

THE CONSTITUTION OF THE TOONGABBIE BOWLING CLUB

AS AMENDED MARCH 2021

THIS CONSTITUTION SUPERSEDES ALL PREVIOUS VERSIONS AND IS TO BE READ IN CONJUNCTION WITH THE ARTICLES AND CONSTITUTION OF THE TOONGABBIE SPORTS AND BOWLING CLUB (hereinafter referred to as The Registered Club.)

1) The Club will be known as Toongabbie Bowling Club (hereinafter referred to as The Club).

2) Objects.

- a. To promote the game of bowls.
- b. To engender, by association, camaraderie 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 and regulations of the game as promulgated from time to time by the Royal New South Wales Bowling Association, including zone and district organisations and their heirs and successors (hereinafter, severally and collectively, referred to as The Association) and also with the Constitution of The Registered Club.

3) Membership.

- a. The membership of The Club shall comprise all Members (Bowling), Junior Members (Bowling) and Life Members (Bowling) of the Registered Club.
- b. The membership of The Club shall be divided into the following categories:
 - i. Members.
 - ii. Junior Members.
 - iii. Life Members.
- c. Life Members: "Life Member" means any member of The Club who may, in consideration of long and meritorious service to The Club or for any other commendable service, be elected to Life Membership of The Club at any Annual General Meeting by a four-fifths (4/5) majority of the members present and eligible to vote, provided that such nomination is made in writing by two (2) Members 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 financial year of The Club 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 serve for a term of one year.
- b. The Management Committee shall consist of:
 - i. President.
 - ii. Vice President.
 - iii. Treasurer.
 - iv. Bowls Secretary.
 - v. Four (4) Committee Members.
- c. The Club shall have the following Executive Officers:
 - i. President.
 - ii. Vice-President.
 - iii. Treasurer.
- d. Subject to paragraph (e) below, all members of The Club (excluding Junior members) shall be eligible to stand for office and to vote at any General Meeting of The Club.
- e. At Annual General Meetings of The Club, The Management Committee shall retire from office. If nominated, members thereof shall be eligible for re-election.
- f. Any person may be nominated for more than one position on The Management Committee but shall be eligible to hold only one such position. 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 received the next highest number of votes.
- g. The Management Committee shall appoint a Committee Secretary.

7) Selectors.

- a. The selectors shall consist of five (5) selectors all of whom shall be members of The Club (Excluding Junior Members).
- b. Selectors shall be elected at an AGM to serve for a term of twelve (12) months from the date of the election. Selectors may be re-elected for further terms.
- c. At their first meeting after election, The Selectors shall endorse a Selector from amongst their number to coordinate and preside over their meetings and to represent the Selectors in making reports to The Management Committee, either in person or in writing, as may be required from time to time by The Management Committee.

8) Match Committee.

The Match Committee shall consist of:

- a. The Bowls Secretary who will coordinate and chair the meetings of The Match Committee.
- b. Management Committee Member – nominated by Management Committee.
- c. Two (2) members (not Junior 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 clauses 6(a) and 7(b).
- b. Nominations for positions as Management Committee members and selectors shall open twenty-one (21) days prior to the date of the AGM. Nominations shall close seven (7) days prior to the date of such the Annual General Meeting. Refer clauses 6e) and 7b).
- c. Nominations must be lodged in the secured receptacle provided for that purpose on the premises of The Registered Club.
- d. Multiple nominations must be on separate forms.

10) Annual General Meeting, other Meetings and Committee Meetings.

- a. The Annual General Meeting of The 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, subject to clauses 6a) and 10a) herein, 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.
 - 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. Any references to "Chairman", "Chairperson", "deputy Chairman" or "deputy Chairperson" shall be read as references to President or Vice-president as appropriate.
 - 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 fifty (50), whichever is the lesser, members eligible to vote.
- c. All meetings held by Committees of The 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 herein, to fill a casual vacancy in respect of the Management Committee or the selection panel and the member so appointed, shall hold office for the remainder of the term of office for which the member being replaced was elected or appointed.

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 The Bowls Secretary.

- a. To Chair the meetings of The Match Committee.

- b. To oversee and co-ordinate all bowling activities of The Club.

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 recommend grading of teams and to select teams for pennant fixtures and any other competitive fixtures where The 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 available for rostered activities of The Club.

16) Duties of Committee Members.

- a. To attend Management Committee Meetings and any other meetings as required by Management Committee.
- b. To be part of any other subcommittee as nominated by the Management Committee.
- c. Be available for rostered activities of The Club.

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 Association as required and any other body to which The 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 Club are, at all times, regarded as the property of the Registered Club.
- b. The 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 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 Club be deemed to be guilty of a misconduct prejudicial to the interest of The 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 shall have been sent a written notification to the member's registered address or to the member's registered e-mail address. Such notification shall include advice of the Management Committee's intention to consider the matter, a brief synopsis of any charge(s) and an invitation to attend the meeting at which such charges are to be considered.
- b. At the meeting the member shall, before any resolution is moved, be afforded the opportunity to present any written or oral explanations or defences that the member may deem appropriate.
- 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.
- 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, either to the member's registered address or to the member's registered e-mail 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.

- a. The manner of dress for play shall comply with the requirements of The Association.
- b. Playing dress, ie coloured clothing, is not to be changed by the Management Committee of The 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 The Association or the Board of Directors of The Registered Club.
- c. The playing dress ie coloured clothing must consist primarily of colours Royal Blue and Cyan (Light Blue) unless advised in writing to alter or change by the Board of Directors of The Registered 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 Club as may be present at the Annual General Meeting or other General Meeting of The Club to which the resolution is put. Notice of such resolution must be provided, in writing, to all members of The Club not less than twenty-one (21) days prior to the meeting to which the resolution is to be put.

The foregoing is not to be construed so as to prevent cosmetic amendments of paragraph referencing, punctuation or spelling prior to publication and distribution provided that there is no substantive change to the intention of the document.

25) Precedence.

Any matter not covered by this constitution shall be referred to the constitution and articles of association of the Registered Club which take precedence.

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