

TRARALGON BOWLS CLUB INC.

BOWLS COMMITTEE BY-LAWS

*Approved by the Board of Directors on 18/7/2012,
(Amended 22/5/2021, 3/5/2022, 23/8/2022, 18/4/2023, 18/7/23, 17/4/24)*

1. NAME

- a. The bowls members of the Traralgon Bowls Club Inc. shall be known for competition purposes as the Traralgon Bowls Club - Bowls Section.
- b. Members will affiliate with the Strzelecki Bowls Region and Bowls Victoria.
- c. The "Bowls Committee" refers to that Committee constituted in accordance with Rule 21 of the constitution.

2. MANAGEMENT OF MEMBERS

- a. The management of the Bowls Committee shall be in the hands of the Bowls Members through the Annual General Meeting and Special Meetings hereinafter provided.

3. THE COMMITTEE

- a. The Bowls Committee shall consist of the following office bearers of which the Committee shall be made up of 5 female and 5 male members and the Bowls Manager or equivalent as a voting member:
President, Vice-President and Secretary are to known as the Executive Treasurer and 6 other general committee members require a minimum of 2 years as an affiliated member prior to standing.

However, in the event that there are insufficient nominations from one gender or the other to fill the positions under this criteria, then the ratio can be adjusted to a 6 to 4 composition for the duration of the elected term only, after which period the ensuing election term should return the Committee composition to the ideal ratio of 5 to 5 if possible.

4. TERM OF OFFICE

- a. The Bowls Committee shall consist of 10 (ten) fully Affiliated Club Members being elected to fill the following positions:-
President, Vice President, Treasurer, Secretary and 6 Committee positions.
- b. The Bowls Section Committee operate as a gender "unified" body and therefore its' composition shall ideally be maintained as 5 Female and 5 Male Club Members.
- c. There shall be an Annual Election for Bowls Committee positions which will be elected on a 2 year rotating cycle as follows:-
Year A – President, Vice President and Committee positions 1, 3 and 5
Year B – Treasurer, Secretary and Committee positions 2, 4 and 6
- d. The term of each expiring Committee position shall conclude at the closure of the current Annual General Meeting of which their term expires at.
- e. The Offices of President, and, Vice President shall always be filled by a Male occupying one Office and a Female occupying the other Office on a rotational basis with neither serving a longer consecutive term than two (2) years.

However, should there not be any nomination/s received at the AGM from person/s of the required gender, then the current occupant may be re-appointed for a further one (1) year tenure. At the end of such tenure, nominations from the gender required, will be sought prior to the next AGM.

- f. If the situation arises whereby there are no nominations received for the position/s of President/Vice President of the required gender, then that/those position/s may be filled for the term by a person of the opposite gender for that term on the provision that at the end of that term, every endeavour shall be made to return the cyclic rotation to its' original order.
- g. The occupants of the Offices of Treasurer and Secretary are able to be re-elected when due, as are all other general Committee positions, provided always that the overall balance of gender representation is maintained.
- h. To nominate for an executive position of the Bowls Committee, an eligible Member must have served a full 12 months as a Committee or Board member in the previous 7 years.

TERM OF OFFICE (continued)

- i. Should an elected President be unable to complete the term of Office, the Vice President will be elevated to the vacant position for the remainder of that term. In such an event, the time spent by the elevated Vice President in carrying out the President's role will not count towards the maximum two (2) year period that the Presidents' position can be filled by one gender.

Notwithstanding the above, should a situation occur whereby the Vice President is not able to take up the position of President, then the Committee shall appoint a suitable replacement from within the Committee, for the remainder of that term. If that is not achievable, then a suitable Club Member from outside the Committee may be co-opted to temporarily fill the position. Gender will not necessarily be a consideration during this period of temporary occupancy of the position.

- j. The vacancy created in the Vice Presidents' position shall now be filled by a person of the opposite gender to that which moved up to the Presidents' role. As for **(g)** above, the time spent in filling this role will not count towards the maximum two (2) year period of that position.
- k. The Bowls Committee have the power to "co-opt" a suitable Club Member, (in accordance with qualification under **(a)** above), to fill any position that may become vacant during the period between elections, provided that the ratio of 5 to 5 is maintained.
- l. All Committee and Sub-Committee/s Members will sign and adopt the "Code of Conduct Policy" set out by the Board and any other policies that may be set out from time to time.
- m. All Committee Members must also abide by the policies as set out by Bowls Victoria from time to time.

