either as vendor, purchaser or otherwise,

except with express resolution of approval of the Board. Any contract or arrangement in which any Director is in any way interested which is entered into by or on behalf of the Club without the approval of the Board, will be voided for such reason.

## **19.2 Disclosure of Interests**

The nature of the interest of such Director must be declared by the Director at the meeting of the Board at which the contract or arrangement is first taken into consideration if the interest then exists or in any other case at the first meeting of the Board after the acquisition of the interest.

## **19.3 General Disclosure**

A general notice that a Director is a member of any specified firm or company and is to be regarded as interested in all transactions with that firm or company is sufficient declaration under rule 19.2 for such Director and the said transactions. After such general notice it is not necessary for such Director to give a special notice relating to any particular transaction with that firm or company.

## **19.4 Recording Disclosures**

It is the duty of the Secretary to record in the minutes any declaration made or any general notice as aforesaid given by a Director in accordance with rules 19.2 and 19.3.

## **19.5 Conflicts**

A Director, notwithstanding the interest, may be counted in the quorum present at any meeting but cannot vote in respect of any contract or arrangement in which the Director is interested. If the Director votes, the vote shall not be counted.

## **20. DELEGATED POWERS AND DUTIES**

---

### **20.1 Delegated Functions**

- (a) The Board shall, by instrument usually in writing, create, establish or appoint Committees, Sub-Committees, Portfolios, Ad hoc Committees, special committees, individual officers and consultants to carry out specific duties and functions. In the establishing instrument, the Board may delegate such functions as are specified in the instrument, other than:
  - (i) this power of delegation; and
  - (ii) a function imposed on the Board or the Secretary by the Act, any other law, this Constitution and Regulations, or by resolution of the Club in a General Meeting.
  - (iii) control of the supply of liquor to the Club.

- (b) At any time the Board may, by instrument in writing, revoke wholly or in part any delegation made under this clause. It may amend or repeal any decision made by a body or person under this clause.

## **20.2 Exercise of Delegated Functions**

- (a) A function, the exercise of which has been delegated under this clause, may, while the delegation remains unrevoked, be exercised from time to time in accordance with the terms of the delegation.
- (b) A delegation under this clause may be made subject to certain conditions or limitations regarding the exercise of any function. These may be specified in the delegation.

## **20.3 Procedure of Delegated Entity**

The procedures for any entity exercising delegated power shall, subject to this Constitution and Regulations and with any necessary or incidental amendment, be the same as that applicable to meetings of the Board under clause 18. The entity exercising delegated powers shall make decisions in accordance with the Objects, and it shall promptly provide the Board with details of all material decisions. The entity shall also provide any other reports, minutes and information required by the Board.

## **20.4 Committees, Sub-Committees, and Portfolios.**

- (a) As set out in rule 20.1, the Board may establish and delegate any of its functions, powers or duties (except this power to delegate) to such committees, sub-committees and portfolios as it thinks fit. The Board may recall or revoke any such delegation or appointment and may amend or repeal any decision made by such committee.
- (b) The Board shall determine in writing the duties and powers afforded to any committee and the committee shall, in the exercise of such delegated powers, conform to any directions or Regulations that may be prescribed by the Board.
- (c) A President shall be an ex-officio<sup>1</sup> member of any committee so appointed.

(Refer to Regulation 20.4)

## **20.5 Delegates of Clubs**

- (a) The Board shall appoint Delegates to attend meetings and events on its behalf from time to time. This shall include, but not be limited to, Bowls Victoria meetings and Region and Division meetings.
- (b) The Club shall advise Bowls Victoria prior to a relevant meeting or event the names of its Delegates. If the Club does not provide notification to Bowls Victoria, the President and secretary of the Club shall be deemed to be the Delegates.

---

1

Does not have voting rights.

## **PART V - MISCELLANEOUS**

### **21. LIQUOR LICENCE**

---

#### **21.1 Receipts for the supply of liquor**

The Club must not pay any amount to an officer or servant of the Club by way of commission or allowance from the receipts of the Club for the supply of liquor.

#### **21.2 Management of the Club**

In accordance with rule 15, the Directors constitute the management committee of the Club and have responsibility for the affairs of the Club.

#### **21.3 Guests**

- (a) A visitor to the Club must not be supplied with liquor in the Club premises unless the visitor is
  - (i) a guest in the company of a Member.
  - (ii) attending a Pre-Booked Function at the Club.
  - (iii) an Honorary Member.
- (b) A person cannot:
  - (i) be admitted as an honorary member or temporary member of the Club; or
  - (ii) be exempted from the obligation to pay the ordinary subscription for membership of the Club,

unless the person is of a class specified in the rules and regulations and the admission or exemption is in accordance with the rules and regulations.

#### **21.4 Register of guests**

Where a guest in the company of a Member is admitted to any part of the licensed premises, the Secretary shall keep on the Club premises a register of such a guest and such register must contain the:

- (a) name and address of each guest; and
- (b) date on which each guest attended the premises.

### **22. GRIEVANCE PROCEDURES**

---

- (a) The grievance procedure set out in this rule applies to disputes under this Constitution between:
  - (i) a Member and another Member; or
  - (ii) a Member and the Club.
  - (iii) an Employee or Contractor of the Club and the Club

- (iv) a Member and an Employee or Contractor of the Club.
- (b) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within fourteen days after the dispute comes to the attention of all of the parties.
- (c) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.
- (d) The mediator must be:
  - (i) a person chosen by agreement between the parties; or
  - (ii) in the absence of agreement:
    - (A) in the case of a dispute between a Member and another Member, a person appointed by the Board; or
    - (B) in the case of a (1) dispute between a Member and the Club, or (2) dispute between an Employee or Contractor of the Club and the Club, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).
- (e) A Member can be a mediator.
- (f) The mediator cannot be a Member who is a party to the dispute.
- (g) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (h) The mediator, in conducting the mediation, must:
  - (i) give the parties to the mediation process every opportunity to be heard; and
  - (ii) allow due consideration by all parties of any written statement submitted by any party; and
  - (iii) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- (i) The mediator must not determine the dispute.
- (j) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

## **23. SOURCES OF FUNDS**

---

The funds of the Club shall be derived from Annual Subscriptions, sponsorships, donations and such other sources as the Board determines.

## **24. APPLICATION OF INCOME**

---

- (a) The income and property of the Club shall be applied solely towards the promotion of the purposes of the Club as set out in this Constitution.
- (b) No portion of the income or property of the Club shall be paid or transferred, directly or indirectly by way of dividend, bonus or otherwise to any Member, but this shall not preclude:
  - i) payment to a Member in good faith for expenses incurred.
  - ii) Payment to a Member specifically employed as a remunerated professional Accredited Bowls Coach
- (c) Income may be paid to an organisation for professional services rendered, even though an employee of the organisation is a member of the Club.

## **25. SIGNING OF NEGOTIABLE INSTRUMENTS**

---

All cheques and other negotiable instruments shall be signed by two Directors or in such other manner approved by the Board from time to time.

(Refer to Regulation 25)

## **26. COMMON SEAL**

---

- (a) The Club may have a Seal upon which its corporate name shall appear in legible characters.
- (b) The Seal shall not be used without the express authorisation of the Board. Every use of the Seal shall be recorded in the Club's minute book. Two directors must witness every use of the Seal, unless the Board determines otherwise.

## **27. ALTERATION OF CONSTITUTION AND REGULATIONS**

---

- (a) This Constitution shall not be altered except by Special Resolution in accordance with the Act.
- (b) No new Constitution rule shall be made nor existing rule nor statement of purpose of the Club altered or repealed except at a General Meeting called for that purpose, and then only upon the motion carried by a majority of three quarters of the members present at the meeting called for that purpose.
- (c) A copy of the proposed new Constitution Rule, alteration or repeal shall be delivered to the Secretary at least *twenty three (23) days* before such meeting, and shall be inserted in the Notice convening the meeting at which such a proposed new rule, alteration or repeal is to be brought and notice thereof shall be *sent to Members at least 21 days before such meeting*.
- (d) While and so long as the Club is licensed under the Liquor Control Act, the Secretary of the Club shall, within one month from the making of any amendment or alteration in the Constitution rules of the Club, forward to

the Secretary of the Liquor Control Commission a certified copy of every such amendment or alteration.

- (e)
  - (i) In the event that the Board shall be advised that for the purposes of any application to the Liquor Control Commission, any Constitution rule or rules require to be altered, amended or repealed for the purpose of complying with the Liquor Control Act 1987 or any subsequent amending or corresponding enactment or the policy of the said Commission, the Board shall have power to alter, amend or repeal any such rules accordingly and any such alteration, amendment or repeal shall notwithstanding anything elsewhere contained in these Rules forthwith take full effect.
  - (ii) The Board shall cause every such alteration to be exhibited in the Club premises within fourteen (14) days after it has made the same.
- (f) The Members at a General Meeting may make Regulations and/or Appendices and alter, amend or rescind the same as occasions may require, and enforce penalties for their breach. Such Regulations/Appendices shall have the same force and effect as this Constitution, but shall not be in any way oppose or be in conflict with this Constitution. No new Regulation/Appendix shall be made nor existing Regulation/Appendix altered or repealed unless a motion is carried by a simple majority of members present at a General Meeting.
- (g) A copy of the proposed new Regulation/Appendix, alteration or repeal shall be delivered to the Secretary at least thirty five (35) days before such a meeting, and shall be inserted in the Notice convening the General Meeting at which the new Regulation/Appendix, alteration or repeal will be considered.
- (h) Amendments, alterations, interpretation or other changes to Regulations/Appendices shall be advised to Members by means of notice approved by the Board. Notices shall be binding upon all Members.

