

WESTPORT MEN'S BOWLING CLUB CONSTITUTION



THE WESTPORT CLUB

relax with us

Buller St

Port Macquarie 2444

Westport Men's Bowling Club Constitution

1. NAME

The name of the Club shall be Westport Men's Bowling Club.

2. INTERPRETATIONS

The following interpretations apply:

"Club Colours" — the Men's Club's club colours are blue and gold.

"Club Limited" shall mean The Westport Club/Mingara Recreation Club Limited.

Committee, unless otherwise defined, shall mean the Management Committee of the Men's Club.

"Men's Club" shall mean Westport Men's Bowling Club.

3. OBJECTS

3.1. To play and promote the game of bowls as a member of the Royal New South Wales Bowling Association Inc. (RNSWBA).

3.2. To preserve and promote the best traditions of the game.

3.3. To engender friendship amongst bowlers.

4. CONSTRAINTS

4.1. The Men's Club shall conform at all times to the requirements of the constitution and by-laws of the RNSWBA.

4.2. The Men's Club shall abide by the constitution and rules and by-laws of the Club Limited.

4.3. The Men's Club shall be non-sectarian and non-political.

5. MEMBERSHIP

5.1. Members of the Men's Club must be members of the Club Limited (Junior Members excepted).

5.2. Members of the Men's Club shall pay the prescribed annual fee to the Men's Club.

5.3. A Life Member of the Men's Club shall be any member who, in consideration of his exceptional service to the Men's Club, is nominated to the Committee and, on its recommendation, is elected at a General Meeting on an affirmative vote of two thirds of the members present at the meeting.

Only one Life Member may be elected in any one year. Life Members shall not be required to pay an annual fee.

5.4. A Junior Member of the Men's Club shall be a person who is under the age of 18 years and in all other respects complies with the age requirements set down in the by-laws and has paid the appropriate fees.

A Junior Member shall have no voting rights at General Meetings of the Men's Club. Within thirty (30) days after reaching 18 years of age a Junior Member's membership shall terminate and during those thirty days an application for full membership of the Men's Club shall be affected.

5.5. Multiple Members who have not declared the Men's Club as their principal club are not permitted to enter Men's Club Championships, nor are they eligible for selection to represent the Men's Club in any events conducted by or under the auspices of, the RNSWBA or any of its affiliated bodies.

6 ELECTION OF NEW MEMBERS

6.1. Every applicant for membership of the Men's Club shall be nominated by one, and seconded by another, member of the Men's Club.

6.2. The application for membership shall be made in writing on the prescribed form signed by the applicant, his proposer and seconder, and accompanied by payment of the prescribed fees.

6.3. The name of each person proposed for membership of the Men's Club shall be displayed in a conspicuous place in the Club Limited's premises for at least fourteen (14) days.

7. FINANCIAL YEAR

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

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

8. CESSATION OF MEMBERSHIP

If any member fails to pay his subscription by the due date, the member concerned shall cease to be a member of the Men's Club.

9. MANAGEMENT COMMITTEE

9.1 The Management Committee of ten (10) shall comprise of:

(i) Executive (all with full voting rights at Committee Meetings)

- President
- Two Vice Presidents **
- Secretary
- Treasurer

(ii) Five (5) other members (all with full voting rights at Committee Meetings)

** The Vice President receiving the most votes shall be deemed the Senior Vice President.

9.2 The members of the Committee shall be elected annually at the Annual General Meeting and shall only be comprised of members of the Men's Club (other than a Junior Member or Multiple Member who has not declared the Men's Club as their principal club for the season).

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

9.4 The Committee shall elect delegates to the District Bowling Association.

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

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

CASUAL VACANCIES

9.7.1 Except in the event of a casual vacancy in the office President, clause 9.7.4 applies, casual vacancies may be filled by the person who received the next highest number of votes at the last Annual General Meeting. Such casual vacancies are to be filled at the first scheduled monthly Committee meeting after the vacancy arises. Any member(s) so appointed shall hold office until the next Annual General Meeting.