5. ANNUAL MEETING

- a. An Annual Meeting of members shall be held on such date and at such place as shall be determined by the Committee, but not later than May 31st in each year.
- b. At least 14 days notice shall be given to all members of the time and place of such meeting, and a copy of such notice shall be posted on the Section Noticeboard for not less than 14 days prior to such meeting.
- c. The business to be transacted at the Annual Meeting shall be as follows:
 - i. Confirmation of minutes of previous Annual Meeting.
 - ii. Election of Officers as set out in **4 a, b, and, c** above.
 - iii. Election of Pennant Selectors.
 - iv. Any other General Business.

6. SPECIAL MEETINGS

- a. 6 (six) members of the Committee may at any time require the Secretary to call a Special Meeting.
- b. At least 20 (twenty) Affiliated Members and/or Affiliated Life Members may request the Secretary to call a Special Meeting. The request from such persons shall be in writing and shall state the object of the Meeting.
- c. The Secretary shall thereupon call a Special Meeting giving at least 7 (seven) days notice to each member, and stating the object of the Special Meeting, which shall be held not later than 14 (fourteen) days following the receipt of the instruction on request.

7. QUORUM

- a. Except as provided in the sub-section (b) hereof, at all meetings 20 (twenty) Affiliated Bowls, or, Affiliated Life members shall constitute a quorum.
- b. In the absence of a quorum 30 (thirty) after the appointed time of starting such meeting, the meeting shall be adjourned to a date and place to be fixed by the Committee.
- c. Notice of time, date and place of such adjourned meeting shall be posted on the noticeboard for at least 7 (seven) days prior to such meeting.
- d. At any adjourned meeting of the members a quorum is required.

8. CHAIR

- a. The President, Vice-President, or in their absence, one of the Committee elected by the members, shall preside at all meetings.

9. MEETINGS

- a. Meetings shall be conducted in accordance with generally accepted rules of debate.

10. POWERS OF THE BOWLS COMMITTEE

- a. To appoint Managers or Sub-Committees to arrange and control all Club Championships, open tournaments, and other bowling activities set out in the Rules of the Club.
- b. To fill vacancies, make appointments, and take such action as it deems necessary or desirable in the interests of the Affiliated Bowls Victoria Members.
- c. To deal with submissions of members concerning the business of the Bowls Section, with such submissions having to be in writing to the Bowls Secretary.
- d. To carry out all resolutions passed at an Annual, or Special, meeting.
- e. To cause minutes of all meetings of the Committee to be maintained in accordance with the common practice of the day (i.e., written record in a book specific for that purpose, or, on computer and saved on back-up disc/USB, or other acceptable method), provided that a hard copy is filed in the Club records).
- f. To appoint delegates to the Strzelecki Bowls Region.
- g. To deal with other matters which may arise or which are not specifically provided for in the By-Laws of the Bowls Section.
- h. To decide the number of Pennant sides to be entered into the competition.
- i. To conduct election of Pennant Selectors.

11. BOWLS COMMITTEE MEETINGS

- a. The Bowls Committee will meet at times determined by the Committee to transact the business of the Section. The Committee shall, when necessary, or when requested by 6 (six) members of the Committee, convene a Special Meeting of the Committee.
- b. The Secretary will give to all Committee members such notice as is practicable for the Special Meeting, at which meeting the only subject/s for discussion shall be the matter/s out of which arose the need for a Special Meeting.
- c. 6 (six) Committee members thereof shall constitute a quorum at any meeting of the Committee.
- d. In situations of tied voting, the status quo will remain.
- e. Meetings shall be convened at a time that would regularly permit all Committee members to attend.
- f. There will be no less than 10 (ten) regular Committee meetings conducted during the election period.
- g. A copy of the minutes from the monthly Bowls Committee meeting shall be forwarded to the Secretary of the Board by not later than the 2nd (second) Tuesday of each month for inclusion in the monthly Board Agenda and Reports.

12. FAILURE TO ATTEND MEETINGS

- a. Any member of the Bowls Committee who is absent for 3 (three) consecutive meetings without leave or apology, shall cease to be a member of the Committee.

13. RESIGNATION OF OFFICE

- a. No Officer of the Bowls Committee shall be held to have resigned their office until their resignation in writing has been received by the Bowls Committee Secretary.

14. MULTIPLE OFFICES

- a. A Bowls member may only hold 1 (one) position per term on the Bowls Committee.

15. VACANCY ON COMMITTEE

- a. The Committee have the power, should a vacancy occur in their number, to fill such vacancy from Full Affiliated or Life Members of the Bowls Section, for the unexpired term remaining of that election year.