## **28. DISSOLUTION**

---

- (a) In the event of the Club being wound up, the liability of the Member shall be limited to any outstanding monies due and payable to the Club, including the amount of the Annual Subscription payable in respect of the current Financial Year. No other amount shall be payable by the Member.
- (b) If upon winding up or dissolution of the Club, there remains, after satisfaction of all its debts and liabilities, any property, the same shall not be paid to or distributed amongst the Members, but shall be given or transferred to some other organisation having purposes similar to the purposes of the Club and which prohibits the distribution of its or their income and property among its or their members and which is also not carried on for the profit or gain to its members. Such body or bodies to be determined by the Members at or before the time of dissolution, and in default thereof by such judge of the Supreme Court of Victoria as may have or acquire jurisdiction in the matter.

## **29. INDEMNITY**

---

- (a) Every Director, every Member acting in an official capacity and every employee of the Club shall be indemnified out of the property and assets of the Club against any liability incurred by him/her in his/her capacity as Director or employee in defending any proceedings, whether civil or criminal, in which judgment is given in his or her favour or in which he or she is acquitted or in connection with any application in relation to any such proceedings in which relief is granted to him or her by the Court.
- (b) The Club shall indemnify its Directors, its Members who act in an official capacity and its employees against all damages and costs (including legal costs) for which any such Directors or employee may be or become liable to any third party in consequence of any act or omission except wilful misconduct:
  - (i) in the case of a Director, performed or made whilst acting on behalf of and with the authority, express or implied of the Club; and
  - (ii) in the case of Members who are acting in an official capacity, performed or made while acting in that official position; and
  - (iii) in the case of an employee, performed or made in the course of, and within the scope of his or her employment by the Club.

## **30. SERVICE OF NOTICES**

---

- (a) Notices may be given to Members by handing the notice to members personally, by sending the notice by post or facsimile transmission or where available, by electronic mail, to the Member's address or facsimile number or electronic mail address shown in the Register.

## **31. CUSTODY OF BOOKS AND OTHER DOCUMENTS**

---

- (a) Except as otherwise provided in this Constitution, the Secretary shall keep in his or her custody or control all books, documents and securities of the Club.
- (b) The Secretary shall keep minutes of the resolutions and proceedings of each General Meeting and Board meeting in books provided for that purpose, together with a record of the names of persons present at all meetings.
- (c) Subject to the Act, no Member is entitled to inspect the accounts, books, securities and other Relevant Documents of the Club, unless authorised in writing by the Board.

## **32. CLUB COLOURS**

---

The Club colours are royal blue and maroon.

## **33. HONORARY SOLICITOR**

---

The Club shall appoint an Honorary Solicitor from time to time. This Honorary Solicitor can only be consulted following the directive of the Board.

Intentionally blank page



(a)

## **PART VI - REGULATIONS.**

**Date: 20<sup>th</sup> May 2024**

# **Eltham Bowling Club**

**(Registration Number: A00112815K)**

**Original: March 2011**

**Updated: 20<sup>th</sup> May 2024  
16<sup>th</sup> May 2023  
14<sup>th</sup> May 2022  
15<sup>th</sup> May 2021  
16<sup>th</sup> May 2019  
5<sup>th</sup> May 2018  
3<sup>rd</sup> May 2015  
4<sup>th</sup> May 2014  
5<sup>th</sup> May 2013  
6<sup>th</sup> May 2012**

These Regulations are numbered to correspond to the numbering in the Rules of the Constitution. As there are many Rules of the Constitution that do not have corresponding Regulations, there will be gaps in the numbering of the Regulations.

## PART VI - REGULATIONS OF THE ELTHAM BOWLING CLUB

### 5.1 OTHER CATEGORIES OF MEMBERSHIP

---

- (b) **New Bowler Member** – This category of membership is for the first summer season for prospective members who have never been a member of a bowling club or who have not been a member of a bowling club for the previous 10 years. A New Bowler Membership has the same rights as a full membership. After being a Member of the Club for the first summer season, the Member must opt for another membership category as set out in Appendix 2.
- (c) **Social Bowling Member** – Social Bowling Members shall be entitled to all privileges of the Club other than the right to vote at meetings or to hold office. They shall be entitled to take part in all social bowls matches for which relevant fees shall be paid, but will be excluded from Pennant and Club Championships. Social Bowling Members may take part in practice bowls sessions and receive tuition from a coach.

Social bowlers are excluded from Pennant matches except when expressly invited by the selectors of the Pennant Organising Committee to fill a vacancy in a Pennant side. Any Social bowler will be restricted to a maximum of 4 Pennant games per season each for Midweek and Weekend pennant.

- (d) **Junior Member** – Junior Members are to be under 18 years of age. They are not entitled to purchase or consume liquor on the premises of the Club. They are not entitled to hold office or vote at any meeting of the Club. On turning 18 years of age the Member must opt for another membership category. The payment of the subscription fee for the new membership category will not commence until the start of the next bowling season.
- (e) **Student Member** – Student members are to be full time secondary or tertiary student. The tertiary student membership would be based on the member holding a current student card. Student Members have the same rights as a Full Member. The payment of the subscription fee for the new membership category will not commence until the start of the next bowling season.
- (f) **Social Non Bowling Member** – Social Non Bowling Members shall be entitled to all privileges of the Club other than the right to vote at any meeting, to hold office or take part in any bowling activities. Social Non Bowling Members will not be affiliated at the Club. Note: Social Non Bowling Members are to follow the “Application for Membership” procedures for Affiliated Bowlers as per 5.2 below.
- (g) **Honorary Member** – Honorary Members are members of other Bowls Clubs at the Club for the purposes of playing bowls. They are honorary members for the day. Any member of any Bowls Club whose green is more than 20 km from the Club, may, if approved by any two members of the Board, be an Honorary Member for a period not exceeding 42 days. The board shall have the right to extend this period. Such Honorary Members shall have their name, address, contact phone number, dates of membership, and names of the two Board members

approving the membership recorded in the Visitors Book. They will not be affiliated at the Club.

- (h) **Special Members** - Special Members are public officials, civic or parliamentary dignitaries visiting the Club on such conditions and for such period as determined by the board.

## 5.2 APPLICATION FOR MEMBERSHIP – AFFILIATED MEMBERS

---

- (a) As soon as is practicable after the receipt of an application, the Secretary shall post it on the notice board for at least seven (7) days prior to the day that the Board will consider the application. An interval of not less than fourteen (14) days shall elapse between the date of nomination and the Board's decision.
- (b) Where the Board approves an application, the Secretary shall notify the member within five (5) days of his/her successful membership application and request payment of the first summer season subscription. This payment is due within twenty- eight (28) days of receipt of the notification.
- (c) If a newly accepted member fails to pay his/her annual subscription within the required twenty- eight (28) days, his/her membership is void unless the member can justify the delay to the satisfaction of the Board.
- (d) Most important: when considering all applications for Junior Membership, the Board must ensure adequate risk management strategies are in place for both the Junior Member and for other Members.

## 5.3 LIFE MEMBERS

---

- (a) **At the Annual General Meeting** at least three quarters of the members present at the meeting must vote in favour of the Special Resolution to confer life membership.
- (b) Prospective Life Members should be identified by seeking written nominations from members.
- (c) The Board shall appoint a Sub-Committee of members to gather information on the nominated Life Members and make a recommendation to the Board. The members of the Sub-Committee should be of high integrity and capable of making a recommendation that is free of bias and prejudice. Surviving Life Members should be considered as Sub-Committee members.
- (d) The information that Sub-Committee should gather and consider in formulating a recommendation is:
  - (i) A written statement by the member making the nomination.
  - (ii) Historical Information – including, but not limited to, Honour Boards, Handbooks and the Minutes of Meetings.
  - (iii) Other Information the Sub-Committee believes is relevant and accurate.

The criteria for the Sub-Committee to use in determining a Life Membership are:

- (i) A minimum of 10 years membership.
  - (ii) Eltham Bowling Club Executive positions held (including ERBC, VLBA and RVBA positions prior to the 2012/13 season) and the time spent in the positions.
  - (iii) Eltham Bowling Club Committee positions held (including ERBC, VLBA and RVBA positions prior to the 2012/13 season) and the time spent in the positions.
  - (iv) The number of Pennant games played for the Eltham Bowling Club.
  - (v) Services to the Club outside of holding official positions and the time spent in that service.
  - (vi) Involvement with Nillumbik Council, Members of Parliament, Bowls Victoria (including VLBA and RVBA at the State level) and other external entities and individuals on behalf of and to benefit all Club Members.
- (e) The financial obligations of a Life Member are to pay green fees, club championship fees, any food cost, special event fees, club uniform costs and any other financial obligations as determined by the Board.