9.7.2 In the event of there being no person or persons available to fill a casual vacancy in accordance with clause 9.7.1 , such vacancy may be filled by the Management Committee and the person so appointed shall hold office until the next Annual General Meeting when that person shall retire but be eligible for re-election.

9.7.3 Any member of the Committee absent from three monthly Committee meetings without an approved leave of absence shall cease to be a member of the Committee. Such a casual vacancy will then be filled in accordance with 9.7.1 or 9.7.2 hereto.

9.7.4 A vacancy occurring in the office of President shall be filled by the Senior Vice President. Should the Senior Vice President be unwilling to act as President, then the Junior Vice President shall fill the position. Should the Junior Vice President be unwilling to act as President, then rule 9.7.1 applies.

9.7.5 The Chairman of Committee meetings shall be the President or in his absence the Senior Vice President or Junior Vice President or another Committee member elected by the meeting, in that sequential order. The Chairman shall have a casting vote in addition to his deliberative vote.

9.8 SUB-COMMITTEES

9.8.1 At the first meeting after it's election, the Committee shall appoint a Match Committee to comprise of five (5) members.

9.8.2 The Chairman of the selectors shall be elected from the Selection Committee

9.8.3 Other sub-committees may be appointed by the Committee as required for specific tasks and may be disbanded by the Committee as it sees fit.

10 GENERAL MEETINGS

10.1 A quorum at all General Meetings, including the Annual General Meeting, shall be not less than forty (40) members, In the event of a quorum not being present within thirty minutes after the stated time of the meeting, the meeting shall be adjourned to a date to be fixed. If at such adjourned meeting a quorum is not present the members who are present and entitled to vote shall be a quorum and may transact the business for which the meeting was called.

10.2 No person shall be permitted to speak at a General Meeting unless he is a member Of the Men's Club or, in the case of a non-member, is specifically invited by the Committee to speak.

10.3 Each member present shall have one vote on all business transacted at the meeting. Absentee and postal votes are not permitted.

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10.4.1 A Special General Meeting shall be called at any time by the Management Committee or by the Secretary upon receipt of written request to do so signed by at least thirty (30) members of the Men's Club or by request of the Management Committee.

10.4.2 Fourteen (14) days' notice of a Special General Meeting will be given in writing and mailed or emailed to each member stating the time and place where such meeting is to be held and the special business to be dealt with.

11 ANNUAL GENERAL MEETING

11.1 The Annual General Meeting shall be held on any Sunday in August in each year.

11.2 Written notice of the Annual General Meeting shall be mailed or emailed by the Secretary to each member at least fourteen (14) days prior to the meeting and shall include an agenda.

11.3 Special business may be transacted at the Annual General Meeting provided that at least twenty-eight (28) days' notice has been given to the Secretary in writing.

11.4 Members of the Management Committee and the Selection Committee shall be elected at the Annual General Meeting with the result of the ballot being declared by the Returning Officer. Voting shall be in accordance with clause 13 below.

12 NOMINATIONS FOR OFFICE

12.1 Nominations for positions on the Management Committee and Selection Committee, signed by the nominee, his proposer and seconder, shall be delivered to the Secretary at least ten (10) days prior to the Annual General Meeting.

12.2 A member shall not be nominated for the position of President if he has held the position for the previous three (3) consecutive years.

12.3 The Secretary shall post all nominations received on the notice board, as received, but no later than ten (10) days prior to the Annual General Meeting.

12.4 Should the nominations be equal to, or less than the number required, those nominated shall be declared elected at the meeting. Any unfilled positions shall be filled from the floor.

13 VOTING PROCEDURES TO ELECT COMMITTEE MEMBERS

An election by ballot of the Management and Selection Committees shall be conducted in the following manner:

13.1 At least three (3) weeks prior to the Annual General Meeting the Committee shall appoint a Returning Officer to take charge of the ballot for the Committee and an Assistant Returning Officer. The Returning Officer shall supervise the issue of ballot papers, the safe custody of ballot papers returned, the examination of such ballot papers, and the counting of votes after the ballot is closed, and shall report the result of the ballot to the Annual General Meeting.

