



**LAKE CONJOLA BOWLING CLUB**

# **Constitution**

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## **LAKE CONJOLA BOWLING CLUB CONSTITUTION**

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## **1. NAME OF CLUB**

The name of the Club is Lake Conjola Bowling Club.

## **2. INTERPRETATIONS**

'Club Limited' shall mean Lake Conjola Bowling and Recreation Club Limited'.

'Bowling Club' shall mean Lake Conjola Bowling Club.

'Committee' shall mean the Management Committee of the Lake Conjola Bowling Club.

## **3. OBJECTS OF CLUB**

The objects of the Bowling Club are:

- (a) To play and promote the game of bowls by members of the Royal New South Wales Bowling Association Limited.
- (b) To preserve and promote the best traditions of the game.
- (c) To engender friendship amongst bowlers.

## **4. CONSTRAINTS**

The Bowling Club shall conform at all times to the requirements of the Constitution and By-Laws of the Royal New South Wales Bowling Association Incorporated and Bowls Australia.

The Bowling Club shall abide by the Constitution of the Club Limited.

The Bowling Club shall be non-sectarian and non-political.

## **5. MEMBERSHIP**

A Full Member of the Bowling Club shall be a financial member of the Club Limited and shall pay the prescribed annual fee to the Bowling Club which will include affiliation fees to the Royal NSW Bowling Association and the Zone Association. A Full Member shall have:

- (a) full voting rights;
- (b) the right to hold elected office of the Bowling Club;
- (c) be eligible to play in Pennant Competitions, Zone Competitions, and Club Champion events.

A Social Member of the Bowling Club shall be a financial member of the Club Limited and shall pay the prescribed annual fee to the Club Limited. A Social Member will not be eligible to play in Pennant Competition or any Zone or District Competition. A Social Member shall be eligible to play in all Club Championship Events with the exception of an event which leads to Zone representation or as prescribed in Bowling Club By-Laws. A Social Member shall have no voting rights and is ineligible to hold elected office of the Bowling Club.

A Junior Member shall be a person who is under the age of eighteen (18) years and shall pay the prescribed annual fee to the Bowling Club. A Junior Member shall have no voting rights and is ineligible to hold elected office of the Bowling Club. Within thirty (30) days of reaching the age of-eighteen (18) years a Junior Membership shall terminate and the Junior member may at the member's request, be transferred to Full membership or Social membership.

A Life Member shall be a member who is elected at a General Meeting on an affirmative vote of two thirds of the eligible members voting. Nominations for life membership may be made by any member to the Committee. The Committee may then recommend the nomination to a General Meeting. Life Members shall only be required to pay the annual fee prescribed by the Club Limited. A Life Member shall have full voting rights and the right to hold elected office of the Bowling Club.

## **6. NEW MEMBERS**

An applicant for membership of the Bowling Club shall be a member of Club Limited and shall pay the prescribed fee to the Bowling Club.

When an applicant has been accepted for membership, the Secretary shall give formal notice of their acceptance. In the case of an application which has been rejected the Secretary shall refund all fees paid to the Bowling Club by the Applicant

## **7. FINANCIAL YEAR**

The Bowling Club's financial year shall commence on 1st July each year and end on 30th June the following calendar year.

All annual subscriptions for the succeeding year shall become due and payable by the 30th June each year.

## **8. CESSATION OF MEMBERSHIP**

Any member who has not paid the prescribed yearly subscription to the Bowling Club by the thirty-first (31) July shall be deemed unfinancial and shall be excluded from participation in any event organized by the Bowling Club until all outstanding subscription is paid.

## **9. EXECUTIVE OFFICERS**

The Executive Officers of the Bowling Club shall be as follows: President; Vice President; Secretary; Treasurer.

## **10. MANAGEMENT COMMITTEE**

The Management Committee of the Bowling Club shall comprise the Executive Officers, Assistant Secretary, Selector Chairperson and at least three (3) Committee members.

The Committee shall be responsible for planning, management and administration of the Bowling Club, including receipt and expenditure of all monies.

The Committee shall appoint delegates to the Zone Bowling Association.

The Committee shall determine fees, subscriptions and levies payable by members from time to time.

The Committee shall meet monthly at a time to be fixed.

A quorum at Committee meetings shall be five (5) Committee members.

The Committee may fill casual vacancies occurring amongst elected officers by a single majority of its members.

The Chairman at Committee meetings shall be the President. Should the president be absent from any meeting then the Vice-President shall be the Chairman or a Chairman elected from those members present. The Chairman shall have a casting vote in addition to his deliberative vote.

## **11. GENERAL MEETINGS**

A quorum at all General Meetings, including the Annual General Meeting, shall be Fifteen (15) members. In the event of a quorum not being present within thirty (30) minutes of the stated time of the meeting, the meeting shall be adjourned to a time to be fixed by the Committee. Should a quorum not be present at the following meeting, all business shall proceed.

A Special General Meeting shall be called at any time by the Secretary upon receipt of a written request to do so signed by at least ten (10) members of the Bowling Club. Fourteen (14) days' notice of a General Meeting will be given in writing to each member stating the time and place where such meeting is to be held and the business to be dealt with.

## **12. ANNUAL GENERAL MEETINGS**

The Annual General Meeting of the Bowling Club shall be held on the same day of the Club Limited Annual General Meeting, following the conclusion of the Club Limited meeting.

A notice of the Annual General Meeting shall be issued by the Secretary to each member at least twenty-one (21) days prior to the meeting and shall include an agenda and seek nominations for office as called for in Clause 13.

## **13. NOMINATIONS FOR OFFICE**

Nominations for office are to be signed by the Nominee, his proposer and seconder and shall be delivered to the Secretary at least seven (7) days prior to the Annual General Meeting.

