

BELTANA BOWLS CLUB INC.

CONSTITUTION

and

BYLAWS

(May 2011 Revision)

**BELTANA BOWLS CLUB, INCORPORATED
CONSTITUTION (2003 REVISION)
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**CONSTITUTION AND RULES
OF THE
BELTANA BOWLS CLUB INCORPORATED**

SECTION 1

NAME

1. The name of the Club is the "BELTANA BOWLS CLUB INCORPORATED".

INTERPRETATION

2. In these Rules, unless there is something in the subject or context inconsistent therewith, the following interpretations shall operate:-
 - (a) "The Club" means the above named Club.
 - (b) "The Rules" mean the rules of (the Club in force for the time being.
 - (c) "The By-Laws" mean the By-Laws of the Club as determined by the Board of Management.
 - (d) "The Board" means the members for the time being of the Board of Management as constituted in accordance with the Rules.
 - (e) "Month" means Calendar month.
 - (f) "Year" means the Club's financial year, and unless altered by the members shall be from the 1st April to the last day of March.
 - (g) "Association" means the Southern Tasmanian Bowls Association or the Southern Tasmanian Women's Bowling Association as the context determines or any Association formed by amalgamating those Associations.
 - (h) Words importing the singular number include the plural and vice-versa, and words importing the male gender include the female gender and vice-versa, except where the context specifically refers to or implies a particular number or gender.
 - (i) These Rules are in addition to "Association Incorporation Model Rules Regulations 1965".

OBJECTS

3. The objects for which the Club is established are:-
 - (a) To maintain and conduct a Club of a non-political character and to provide a Clubhouse, bowling greens and other conveniences for the use and recreation of the members at such place or places as decided by themselves.
 - (b) To raise and borrow any monies required for the purpose of the Club upon such terms and conditions and/or on such securities as may be determined.

- (c) To purchase, take, lease, exchange, hire or otherwise acquire any real or personal property and other rights and privileges necessary or convenient for the purpose of the Club.
- (d) To construct, alter, add to or maintain all buildings and other property belonging to the Club.
- (e) To 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, having regard at all times that the Club is prohibited from making any distribution whether in money, property or otherwise to its members.
- (f) To affiliate with the Southern Tasmanian Bowls Association. and, upon such date as the Beltana Women's Bowling Club shall cease to affiliate on behalf of the women bowlers at Beltana with the Southern Tasmanian Women's Bowls Association, to affiliate with the Southern Tasmanian Women's Bowls Association or to affiliate with any Association formed to amalgamate the administration of both men and women's bowls in southern Tasmania.
- (g) 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 good fellowship amongst bowlers.
- (h) To do all such things as are incidental or necessary for the purposes of the above objects.

SECTION II – MEMBERSHIP

CATEGORIES OF MEMBERSHIP

4. The Club shall consist of the following members:-
 - a. FULL PLAYING MEMBERS, who shall be entitled to all of the privileges of the Club.
 - b. LIFE MEMBERS, who shall be entitled to all of the privileges of the Club, and shall be exempted from payment of annual subscriptions.
 - c. JUNIOR MEMBERS, who shall be entitled to all of the privileges of the Club except insofar as:
 - i. they may be forbidden under the Liquor & Licensing Act 1990 and associated Regulations, and
 - ii. they shall have no voting rights at Annual or Special General Meetings.
 - d. SOCIAL PLAYING MEMBERS, who shall be entitled to play in social bowls and use the facilities of the Club but shall not be entitled to play in Pennant Bowls (unless registered with Bowls Tasmania South to substitute for a Full Playing Member who is not available for selection) or in Club Championships. Social Playing Members may attend and speak at Annual General Meetings and Special General Meetings but shall not

be eligible to vote and are not eligible to hold office.

- e. **SOCIAL MEMBERS**, who are those who join for the purpose of taking part in the social activities of the Club, but shall not be entitled to
 - i. hold any office in the Club, vote at any Annual or Special General Meeting, or have any voice in the management of the Club, or
 - ii. are not permitted to use the greens except when receiving lessons from a full playing member or a nationally accredited coach, with the firm intention of becoming a full playing member.
- f. **SENIOR MEMBERS** who shall be entitled to all the privileges of the Club and who shall pay 75% of the Full Playing Member subscription provided they have attained the age of 75 and been a member of the Club for 10 years or more.

REGISTER OF MEMBERS

- 5. The Secretary shall maintain on the Club premises a register of the names and addresses of all members of the Club for the time being, specifying the category of membership, and recording the payment by each member of the current year's subscription. Every member shall inform the Secretary in writing of any change of their address.

LIFE MEMBERS

- 6. Any person who shall have rendered exceptional service to the Club may at any Annual or Special General Meeting on the unanimous recommendation of the Board of Management and on receiving the votes of at least three quarters of the eligible members present at such a meeting be elected a life member of the Club.

NOMINATION AND ELECTION OF MEMBERS

- 7. Any person wishing to become a member of the Club shall be proposed by one member and seconded by another, each of whom should have a personal knowledge of the intending member. A nomination paper as provided by the Club shall contain the full name and address of the intending member, the date of application and the category of membership desired (provided that no person under the age of eighteen (18) years shall apply for other than Junior Membership), and shall be completed and signed by the proposer and seconder. The intending member in signing the nomination form as an applicant for membership is concurrently undertaking to comply with the Rules and By-Laws and decorum of the Club.
 - a. The nomination paper shall be handed to the Secretary who shall post it upon the Club's noticeboard for exhibition. It shall be exhibited for not less than fourteen (14) days before consideration by the Board of Management.
 - b. Members shall be elected by the Board of Management whose decision shall be final.
 - c. Immediately following the election of a new member, he or she shall be promptly

provided with a copy of the Club's Constitution and By-Laws and introduced to members and to the decorum of the Club by a nominated officer of the Club.