## 6. SUBSCRIPTION OF FEES

---

- (a) **The 2024-25 Subscription Fees** for the Membership Categories:
- Full Member: \$330
  - Life Member: Nil.
  - New Bowler Member: No fee for first Summer Season
  - Social Bowling Member: \$115 plus \$6.00 green fee.
  - Junior Member: \$50.
  - Student Member: \$50.
  - Social Non- Bowling Member: \$25
- (b) The Green Fees for 2024/25  
**Summer: \$6.** This Green Fee is to be paid by Social Bowling Members each time they bowl competitively.
- (c) The entry fee for Club Championship Events shall be \$4 per event per player.
- (d) Any member contemplating absence for a period may request a leave of absence, for a period of not more than two years, from the Board. At the expiration of the leave of absence, the member may rejoin the Club or apply for a further leave of absence of not more than two years. If a leave of absence is not sought or, is sought, but not granted by the Board then the past member must reapply for membership of the Club.

## 10.2 BUSINESS (AGM)

---

- (a) The agenda items for the AGM will be
- Reading the notice convening the meeting.
  - Reading and confirming the minutes of the previous AGM.
  - Reading the Eltham Bowling Club Board Annual Report.
  - Consideration and adoption of the Eltham Bowling Club Board Annual Report.
  - Presentation of a Balance Sheet and Statement of Account.
  - Adoption of the Statement of Account.
  - Election of Office Bearers
    - President
    - Vice President

- Treasurer
- Secretary
- Assistant Secretary
- Election of Board Directors [5]
- Election of Committees
  - Midweek Pennant Selection Committee Members [5]
  - Weekend Pennant Selection Committee Members [5]
  - Match Committee Member [6, 3- female, 3- male]
  - Bar Committee Member [7]
  - Greens' Committee Member [5] and Greens' Director [1]

Notes: Committees elect their own Convenor.
- Election of Sub-Committees
  - Catering Sub-Committee Members [4]
  - Special Events Sub-Committee Members [5]
  - Fund Raising Sub-Committee Convenor Members [4]
  - Recruitment and New Member Sub-Committee [4]
  - Night Pennant Sub-Committee [2]
  - Summer Wednesday Social Bowls Sub-Committee Members [7]
  - Winter Wednesday Social Bowls Sub-Committee Members [7]
  - Winter Saturday Social Bowls Sub-Committee Members [5]
  - Garden Sub-Committee Members [5]
  - Twilight Bowls [4]
  - forty/40 Bowls [6]
  - Facilities Sub-Committee: Works Director [1], Clubhouse Manager [1], Providedore [1] and Members [4]
  - Jazz by the Green Sub-Committee [5]

Notes: (i) Notes All Accredited Coaches form the Coaches Sub-Committee  
(ii) All Accredited Umpires and Measurers form the Umpires and Measurers Sub-Committee.  
(iii) Sub-Committees to elect their own Convenor

- Election of Portfolio Holders
  - Delegates [2]
  - Sponsorship [1]
  - Website Manager [1]
  - Electronic Services [1]
  - Newsletter [1]
  - Barefoot Bowls Co-ordinator [1]
  - Handbook Editor [1] and Members [3]
- Appointment of Auditor by the EBC Board Directors
- Determination of Annual Subscriptions, Green Fees, and Other Fees (if, any)
- Determination of the number of Midweek Pennant Sides for the next Pennant Season.
- Determination of the number of Weekend Pennant Sides for the next Pennant Season.
- Other Business of which notice has been given.

## 15.2 COMPOSITION OF THE BOARD

---

- (a) **The composition of the Board** shall be:
- President
  - Vice-President

Secretary  
Assistant Secretary  
Treasurer  
Director [5]  
Immediate Past President

### **15.3 BOARD ELECTIONS**

---

- (a) The Board shall consist of eleven (11) Directors, ten of whom are elected by the members, one of the eleven is the immediate Past President who shall hold office until the conclusion of the next AGM. Should the President resign during their term they will lose the right to sit on the Board as Immediate Past President.
- (b) **Transition arrangement**  
Until such time as the last President/Chairperson of the Eltham Bowling Club is not elected to any Director position on the Board of the Eltham Bowling Club, the position of Immediate Past President will remain unfilled. Until this time, the Board shall consist of 10 Directors.
- (c) The ten (10) Elected Directors will be elected at the AGM in accordance with the Constitution and Regulations of EBC.  
The ten (10) elected directors are:
- President
  - Vice-president
  - Secretary
  - Assistant Secretary
  - Treasurer
  - Director (5)
- (d) Each Board member, except for the President, the Secretary and the Treasurer, must be responsible for and liaise with approximately three of the Committees, Sub-Committees or Portfolios. Each Committee Convenor, Sub-Committee Convenor and Portfolio Member will have a delegated Director with whom they can liaise.

### **20.4 COMMITTEES, SUB-COMMITTEES, PORTFOLIOS**

---

#### **1. FINANCIAL CONTROLS**

Unless otherwise directed by the Board, all committees (with the exception of the Bar Committee), sub committees and portfolios are to submit to the Board a budget for the following season no later than the August Board Meeting in any year.

Once the budget is approved by the Board, expenses or claims (with receipts) within the budget can be submitted direct to the Treasurer.

Claims for re-imbursment of petrol and telephone expenses must be supported by Log Books detailing trips undertaken and calls made.

All other extraordinary expenditure in excess of \$100.00 must be submitted to Board for approval.

If any urgent repairs or replacement equipment is needed in between Board meetings then approval for such expenditure can be granted by the Treasurer.

## **2. COMMITTEES**

- Each Committee is required to keep minutes of their meetings.
- Within 21 days of the AGM, the above Committees will meet and will elect a Convenor. Following the meeting of each Committee, the Convenor will inform the Secretary of the election result within 3 days of the completion of the meeting.
- For each Committee, the elected member, whose surname ranks first alphabetically, is required to call this first meeting of the committee after the AGM.
- In the event that a Convenor resigns from his/her position within the year of office, another member of the same Committee shall be elected by the Committee to fill the vacancy created by this resignation.
- A Director of the Board will liaise with each Convenor.

### **A. ELECTIONS**

---

#### **(a) Weekend Pennant Selection Committee**

- (i) 5 members to be elected, whom all are Selectors.
- (ii) The Convenor of this Committee can be any one of the five members. The Convenor shall be elected by the Committee within 21 days of the AGM and the elected Convenor's details passed immediately to the EBC Secretary.

#### **(b) Midweek Pennant Selection Committee**

- (i) 5 members to be elected, whom all are Selectors.
- (ii) The Convenor of this committee can be any one of the five members. The Convenor shall be elected by the Committee within 21 days of the AGM and the elected Convenor's details passed immediately to the EBC Secretary.

#### **(c) Match Committee**

- (i) 6 members to be elected, 3 of whom must be female, 3 of whom must be male.
- (ii) To be nominated for, to propose or to second a member for, and to vote for the gender specific positions on the Match Committee, a member must be of that gender.
- (iii) The Convenor of this committee can be any one of the 6 members. The Convenor shall be elected by the Committee within 21 days of the AGM and the elected Convenor's details passed immediately to the EBC Secretary.



**(d) Bar Committee**

- (i) 7 members to be elected; one of whom is to be the Hall Hire Co-ordinator. The Club Licensee must be member. If the Club Licensee is not an elected member there will be 8 members of the Committee.
- (ii) The Convenor of this committee can be any one of the 7 members. The Convenor shall be elected by the Committee within 21 days of the AGM and the elected Convenor's details passed immediately to the EBC Secretary.
- (iii) There must be a Club Licensee, appointed by the Board of Management, who will also be a member of the Bar Committee.

**(e) Greens' Committee**

- (i) Greens' Director and 5 members to be elected.
- (ii) The Convenor of this Committee can be any one of the 6 members. The Convenor shall be elected by the Committee within 21 days of the AGM and the elected Convenor's details passed immediately to the EBC Secretary.

**B. DUTIES AND RESPONSIBILITIES OF COMMITTEES**

---

**(a) Weekend Pennant Selection Committee.**

- (i) Number of Meetings  
1 per match week
- (ii) Reporting Requirements  
For Annual Report or otherwise as required

**Individual selection decisions are not required.**

- (iii) Responsibilities
  - Organising Pennant Practice Matches.
  - Determining and publishing Duty Rink tasks.
  - Determining which rinks are to be used by which teams when playing at home.
  - Determining and publishing Side Managers Tasks.
  - Preparation of Side Captain/Manager Folders.
  - To ensure the weekly Pennant teams are entered online into BowlsLink prior to the commencement of the game.
  - To ensure the results for home matches, must be finalised online into BowlsLink by 6pm the day after the game was played.
  - Propose Weekend Pennant players for Representative teams/squads as requested.

- Liaise with the Greens' Director re rink allocation for Competition.
- Prior to the AGM, recommend to the Board, the number of Pennant Sides to be entered for the next Pennant season. (The Board will then make a recommendation of the number of Pennant Sides for next Pennant season to the AGM).
- Other tasks as necessary to ensure the smooth running of Weekend Pennant.

