

By-laws

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## **1 Returning Officer**

- (1) Prior to each annual or general meeting, the Management Committee must appoint a returning officer whose duties are to control the issuing of ballot papers and subsequent collection and counting of same at the Annual General Meeting and subsequent general meetings.
- (2) The returning officer must liaise with the Secretary regarding the preparation of ballot boxes. He or she must ensure that only those entitled to vote are issued with the necessary ballot papers and that the ballot boxes are correctly located for the lodgement of same.
- (3) The returning officer will enlist the assistance of such number of scrutineers as required to conduct the ballot. The returning officer or any scrutineer must not be a candidate in such ballot.
- (4) The returning officer must advise the chairperson of the meeting the result of the scrutineer's count and the chairperson must announce the result to the meeting.
- (5) The ballot material must not be destroyed without the authority of a motion passed at the meeting and it must be the duty of the returning officer to carry out such instruction.

## **2 Election and Ballot Procedures**

- (1) Nominations for members of the Management Committee must be accordance with the rules.
- (2) Voting must be by secret ballot if requested by any member present. Every ordinary financial and life member present must be supplied with ballot papers for that member's votes, and an appropriate number of ballot papers for proxy votes which have been previously registered in writing with the Club.
- (3) The method of voting may be to delete the name or names of the candidate or candidates not required by the voter.
  - (a) If more than two (2) candidates nominate for the same two (2) positions the ballot for the higher position to be conducted first. The ballot for the lower position is then conducted after deletion of the successful candidate in the higher position.
- (4) The results of each ballot shall be determined on the first past the post principle. If there be an equal number of votes for two or more candidates for the last remaining position in a ballot a further ballot must be conducted between the two candidates who tied.
- (5) If insufficient nominations are received for the positions of elected Management Committee members the candidates so nominated shall be declared elected and the meeting shall proceed to fill any remaining vacancies and, if necessary conduct a ballot but with nominations from the floor of the meeting. Any member not present must indicate in writing his or her willingness to accept nomination from the floor for any unfilled position.
- (6) Ballot papers may be issued to those entitled to vote not more than 30 minutes prior to the meeting being opened. The returning officer must not collect the votes until the chairperson of the meeting announces the closing of the ballots. All votes will be deemed to have been made after the opening of the meeting and before the closure of the ballots. Before closing the ballot, the chairperson of the meeting must introduce to the meeting any candidate for election who is not well known to the members if such candidate be present at the meeting.
- (7) In the case of a ballot being necessary to resolve a matter other than election, members must indicate their choice on ballot papers in a manner specified by the chairperson of the meeting.

## **3 Duties of Management Committee Members**

- (1) The chairperson must be responsible, subject to the direction of the Management Committee and general meetings of members for the overall administration of the Club. The chairperson must preside at all meetings and functions of the Club. The chairperson must attend to the carrying out of the decisions of the Club and the Management Committee and generally see that members are properly accommodated and the rules are fully adhered to by all members. The presidents of the men's and women's bowls divisions should preside on days that involve the respective bowling events only.
- (2) The deputy chairperson must assist the chairperson to ensure that all duties allotted by the management committee are properly carried out. In the absence of the chairperson the deputy chairperson will carry out the duties normally performed by the chairperson.

(3) The treasurer must keep a record of the receipts and expenditure and keep correct accounts and books showing the financial affairs of the Club and the particulars usually shown in the books of account of a like nature, report the financial position of the Club at each meeting of the Management Committee, and present accounts for payment at each meeting of the Management Committee for ratification. He/she must also advise the Management Committee of any unfinancial members. The treasurer must also submit to the annual general meeting a statement of accounts for the preceding year, said accounts to be audited in accordance with the rules.

Should the treasurer be absent or ill, or neglect or refuse to do anything required by these by-laws, the Management Committee must invite and appoint any other financial member of the Club to act in that capacity.

#### **4 Attire**

The Management Committee must determine the dress standards as the minimum requirement in relation to members and visitors within the confines of the Club's premises. Such requirements must be displayed in a prominent position within the Club's premises. The Club must apply any requirements of BA and/or BQ for the attire of bowls players.

#### **5 Notice Board**

A notice board, upon which all notices shall be posted, must be placed in a conspicuous position in the Club's premises.

#### **6 Club Colours**

The colours are Jade and Gold.

#### **7 Club Flag**

The flag should be in the Club colours and be of a style approved by the Management Committee. The bowls divisions will fly the flag on playing days.

#### **8 Club Logo**

The Management Committee will determine the use of the logo on badges and documents.

#### **9 Bowls Division Presidents**

The presidents of the respective bowls divisions may preside on days that involve bowling events only. They must carry out the decisions of the Management Committee and generally ensure that the respective bowls division members are properly accommodated. They will be responsible for and carry out the duties expected of persons holding such positions.

#### **10 Bowls Division Secretaries**

The secretaries of the respective bowls divisions must deal with all correspondence and communications with the relevant DBA, other clubs or organisations in relation to bowling matters only. They shall issue all notices and keep minutes for all general meetings of members of the division, display notices on the notice board, collect nomination fees for Club events, lodge nominations by the due date and otherwise carry out all proper duties associated with the office.

#### **11 Bowls Division Delegate(s) to DBA**

The delegates of the respective bowls divisions must liaise between the Club and the DBA and convey accurately the opinion of the Club as instructed.

#### **12 Bowls Division Games Directors**

The games director of the respective bowls division must:

- (1) be responsible for the conduct of all Club championships and inter-club visits at home and away;
- (2) abide by the rules of procedure set out for Club championships;
- (3) arrange for an umpire for games under their control and appoint markers for all singles games including DBA games;
- (4) prepare cards for all games;
- (5) collect green fees applicable to any games being played, and remit to the treasurer or representative before the conclusion of the day's play; and
- (6) arrange provision of the rinks for play;

### **13 Bowls Division Selectors**

The selectors of the respective bowls division must:

- (1) select teams for pennant matches, interclub games and, where required, social play;
- (2) select individuals, teams and sides for any representative games;
- (3) keep records of games played (if applicable); and
- (4) forward results of all DBA games to the relevant Club, as required.

### **14 Bowls Division Representatives on the Management Committee**

The bowls division representatives will:

- (1) provide appropriate reports of Bowls Division Status and Activities as determined by the Management Committee from time to time;
- (2) represent the Bowls Divisions' interest in any discussions and votes at Management Committee meetings;
- (3) report to the Bowls Divisions' members any decisions made at the Management Committee meetings which may affect the activities of the Bowls Divisions.