- d. The Executive Committee may at any time confer membership rights upon any employee of the Club, and terminate the same at any time. The membership rights so conferred are exempt from liability for annual subscriptions.

MEMBERSHIP SUBSCRIPTIONS

8. That annual subscriptions will cover the period 1st July to 30th June and are payable by 30th June yearly, at the rate decided at the Annual General Meeting for the respective categories of membership. The decision at the Annual General Meeting setting those subscription rates for the ensuing year shall be due notice to each member of the subscriptions then immediately due and payable. A final account shall be rendered by the Secretary, by the end of June, reminding the member of the amount due and payable and that membership rights shall cease if not paid by 31st July. If a new member is admitted to the Club after 1st January in any year, the subscription payable for the balance of that year shall be one half of the normal annual subscription for membership in the relevant category.

CHANGE IN CATEGORY OF MEMBERSHIP

9. Any member upon payment of the appropriate differential in annual subscription may give the Secretary written notice of request to change the category of membership. The Secretary shall make the necessary change in the Register of Members and shall inform the member as to entitlement to exercise additional or reduced privileges appropriate to the new category of membership. Junior members may not apply to change their category of membership until they have attained the age of eighteen (18) years.

LIABILITY OF MEMBERS

10. If any member by any unlawful act or by any breach of these rules causes the Club or any officer of the Club to pay money, such member shall be civilly liable to the Club or such officer for the amount so paid.

FORFEITURE OF MEMBERSHIP

11. Membership shall cease upon non-payment of the subscription by the due date. The Secretary may restore the same upon payment of the amount due. In circumstances of proven hardship the Secretary may agree to payment by instalment.

ABSENCE OF MEMBERS

12. Any member contemplating absence for a period may on application to the Secretary be granted leave of absence for a period not exceeding two (2) years. He may be readmitted by the Secretary without payment of subscription relating to that period of absence.

RESIGNATION OF MEMBERS

13. Any member wishing to resign from the Club or to seek transfer of registration to another Club should do so in writing to the Secretary, and shall pay all moneys due to the Club at the date of such notice. Any member resigning or retiring or ceasing for any reason whatsoever to be a member of the Club shall forthwith cease to have any right, title or interest in or to any property or funds of the Club.

EXPULSION OF MEMBERS

14. a. Every member has undertaken to comply with and has embraced the Rules and the By-Laws and the decorum of the Club. Any refusal or neglect to abide by them shall render such member liable to reprimand, and, in the case of serious offence, liable to expulsion.
- b. The Board of Management shall have and exercise the power to censure, suspend or expel any member for any action or conduct which is, in its opinion, unbecoming to a member. Such member shall be entitled to seven (7) days notice of such charge against him or her, and to be present and to defend himself or herself at the hearing thereof by the Board. In circumstances deemed by the President or the Secretary to require immediate or prompt action, they may suspend or limit a member's privileges forthwith.
- c. Any member so disciplined by the Board of Management or by the President or the Secretary shall be entitled to appeal against the decision to a Special General Meeting of the Club called for that purpose and convened by the President at the member's request.
- d. A member charged with action or behaviour unbecoming to a member may opt to be represented or supported by another member at any hearing before the Board of Management and at any Special General Meeting of the Club called to hear an appeal against the decision of the Board on that charge.

SECTION III - MANAGEMENT OF THE CLUB

15. The management of the Club shall be vested in the members of the Club through the Annual General Meeting and Special General Meetings. Without limiting the authority of the members of the Club, meeting in Annual or Special General Meetings, the following delegations shall apply:
- a. The members shall vest the overall direction and policy supervision of the Club in a Board of Management elected by them prior to and announced at Annual General Meetings and
- b. the members shall vest the day-to-day execution of the decisions of the Annual General Meetings and/or Special General Meetings and/or directions and policy decisions of the Board of Management and an Executive Committee of the Board.

ANNUAL GENERAL MEETING

16. The Annual General Meeting of members shall be held by 30th June yearly.

- a. Members shall be given at least fourteen (14) days' notice of the time and place as appointed by the Board of Management for such meeting. This notice of meeting, delivered to all members, shall also include notification of nominations for the election of officers of the Club and of its subordinate Committees and of its delegates, and of the date for the poll for election of the said officers, members of Committees and delegates.
- b. The business to be transacted at the Annual General Meeting shall be:
 - i. The reading of the notice convening the meeting.
 - ii. The reading and confirmation of Minutes of the preceding Annual General Meeting, and of any interim Special General Meetings.
 - iii. The reading of the Annual Report, and response thereto.
 - iv. Presentation, consideration and adoption of the audited statement of accounts and balance sheet to the close of the preceding financial year.
 - v. Fixing of annual subscriptions for the ensuing year.
 - vi. Declaration by the Secretary of the polls for the election of officers of the Club, its subordinate Committees and its delegates for the ensuing year.
 - vii. Nomination and election of auditors.
 - viii. Transaction of other business of the Club of which due notice has been given in the Notice convening the meeting.

SPECIAL GENERAL MEETING

17. a. A Special General Meeting of the Club shall be convened by the President or by the Secretary upon:
 - i. The direction of the President, or
 - ii. Receipt of a requisition in writing to that effect from five (5) or more of the Board of Management, or
 - iii. Receipt of a requisition in writing to that effect from fifteen (15) or more of financial members of the Club.
- b. The date of holding such meeting shall be fixed by the Executive Committee, and shall be held not less than fourteen (14) and not more than twenty eight (28) clear days from the declaration to the Board by the President that a Special General Meeting shall be held or from the receipt of a requisition.
- c. The requisition shall state clearly the notice of motion or motions which is or are the object of the Special General Meeting, and no matters may be discussed except those relevant to that requisition motion.
- d. The requisition shall be immediately posted on the Club's notice board by the

President or by the Secretary, and members shall be given at least seven (7) clear days notice by notice delivered to them before the date fixed for holding such meeting.

