

NEW LAMBTON



BOWLING CLUB



CONSTITUTION

# **New Lambton Bowling Club Constitution**

1. The Club will be known as New Lambton Bowling Club, (herein after called “the Club”).

## **2 Objects:**

2.1 To play and promote the game of bowls.

2.2 To engender by association a fraternal feeling amongst bowlers and to Preserve and promote the best traditions of the game.

2.3 To conform at all times with the requirements of the laws of the game

As adopted from time to time with the Memorandum and Articles of Association of the Western Suburbs (N'cle) Leagues Club Limited (hereinafter called the Registered Club”).

## **3 Membership:**

3.1 The Membership of the Former Club, (including Life Members) shall without further consent be deemed to be members of the Club.

3.2 Membership of the Club which shall be open to all Members of the Registered Club shall be divided into the following categories:

3.2.1 Bowling Members who shall meet the requirements of a “Full Member” as defined in the constitution of the Royal New South Wales Bowling Association (“The Royal Constitution”).

3.2.3 Junior Members who shall meet the requirements of a “Junior Member “as defined in the Royal Constitution.

3.2.4 Associate Member see Clause 3.5.

## **3.3 Life Members:**

Life Members shall mean any member who may, in consideration of long or meritorious service of for any special reason, be granted honorary life membership of the club. A proposal for Life Membership shall be made to the committee in writing by any two full members of the club and the committee shall consider it and come to a decision regarding it. No such grant shall be made except on the recommendation of the committee made to the annual or a special general meeting and communicated to the members in the notice convening such meetings, and the subsequent adoption of that recommendation by two-thirds of the members present and entitled to vote.

### 3.4 **Junior Bowling Member:**

Junior bowling member shall mean a person under the age of eighteen (18) years who having been elected as a Junior Bowling member, shall pay the entrance fee (if any) and the applicable annual subscription. Subject to the provisions of the Registered Clubs Act, a junior bowling member shall be entitled to such of the playing privileges and to use of such of the facilities of the club as the board shall determine but shall not be entitled to hold office on the committee of management of the club nor to nominate club members for such office or to attend and vote at meetings of the club. On attaining the age of eighteen years a junior bowling member shall make application to the Registered Club.

### 3.5 **Associate Member:**

Associate Member shall mean any full or life member of any bowling club affiliated with the Newcastle or any other Bowling Association who desires to associate himself with this club and who pays an annual subscription to the club as provided in rule 4 (subscriptions). An associate member is entitled only to the use of the Club's greens, amenities and social privileges. An associate Member shall not be entitled to hold office on the Committee of Management of the Club nor to nominate club members for such office or to attend or vote at meetings of the Club.

### 3.6 The following may be made Honorary Members of the Club:-

3.6.1 The patron or patrons for the time being.

3.6.2 A visiting member of another club, affiliated with the Royal New South Wales Bowling Association (R N S W B A), the Australian Bowls Council or any District Association recognised by such State or Council or members of a Women's Bowling Council (A W B C) or the New South Wales Women's Bowling Association (N S W W B A) or any District Association recognised by such State Association or Council for the duration of the day on which he or she takes part in any match, game, competition or tournament played on the Club's property.

3.6.3 An interstate or overseas visitor or a visiting bowler (residing not less than 50 kilometres from the Club's premises) for the duration of such visit of for three months, whichever should first expire.

3.6.4 Any prominent citizen visiting the club for some special occasion.

3.6.5 Members of a bona fide bowling clubs who have no bowling green of their own visiting the club to play in a match or competition of bowls for the day of such match or competition.

### 3.7 Any member wishing to resign from the Club shall pay all subscription and fees then due and owing by the Member to the Club and any Member who does not pay within five (5) weeks of the due date for payment, the fees set pursuant to Clause 4.1, shall be deemed to have resigned and such person's name shall be removed for the Register of Members.

- 3.8 All applications for Membership of the Club shall be made to the Committee in the form prescribed by it. As soon as practicable after receiving a nomination for membership, the secretary shall refer the nomination to the Committee which shall determine whether to approve or to reject the nomination. The Committee is not obliged to give any reason of it rejects the nomination.
- 3.9 The level of active membership of the Club (excluding life members and existing long term, disabled and non playing aged members) (excluded members) shall be determined by the Committee after consultation with the Board of the Registered Club.
- 3.10 An activity criteria for all members except excluded members shall be determined by the Committee and shall be published in the Regulations.
- 3.11 A person ceases to be a member of the Club if the person;
- a. Dies;
  - b. Resigns that membership in accordance with Clause 3.7; or
  - c. Is expelled from the Club;
  - d. Not being an excluded member does not attain the activity criteria determined by the Committee pursuant to Rule 3.10.