16. PRESIDENT

The duties of the President shall be:-

- a. To preside over meetings, to regulate and keep order in all proceedings and to carry into effect the By-Laws of the Bowls Section.
- b. To ensure the submission to the Annual Meeting of the Club, a report on the activities of the Bowls Section during that year just finished.

17. VICE-PRESIDENT

The duties of the Vice-President in the absence of the President, shall be:-

- a. To preside over meetings, to regulate and keep order in all proceedings and to carry into effect the By-Laws of the Bowls Section.
- b. To ensure the submission to the Annual Meeting of the Club, a report on the activities of the Bowls Section during that year just finished.

18. SECRETARY

The duties of the Secretary, shall be:-

- a. To attend all meetings of the Bowls Committee.
- b. To record the minutes of all meetings of the Bowls Section Committee in accordance with the common practice of the day (i.e., written record in a book specific for that purpose, or, on computer and saved on back-up disc/USB, or other acceptable method), provided that a hard copy is filed in the Club records).
- c. To receive and conduct all correspondence in connection with the general business of the Bowls Section.
- d. To submit, as soon as is practicable, to the Bowls Committee for consideration, minutes of each Annual General Meeting and Special Meetings of the Bowls Section.
- e. To perform in any other respect, the duties usually associated with the office of Secretary.
- f. To forward invoices for Capitation Fees, and like charges, to the Board for payment.
- g. As requested under By-Law 11, *Bowls Committee Meetings, sub-section g*, the Secretary will ensure a copy of the minutes from the monthly Bowls Committee meeting, is forwarded to the Secretary of the Board, not later than the 2nd (second) Tuesday of each month for inclusion in the monthly Board Agenda and Reports.

19. TREASURER

The duties of the Treasurer shall be:-

- a. To receive all monies associated with the Bowls Committee and derived from the activities of the Bowls Section.
- b. To arrange the deposit of such funds with the Club's Finance Department within a reasonable time from time of collection, and following the procedures set-down from time to time by the Board.
- c. To keep correct accounts of all monies received and expended by the Bowls Section.
- d. To pay all incidental expenses incurred by the Bowls Section in line with yearly forecasted budgets as pre-approved by the Board of Directors.
- e. To present a Profit and Loss Statement of the Bowls Section at each monthly meeting of the Bowls Committee.

20. PENNANT SELECTORS

The Bowls Committee, at the AGM, shall arrange for the electing of Pennant Selection Panels, Midweek and Saturday Pennant respectively, pursuant to By-Law 10.

The duties of the respective Pennant Selection Panels shall be:-

- a. Selection of sides for the Strzelecki Bowls Region Pennant competitions
- b. Posting of names of selected players on the appropriate display areas in the Clubhouse, and on the Club's website in accordance with the directives provided by the Bowls Committee.
- c. All selected players for pennant competition must comply with the Club's Standard of Dress or Uniform as determined by the Bowls Committee.
- d. Any vacancy occurring in the Pennant Selection Panel/s between it's election and the next Annual Meeting shall be filled by the Bowls Committee appointment.

21. DELEGATES

- a. Delegate to represent the Club at the Strzelecki Annual Meeting, shall be appointed by the Bowls Committee. There shall be 1 (one) delegate appointed each year.
- b. A delegate absenting themselves from 2 (two) consecutive meetings of the Strzelecki Bowls Region without good and valid reason acceptable to the Bowls Committee, shall thereupon be deemed to have vacated their office. The Committee thereupon fill such vacancy.
- c. Each appointed delegate shall vote as instructed by the Bowls Committee. Failure to do so will result in breach of delegate responsibilities and shall result in the Bowls Committee removing that delegate and replacing, pursuant to By-Law 10.

22. NOMINATION OF OFFICERS

- a. Nominations for the offices of President, Vice-President, Secretary, Treasurer and Committee Members shall be called for by posting a notice on the Club's noticeboard at a time to be fixed by the Bowls Committee. The Bowls Committee shall appoint a Returning Officer to receive nominations and conduct elections.
- b. Nominations shall be made on forms available from the Bowls Committee Secretary and signed by the *Nominator*, the *Secunder* and the *Nominee* who shall be Full Bowls Members or Life Members of the Club.
- c. Nominations shall close with the Returning Officer at the Clubhouse at a time and date determined by the Bowls Committee, but not earlier than 3 (three) weeks after the calling for nominations.
- d. Any member who nominates for any position under sub-clause 22(a) of the By-Law may withdraw provided that notice of withdrawal in writing is received by the Returning Officer prior to the time and date specified as the closing time and date for receipt of nominations.
- e. All positions are declared vacant and no member may hold more than 1 (one) position.
- f. If insufficient nominations are received to fill all vacancies of Bowls Office and Committee positions, the candidates shall be deemed to be elected and the remaining vacancies be filled by the elected Bowls Committee.
- g. If no more nominations are received for an Office than are required to fill the number of vacancies for that Office, the person or persons so nominated shall be deemed to be elected providing that the Bowls Committee structure does not exceed the 5 (five) male and 5 (five) female quota as instructed under By-Law 3.
- h. If the number of nominations exceeds the number of vacancies, a ballot shall be held.
- i. All retiring officers and members of the Bowls Committee shall be eligible for re-election.
- j. Any Bowls Committee member nominated by the Bowls Committee shall be ex-officio members of all sub-committees of the Bowls Committee.
- k. All nominees must be an Affiliated Bowls Member of the Traralgon Bowls Club for 12 months (1 years) before being nominated for a position on the Bowls Committee.