QUORUM

18. a. At any Annual or Special General Meeting of the Club, forty percent of Full Playing and Life Members shall form a quorum.
- b. At any Annual General Meeting of the members of the Club, should a quorum not be present within thirty (30) minutes of the specified time, it shall stand adjourned to the same time and place seven days hence. The members present at such adjourned meeting shall constitute and form a quorum.
- c. At any Special General Meeting of the members of the Club, should a quorum not be present within thirty (30) minutes of the specified time, it shall
 - i. stand adjourned to such day as the Board of Management shall determine, if convened by direction of the President or by requisition from five (5) or more of the Board of Management, or
 - ii. lapse, if convened by requisition of members.
- d. Notice of reconvening of any adjourned Special General Meeting shall be posted on the Club's notice board at least seven (7) days prior to the date for reconvening the meeting.

MEETING PROCEDURE

19. All questions for decision of the members at Annual and Special General Meetings shall be duly proposed and seconded, and shall be determined by a show of hands. The Secretary of the Meeting shall be the scrutineer. The result of each vote shall be deemed to be a resolution of the Club adopted at such meeting. The Chairman of the Meeting shall be entitled to vote. When the votes are equal, the motion or amendment as the case may be shall pass in the negative.
20. At any Annual General Meeting of the members only full playing, life, junior or social playing members at the close of the immediately previous financial year shall be entitled to attend.
21. At any Special General Meeting of members held between the close of the immediately previous financial year and the Annual General Meeting only full playing, life, junior or social playing members at the close of the immediately previous financial year shall be entitled to attend. At all other Special General Meetings only such members who are fully financial at the time of calling such meeting shall be entitled to attend.
22. Junior members and Social Playing members may attend and have a voice at Annual and Special General Meetings but shall not be entitled to vote. The President may authorise the attendance of non-members at such meetings and any such non-member may speak but not vote.
23. At any Annual or Special General Meeting a declaration by the chairman of that meeting

that a resolution has been carried (by a particular majority) or lost or not carried (by a particular majority) and an entry to that effect in the Minute Book of the Club shall be conclusive evidence of the fact.

24. All resolutions passed at any Annual or Special General Meeting of the Club shall be conclusive and binding upon all members, whether they shall have been present at such meeting or not.
25. Members wishing to give notice of motion to be dealt with at the Annual General Meeting shall do so in writing to the Secretary no later than the second Monday in April.

ALTERATION OF RULES

26. No new rule shall be made nor any existing rule altered or repealed except at a Special General Meeting called for that purpose:
 - a. A copy of the proposed new rule, alteration or repeal shall be delivered to the Secretary at least fourteen (14) days before such meeting. It shall be included in the notice convening the meeting, which shall be posted on the noticeboard of the Club ten (10) clear days before such meeting.
 - b. The motion to create a new rule or alter or repeal an existing rule must be carried by a majority of at least three-quarters of the eligible members attending the meeting in person.
 - c. A By-Law may be repealed by a simple majority of the members present at a Special General Meeting called for that purpose.

ELECTION OF OFFICERS

27. The election of officers of the Club for the ensuing year shall be by ballot, conducted during the two months prior to the AGM in each year, on the following basis:
 - a. The Secretary shall by notice on the Club's noticeboard call for nominations, on the forms provided, with respect to each of the separate positions or class of positions. Such notice shall specify any limitation upon who may be nominated for any position. The notice shall be posted at least 2 months prior to the date of the AGM. Nominations shall close at least 6 weeks prior to the date of the AGM. Nomination forms shall be provided, requiring completion as to the full names of the nominee and of the persons nominating and seconding that nominee, the position for which he or she is nominated, and shall be signed by all three named. A box shall be maintained and secured by the Secretary for the receipt of the nominations.
 - b. Ballot papers with respect to all positions being contested shall be despatched by mail by the Secretary to all full playing and life members at least 4 weeks prior to the date of the AGM and returnable by 6.00 p.m. on the Friday, at least one week prior to the date of the AGM:
 - i. Formal notice convening the forthcoming Annual General Meeting and, if applicable, notice of any concurrently planned Special General Meeting.
 - ii. Notice as to times of access to the Ballot Box to be placed in the Clubhouse for

- the return of ballot papers, and as to the date and time for the close of the ballot.
- iii. Copy of the Annual Report.
 - iv. Copy of the provisional statement of accounts to the end of that financial year, and of the balance sheet at that date.
 - v. Copy of the provisional statements of accounts for the Committees and entities within the club which operate bank accounts and maintain financial records not directly embraced by the Treasurer through the Club's general accounts.
- c. The ballot box shall be maintained and secured by the Secretary and one or more of the Board nominated by the President who will be joint scrutineers. At the time and date for close of the ballot at 6.00 p.m. on the Friday, at least one week prior to the date of the AGM they shall:
- i. Remove the ballot box from general display, and ensure that no further votes are cast in the ballot.
 - ii. At the first convenient opportunity count the votes jointly to arrive at a decision with respect to each position being contested.
 - iii. Prepare a declaration of the poll with respect to all positions, contested and uncontested, and cause same not to be revealed to any other person until declaration of the poll by the Secretary at the Annual General Meeting. Such declaration shall list all nominees contesting each position, successful and otherwise, in the order of preference as decided by the ballot.
 - iv. Ballot papers are to be presented in a form where the member is required only to place a mark against the name of the person(s) preferred, to the number equating to the number of positions specified to be filled, and with separate sections relating to each category of position to be filled.
 - v. Ballot papers, once the scrutineers have jointly arrived at a decision with respect to the position(s) contested and have prepared the declaration of the poll with respect to the position(s), shall forthwith be destroyed by the scrutineers by burning. The poll declaration shall include a declaration to that effect.