#### **4 Fees:**

- 4.1 The management Committee shall fix annual fees and subscriptions (if any) which shall be in addition to any moneys payable to the Registered Club.

#### **5 Financial Year:**

- 5.1 The Club's financial year shall coincide with the financial year of the Registered Club.
- 5.2 All fees are due and payable in advance at the same time as membership fees of the Registered Club.

#### **6 Management Committee/Office Bearers:**

Management Committee which shall consist of the Office Bearers as set out below:

- 6.1.1 President
- 6.1.2 Vice President
- 6.1.3 Secretary
- 6.1.4 Treasurer
- 6.1.5 Bowls Secretary
- 6.1.6 Four (4) Committeemen

- 6.2 At every Annual General Meeting of the Club, the Office Bearers shall retire from office but if nominated, shall be eligible for re-election.
- 6.3 Only Bowling Members of the Club shall be entitled to stand for office and to vote at any meetings of the club

***Section 7 deleted at special general meeting 15 August 2014***

**8 Election of the Committee:**

- 8.1 Nomination of candidates for election as office-bearers of the Club or as ordinary members of the committee-
  - 8.1.1 Shall be made in writing, signed by 2 members of the club & accompanied by the written consent of the candidate which may be endorsed on the form of the nomination): and
  - 8.1.2 Shall be delivered to the Secretary of the Club not less than (7) days before the date fixed for the holding of the Annual General Meeting at which the election is to take place.
- 8.2 If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at the Annual General Meeting.
- 8.3 If insufficient nominations are received, any vacant positions remaining on the Committee shall be deemed to be casual vacancies.
- 8.4 If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- 8.5 If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held.
- 8.6 The ballot for the election of office-bearers and ordinary members of the committee shall be conducted at the Annual General Meeting in such usual and proper manner as the committee may direct. The ballot for the election of the various offices shall be conducted in the order in which the office bearers are listed in Rule 6.1, followed by the election of the ordinary members of the committee.

**9 Meetings and Quorum for the Committee:**

- 9.1 The committee shall meet at such times in each period of twelve months and at such place and time as the committee may determine.
- 9.2 Additional meetings of the committee may be convened by the president or the secretary or three members of the committee.

- 9.3 Oral or written notice of a meeting of the committee shall be given by the secretary to each member of the committee at least 48 hours (or such other period as may be unanimously agreed upon by the members of the committee) before the time appointed for the holding of the meeting.
- 9.4 One half of the members of the committee for the time being plus (1) (any fraction being disregarded) shall constitute a quorum for the transaction of the business of a meeting of the committee.
- 9.5 No business shall be transacted by the committee 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 stands adjourned to the same place and at the same hour of the same day in the following week.
- 9.6 If at the adjourned meeting a quorum is not present within an hour of the time appointed for the meeting, the meeting shall be dissolved.
- 9.7 At a meeting of the committee –
  - 9.7.1 The president or, in the president's absence, the vice president shall preside; or
  - 9.7.2 If the president and the Vice President are absent or unwilling to act, one of the remaining members of the Committee as may be chosen by the members present at the meeting, shall preside.

**10 Voting and decisions of the Committee:**

- 10.1 Questions arising at a meeting of the committee of any sub-committee appointed by the committee shall be determined by a majority of the votes of members of the committee or sub-committee present at the meeting.
- 10.2 Each member present at a meeting of the committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question the person presiding may exercise a second or casting vote.
- 10.3 Subject to rule 12.1, the committee may act notwithstanding any vacancy on the committee.
- 10.4 Any act or thing done or suffered, purporting to have been done or suffered, by the committee or by a sub-committee appointed by the committee, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any member of the committee or sub-committee

**11 Casual Vacancies:**

For the purpose of these rules, a casual vacancy in the office of a member of the committee or in the elected position occurs if the member or person-

- 11.1 dies;
- 11.2 ceases to be a member of the club;
- 11.3 becomes an insolvent under administration within the meaning of the Corporations Law;
- 11.4 resigns office by notice in writing given to the secretary;
- 11.5 is removed from office under Rule 12.
- 11.6 becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health; or
- 11.7 is absent without the consent of the committee from all meetings of the committee held during a period of 3 months.