Should the nominations be equal to or less than the number required, those nominated shall be declared elected at the meeting. Nominations shall then be called for any unfilled positions.

The Secretary shall post all nominations received on the notice board at least seven (7) days prior to the Annual General Meeting.

Where a ballot is to be taken, a returning officer and one (1) scrutineer, who are not candidates for any position but who are members of the Bowling Club, shall be appointed by the Chairman. The returning officer's decision as to the formality of any ballot paper shall be final. The successful candidate/candidates shall be the person/persons receiving the highest number of votes.

## **14. OFFICERS AND THEIR DUTIES**

**14.1** PRESIDENT: If present, take the chair at all meetings (except sub-committee meetings). The President is, ex officio, a member of all sub-committees and is entitled to a vote.

**14.2** VICE-PRESIDENT: Shall assist the President in the performance of their duties.

**14.3** SECRETARY: Shall: Keep an accurate record of all business transacted at meetings of the Committee and Annual and Special General Meetings of the Bowling Club.

Be custodian of all correspondence, minute books, registers and records of the Bowling Club.

Prepare and submit affiliation returns and fees to the Royal New South Wales Bowling Association.

Arrange for a copy of annual reports and financial statements to be issued to all members of the Bowling Club.

Deal with all correspondence under the direction of the Committee.

**14.3** ASSISTANT SECRETARY: Shall: Assist the Secretary in all duties related to the position of Secretary.

**14.4** TREASURER: shall: Receive all monies and pay all accounts after due and proper authorization.  
Maintain proper books of accounts and submit detailed statements to Management Committee as required and to the Annual General Meeting of Bowling Club.  
Supply such information and statements, as may be required by the Club Limited,

**15. SELECTOR CHAIRPERSON and SELECTORS shall:**

Arrange participation of Bowling Club pennant sides.

Select Bowling Club representative teams or sides.

Assist in selection of social bowls.

**16. OPERATION BANK OR OTHER ACCOUNTS**

Authorization for cheques or withdrawals on the monies of the Bowling Club shall be signed by any two (2) of the following officers jointly: President, Vice-President, Secretary, and Treasurer.

**17. COMPLAINTS**

Any complaint or grievance must be submitted in writing to the Secretary for attention by the Committee.

**18. ATTIRE**

Attire for play (or wear on the green) shall conform with the Constitution, Rules and By-Laws of the Royal New South Wales Bowling Association Incorporated, Bowls Australia, Club Limited and Bowling Club dress codes.

**19. TERMINATION OF MEMBERSHIP**

A member may resign from the Bowling Club at any time. Fees previously paid will not be refunded.

The Committee shall immediately report to the Secretary Manager of the Club Limited any member who infringed rules or By-Laws of the Bowling Club or Club Limited deemed serious enough to warrant disciplinary action to be taken by the Club Limited.

**20. DISCIPLINE**

Where a Bowling Club Committee Member is of the opinion that a breach of etiquette and/or a breach of bowls rules and/or a breach of the Constitution or By-Laws of the Bowling Club have been committed by a member, the committee shall meet and determine that issue. Provided however, the member concerned shall be given not less than seven (7) days' notice in writing of the time, date and place of such meeting and shall be provided with details of that which is alleged against them. The member shall be given the opportunity to appear at such meeting and present whatever material or evidence as may be considered relevant.

If it is determined that a breach has been committed by that member the committee may reprimand, suspend or expel that member from the Bowling Club.

Any motion to expel a member shall require a two-third majority of the committee to be carried.

Any member who has been dealt with by the committee may appeal to the Board of

Directors of the Club Limited who shall hear and determine the matter in accordance with the provisions of the articles of association of the Club Limited.

## **21. ALTERATION TO CONSTITUTION**

Any rule or rules in this Constitution may be altered by a two thirds majority vote of the members of the Bowling Club present and voting at the Annual General Meeting or at a Special General Meeting convened for that purpose.

Pursuant to the Constitution of the Bowling Club, any proposed amendment to this Constitution must first be approved by the Board of the Club Limited.

Where any rule in this Constitution is or should become inconsistent with the Memorandum and Constitution of the Club Limited, the Memorandum and Constitution of the Club Limited shall take precedence.

In the event of any doubt or difficulty arising as to the meaning of any Rule or By-Law, or should any question arise as to their interpretation, the Committee shall have the power to pronounce a decision thereon. Its decision shall be final and binding on all members, subject only to affirmation or reversal after a General Meeting called for that purpose or at the next Annual General Meeting of the Bowling Club.

## **22. POWER TO DRAW UP BY-LAWS**

The Committee is empowered to make, alter or rescind By-Laws for the proper management of the Bowling Club provided such By-Laws are not inconsistent with this Constitution.

Such By-Laws are equally binding on all members of the Bowling Club as is this Constitution.

The Secretary shall enter all By-Laws in a book kept for that purpose. Such book shall be available for inspection by members.

## **23. CLUB ASSETS**

Except in the case of the dissolution or winding up of the Bowling Club, the income and property of the Bowling Club shall be applied solely towards the promotion of the objects of the Bowling Club. No portion thereof shall be paid or transferred by way of dividend, bonus or profit to members of the Bowling Club.

## **24. DISSOLUTION**

The Bowling Club may be dissolved or wound up at a general meeting called for that purpose.

Following a decision to dissolve or wind up the Bowling Club, a further general Meeting shall be held not less than one (1) month and not more than three (3) months thereafter at which meeting not less than half of the members shall be present. The winding up motion must be confirmed by not less than two thirds of the members present.

## **25. BY-LAWS OF LAKE CONJOLA BOWLING CLUB**

By-laws of the Bowling Club may be made, amended and repealed by the Committee.