BOARD OF MANAGEMENT

28. The officers of the Club to be elected by members and together called The Board of Management shall comprise:
- a. **President**, who may be either male or female and who shall serve for two (2) years.
 - b. **Female Vice-President**, who shall serve for one (1) year.
 - c. **Male Vice-President**, who shall serve for one (1) year.
 - d. **Secretary**, who may be either male or female and who shall serve for one (1) year.
 - e. **Treasurer**, who may be either male or female and who shall serve for one (1) year.
 - f. **Male Director**, who shall serve for one (1) year.

- g. **Female Director**, who shall serve for one (1) year).
- h. **Chair Match Committee** who may be either male or female and who shall serve for one (1) year.
- i. **Chair Bar Committee** who may be either male or female and who shall serve for one (1) year.
- j. **Chair Greens Committee** who may be either male or female and who shall serve for one (1) year.

Any officer is entitled to nominate for a further term of office after the expiry of their current term of office. A paid employee of the Club is not eligible to be a member of the Board of Management.

POWERS OF THE BOARD

- 29. The Board of Management shall be responsible for the overall direction and policy supervision of the Club, in that:
 - a. The Board shall formulate policy, incorporating as appropriate such suggestions and proposals put forward to the Board by the respective Committees from time to time with respect to those Committees' separate areas of operation and responsibility, namely:
 - i. Selection Committee(s)
 - ii. Match Committee
 - iii. Greens Committee
 - iv. Social Committee
 - iv. Bar Committee
 - v. Property Committee
 - vi. Catering Committee
 - viii. Executive Committee
 - b. The Board shall meet at least once each month. The President or the Secretary shall convene a special meeting of the Board when requested in writing by three (3) members of that Board. The Secretary shall give at least three (3) days notice of such special meeting(s) to all Board Members.
 - c. Except as provided for in Rules 29,30 and 31 for the filling of vacancies in the offices of President, Female Vice-President and Male Vice-President, the Board shall appoint members from the Club who are qualified to accept office for the unexpired term to fill any vacancy created by:
 - i. Insufficient nominations being received to fill any of the positions for which nominations were called for in the annual election of officers of the Club.
 - ii. Resignation or unavailability otherwise of any of the officers of the Club other than the President, the Female Vice-President and the Male Vice-President.
 - d. The Board shall authorise all capital expenditures on purchases, requisitions and/or

improvements where the outlay on any one project may exceed one percent of the previous year's revenue of the Club, provided that where the cost of any one project may exceed twenty five percent of the previous year's revenue of the Club such project shall have been approved and endorsed by members in General Meeting.

- e. A quorum of the Board of Management shall be not less than five (5).
 - f. All questions for decision shall be duly moved and seconded, and determined by a show of hands. The Chairman of the Meeting shall be entitled to vote. When the votes are equal, the motion or amendment as the case may be shall pass in the negative.
30. The Board of Management shall have power to
- a. Elect or create sub-committees to assist the Board to which it may from time to time delegate any of its powers, and may revoke or recall any such delegation or appointment. All such sub-committees or persons appointed shall be subject to and subordinate to the Board of Management.
 - b. Make By-laws in conformity with the Rules.
 - c. Interpret the Rules and the By-Laws of the Club, such interpretation being final.
 - d. Enforce discipline by fines, suspension or expulsion for any misconduct or wilful infringement of the rules and the By-Laws of the Club.
 - e. Deal with such matters which may arise or which are not within the ambit of the Executive Committee or are not specifically provided for in the Rules and By-Laws.
 - f. Oversee and take responsibility for the control by the Executive Committee of the property and assets of the Club and for the maintenance of the correct accounts and books.
 - g. Appoint an Assistant Secretary and/or and Assistant Treasurer to assist with the workload of the Secretary and/or Treasurer, if possible appointing a female member as Assistant if the substantive office is held by a male or appointing a male if the substantive office is held by a female.

VACANCIES ON THE BOARD

- 31. In the case of the President vacating the office before the expiry of his or her term of office, the Board shall determine which of the two Vice-Presidents shall be appointed President to complete the unexpired part of the President's term of office.
- 32. In the case of the Female Vice-President being appointed President to complete the term of her predecessor as President or vacating the office of Female Vice-President for any other reason, the Female Director shall become the Female Vice-President and the Board shall appoint a new Female Director. In the case of the Male Vice-President being appointed President to complete the term of his predecessor as President or vacating the office of Male Vice-President for any other reason, the Male Director shall become the Male Vice-President and the Board shall appoint a new Male Director.
- 33. Any other vacancy on the Board and any vacancy on any of the Board's Committees shall be

filled by appointment by the Board following the placing of a request for nominations on the Club's noticeboard for a period of not less than one week before an appointment is made. The Board shall make any such appointment on the basis of ability and experience and shall not be bound to appoint any member who responds to the request for nominations.

34. Nothing in these rules, except specified gender requirements, shall prevent any member from being elected or appointed to more than one of the Club's offices or committees or also to be a member of the Board of Management, save that he or she shall not be eligible to occupy more than one position on any one Committee unless no other member is available to occupy the vacant position.