13.2 Voting shall take place at the Club Limited's premises at times determined members by the Management Committee and as advertised on the Club Limited's members Notice Board at least 14 days prior to the Annual General Meeting.

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13.3 A member shall record his vote by clearly marking opposite the name or names of candidates up to the required number of members for each position on the Management and Selection Committees. The number of members for each position will be clearly indicated on the ballot paper. Failure to comply with the foregoing may render the vote invalid.

13.4 In the event of a candidate standing for more than one position on the Management Committee then, upon his being elected to the most senior position for which he is a candidate, will cease to be a candidate for any other position on the Committee. The Returning Officer shall delete that member's name from all other positions for which he is a candidate and votes for this candidate's lower position will be discarded.

13.5 The decision of the Returning Officer as to the formality or informality of any vote shall be final.

13.6 The successful candidate for a position on the Committee shall be the person(s) receiving the highest number of votes counted under the first past the post system.

In the event of an equality of votes in favour of two or more candidates for a particular position or for the last position of a number of the same positions, the Returning Officer shall draw lots between the candidates having an equality of votes to determine the candidate who shall be declared elected to that position.

13.7 The Returning Officer, his assistant or any scrutineers, shall not disclose the results of the voting for the election of the Management Committee and Selection Committee to any other person prior to the same being announced at the Annual General Meeting.

13.8 Should the number of members voting at the time the ballot is closed be less than the number required by the Constitution to constitute a quorum at a General Meeting, then the ballot shall be invalid and a further ballot shall be called as soon as possible.

14. **RESPONSIBILITIES AND DUTIES OF OFFICERS AND SUB-COMMITTEES**

14.1 *PRESIDENT*: If present, the President shall take the chair at all meetings (except sub-committee meetings). The President is ex-officio, a member of all sub-committees and shall have the general oversight of the operations of the Men's Club. Questions and motions shall be decided by a show of hands and in the case of an equality of votes the Chairman shall have a casting vote as well as the vote he is entitled to as a member of the Committee.

14.2 *VICE PRESIDENTS*: The Vice Presidents shall assist the President in the performance of his duties whenever called upon to do so.

14.3 *SECRETARY*: The Secretary shall:

- keep an accurate record of all business transacted at meetings of the Management Committee and General Meetings of the Men's Club;
- be the custodian of all correspondence, minute books, registers, and records of the Men's Club;
- prepare and submit affiliation returns and fees to the RNSWBA and to the District Association;
- arrange for a copy of annual reports to be issued to all members of the Men's Club; and

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- deal with all correspondence under the direction of the Management Committee.

14.4 *TREASURER*: The Treasurer shall:

- arrange for a copy of the Men's Club's financial statements to be displayed at a suitable location for all members of the Men's Club;
- receive all monies due to the Men's Club and place them to the credit of the Men's Club's bank account; ■ issue official Men's Club receipts for all monies received; ■ be responsible for the payment of all monies payable by the Men's Club;
- keep accurate books of accounts for audit by the Club Limited's appointed auditor;
- prepare a monthly statement of income and expenditure for submission to the Management Committee;
- furnish a properly audited statement of receipts and expenditure for each financial year; and
- establish a system that ensures accountability for receipt and expenditure of all monies.

14.5 *BOWLS ORGANISER*: The Bowls Organiser shall assist in the organisation and running of bowling events as required from time to time.

14.6 *ASSISTANT BOWLS ORGANISER*: An Assistant Bowls Organiser may be appointed by the Committee, if and when considered necessary.

14.7 *PUBLICITY OFFICER*: The Publicity Officer shall be responsible for all internal and external publicity for the Men's Club.

14.8 *MATCH COMMITTEE*

14.8.1 The Match Committee shall elect one of its members to act as Chairman;

14.8.2 The Match Committee shall meet as often as it considers necessary to satisfactorily carry out its duties, or, whenever the President or the Management Committee so directs.