**(b) Midweek Pennant Selection Committee**

- (i) Number of Meetings  
1 per match week
- (ii) Reporting Requirements  
For Annual Report or otherwise as required

**Individual selection decisions are not required.**

- (iii) Responsibilities
  - Organising Pennant Practice Matches.
  - Determining and publishing Duty Rink tasks.
  - Determining which rinks are to be used by which teams when playing at home.
  - Determining and publishing Side Captain/Manager Tasks.
  - Prepare Side Captain/Manager Folders.
  - To ensure the weekly Pennant teams are entered online into BowlsLink prior to the commencement of the game.
  - To ensure the results for home, must be finalised online into BowlsLink by 3pm the day after the game was played.
  - Propose Midweek Pennant players for Representative teams/squads as requested.
  - Liaise with the Greens' Director re green requirements for Pennant Days.
  - Prior to the AGM, recommend to the Board, the number of Pennant Sides to be entered for the next Pennant season. (The Board will then make a recommendation of the number of Pennant Sides for next Pennant season to the AGM).
  - Other tasks as necessary to ensure the smooth running of Midweek Pennant.

**(c) Match Committee.**

- Female Members organise Women's Club Championships

- Male Members organise Men's Club Championships
  - All Members organise Mixed Club Championship Events.
- (i) Number of Meetings  
A minimum of 3 per Summer Season.
- (ii) Reporting Requirements  
For Annual Report or otherwise as required
- (iv) Responsibilities
- Female members are to organise the Women's Club Championships – Singles, Pairs, Triples, Century Handicap.
  - Male members are to organise the Men's Club Championships – Singles, Pairs, Triples, Century Handicap
  - All members are to organise the Mixed Club Championships – Mixed Singles, Mixed Pairs, Mixed Triples, Novice Singles, Over 65 Championships, President's Trophy.

Also responsible for :

- Liaising with the Handbook Portfolio regarding entry of the dates of the Club Championship events in the Handbook.
  - Determining starting time and any other requirements needed to ensure the success of the event.
  - Preparing the cards for the event.
  - Liaising with the Greens' Director regarding the timing of the event and the number of rinks required.
  - Advertising events and providing the entry forms or the entry sheet
  - Collecting the entry fee, providing the Treasurer with a short-written statement of the finances of the event and giving the Treasurer the entry fees.
- Notes**
- (i) **Changes to the Conditions of Play for the Women's** Club Championship events can only be voted on by female club members. **Changes to the Conditions of Play for the Men's** Club Championship events can only be voted on by male club members. All members can vote for changes to the Conditions of Play for Mixed Club Championships events.
- (ii) To be nominated for, to propose or to second a member for, and to vote for the gender specific positions on the Match Committee, member must be of that gender.

**(d) Bar Committee**

The effective and efficient operation of the Bar Facility is paramount to the overall successful operation of the Club. The profits arising from the successful operation of the Bar Facility account for a significant part of the total Club revenue, and therefore must be seen as an integral part of the Club's operations.

- (i) Number of Meetings  
A minimum of 8 per year
- (ii) Reporting Requirements  
Following a Committee Meeting  
Suggested Report Items:
  - profits
  - roster problems
  - price changes
  - Any other matters arising
- (iii) Responsibilities
  - Stock Control including purchase and delivery of Bar Supplies
  - Preparation and Distribution of the Bar Roster
  - Hall Hire Co-ordinator.
  - Licensing Issues.
  - Financial Controls including, Maintaining a Bar Float, maintenance of the Bar Account, Banking Bar Revenue.

Each member of the Bar Committee should assume responsibility for one of the above five items.

**(e) Greens' Committee**

- (i) Number of Meetings  
A minimum of 3 per year
- (ii) Reporting Requirements.  
Following a Committee Meeting  
Suggested Report Items:
  - condition of greens
  - roster problems
  - any funds needed
  - Any other matters arising
- (iii) Responsibilities:
  - Greens' Maintenance

- Preparation of Rolling of the grass green Roster and maintenance/ game preparation of the synthetic green Roster.
- Purchase of equipment, maintenance and requests for service
- Preparation of Greens for all Competitions
- Liaising with selectors re Rink allocation for competition

### **3. SUB-COMMITTEES**

- The first meeting of each Sub-Committee must occur within 21 days of the Annual General Meeting. For each Sub-Committee, the elected member, whose surname ranks first alphabetically, is required to call this first meeting of the Sub-Committee after the AGM.
- There is no minimum number of meetings for a Sub-Committee. A brief, point form summary of important Sub- Committee issues and decisions should be maintained by the convenor. Sub-Committees are to report to the EBC Board on an “as required” basis.
- Convenors of Sub-Committees will be elected from the Sub-Committee members and the Convenor will notify the Secretary of the result of the election within 3 days after the first meeting.
- In the event that a Convenor resigns from his/her position within the year of office, another member of that Sub-Committee shall be elected to fill the vacancy created by this resignation.
- A Director of the Board will liaise with each Convenor.

#### **(a) Coaching Sub-Committee**

- Composition – Convenor and all Accredited EBC Coaches.
- Responsible for
  - Coaching new members.
  - Coaching Club members as requested.
  - Maintaining coaching resources.
  - Organising Specific Skill Sessions for members.
  - Organising General Coaching Sessions for members.

#### **(b) Recruitment Sub-Committee**

- Composition – Convenor and 4 Members.
- Responsible for
  - Organising Try Bowls Days.
  - Management of New Members

**(c) Fundraising Sub-Committee**

- Composition - Convenor and 3 Members.
- Responsible for
  - Christmas Raffle.
  - Other Fund- Raising efforts.

**(d) Catering Sub-Committee**

- Composition – Convenor and 3 Members
- Responsible for the food component of
  - Opening Day.
  - Presentation Day.
  - Christmas Function.

**(e) Special Events**

- Composition – Convenor and 4 Members.
- Responsible for organising
  - Melbourne Cup Day Event.
  - Anzac Day Event.
  - Australia Day Medley.
  - Labour Day Event.
  - Easter Saturday Triples.
  - Bowls component of Opening Day, Christmas Function

Also responsible for:

- Liaising with the Handbook Portfolio regarding entry of the dates of the Special Events in the Handbook.
- Determining the form of the event, the number of ends, the entry fee, sponsorship (if any), sponsorship involvement (if any), starting time and any other requirements needed to ensure the success of the event.
- Preparing the cards for the event.
- Liaising with the Greens' Director regarding the timing of the event and the number of rinks required.
- Advertising events and providing the entry forms or the entry sheet
- Collecting the entry fee, paying prize money (if any), providing the Treasurer with a short- written statement of the finances of the event and giving the Treasurer any profit.

- (f) Summer Wednesday Social Bowls Sub-Committee**
- Composition – Convenor and 6 Members.
  - Responsible for organising the weekly Wednesday Summer Social Bowls.
  - Collecting the entry fee, paying prize money (if any), providing the Treasurer with a short- written statement of the finances of the event and giving the Treasurer any profit.
- (g) Winter Wednesday Social Bowls Sub-Committee**
- Composition – Convenor and 6 Members.
  - Responsible for organising the weekly Wednesday Winter Social Bowls.
  - Collecting the entry fee, paying prize money (if any), providing the Treasurer with a short- written statement of the finances of the event and giving the Treasurer any profit.
- (h) Saturday Winter Bowls Sub-Committee**
- Composition – Convenor and 4 Members.
  - Responsible for organising the weekly Saturday Winter Bowls.
  - Collecting the entry fee, paying prize money (if any), providing the Treasurer with a short- written statement of the finances of the event and giving the Treasurer any profit.
- (i) Garden Sub-Committee**
- Composition – Convenor and 5 Members.
  - Responsible for the planning and maintaining of the gardens.
- (j) Facilities Sub-Committee**
- Composition- Works Director, Clubhouse Manager, Provodore and 4 Members (one to be the Convenor).
  - Responsible for
    - Maintenance of clubhouse and surrounds
    - Works to improve Club facilities.
    - Tidying and Cleaning of clubhouse, including co-ordinating Casual Cleaners.
    - Ensuring all Club provisions are adequately maintained.
    - Maintenance of Honour Boards and Shields.

**(k) Umpires and Measurers Sub-Committee**

- Composition – Convenor and all Accredited EBC Umpires.
- Responsible for
  - Ensuring that the Club’s umpiring equipment is maintained.
  - Improving the Club Members knowledge of the Rules of Bowling.
  - Maintaining umpiring resources.
  - Providing Umpires and Measurers for events at the Club.

**(l) Twilight Bowls Sub-Committee**

- Composition – Convenor and 2 Members.
- Responsible for organising Twilight Bowls.
- Collecting the entry fee, paying prize money (if any), providing the Treasurer with a short- written statement of the finances of the event and giving the Treasurer any profit.

**(m) forty/40 Sub-Committee.**

- Composition – Convenor and 5 Members.
- Responsible for organising forty/40 Bowling Competitions
- Collecting the entry fee, paying prize money (if any), providing the Treasurer with a short- written statement of the finances of the event and giving the Treasurer any profit.

**(n) Jazz by the Green Sub- Committee**

- Convenor and 4 members.
- Responsible for managing and co-ordinating the “jazz by the green” events.
- Collecting the entry fee, paying prize money (if any), providing the Treasurer with a short- written statement of the finances of the event and giving the Treasurer any profit.



#### 4. PORTFOLIOS

Portfolios are to be filled through election at the AGM by either an EBC Board Member or club members who express an interest in filling the Portfolio. In the latter case, a member of the EBC Board will liaise with the member undertaking the portfolio duties. Portfolios duties can be completed by an individual or a small number of members. Meetings, and therefore meeting minutes, are not required. In the event that a portfolio position is unfilled by election at the AGM, the Board may nominate a person or persons to fill the role.