RESPONSIBILITIES OF OFFICERS

35. The officers of the Club shall be responsible for the management and administration of the Club as outlined herein:-
- a. **President.** He or she shall preside at all General, Special and Annual General Meetings of Members and at all meetings of the Board of Management and of the Executive Committee. He or she shall regulate and keep order in all proceedings at all such meetings. He or she shall oversee and carry into effect the Rules and the By-Laws of the Club and the decisions of Annual and Special General Meetings and meeting of the Board and the Executive. He or she shall exercise a leadership role in the Club, seeking to be well-informed about the total Club program and seeking to ensure the Club is maintained and developed to the best advantage of all members.
 - b. **Female Vice-President.** She shall assist in the execution of the President's duties. She and the Male Vice-President shall agree between themselves from time to time about which of them shall deputise when the President is not present or is otherwise unavailable. She shall be the chief liaison officer between the Board and the women members of the Club and shall seek to ensure that women's interests in the Club are adequately represented and safeguarded. She shall be one of the two delegates to the BOWLS TASMANIA SOUTH. While meetings restricted to women members are expected to be rare, the Female Vice-President and the President shall confer to decide who should preside at such meetings.
 - c. **Male Vice-President.** He shall assist in the execution of the President's duties. He and the Female Vice-President shall agree between themselves from time to time about which of them shall deputise when the President is not present or is otherwise unavailable. He shall be the chief liaison officer between the Board and the men members of the Club and shall seek to ensure that men's interests in the Club are adequately represented and safeguarded. While meetings restricted to men members are expected to be rare, the Male Vice-President and the President shall confer to decide who should preside at such meetings.
 - d. **Secretary.** He or she shall attend all General, Special General and Annual General Meetings of the Club and all meetings of the Board of Management and of the Executive Committee. He or she shall take and distribute Minutes of all such meetings and shall maintain an official file of all such Minutes. He or she shall be scrutineer at all such meetings. He or she shall maintain the Register of Members, be the Public Officer

of the Club, receive inward correspondence and attend to all outward correspondence, and shall carry out all duties usually associated with the office of Secretary.

- e. **Treasurer.** He or she shall properly maintain the financial books of account required of a Licensed and Incorporated Club, supervise the receipt and security of all moneys belonging to the Club, attend to the banking and investment of such moneys, and pay all accounts. He or she shall prepare and submit financial statements and analyses to the Board or the Executive and to the Annual General Meeting.
- f. **Female Director.** As a member of the Board of Management, she shall contribute to the development and implementation of Club policy. In particular, she shall liaise with the Female Vice-President on matters related to the women of the Club. She shall be the second delegate to the BOWLS TASMANIA SOUTH. If either or both of the delegates are unable to attend any BOWLS TASMANIA SOUTH meeting, the Executive Committee may appoint a proxy delegate or delegates.
- g. **Male Director.** As a member of the Board of Management, he shall contribute to the development and implementation of Club policy. He shall be the delegate to the STBA. If he is unable to attend any meeting of the BOWLS TASMANIA SOUTH, the Executive Committee may appoint a proxy delegate.
- h. **Chair Match Committee.** He or she shall be responsible for the organisation and running by the Match Committee of all bowls matches other than pennant bowls, including official tournaments, BTS or BT events hosted by Beltana, Club Carnivals and Club Championships, all as defined in clause 44c of this Constitution. He or she shall attend all Board of Management Meetings and report on matters relating to the Match Committee.
- i. **Chair Bar Committee** He or she shall be responsible for the management and operation of the bar, all as defined in clause 44f of this Constitution. He or she shall attend all Board of Management meetings and report on matters relating to the Bar Committee.
- j. **Chair Greens Committee** He or she shall be responsible for the proper preparation, care and maintenance of the Club's greens, all as defined in clause 44d of this Constitution. He or she shall attend all Board of Management meetings and report on matters relating to the Greens Committee.

EXECUTIVE COMMITTEE

- 36. The Executive Committee shall comprise the President, Female Vice-President, Male Vice-President, Secretary and Treasurer.
- 37. The Executive Committee shall be responsible for the administrative and day-to-day management of the Club, for the implementation of policy, and for the control of day-to-day revenues and expenditures of the Club, including minor capital expenditures not required to be authorised by the Board of Management.
- 38. The Executive Committee shall formulate and submit to the Board of Management suggestions for the formulation of policy and shall report regularly to the Board of

Management on progress and achievements with respect to its areas of responsibility, namely:

- a. Financial control, revenue and expenditure analysis, and availability and security of funds for the Club's operating and capital expenditure needs and reserves.
 - b. Adequacy and serviceability of the Club's buildings, equipment and furnishings, and reserves.
 - c. Membership.
39. A quorum of the Executive Committee shall be three (3).
40. All questions for decision shall be duly moved and seconded, and determined by a show of hands. The Chairman of the Meeting shall be entitled to vote. When votes are equal, the motion or amendment as the case may be shall pass in the negative and shall, if resolution of a matter is required, be referred for decision to the Board of Management at its next scheduled meeting.

SUBCOMMITTEES FOR WOMEN'S AND MEN'S EVENTS

41. The Female Vice-President may convene and chair a committee of women members of the Club for the purpose of planning and conducting any bowling or social events restricted to the women members of the Club. The Committee members may be appointed from volunteers or may be elected by the women members of the Club. The Committee shall obtain authorisation from the Board for any events it proposes to conduct and shall liaise closely with any of the Club's principal Committees which may have an interest in the proposed events. The Committee shall consider whether any proposed event restricted to women would, if opened to the full membership, enhance the concept of a single club for men and women and, if so determined, shall request the inclusion and management of the proposed event within the program of the Club's Match or Social Committee.
42. The Male Vice-President may convene and chair a committee of men members of the Club for the purpose of planning and conducting any bowling or social events restricted to the men members of the Club. The Committee members may be appointed from volunteers or may be elected by the men members of the Club. The Committee shall obtain authorisation from the Board for any events it proposes to conduct and shall liaise closely with any of the Club's principal Committees which may have an interest in the proposed events. The Committee shall consider whether any proposed event restricted to men would, if opened to the full membership, enhance the concept of a single club for men and women and, if so determined, shall request the inclusion and management of the proposed event within the program of the Club's Match or Social Committee.