23. ELECTION OF OFFICERS

- a. The ballot for the election of Officers, Committee and relevant Sub Committee members shall be conducted at least ten (10) days prior to the Annual General Meeting of the Bowls Section. Ballots can be picked up and returned to Club Reception. The Voting Member must submit their voting envelope to the Club Reception staff and have them strike you off the election roll as having voted.

You may only return your vote within the hours of 1pm – 5pm and 7pm – 8pm each day except for the date of the Annual General Meeting of the Bowls Section when voting will only be available between 1pm – 4pm.

- b. In the event of a voting deadlock, a secret ballot will be held to determine the successful nominee.
- c. The Returning Officer, at the conclusion of each election, shall present the result of the ballot to the Chairperson of that meeting.
- d. Only Full Bowls Members, Life Members and Affiliated Super Veterans shall be entitled to vote.

24. FINANCE

- a. Monies received by the Bowls Section for any event shall, after payment of approved incidental expenses, be handed by the person having the responsibility for the event to the Club Staff and will also provide a receipt for the Treasurer (in a manner advised) so that they shall keep records showing the nature of the event and details of receipts and expenses.
- b. The Bowls Section shall incur expenditure only to the extent authorised by the Board of Directors
- c. The Bowls Committee, by the beginning of the 1st (first) week in June of each year, shall provide a detailed budget outlining proposed expenditure and financial assistance required for all bowls events for the following bowls season.
- d. All additional funding support required after the date as outlined in By-Law 24c must be made in writing to the Board, via the Club Secretary, for Board approval at their monthly Board meetings
- e. All additional funding must be approved no less than 4 (four) weeks prior to the event being held.
- f. In line with the Clubs Community Benefit Statement requirements, all donations to be made to outside entities must have Board approval before advertising such nominated donations.

25. CLUB COMPETITIONS

- a. All Club competitions shall be played under the Laws of the Sport of Bowls as determined by World Bowls and Bowls Australia that are current at any given time. The Rules Competition of Bowls Victoria, that are current at any given time, shall also be followed.
- b. The Bowls Committee may arrange for competitions between Club members as it sees fit, and shall fix entry fees and the value of trophies for the event within the parameters set by the Board of Directors.
- c. A member can play in the Club Singles, Pairs, Triples and Fours Championship/s of only their Nominated Club. The member will not be eligible that season to play in such championships of any other Club unless the member obtains a clearance. In some cases, the member shall only be eligible to play in the championships of 1 (one) Club only.
- d. All participants in Club competitions must be willing to comply with the dress or uniform rules as directed or advertised for that event.
- e. The Club will not issue a Bowls Victoria playing permit to allow any Club Members to play for sides within the Strzelecki North Region nor will it allow any players from within the Strzelecki North Region to obtain a Bowls Victoria playing permit to come to our Club to play.

26. OFFICIAL FUNCTIONS

In conjunction with Club Management, the Bowls Section shall formulate the arrangements for:-

- a. Official Season Opening
- b. Presentation Night
- c. Any other Bowls Functions

27. GENERAL ORDER

- a. The Bowls Committee shall have the power to make General Orders consistent with these By-Laws for the efficient functioning of the Bowls Section.
- b. All General Orders must be approved by the Board of Directors.

28. VALIDATING CHANGES TO THE BY-LAWS

- a. At the commencement of each bowls season, the Bowls Committee must ensure that the current set of By-Laws receives approval from the Board of Directors.
- b. All proposed changes to the By-Laws must be given in writing to the Secretary of the Board for tabling and approval at a Board meeting.
- c. Any changes to the Bowls Committee By-Laws do not take effect until the Board of Directors have been notified of the impending changes and approval given in writing from the Board to the Bowls Committee.