(a) Sponsorship – Responsible for obtaining sponsors for the Club and to ensuring the Club meets its commitments to the sponsors.

(b) Barefoot Bowls – Responsible for taking bookings for Barefoot Bowls groups, for organising Club Coaches and Members to assist the bowlers and responsible for ensuring that the fees are collected and given to the Treasurer.

(c) Handbook (4) – Responsible for producing the annual Club Handbook in the format required by the selected Printer.

(d) Delegates (2) – Responsible for representing the EBC at Regional, State-wide and other meetings as required. Also responsible for reporting back to the Board on the issues discussed at the Meetings and the decisions reached at the Meetings

(e) Website (1) - Responsible for maintenance of the Club's website.

(f) Electronic Services (1) – Responsible for maintenance of the Club's Electronic Services

(g) Newsletter Editor (1) – Responsible for the preparation and distribution of the Club Newsletter

#### 25. SIGNING OF NEGOTIABLE INSTRUMENTS

---

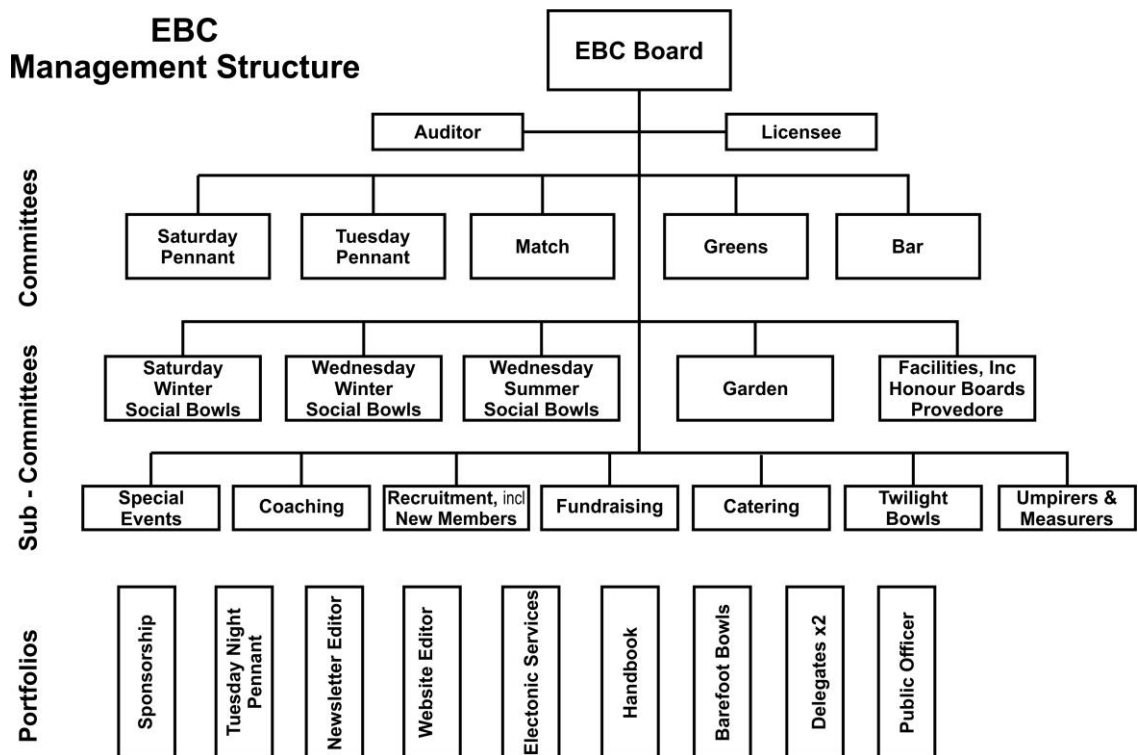
**Two of the President, Treasurer and the Secretary** will be the signatories of negotiable instruments.

Intentionally blank page

# **PART VII – APPENDICES**

**Eltham Bowling Club**

# APPENDIX 1: DIAGRAMATIC REPRESENTATION OF MANAGEMENT STRUCTURE



## APPENDIX 2: MEMBERSHIP CATEGORY INFORMATION

---

For the 2024/2025 season:

<b>Membership Category</b>	<b>Annual Subscription Fee</b>	<b>Green fee to be Paid. Summer / Winter</b>	<b>Eligibility to Play Pennant</b>	<b>Eligibility to Play in Club Championships</b>	<b>Eligibility to Play in Special Events</b>	<b>Eligible to Nominate for position and Vote General Meetings</b>	<b>Affiliate</b>
Full Member	\$330*	Nil/Nil	Yes	Yes	Yes	Yes	Yes
Life Member	Nil	Nil/Nil	Yes	Yes	Yes	Yes	Yes
New Bowler Member	\$0.00	Nil/Nil	Yes	Yes	Yes	Yes	Yes
Social Bowling Member **	\$115	\$6/\$6	No**	No	Yes	No	Yes
Junior Member	\$50	Nil/Nil	Yes	Yes	Yes	No	Yes
Student Member	\$50	Nil/Nil	Yes	Yes	Yes	Yes	Yes
Social Non Bowling Member	\$25	NA	NA	NA	NA	No	No

\*\* In the event a team cannot be filled, the Selectors of a Pennant Organising Committee may invite a Social bowler to fill that team (to a maximum of- four (4) games per season each for Midweek and Weekend Pennant). The Social bowler will be lent a Pennant shirt at no cost and will be charged no fees to play.

## APPENDIX 3: OUTLINE OF COMMITTEES

C COMMITTEE and Composition	Minimum Number of Meetings	Reporting Requirements	Responsible For	Possible Report Items
<p><b><u>Weekend Pennant Selection Committee</u></b> 5 Selectors Convenor selected from the 5 elected members</p> <p>&lt;responsible for all aspects of Weekend Pennant</p>	<p>1 per match week</p> <p>&lt;minutes not required for Selection meetings</p>	<p>For Annual Report or otherwise as required</p>	<p>Pennant Selection Practice Matches Duty Rinks Afternoon Tea Etc</p>	<p>&lt; pennant sides success or otherwise &lt; roster problems &lt;any funds needed &lt; etc</p> <p>&gt; <b>not individual selection decisions</b></p>
<p><b><u>Midweek Pennant Selection Committee</u></b> 5 Selectors Convenor selected from the 5 elected members</p> <p>&lt; responsible for all aspects of Midweek Pennant</p>	<p>1 per match week</p> <p>&lt; minutes not required for Selection meetings</p>	<p>For Annual Report or otherwise as required</p>	<p>Pennant Selection Practice Matches Duty Rinks Afternoon Tea Etc</p>	<p>&lt; pennant sides success or otherwise &lt; roster problems &lt; any funds needed &lt; etc</p> <p>&gt; <b>not individual selection decisions</b></p>
<p><b><u>Match Committee</u></b> 3 Committee Members (female) 3 Committee Members (male) Convenor selected from Committee Members</p> <p>&lt; female members organise Women's Club Championships &lt; male members organise Men's Club Championships &lt; all organise mixed events</p>	<p>3 per bowling season</p>	<p>For Annual Report or otherwise as required</p>	<p>Women's Club Ch Men's Club Ch Mixed Club Ch Teams for - Opening Day - Pres Day</p>	<p>&lt; events successes and failures &lt;any funds needed &lt; etc</p>
<p><b><u>Bar Committee</u></b> Convenor 5 Committee Members Hall Hire Co-ordinator</p>	<p>8 per year</p>	<p>Following a Committee Meeting</p>	<p>Bar Supplies Bar Roster Hall Hire Etc</p>	<p>&lt; profits &lt; roster problems &lt; price changes &lt;etc</p>
<p><b><u>Greens' Committee</u></b> Director 5 Committee Members</p>	<p>3 per year</p>	<p>Following a Committee Meeting</p>	<p>Green Maintenance Rolling Roster Etc</p>	<p>&lt; condition of greens &lt; roster problems &lt; any funds needed &lt;etc</p>

## APPENDIX 4: DUTIES OF KEY EBC POSITIONS

---

### 1. Board Directors

The Duties of all Directors are to:

- (a) Attend Board Meetings
- (b) Be responsible for at least one Portfolio and/or liaise with at least one Portfolio and/or at least one Sub-Committee. The President, Secretary and Treasurer are exempt from this duty.
- (c) Undertake the position specific duties stated in Appendix 4, 2 through to 7.

### 2. President

The President is the leader of the Club and is there to ensure the administrative, financial, competitive and social operations of the Club are run efficiently and effectively. The President should lead but not direct and seek a balance between speed and keeping meetings and activities enjoyable.

2.1 The Duties of the President are to:

- (a) Be aware of all current and future Club activities and to act as a facilitator of these activities;
- (b) Represent the Club where appropriate, including at Regional and State level;
- (c) Act as Chairperson at General Meetings;
- (d) Act as Chairperson at Board Meetings;
- (e) Ensure that the planning and budgeting for the future is carried out in accordance with the member's wishes;
- (f) Act as one of the signatories on negotiable instruments;
- (g) Working with the Treasurer, negotiate with banks for overdraft facilities and other loan facilities where required by the Board
- (h) Organise President's Day and Official Visits.
- (i) Undertake other tasks that are required to ensure the Club functions smoothly.