COMMITTEES ELECTED BY THE MEMBERSHIP

43. The members shall elect at the annual elections the following chairpersons and members of Club Committees: -
- a. Chairperson of the Men's Selection Committee, who shall be male.
 - b. Men's Selection Committee. One member for each of the divisions which competed in the previous season. Nominations will only be accepted for members who have participated in a minimum of six games the previous season for the division for which they nominate. Only one nomination per member as divisional selector

will be accepted.

- c. Chairperson of the Women's Selection Committee, who shall be female.
- d. Women's Selection Committee. One member for each of the divisions which competed in the previous season. Nominations will only be accepted for members who have participated in a minimum of six games the previous season for the division for which they nominate. Only one nomination per member as divisional selector will be accepted.
- e. Chairperson of the Match Committee, who may be either male or female.
- f. Four (4) members of the Match Committee, of whom at least one must be male and one must be female.
- g. Chairperson of the Greens Committee (called the Greens Director), who may be either male or female.
- h. Two (2) members of the Greens Committee, who may be either male or female.
- i. Chairperson of the Social Committee, who may be either male or female.
- j. Four (4) members of the Social Committee, of whom at least one must be male and one must be female.
- k. Chairperson of the Bar Committee, who may be either male or female.
- l. Two (2) members of the Bar Committee, who may be either male or female
- m. Chairperson of the Property Committee, who may be either male or female.
- n. Two (2) members of the Property Committee, one being male and one being female.
- o. Chairperson of the Catering Committee, who may be either male or female.
- p. Two (2) members of the Catering Committee, one being male and one being female.

RESPONSIBILITIES OF COMMITTEES

44. The eight Committees of the Club shall be responsible to the Board of Management for the planning and administration of specified areas of the Club's program as follows:-

a. Men's & Women's Selection Committees.

These Committee's shall be responsible for the selection of all sides for men's and women's pennant and for competitions with official representation by the men and women of Beltana. The Men's Committee may delegate its selection responsibility for Midweek Pennant to a selection panel elected at the beginning of the season by the midweek players. The Committee's are responsible, within policy determined by the Board, for team and player development, coaching, and recruitment to fill specially identified needs.

(a) Each pennant selection committee shall comprise, initially, a chairman and one member from each of the divisions which competed in the previous season to be elected separately in accordance with the requirements of 43 b & 43 d. The chairman of selectors is not eligible to be elected as a divisional selector. Any vacancy arising will be filled by election at the Annual General Meeting by a member eligible to nominate for the division in which there is a vacancy, or failing that, the Board of Management shall exercise his right to fill the vacancy as provided in Section 33

(b) Upon the pennant selection committee having selected the initial pennant sides, the members thereof, with the exception of the Chairman, retire and shall be replaced after the first rostered pennant game by selectors comprising one elected from each side by the members thereof at such times and places and in such a manner as the general committee,

or in the case of urgency, the President shall determine.

(c) If a selector appointed by a particular side is not selected as a player in that side for three consecutive matches, unless his non-selection was due to illness or unavoidable absence the selector shall be replaced by an eligible player elected in the manner set out in 44b of this Section.

(d) If, at any time, a selector is unable to be present at a meeting of a pennant selection committee, the Chairman of that committee may co-opt a player from the side concerned to act as a substitute for that member.

- b. Match Committee. This Committee is responsible for all bowls matches other than pennant bowls, including official tournaments, BOWLS TASMANIA SOUTH or BOWLS TASMANIA SOUTH or BOWLS TASMANIA events hosted by Beltana, Club carnivals, and Club Championships. It is responsible for planning a schedule of events during the year both in terms of the dates and conditions of the regular and predictable events that occur every year and in terms of other events which are proposed from time to time and which need to be incorporated into the basic program. The Committee is responsible for the publicity, draws, and conduct of all matches. The Committee shall, as far as is practicable, promote and encourage events in which both men and women participate whether as mixed events or as simultaneously conducted events for women only and men only and mixed.

While retaining overall responsibility for all matches, the Committee may delegate to a Women's Match Subcommittee the responsibility of conducting any matches restricted to women bowlers and to a Men's Match Subcommittee the responsibility of conducting any matches restricted to men bowlers. These Subcommittees shall each be chaired by a member of the Match Committee and membership shall be any number of volunteers recruited by the Subcommittee chairperson. The Subcommittees may be standing subcommittees for the whole of the year and for all relevant events or may be different subcommittees formed for each event. The purpose of this provision is to provide for the continuation of single-sex events which in the past have formed a valuable part of the Club's program and tradition. The Match Committee may delegate responsibility for the conduct of men's and women's Club Championships to these Subcommittees.

The Match Committee is responsible to ensure that Club trophies and honour boards carry correct names of winners and shall liaise with the Board about trophy presentation events.

- c. Greens Committee. This Committee is responsible for the proper preparation, care and maintenance of the Club's greens, gardens and grounds. The Chairperson of the Committee shall be referred to as the Greens Director and shall be responsible for the day-to-day supervision of the Club's Greenkeeper(s) in the performance of contracted duties.
- d. Social Committee. This Committee is responsible to develop a comprehensive program of frequent and regular social and fund-raising events other than those events controlled by the Match Committee. The Committee shall attempt to arrange at least one major social event for each calendar month. The Committee may delegate to Social Subcommittees the responsibility of planning and conducting social events which are

for women only or for men only. These Subcommittees shall be chaired by a member of the Social Committee and shall consist of volunteers recruited by the chairperson of the Subcommittee. The purpose of this provision is to provide for the continuation of single-sex social events which in the past have formed a valuable part of the Club's program and tradition. In instances where social and bowling events are combined, the Social Committee and the Match Committee shall consult with each other and shall work cooperatively.