**12 Removal of a Member of the Committee:**

- 12.1 The club in general meeting may by resolution remove any member of the committee from the office of member before the expiration of he member's term of office and may by resolution appoint another person to hold office until the expiration of the member so removed.
- 12.2 where a member of the committee to whom a proposed resolution referred to 12.1 relates makes representations in writing to the secretary or the president (not exceeding a reasonable length) and requests that the representations be notified to the members of the club, the secretary or the president may send a copy of the representations to each member of the club or, if they are not present, the meeting is entitled to require that the representations be read out at the meeting at which the resolution is considered.

**13 Annual General Meeting and Special General Meetings:**

- 13.1.1 The Annual General Meeting of the club shall be convened on such date and at such place and time as the committee thinks fit PROVIDED THAT the meeting shall be held within fourteen (14) days following the conclusion of the annual general meeting of the registered club.
- 13.1.1 In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting shall be:
  - 13.1.2.1 To confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting.
  - 13.1.2.2 to receive from the committee reports upon the activities of the club during the last preceding financial year.
  - 13.1.2.3 to elect office bearers of the club and ordinary members of the committee.
  - 13.1.2.4 to elect:

- (i) Patron/s
- (ii) Life Members (if any)
- (iii) Delegates to such bodies or organisations to which the club is entitled or obliged to appoint delegates

13.1.3 An annual general meeting shall be specified as such in the notice convening it.

**Special General Meetings:**

13.2.1 The committee may, whenever it thinks fit, convene a special general meeting of the club.

13.2.2 The committee shall, on the requisition on writing of not less than 5 percent of the total number of full members, convene a special general meeting of the club.

13.2.3 A requisition of members for a special general meeting:

13.2.3.1 Shall state the purpose or purposes of the meeting;

13.2.3.2 Shall be signed by the members making the requisition;

13.2.3.3 Shall be lodged with the secretary; and

13.2.3.4 May consist of several documents in a similar form, each signed by one or more of the members making the requisition.

13.2.4 If the committee fails to convene a special general meeting to be held within 1 month after that date on which a requisition of members for the meeting is lodged with the secretary, any one or more of the members who made the requisition may convene a special general meeting to be held not later than 3 months after that date.

13.2.5 A special general meeting convened by a member or members as referred to in clause 13.2.4 shall be convened as nearly as is practicable in the same manner as general meetings are convened by the committee and any member who thereby incurs expense is entitled to be reimbursed by the club for any expense so incurred.

**Quorum:**

13.3.1 No item of business shall be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.

13.3.2 Twenty (20) bowling members present in person (being members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of the general meeting.

13.3.3 If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting if convened upon the requisition of members shall be dissolved and in any other case shall stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.

13.3.4 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 members present (being not less than one half of the number referred to in rule clause 13.3.2 above shall constitute a quorum.

13.4.1 The president or chairperson, in the president's absence, the vice president, shall preside as a chair person at each general meeting of the club.

13.4.2 If the president and the vice president are absent from a general meeting or unwilling to act, the members present shall elect one of their number to preside as chairperson at the meeting.

#### **Adjournment:**

13.5.1 The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at 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.

13.5.2 Where a general meeting is adjourned for 14 days or more, the secretary shall give written or oral notice of the adjourned meeting to each member of the club stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.

13.5.3 Except as provided in clauses 13.5.1 and 13.5.2, notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

#### **Making Decisions:**

13.6.1 A question arising at a general meeting of the club shall be determined on a show of hands, unless before or on the declaration of the show of hands a poll is demanded. A declaration by the chairperson that a resolution has, on a show of hands, been carried, carried unanimously, carried by a particular majority or lost, or then an entry to that effect be recorded in the minute book of the club.

13.6.2 At the general meeting of the club, a poll may be demanded by the chairperson or by not less than 3 members present in person at the meeting.

13.6.3.1 Immediately in the case of the poll which relates to the election of the chairperson of the meeting or to the question of an adjournment; or

13.6.3.2 In any other case, in such manner and at such time before the close of the meeting as the chairperson directs, and the resolution of the poll on the matter shall be deemed to be the resolution to the meeting on that matter.