2.2 While performing the role, the President should;

- (a) Have a good working knowledge of the Constitution, Regulations and the duties of all Office Bearers, Committees, Sub-Committees and Portfolios;
- (b) Attempt to have all members contribute to Club activities, including meetings;
- (c) Be well informed of all Club activities;
- (d) Be able to communicate effectively;
- (e) Be a supportive leader for all Club members.

### 3. Vice-President

The Vice-President is to support the President and to deputise for the President.

3.1 The Duties of the Vice-President are to:

- (a) In the absence of the President, to Chair Board Meetings;
- (b) In the absence of the President, to Chair General Meetings;
- (c) Undertake any task at the request of the President;
- (d) Liaise with Sub-Committee's and/or Portfolios as decided with the Board;
- (e) Organise the annual Parliamentary Challenge;
- (f) Undertake other tasks that are required to ensure the Club functions smoothly.

3.2 While performing the role, the Vice-President should:

- (a) Have a good working knowledge of the Constitution, Regulations and the duties of all Office Bearers, Committees, Sub-Committees and Portfolios;
- (b) Attempt to have all members contribute to Club activities; including meetings;
- (c) Be well informed of all Club activities;
- (d) Be able to communicate effectively;
- (e) Be a supportive leader for all Club members

#### **4. Secretary.**

The Secretary is the chief administration officer of the Club. This person provides the coordinating link between Members, the Board and outside agencies.

4.1 The Duties of the Secretary are to;

- (a) Prepare the Agenda for Board Meetings in consultation with the President;
- (b) Prepare the Minutes of Board Meetings;
- (c) Prepare the Summary of the Minutes of Board Meetings in collaboration with the President and display the Summary on a clubhouse notice board within a week of the Board Meeting;
- (d) Send adequate notice of all General and Board meetings;
- (e) Call for and receive nominations for Office Bearers, Board Directors, Committee positions, Sub-Committee positions and Portfolios positions for the Annual General Meeting;
- (f) Prepare Minutes for all General Meetings;
- (g) Read, distribute and file inward correspondence;
- (h) Prepare, send and file outgoing correspondence;
- (i) Collate and arrange the printing of the Annual Report;
- (j) Maintain a register of members' names (including middle name), addresses, age, telephone numbers, and e-mail addresses;
- (k) Maintain a register of Life members;
- (l) Maintain files of legal documents such as the Constitution and Lease Agreements;
- (m) Process transfer applications;
- (n) Enter teams in competitions, including in Pennant Competitions;
- (o) Communicate information between the Region, Bowls Victoria and Bowls Australia and the Members;
- (p) Organise Super-vet and Eight badges as required;
- (q) Maintain both electronic and hard copy files of all- important Club documents;
- (r) Prepare and forward to all members the membership renewal invoices at a time set by the Board;
- (s) Act as one of the signatories on negotiable instruments;
- (t) Affiliate all Full, Life, Junior, Student, and Social Bowling members with Bowls Victoria;
- (u) Complete the National Bowls Census;
- (v) Inform members of the details of Metropolitan, State and Champion of Champion Events and enter Members who choose to enter these competitions;
- (w) Provide reasonable administrative assistance to Committees, Sub-Committees and Portfolio holders as required, including assisting with the preparation of the Annual Club Handbook;
- (x) Provide Members with reasonable requests for administrative assistance, including lodging Bowling Arm Applications;



- (y) In consultation with the Match Committee Convenor, organise trophies for the Club Championship events that are presented on Presentation Day;
- (z) Inform the Council of maintenance items as required by the lease;
- (aa) Maintain a consolidated list of the number of Pennant games played by members in Midweek, Weekend and Night Pennant.
- (bb) Work with the Treasurer to maintain the Club's Assets Register and for completing the return required by the Department of Justice.
- (cc) Undertake other tasks that are required to ensure the Club functions smoothly.
- (dd) Undertake tasks related to the role of Public Officer – submit Annual Report to Department of Justice (Consumer Affairs Victoria)

4.2 While performing the role, the Secretary should;

- (a) Have a good working knowledge of the Constitution, Regulations and the duties of all Office Bearers, Committees, Sub-Committees and Portfolios;
- (b) Be well organised;
- (c) Be well informed of all Club activities;
- (d) Be able to communicate effectively;
- (e) Maintain confidentiality on relevant issues;
- (f) Be supportive of all Club members.

## **5. Assistant Secretary.**

5.1 The Duties of the Assistant Secretary are to;

- (a) In the absence of the Secretary, to record the minutes of any meeting;
- (b) Undertake any task at the request of the Secretary;
- (c) Liaise with Committee, Sub-Committee and/or Portfolios as decided by the Board;
- (d) Undertake other tasks that are required to ensure the Club functions smoothly.

5.2 While performing the role, the Assistant Secretary should;

- (a) Have a good working knowledge of the Constitution, Regulations and the duties of all Office Bearers, Committees, Sub-Committees and Portfolios;
- (b) Be well informed of all Club activities;
- (c) Be able to communicate effectively;

## **6. Treasurer.**

The Treasurer is the custodian of the resources of the Club.

6.1 The Duties of the Treasurer are to;

- (a) Ensure that adequate accounts and records exist regarding the Club's financial transactions, including up-to-date records of all income and expenditure;
- (b) Prepare a budget, present it to the Board for acceptance and then monitor it carefully;
- (c) Issue receipts and promptly deposit all monies received in the Club's bank account;
- (d) Make all approved payments;
- (e) Act as a signatory to the Club's bank accounts, cheque accounts, investments and loan facilities (with at least one other Board Director);
- (f) Manage the Club's cash flow and be accountable for the organisations Petty Cash;
- (g) Prepare and present Financial Statements to each Board Meeting;

- (h) Working with the President, negotiate with banks for overdraft facilities and other loan facilities where required by the Board;
- (i) Prepare financial accounts for an annual audit, and provide the auditor with information as required;
- (j) Prepare an Annual Financial Report for presentation at the Annual General Meeting;
- (k) Maintain a Sponsorship Register containing all relevant details of Sponsorship;
- (l) Provide the Secretary with information as requested;
- (m) Provide the Board with appropriate financial information to enable rational Decisions to be made on behalf of Members;
- (n) Undertake other tasks that are required to ensure the Club functions smoothly.

6.2 While performing the role, the Treasurer should;

- (a) Satisfy Members, through the Auditors Report, that their funds have been managed honestly and effectively;
- (b) Handle all monies in a safe and careful manner;
- (c) Should be able to communicate effectively;
- (d) Give elected Office Bearers information they need when they need it.

### **7. Director (5)**

The Duties of a Director are to:

- (a) Liaise with Committees, Sub-Committees and Portfolios as decided with the Board;
- (b) Undertake other tasks that are required to ensure the Club functions smoothly.

### **8. Immediate Past President:**

- (a) Be a mentor and provide support to the current President and the Board
- (b) Provide some continuity from the previous Board.

### **9. Greens' Director**

Is responsible to the Board for preparing greens that meet Bowls Victoria standards.

The Duties of the Greens' Director are:

- (a) Liaise with Green Keeper and carry out his/her instructions, including instructions written on the blackboard in the Shed
- (b) On any day of competition, ensure both greens are clean of any foreign matter by blowing with motor blower
- (c) Roll the grass green with mechanical roller prior to any practice or competition;
- (d) Vacuum ditches on synthetic green with electric blower
- (e) Vacuum any foreign matter from surrounds of synthetic green
- (f) Empty any rubbish from dirt tins located around greens
- (g) Remove any birds' droppings from synthetic green with detergent spray and bristle brush
- (h) Realigning rink positions to ensure even wear of greens
- (i) Ensure rink lines are visible on both greens and remark if necessary. (This is carried out on Monday mornings.)
- (j) Rake ditches on grass green to level them and remove any foreign matter
- (k) Mow and whipper snip green surrounds on grass greens
- (l) Contact rostered members by phone the day before scheduled duty to ensure they are aware of duty and if members can't complete their duty, to find a replacement or perform the duties him/herself

- (m) Organising any equipment required by the greenkeeper
- (n) Undertake or organise servicing and repairs of existing equipment
- (o) Ensure the sprinkler is put out as required by the Green Keeper
- (p) Determine the suitability of the greens for play and, if not at the Club, and, when not at the Club, delegate a suitable Member to make these decisions.

Additional Duties include:

- (a) Annually, in January, wash the synthetic green with detergent as per installer's Instructions
- (b) Twice per year spray anti-fungicide to synthetic green as per installer's instructions to eliminate mould
- (c) Formulate a roster of eligible members and schedule times for duty days to carry out works as above
- (d) Display Monthly events and duty roster personnel and times on white board in club house
- (e) Create and display two lists of duty roster personnel and times and place one on main internal display board and one on board facing outside situated between pennant team boards
- (f) Undertake other tasks that are required to ensure the maintenance of the greens.

#### **10. Committee Convenor (Weekend Pennant Selection Committee, Midweek Pennant Selection Committee, Match, Greens and Bar Committees)**

The Duties of a Committee Convenor are to:

- (a) Chair the Committee Meetings
- (b) Work with the fellow Committee members to ensure the Committees responsibilities are completed in a timely manner
- (c) Where necessary, liaise with the Board, other Convenors, and other Club bodies
- (d) Provide report for Annual Report or otherwise as required
- (e) If required, provide information to the Club Handbook Portfolio Members
- (f) Undertake other tasks, within their responsibility area, that are required to ensure the Club functions smoothly.