The Social Committee is responsible for all raffles, prizes and other fund-raising activities associated with social and bowling events at the club and shall liaise with the Greens, Bar, Match and Catering Committees where coordination and cooperation are required.

- e. Bar Committee. This Committee is responsible for the management and operation of the bar, including its staffing, stock, hours of operation, prices, stocktaking, and record-keeping for proper financial management as required by the Liquor & Licensing Act 1990 and the needs of the Club. It shall liaise with the Club's Treasurer and provide through him or her monthly reports to the Board.
- f. Property Committee. This Committee is responsible for the oversight and maintenance of all buildings, furniture, fittings and equipment of the clubhouse and for the maintenance of the Club's Asset Register. It shall advise the Board from time to time on work or purchases that are required for the repair, replacement or upgrading of Club property other than property and equipment directly related to the Greens and grounds.
- g. Catering Committee. This Committee is responsible for the provision of food and beverages other than bar service for Club functions, including pennant afternoon tea. It is responsible for the management and effective operation of the kitchen and dining room and shall be equally concerned to provide quality service to members and visitors and to maximise profitability of catering.

PATRON AND PATRONESS

- 45. The Board shall nominate from the Club membership or elsewhere a Patron and a Patroness. It shall announce these honorary appointments at the Annual General Meeting. The Patron and the Patroness shall serve for one (1) year but may be re-elected for a subsequent term or terms. The Patron and the Patroness shall have the right to request a meeting with the Board to raise any matter relating to the welfare of the Club. They may collaborate with the President to sponsor a social bowling day after the conclusion of the pennant season.

SECTION IV - GENERAL

AUDIT

- 46. The Auditor shall be appointed at each Annual General Meeting, normally upon the nomination by the Board of Management. He shall not be an office-bearer of the Club and shall hold office until the next Annual General Meeting. He shall have power to examine the

books and documents of the Club at all times, and shall audit the Balance Sheet and the Statement of Income and Expenditure for that year which shall be presented at the next Annual General Meeting.

BOOKS

47. Proper books of account shall be kept by the Treasurer to set forth the detail of the revenues and expenditures of the Club and to reflect the financial position of the Club.

BANK ACCOUNTS

48. The banking accounts of the Club shall be kept with such bank or banks or financial institutions as shall be authorised by the Executive Committee, and all moneys shall be banked therein. All cheques and drawings on the account or accounts shall be signed by any two of the Treasurer, Secretary, President, Female Vice-President and Male Vice-President. The Treasurer, with the approval of the auditor, may establish and operate one or more bank accounts to meet the needs of the Club, including if desired the operation of an account for funds identified as relating to the program of women members of the Club, subject always to the provisions in this Constitution and legal requirements for approval of expenditure and for reporting on financial matters to the auditor, the Board and the members.

INDEMNITY

49. If any office-bearer in his or her office as such has paid or is liable to pay money for any act, default or omission of any other person, such money shall be refunded to him or her by the Club or paid by the Club.

DAMAGE

50. No member shall remove from the Clubhouse or deface or injure any item being the property of the Club.

SOLICITOR

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

SUPPLY OF LIQUOR

52. Liquor shall not be sold or disposed of except at such times and in such manner as complies with the Liquor & Licensing Act 1990, nor to persons under the legal age, nor for consumption elsewhere than those areas of the Club's premises specified in its Licence (unless such liquor is removed wholly from the premises by the member purchasing same). No person under the legal age in accordance with the Liquor & Licensing Act 1990 shall be employed in any way relating to the supply of liquor. There is deemed to be included in this Constitution and Rules of the Club the provisions set out in the Guidelines in respect of Club licences from time to time published by the Licensing Board in accordance with Section 17 of the Liquor and Accommodation Act 1990.

NON-COMPLIANCE WITH RULES

53. Non-compliance with any of the Rules shall not render any proceedings void where there was reasonable cause for not being aware of the Rule(s) to the contrary, unless the members at a General Meeting so direct.

BORROWING POWERS

54. Members in General or Special General Meeting may authorise the Board of Management to borrow money, specifying the amount and the form and manner and the security, thereupon the officers of the Club may on the Club's behalf enter into such agreements as are necessary to effect the borrowing and apply the funds as specified.

APPLICATION OF PROFITS

55. The Club is a non-proprietary Club. The profits and other income of the Club shall be applied to the promotion of the purposes for which the members of the Club are associated together and no payment of any dividends or distribution of profits or income to or amongst members of the Club shall be made, provided that nothing herein contained shall prevent the payment by way of honorarium or refund of expenses to any officer or member of the Club for service rendered - to the Club.

DISSOLUTION

56. The Club may be dissolved or wound up at a General Meeting of the members of the Club called for that purpose, if a resolution is passed by a majority of the members present that the Club be dissolved or wound up, provided that such resolution shall, at a Special General Meeting held not less than one (1) month thereafter at which meeting not less than half of the members of the Club shall be present, be confirmed by a resolution passed by a majority of two-thirds of the members present thereat and voting thereon. Upon such resolution being carried and confirmed, as aforesaid, the Board of Management shall thereon at such resolution proceed to sell and realise the property and assets of the Club, and out of the net proceeds of such sale and realisation to discharge and satisfy all the liabilities of the Club. In the event of the Club being wound up, whether voluntarily or otherwise, the net proceeds of the sale and realisation of the Club's property and assets, both real and personal, after payment of all the debts and liabilities and of all costs, charges and expenses properly payable in connection with such sale and realisation of the Club's property and of the winding up of the Club, shall be divided amongst and between such charitable institutions in such manner and proportions as the Board of Management in its absolute discretion may decide and no member shall be entitled to share in or receive any benefit from such net proceeds in the event of the Club being wound up as aforesaid.

