

TOONGABBIE MEN'S BOWLING CLUB CONSTITUTION

AS AMENDED AUGUST 2016 (with additional corrections of typographical errors and punctuation prior to distribution November 2016)

THIS CONSTITUTION SUPERSEDES ALL PREVIOUS VERSIONS AND IS TO BE READ IN CONJUNCTION WITH THE ARTICLES AND CONSTITUTION OF THE REGISTERED CLUB

1) The Club will be known as Toongabbie Men's Bowling Club

2) Objects

- a. To promote the game of bowls.
- b. To engender by association a fraternal feeling amongst bowlers and to preserve and promote the best traditions of the game.
- c. To conform at all times with the requirements of the laws of the game as adopted from time to time by the Royal New South Wales Bowling Association and the Constitution of The Toongabbie Sports and Bowling Club (hereinafter called The Registered Club).

3) Membership

- a. The membership of the Men's Club shall comprise all male Ordinary Members (Bowling), Ordinary Members (Junior) and Life Members (bowling) of the Registered Club.
- b. The membership of the Men's Club shall be divided into the following categories:
 - i. Bowling Members.
 - ii. Junior Members.
 - iii. Life Members
- c. Life Members: "Life Member" means any Ordinary Member (Bowling) who may, in consideration of long and meritorious service to Toongabbie Men's Bowling Club or for any other commendable service, be elected to Life Membership of Toongabbie Men's Bowling Club at any Annual General Meeting by a four-fifths (4/5) majority of the members present and entitled to vote, provided that such nomination is made in writing by two (2) Ordinary Members (Bowling) or Life Members and also provided that such nomination is included in the notice convening the meeting and provided further that the Management Committee has approved such nomination.

4) Fees

The Management Committee shall fix annual fees and subscriptions (if any) that shall be in addition to any monies payable to the Registered Club.

5) Financial year

- a. The men's Club financial year shall coincide with the financial year of the Registered Club.
- b. All fees are due and payable in advance.

6) The Management Committee.

- a. The Management Committee shall consist of
 - i. President
 - ii. Vice President
 - iii. Treasurer
 - iv. Bowls secretary
 - v. Four (4) Committeemen.
- b. The Men's Club shall have the following Executive Officers:
 - i. President
 - ii. Vice-President
 - iii. Treasurer
- c. Subject to paragraph (e) below, all members of the Men's Club (excluding Junior members) shall be entitled to stand for office and to vote at any General Meeting of the Men's Club.
- d. At every Annual General Meeting of the Men's Club the Management Committee shall retire from office but if nominated shall be eligible for re-election.
- e. Any person may be nominated for more than one position on The Management Committee but shall be entitled to hold one such position only. Any person elected to more than one such position shall immediately upon election elect which position that person is to fill, each other position to which that person was elected shall be filled by the person who receive the next largest number of votes.
- f. The management Committee shall appoint the Committee Secretary.

7) Selectors

- a. The selectors shall consist of five (5) selectors all of whom shall be members of the Men's Club (Excluding Junior Members).
- b. The Selectors shall be elected in the same manner and at the same time as the Office Bearers.
- c. The Selectors shall appoint a chairman from within their ranks to coordinate their meetings and make reports to The Management Committee either in writing or in person as may be required by The Management Committee from time to time, .

8) Match Committee

The Match Committee shall consist of:

- a. The.Bowls Secretary – Chairman
- b. Management Committeeman – nominated by Management Committee
- c. Two (2) members (not Junior Bowls Members) – nominated by Management Committee.

9) Elections

- a. Election of The Management Committee and Selectors shall take place by secret ballot at the Annual General Meeting. Subject to clause 6(d).
- b. Nominations for position of Office Bearers, Management Committee and Selectors shall open 21 days prior the date of Annual General Meeting and close 7 days prior to Annual General Meeting. Subject to clause 6(d).
- c. Nominations must be handed to Committee Secretary on official nomination form by due date.
- d. Multiple nominations must be on separate forms.

10) Annual General Meeting, other Meetings and Committee Meetings

- a. The annual general Meeting of the Men's Club shall be held in the month of August at a time, date and place nominated by the Management Committee.
- b. The Annual General Meeting and any other General Meetings and meetings of the Management Committee shall be convened and held in accordance with the constitution and by-laws of the Registered Club relating to Annual General Meetings, General Meetings or meetings of the Board respectively subject to clause 6(d) and 10(a):
 - i. Reference to the Secretary shall be read as references to the Committee secretary.
 - ii. Reference to the Board shall be read as references to the Management Committee.
 - iii. References to the Chairman or Deputy Chairman shall be read as references to the President or Vice President.
 - iv. References to Directors shall be read as references to Management Committee.
 - v. The quorum of the Management Committee shall be a majority of the Management Committee.
 - vi. The quorum for an Annual General Meeting or General Meeting shall be five percent (5%) of or 50 (whichever is the lesser) of members entitled to vote.
- c. All meetings held by Committees of Toongabbie Bowling Club must be held after 5pm to allow those members of the Committee who are working in an occupation outside the Club, to attend. This time cannot be changed unless all members of the Committee are in agreement.

11) Casual Vacancies

The Management Committee may at any time appoint a member, eligible under clause 6.c hereof, to fill a casual vacancy in respect of the Management Committee or the selection panel and the member so appointed, shall hold office until the next Annual General Meeting.