#### **11. Additional duties for Convenors of Weekend Pennant and Midweek Pennant**

The Duties of a Convenor of Selectors are to:

- (a) Ensure that directives from Bowls Victoria relating to the Pennant Competition are followed;
- (b) Create a meeting environment that allows all Selectors to have input;
- (c) Be available to receive any changes to selection and subsequently confer with other Selectors re changes;
- (d) Encourage interaction between the Selection Committee and Affiliated Pennant Players via actions such as submitting articles for the newsletter;
- (e) Cast a deciding vote, if required, but only after negotiation and discussion has been exhausted;

## APPENDIX 5: CLUB POLICIES

### **(1) CODE OF CONDUCT FOR MEMBERS OF THE BOARD, MEMBERS OF COMMITTEES, MEMBERS OF SUB-COMMITTEES AND MEMBERS HOLDING PORTFOLIOS.**

---

The **Code of Conduct** is a public declaration of the behaviour that Elected Members have decided its stakeholders could reasonably expect us to demonstrate in the performance of our responsibilities as Elected Club Representatives.

We, the Elected Members of the EBC, are committed to discharging our duties conscientiously and to the best of our ability.

In the performance of our club role we will act with honesty, integrity and transparency and generally conduct ourselves in a way that both generates Club trust and confidence in us as individuals and enhance the role and image of the EBC.

Information obtained by an Elected Member in the course of our duties will be respected and used in a careful and prudent manner for EBC business only.

As Elected Members we will be fair and honest in our dealings with individuals and organisations and behave in a manner that facilitates constructive communication between the Board, Committees, Sub-Committees and the members.

All Elected Members will seek to achieve a team approach in an environment of mutual respect, trust, and acceptance of their different roles in achieving the EBC objectives.

In doing so we shall:

- Conduct relationships with other Elected Members with courtesy and respect.
- Demonstrate respect for fellow Committee and employees' professional opinion and expertise.
- Acknowledge the right of all points of view to be heard.

As Elected Members we will avoid conflicts of interest. Our decisions will not be influenced by our personal relationships, nor will our relatives or friends stand to benefit from a transaction between the EBC and another party.

It is our responsibility to declare conflicts of interest at a meeting and withdraw from any discussion of the matter at hand.

## **(2) SMOKING, VAPING & E-CIGARETTES POLICY**

---

Eltham Bowling Club, in association with Quit Victoria and The Good Sports, recognises that passive smoking is hazardous to health, and that those non-smoking club members and visitors have the right to be protected from exposure to tobacco smoke.

### **AIMS**

- To ensure all Eltham Bowling Club facilities are completely smoke-free including main hall, all meeting rooms, kitchen, bar, toilet, store rooms, outside veranda and decking area and all outdoor buildings.
- To provide sufficient “Designated Smoking Areas” in and around the Bowling Club which will cater for those who wish to smoke, whilst still ensuring that non-smokers are not subject to any form of passive smoke.

### **IMPLEMENTATION**

- All ashtrays will be removed from all inside club facilities.
- Designated smoking areas should be provided in and around the bowling areas, with one being a roofed area in close proximity to the club’s social and assembly area to provide specifically for before and after game use and for club social functions.
- Cigarette ashtrays will be provided at those outdoor locations for smokers to dispose of their cigarette butts before entering/re-entering smoke-free areas at the club facilities.
- Designated smoking areas should be clearly defined, with a clear understanding that no smoking is permitted outside of these areas.
- It should be an expectation that smokers undertake to organise themselves to clear out all ashtrays on a regular basis. All club members should be prepared to enforce the smoke-free policy, and any non-compliance should be handled according to the following process:

★ Explanation of the club policy to the person/persons concerned, including identification of the areas in which smoking is permitted (see maps on display in and around the clubrooms).

★ Continued non-compliance with the policy should be handled by at least two Eltham Board members who will use their discretion as to the action taken, which may include asking the person/persons to vacate the club facilities.

- The Bowling Club should actively promote its smoke-free policy regularly by :
  - placing a copy of the policy in newsletters, on notice boards, on its website and by providing personal written copies to all members
  - periodic announcements to club members at club functions
  - by alerting visiting Team Managers during Pennant Season as to the complying expectations and practices of the smoke-free policy.
- This policy should be reviewed annually to ensure it remains relevant to club operations and expectations and that it continues to reflect both community expectations and legal requirements.

## APPENDIX 6: SELECTION COMMITTEES

---

### APPENDIX 6A: RESPONSIBILITIES OF SELECTION COMMITTEES (for both Weekend and Midweek Pennant)

- To select Pennant Sides using the Selection Criteria in Appendix 6B.
- To select Pennant Practice Sides.
- To gather information, by using voting slips and written or verbal reports from skips and other means, on which to base selection decisions.
- To designate Duty Rinks and Side Captains/Managers each week.
- To decide which rinks are to be used by which teams when playing at home.
- To listen to Pennant Players who make an appointment to speak to the Selection Committee.
- To maintain confidentiality with regard to all selection discussions and decisions.
- To ensure all members are encouraged to contribute to discussions in constructive manner.

### APPENDIX 6B: PENNANT SELECTION CRITERIA. (for both Weekend and Midweek Pennant)

- All bowlers to be selected on merit. (as directed by Bowls Victoria and not based on gender).
- Maintaining or improving Side 1 and then endeavouring to improve subsequent sides in divisional order.
- Compatibility of the bowlers in a rink (team) and ability to fit into team environment.
- Commitment to Club Pennant program including practice games, practice and weekly availability and team/side meetings
- Consistency of Performance.
- Consideration of the following skills or qualities of each bowler:
  - range of shots;
  - shot selection;
  - tactical expertise;
  - ability to play on different surfaces;
  - attitude;
  - mental approach.
  - potential.

## APPENDIX 7: RULES FOR CLUB CHAMPIONSHIP EVENTS

---

### RULES FOR WOMEN'S CLUB COMPETITIONS

The following competitions are open to all affiliated female members of the club except as restricted in the Club Championships.

**Club Singles Championship:** A knockout scratch competition with all matches of 25 shots up. Open to all full members except anyone who plays in a pennant team of another club. The winner becomes the Club Champion for the year and is eligible to play in the Women's Champion of Champions competition.

**Century Handicap:** Knockout matches of 100 points up on handicaps allotted by the Women's Section of the Match Committee, based on the Bowls Victoria Handicap Guide. The handicap of a player is determined by the highest team in which the player has played 4 or more matches during the most recently completed season.

Side 1	-30
Side 2	-20
Side 3	-10
Side 4	0
Side 5	+5

If the 2 opposing players have the same negative handicap, they can both start from zero.

If the 2 opposing players have different negative handicaps, the player with the least handicap can start at zero and the player with the greater handicap can start on the difference between both handicaps.

The last end shall not be completed until all bowls have been played and the total of 10 points allotted, after which the player with the higher score, shall be the winner. In the event of a tie, an additional end or ends shall be played. Points are allotted by bowl closest to jack = 4 points, 2<sup>nd</sup> closest = 3, 3<sup>rd</sup> closest = 2 and 4<sup>th</sup> closest = 1 (total 10 points)

**Club Pairs Championship:** Consists of a knockout competition with nominated pairs. Knock out matches of four bowls each player, 2x2x2x2 cross over pairs, with all matches of 15 ends.

**Club Triples Championship:** Consists of a knockout competition, single entry only Match Committee select teams. Each bowler has 2 bowls and each match has 18 ends.

**Completion of Rounds:** Games must be played by the allocated date, the player or team that is not available to play will forfeit.

For the Club Singles Championship and the Century Handicap, the only reason for not completing a round by the scheduled date is;

1. Prior commitments to State Representation and /or Regional Finals

**Inclement Weather:** If inclement weather prevents play, or the Greens are closed, then postponed or suspended, matches will be rescheduled by the Match Committee, within 7 days, and displayed on the noticeboard.

**Game Stoppages:** If any game in these competitions is stopped for any reason Rule 50 from WB, LSB shall apply.

**Replacements and Substitutes:** All replacements and substitutes must be approved by the Match Committee prior to play. Failure to do so may result in forfeiture of the game. Substitute players shall be allowed as in Law 51 and Domestic Regulation 4 from WB, LSB.

**Conditions of Play:** Any conditions not covered specifically by these rules shall be covered by the appropriate rules of the WB, LSB. Any dispute will be settled by the Match Committee and their decision is final.

## **RULES FOR MEN'S CLUB CHAMPIONSHIPS**

Please note the date and time for close of entries. Entry is made by placing the entry fee in an envelope and depositing it in the entry box held in the bar. The draw will be conducted immediately after the close of entries. Only those players/teams that have paid the entry fee will be included in the draw.

The starting time for each round of each event applies only to preliminary rounds – unless otherwise indicated, the final of each event is to be played at 1pm.

### **A. Events**

The following events labelled 1 to 4 are open to all affiliated male members who are full members of the club where the entry criteria are met.

#### **1. Singles Championship**

4 bowl singles with all matches 25-up. Players who have represented another club in pennant or who compete in a championship event at another club are ineligible. The winner becomes the Club Champion and is eligible to play in the Men's Champion of Champions competition.