BELTANA BOWLS CLUB INCORPORATED

BY-LAWS

BY-LAW No. 1

ATTIRE

Members shall dress or wear the appropriate bowls attire whilst representing the Club at the Clubhouse or at other locations, in accordance with the following guidelines:-

- a. Bowls attire as approved by BOWLS TASMANIA SOUTH as applicable shall be the dress or attire on the following occasions:
 - i. For all Pennant competition games
 - ii. For all official tournaments conducted by the Club, mixed or otherwise
 - iii. For any formal event conducted by the women of the Club
 - iv. Official visits to other clubs or when entertaining other clubs (although there will be occasions where grey slacks and black shoes may replace whites/creams for men)
 - v. When specially directed by the Match Committee.

Casual wear/attire may be worn on other occasions. Shorts or slacks are welcomed, but of tailored style and with the appropriate long socks/smart footwear/etc. Thongs and other brief attire are not acceptable.

- b. Working dress and clothing soiled whilst engaged in Club activity are acceptable for transit or for refreshment respite, but otherwise the decorum of dress and demeanour appropriate to a friendly bowls club shall be the order of the day or the night.

BY-LAW No. 2

LIQUOR

The consumption of liquor within the precincts of the area controlled by the Club shall in ordinary circumstances be confined to the licensed premises, namely within the Clubhouse, although a member of the Executive Committee may for a particular function authorise in advance an extension to the patio or sun-deck in front of the dining room or, or especial occasion, to other areas of the grounds so long as our Licence extends to encompass such areas.

BY-LAW No. 3

CLUB COACH

The Club Coach is appointed and authorised on the basis that he is a proven and respected bowler, can command the respect and the support of the members to be coached, and one who will set the example by dedication and by performance. He will have charge of training sessions and of development squads or teams. He is an ex-officio member of the Selection Committee(s). He will co-ordinate and direct the coaches and the coaching program.

By-LAW No. 5

BAR STEWARD

The bar stewards at Beltana Bowls Club Inc. are employed to properly operate the Club's bar, and to operate, maintain and care for the equipment etc. provided by the Club for the efficient and effective operation of the bar, as defined in the State award and in the Club's Constitution:

- a. The bar staff shall work in co-operation with the Club's Executive Committee, and under the supervision of the Club's Executive Officer as Bar Director. The bar staff shall have due regard to the duties of the Bar Director.
- b. Due care, diligence and cleanliness shall be exercised by the bar staff in the carrying out of their duties in providing efficient and amiable service to all who are entitled to use of the bar facility, and for the diligent care in the proper accounting for all sales and moneys received and in the security of trading stocks, cash floats, receipts and the like.
- c. The hours of duty or work roster for the bar staff shall conform in all respects to the award. The roster is to be based upon the seasonal demands of the Club. Employment may be on the basis of full time, casual, or part-time or be filled by volunteers. The roster for paid staff shall be concluded by liaison between the Bar Director and the Club Secretary to best meet the needs of the bar staff and the Club.
- d. The bar person employed to work the core hours of the regular "bowls season" and "off season" bar rosters shall be the "Second Steward" and a "part-time employee" within the meaning of the Licensed Clubs Award, and an eligible employee with relation to Appendices A and B of that Award. Other persons employed from time to time to assist or supplement the hours and duties of the Second Steward shall be "casual employees" within the meaning of the Award.

BY-LAW No. 6

GREENKEEPERS

The Greenkeeper at Beltana Bowls Club Inc. is employed to properly care for and maintain the greens, garden and grounds of the Club, and to operate, maintain and care for the machinery and equipment provided by the Club to enable the greens personnel to carry out their duties, as defined in the State Award and in the Club's Constitution.

The Greenkeeper shall work in co-operation with and under the supervision of the Club's Greens Director, each shall have due regard for respective points of view whilst in the ultimate, the decisions shall rest with the Greens Director as the delegate of the Club's Board of Management.

The Greenkeeper shall have due regard to the duties and the responsibilities of the Greens Director.

The hours of duty or work roster for the Greenkeeper shall conform in all respects to the State Award. The roster is based upon the seasonal demands upon the Club and they are based upon the 38-hour week with rostered days off. Regular overtime could be required on Saturday morning during the bowls season.

Annual holidays shall accrue and be available during the off-season, although liaison through the

Greens Director may enable one or more weeks to be made available during the bowls season.

BY-LAW No. 7

GREENS DIRECTOR

The Chairman of the Greens Committee shall be the Greens Director and as such shall be responsible for:-

- a. The maintenance of the Club's greens, gardens and grounds to a high standard such that they are deemed by bowlers generally to provide an excellent bowling environment and to enhance the appearance of the Club's property.
- b. The day-to-day supervision of the Club's Greenkeeper in the performance of stated duties, and co-operation with the Greenkeeper to assist that performance.
- c. The co-ordination and direction of voluntary labour deemed necessary to assist the Greenkeeper with seasonal major tasks and occasional working parties relating to greens, grounds and gardens.
- d. The overall supervision of maintenance of machinery and equipment provided by the Club for the greens personnel.
- e. The control and supervision of the greens and their usage, the allocation of rinks, and the closing of greens (whether for maintenance or due to weather).
- f. Liaison with the Club's Secretary in the authorisation and the co-ordination of the response to requests from other Clubs etc. for the loan or use of any of the Club's greens, equipment or personnel, and in assessing the charge that may be applied for such loan or use.
- g. Liaison with the Club's Secretary in the authorisation of any minor amendment or variation to the roster of hours of employment of the Greenkeeper and in the scheduling of annual or other holidays for the Greenkeeper.
- h. The achievement of the overall policy directives of the Board of Management as to the greens, gardens and grounds, and the carrying of suggestions to the Board of Management for the formulation or the amendment or the variation of such overall policy directives.