**Voting at General Meeting:**

13.7.1 Upon any question arising at a general meeting of the club a full member has one vote only.

13.7.2 All votes shall be given personally. A person shall not attend or vote at any meeting if the club as the proxy of a member.

13.7.4 A member is not entitled to vote at any general meeting of the club unless all money due and payable by the member to the club has been paid, other than the amount of the annual subscription payable in respect of the then current year.

**14 Duties of Secretary**

14.1 Issue all notices and keep minutes of meetings.

14.2 Maintain membership list and attend to registrations.

14.3 Receive and despatch correspondence and submit such reports as may be required.

14.4 In conjunction with the Bowls Secretary and Selectors:

14.4.1 Post on the notice Board all team selections, fixtures and notices; and

14.4.2 Furnish match results to media and or recorders.

**15 Duties of the Treasurer**

15.1 Receive all monies and pay all accounts after due and proper authorisation.

15.2 Maintain proper books of account and submit detailed statements to the management Committee as required and to the Annual General Meeting.

15.3 Supply such information, details and statements as may be required by the board of the Registered Club from time to time.

**16 Duties of the Bowls Secretary:**

16.1 Arrange all club competition matches.

16.2 Arrange all social bowls galas.

- 16.3 Assist the Selectors and Bowls Coach/Co-ordinator in the planning and arranging of all Pennant trials.
- 16.4 Assist the Bowls Coach Co-ordinator with the planning and arranging of all Bowls tournaments to be held at the club.

**17 Duties of Selectors:**

- 17.1 To select teams for pennant fixtures and any other competitive fixtures where the club is to be represented as a club.

**18 Sub-Committees:**

- 18.1 At its first meeting after an election, the Management Committee shall elect Sub-Committees as deemed necessary. The duties of all Sub-Committees shall be set out in the regulations.

**19 Delegates:**

- 19.1 At the annual general meeting delegates shall be elected to the relevant District Bowling Association and any other body to which the Club is entitled representation. Delegates shall present a concise report of meetings attended, to each Management Committee meeting.

**20 Funds:**

- 20.1 The subsidised funds of the Club are at all times regarded as the property of the Registered Club.
- 20.2 The Club may open an account with a Bank or Building Society.
- 20.3 Withdrawals are to be signed by any two of President, Vice President, Secretary or Treasurer
- 20.4 The annual Statement of Income and Expenditure received at the Annual General Meeting, shall, as soon as available, be submitted to the Registered Club.
- 20.5 The Registered Club shall subsidise the Club on an annual basis as determined by the Board of the Registered Club.

**21 Indemnity:**

- 21.1 Members of the Management Committee shall be indemnified out of the Club's fund for all liabilities incurred by them in the bona fide execution of their duties under this Constitution and, if those funds are insufficient, shall be indemnified by the Registered Club.

**22 Regulations:**

22.1 The Management Committee shall have the power to make, alter or replace any such regulations as are necessary to manage the affairs of the Club.

**23 Dress:**

23.1 The manner of Dress for all Club and District Competitions shall comply strictly with the requirements of the Royal New South Wales Bowling Association. The manner of dress for all other Bowls matches shall be determined by the committee.

**24 Notices:**

24.1 Notice boards shall be placed in a prominent position in the Club premises, and it shall be the duty of the Hon. Secretary to see that all requisite notices are displayed thereon and that notices that have been fulfilled are removed.

24.2 Sub-Committees and members desiring to display notices on the board may do so subject to the approval of Management Committee.

24.3 Notices of Annual General and special meetings shall be given by the Hon. Secretary by posting on the Club Notice Board all particulars regarding time, date and place and objects of such meetings.

**25 Alterations:**

25.1 No alterations shall be made to this Constitution except by resolution passed by a majority of not less than 75% of the members of the Club for the time being entitled to vote as may be present at the annual general meeting or general meeting of the Club of which resolution not less than twenty one (21) days notice specifying the intention to propose such resolution has been duly given. PROVIDED THAT any such alteration shall have no effect unless and until approved by the Board of the Registered Club.

**26 Registered Clubs Articles:**

26.1 The Memorandum and Articles of Association of the Registered Club (Articles) are paramount and, if there is any inconsistency between this Constitution and the Registered Club's Articles, then the latter shall prevail.