#### **2. Pairs Championship**

4 bowls per player crossover pairs with all matches of 18 ends. Players who have represented another club in pennant or who compete in a championship event at another club are ineligible.

#### **3. Triples Championship**

2 bowls per player with all matches of 18 ends. Players who have represented another club in pennant or who compete in a championship event at another club are ineligible.

#### **4. Century Handicap**

4 bowl singles with all matches 100-up on handicaps as detailed below. The handicap of a player is determined by the highest team in which the player has played 4 or more matches during the most recently completed season. The handicap of a player who did not play 4 or more matches during the recently completed season will be determined by the Match Committee. For the event to proceed, there must be a minimum of 8 entries.

Team	Handicap
1	-36
2	-24
3	-12
4	0
5	+8

If the 2 opposing players have the same negative handicap, they can both start from zero.

If the 2 opposing players have different negative handicaps, the player with the least handicap can start at zero and the player with the greater handicap can start on the difference between both handicaps.

The last end shall not be completed until all bowls have been played and the total of 10 points allotted, after which the player with the higher score, shall be the winner. In the event of a tie, an additional end or ends shall be played. Points are allotted by bowl closest to jack = 4 points, 2<sup>nd</sup> closest = 3, 3<sup>rd</sup> closest = 2 and 4<sup>th</sup> closest = 1 (total 10 points)



## **B. Completion of rounds**

All pairs and triples events must be played by the allocated date. If a game is not played by the allocated date, the team that is not available to play will forfeit. If no team was available to play on the allocated date then both teams will forfeit and a bye will progress to the next round. A substitute or replacement should be sought when players are unavailable.

Singles matches may be deferred beyond the allocated date upon the presentation to the Match Committee of a true and reasonable excuse indicating that the player is unfit to bowl on the allocated date.

## **C. Practice before rounds**

Members are able to practice before men's club championship games. To facilitate this, rinks must be allocated for all games in all rounds at the time the draw is made. Players can then practice before a championship game on any rink apart from the rink allocated for the game until forty-five minutes before the commencement of the game.

## **RULES FOR MIXED CHAMPIONSHIP EVENTS**

### **Events**

#### **Mixed Singles**

Open to all full members. Format and number of games is dependent upon the number of entries. Minimum entry of 14 teams for the event to proceed.

#### **Mixed Pairs**

Each pair must have 1 male and 1 female player. Format and number of games is dependent upon the number of entries. There be a minimum of 8 teams for the event to proceed.

#### **Mixed Triples**

Each team must have at least 1 male and 1 female player. Format and number of games is dependent upon the number of entries. Minimum entry of 10 teams for the event to proceed.

#### **Novice Singles Championship**

4 bowl singles with all games to 21. Open to all players in their first 3 years of membership who have not previously won a trophy event.

#### **Over 65s Championship**

4 bowl singles with all games to 21. Open to all players who have attained the age of 65 years, with a minimum entry of 8 for it to proceed.

#### **President's Trophy – Mixed pairs**

Single entry Pairs 1 male I female. Format and number of games is dependent on the number of entries. A one-day event.

## APPENDIX 8: E.B.C. EVENTS AND COMMITTEE RESPONSIBLE FOR ORGANISING, PLUS UNIFORM REQUIREMENTS

---

### **MATCH COMMITTEE**

Women's Club Championships – Singles, Pairs, Triples, Century Handicap [O,U for final]

Men's Club Championships – Singles, Pairs, Triples, Century Handicap

Mixed Club Championships – Mixed Singles, Mixed Pairs, Mixed Triples, Novice Singles, President's Trophy [O, U for final]

### **VICE PRESIDENT**

Parliament Challenge [M]

### **MIDWEEK PENNANT SELECTORS**

Midweek Pennant Teams [UP]

Midweek Pennant Practice Games [U}

Mldweek Pennant Post Sectionals [UP]

### **RECRUITMENT AND COACHES**

Try Bowls Days

### **BAREFOOT BOWLS CO-ORDINATOR**

Barefoot Bowls

### **PRESIDENT**

Official Visits [UP]

### **SPECIAL EVENTS SUB-COMMITTEE**

Anzac Day [M]

Australia Day Medley [M]

Melbourne Cup Day [M]

Labour Day Even. [M]

Easter Saturday Triples [M]

Christmas Break-Up.(BO, catering **Catering S C**)[M]

Opening Day (BO, catering **Catering S C**) [U]

Presentation Day (BO, catering **Catering S C**) [U]

### **WEEKEND PENNANT SELECTORS**

Weekend Pennant Teams and Bankers. [UP]

Weekend Pennant Practice Games. [UP]

Weekend Pennant Post Sectionals. [UP]

### **WEDNESDAY SOCIAL BOWLS**

Summer [M]

Winter [M]

### **SATURDAY SOCIAL BOWLS**

Winter [M]

### **SATURDAY SOCIAL BOWLS**

Winter [M]

### **SATURDAY SOCIAL BOWLS**

Winter [M]

## INDEX

---

Affiliation .....	5
Annual General Meeting .....	2, 3, 5, 10, 11, 13, 14, 15, 16, 31, 40, 51, 53
Annual Report.....	33, 51
Appeal to Special General Meeting .....	9
Application for Membership.....	4, 30, 31
Assets .....	52
Auditors.....	53
Bar .....	38, 39, 40, 49, 54
Bar Committee.....	36, 39, 40, 49
Board .....	i, 2, 3, 4, 5, 6, 7, 8, 9, 10, 13, 14, 15, 16, 17, 18, 19, 20, 22, 23, 24, 25, 26, 30, 31, 32, 33, 34, 35, 36, 37, 38, 40, 41, 44, 50, 51, 52, 53, 54, 55
Board Member.....	44
Bowls .....	1, 2, 3, 4, 8, 20, 21, 32, 33, 34, 37, 38, 41, 42, 43, 44, 51, 53, 54, 56, 57, 61
Casual Vacancy.....	15, 16
Chairperson of Selectors.....	54
Club Championships .....	30, 38, 39, 48, 49, 57, 61
Code of Conduct .....	6, 55
Committee .....	2, 15, 17, 31, 32, 33, 35, 36, 38, 39, 40, 41, 49, 51, 54, 55
Convenor .....	17, 33, 35, 36, 41, 42, 43, 44, 49, 52, 54
Delegates .....	20, 21, 33, 44
Director .....	2, 3, 11, 14, 15, 16, 17, 18, 19, 25, 33, 34, 36, 37, 38, 39, 41, 42, 43, 49, 52, 53
Directors .....	2, 12, 13, 14, 17, 18, 19, 21, 23, 25, 33, 34, 50, 51
Election .....	33, 34
Fees.....	7, 32, 34
Financial .....	3, 5, 7, 17, 24, 40, 53
Forfeiture .....	7
General Meetings .....	4, 7, 10, 11, 12, 50, 51
Green.....	7, 35, 48, 49, 53
Green Fee .....	7, 32, 34
Honorary Members.....	30
Immediate Past President.....	34
Incorporation.....	2
Junior Members.....	30, 31
Life Members.....	4, 5, 31, 32
Liquor.....	21, 24
Management.....	21, 41
Match Committee .....	33, 36, 37, 38, 39, 49, 52, 57, 58
Meetings .....	10, 31, 36, 37, 38, 39, 40, 44, 48, 50, 51, 54
Member.....	2, 3, 4, 5, 6, 7, 8, 9, 11, 12, 14, 15, 16, 17, 21, 22, 23, 24, 25, 26, 30, 31, 32, 33, 34, 48, 54, 55
Membership.....	6, 30, 32, 48
Midweek Pennant .....	33, 34, 35, 37, 38, 49, 54, 56, 59, 60, 61
Minutes .....	31, 36, 37, 51
Negotiable Instruments .....	44
Objects.....	20
Officers .....	16
Organising Committee.....	33, 35, 36, 37, 49
Pennant .....	30, 32, 34, 36, 37, 38, 48, 49, 51, 54, 56, 61
Poll.....	12
Portfolio.....	15, 42, 44, 50, 51, 54
President.....	3, 12, 13, 17, 18, 20, 21, 33, 34, 38, 42, 44, 50, 51, 52, 53, 59, 61
Proxy.....	13
Quorum.....	11, 17
Register .....	3, 5, 7, 21, 25, 52, 53

Removal.....	16
Report.....	36, 37, 39, 40, 49, 53, 54
Resignation.....	7
Rights.....	7, 12
Rules.....	13, 24, 29, 57
Scrutineers .....	13
Seal.....	23
Secretary .....	i, 3, 5, 6, 9, 10, 11, 13, 14, 17, 19, 20, 21, 23, 24, 25, 31, 33, 34, 35, 36, 41, 44, 50, 51, 52
Selection Committee .....	54, 56
Solicitor .....	26
Special Members.....	31
Statement .....	33
Sub-committee .....	14
Sub-Committee.....	15, 19, 20, 31, 32, 39, 40, 41, 42, 43, 44, 50, 51, 52, 53, 55, 61
Subscription.....	5, 7, 24, 32, 48
Treasurer.....	3, 13, 33, 34, 35, 37, 38, 39, 43, 44, 50, 52, 53
Vice-President .....	34, 50, 60
Visitors .....	31
Voting.....	12, 13, 15
Weekend Pennant.....	35, 36, 37, 49, 54, 59, 60, 61
Winter Levy.....	32