12) Duties of Committee Secretary.

- a. Issue notices and keep minutes of meetings.
- b. Maintain membership list.
- c. Receive and dispatch correspondence and submit such reports as may be required.

13) Duties of Bowls secretary.

- a. Chairman of Match Committee.
- b. To oversee and co-ordinate all Men's bowls activities

14) Duties of Treasurer.

- a. Receive all monies and pay all accounts after due and proper authorization.
- b. Maintain proper books of accounts and submit detailed statements to the Management Committee as required and to the Annual General Meeting.
- c. Supply such information, details and statements as may be required by the Board of the Registered Club from time to time.

15) Duties of Selectors.

- a. To select teams for pennant fixtures and any other competitive fixtures where the Men's Club is to be represented as a club.
- b. Post on notice board all team selections.
- c. Selection of and running of social bowls as required by Management Committee.
- d. Be part of any roster for Men's Club activities.

16) Duties of Committeemen.

- a. To attend Management Committee Meetings and any other Men's Bowling Club meetings as required by Management Committee.
- b. To be part of any other subcommittee as nominated by the Management Committee.
- c. Be part of any roster for men's Club activities

17) Duties of Match Committee.

- a. To arrange pennant sides.
- b. To arrange all competition matches, internal and external.
- c. To arrange and delegate organisation of social bowls.
- d. To post on notice board all fixtures and notices.
- e. To prepare annual bowls programme.
- f. To co-operate with RNSWBA, Zone and District Associations with the running of their programme.
- g. To furnish match result to media and recorders.

18) Sub-Committees

- a. The Management Committee shall appoint such sub-committees as required.
- b. Duties of all sub-committees shall be set in the regulations.

19) Delegates

At its first meeting after election the Management Committee shall appoint delegates to the Sydney Northwest Zone 10 Bowling Association Inc. and any other body to which the Men's Club is entitled to representation. Delegates shall present a report of meetings attended to each Management Committee meeting.

20) Funds

- a. The funds of the Men's Club are at all times regarded as the property of the Registered Club.
- b. The Men's Club may open an account with a Bank or Building Society, as the Board of Directors of the Registered Club shall from time to time determine.
- c. Withdrawals are to be signed by any two, President, Committee Secretary, Vice President or Treasurer.

21) Regulations

The Management Committee shall have the power to make alter or repeal any such regulations as are necessary to manage the affairs of the Men's Club providing that any regulation made or any amendment to an existing regulation pursuant to the power herein shall come into force and be duly operative upon the posting of an appropriate notice containing such regulation on the notice board. Where an existing regulation is repealed such repeal will not take effect and the regulation will not cease to be operative until the posting of an appropriate notice on the notice board advising that the regulation has been repealed.

22) Misconduct

Should a member of the Men's Club be deemed to be guilty of a willful misconduct prejudicial to the interest of the Men's Club, the Management Committee shall have the power by resolution to reprimand or suspend that member from participating in the game of bowls for such period as it considers fit PROVIDED THAT:

- a. At least seven (7) days before the meeting at which any resolution is passed the member concerned shall have been notified in writing by certified post (sent to his registered address) the intention of the Management Committee to consider the matter (which shall include short particulars of the charge against said member) and be requested to present at the meeting.
- b. At the meeting the member shall, before such resolution is moved, have an opportunity of presenting in writing or orally any explanation or defence he may think fit.
- c. If the member fails to attend at the time and place specified, without reasonable excuse, the matter may be heard and dealt with by the Management Committee on the evidence before it, his absence notwithstanding.
- d. The meeting must be held within one (1) month of the date that the alleged offence, infringement or misconduct is raised at a meeting of the Management Committee provided that the alleged offence, infringement or misconduct is not subject to criminal or civil proceedings.
- e. The member shall be notified of the decision of the Management Committee in writing by certified post sent to his registered address.
- f. Any member notified or any member proposed to be notified in accordance with this section may immediately be suspended on the vote of a simple majority of the Management Committee of all privileges concerning the game of bowls until such time as the aforementioned meeting is held.
- g. Any resolution of the management Committee shall be final.

23) Dress

The manner of dress for play shall comply with the requirement of the Royal New

South Wales Bowling Association and include

- a. Playing dress, ie coloured clothing, is not to be changed by the Management Committee of Toongabbie Men's Bowling Club for four (4) years after initial inception unless, during this four (4) year period, the Management Committee are advised in writing to alter or change the playing dress by Royal New South Wales Bowling Association (RNSWBA) or the Board of Directors of Toongabbie Sports and Bowling Club.
- b. The playing dress ie coloured clothing must consist primarily of colours Royal (Dark Blue) and Cyan (Light Blue) unless advised in writing to alter or change by the Board of Directors of Toongabbie Sports and Bowling Club.

24) Alterations

No alterations shall be made to this constitution except by resolution passed by a majority of not less than two thirds of the Members of the Men's Club as may be present at the Annual General Meeting or General Meeting of the Men's Club provided that not less than twenty one (21) days' notice specifying the intention to propose such resolution has been duly given.

25) Any matter not covered by this constitution shall then be referred to the constitution and articles of association of the Registered Club.