14.8.3 The Match Committee shall:

- Plan the Men's Club Calendar of events including participation in external events.
- prepare a bowling programme for approval by the Management Committee, such programme to include dates of semi-finals and finals of all Association events (Refer RNSWB Conditions of Play Clause 1.5)
- organise and control regular bowling games and matches;
- arrange and run all Men's and Mixed Club Championships;
- liaise with the Westport Women's Bowling Club with respect to the promotion of mixed bowls in general and special mixed bowls days in particular; and
- ensure that all flags, mats and jacks are brought in at the conclusion of each day's play.

14.8.4 The Match Committee may, with the approval of the Management Committee, co-opt from among the members who are eligible to attend and vote at meetings of the Men's Club, individual members to assist in any or all aspects of the Match Committee's duties.

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14.9 SELECTION COMMITTEE

14.9.1 All members of the Men's Club (except Junior and Multiple Members) shall be entitled to stand for election to the Selection Committee.

14.9.2 The Selection Committee shall meet as often as it considers necessary to satisfactorily carry out its duties, or, whenever the President or the Management Committee so directs.

14.9.3 The Selection Committee shall:

- select teams to represent the Men's Club in home and away Pennant fixtures where the Men's Club is to be represented as a club;
- nominate bowlers, as required, for consideration in the selection of teams for inter-district and inter-zone competition;
- appoint team managers for Pennant and other representative fixtures as required, and ensure that team cards for all games and result sheets for home Pennant games are properly prepared;

consult with the Match Committee to arrange such trial matches both at home and away as it deems necessary to facilitate its selection processes; and

- allocate handicaps for members participating in handicap championship events.

14.9.4 At every Annual General Meeting of the Men's Club the Selectors shall retire from office but if nominated shall be eligible for re-election.

14.10 CARNIVAL AND TOURNAMENT COMMITTEE

14.10.1 A Carnival and Tournament Committee shall be appointed from within the Management Committee. It shall be chaired by the President of the Men's Club and shall include in its membership the Bowls Organiser and three (3) other members of the Management Committee.

14.10.2 The Carnival and Tournament Committee may, at its discretion, co-opt members who are eligible to attend and vote at the Men's Club meetings to assist it with specific tasks.

14.10.3 The functions of the Carnival and Tournament Committee will be:

- to plan, run and supervise all carnivals and tournaments approved by the Management Committee;
- extend invitations, conduct the draws, determine conditions of play and set the prize money for all such carnivals and tournaments;
- in consultation with the Bowls Organiser, seek sponsors to support the Men's Club's carnivals and tournaments; and
- liaise with the Social Committee in arranging social functions to be held in conjunction with the Men's Club's carnivals and tournaments.

14.11 SOCIAL COMMITTEE

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14.11.1 A Social Committee of three (3) appointed by the Management Committee shall be responsible for recommending and organising social functions for the Men's Club, and in conjunction with the Westport Women's Bowling Club, for the combined Men's and Women's Clubs.

14.11.2 The Social Committee shall liaise with the Match Committee and the Carnival and Tournament Committee to ensure that appropriate social functions are organised to enhance the fraternal aspects of the operations of the Men's Club.

14.12 HONORARIA OR OUT OF POCKET EXPENSES

14.12.1 The honorarium or limit for Out of Pocket Expenses that may be paid to the President, Secretary, Treasurer, Bowls Organiser and Assistant Bowls Organiser will be recommended to the AGM by the outgoing committee. Any such payments shall be the responsibility of the Men's Club.

14.12.2 Any Honorarium for the Assistant Bowls Organiser will be paid only on a pro-rata basis, as the position is required.

15. OPERATION ON BANK/BUILDING SOCIETY OR OTHER ACCOUNTS

15.1 All cheques or withdrawals on the Men's Club Bank/Building Society accounts or accounts with other financial institutions shall be signed by any two of the following officers jointly: President, Vice Presidents, Secretary, Treasurer.

15.2 In the interests of effective financial management, the Management Committee may approve at any of its meetings, the electronic transfer of funds between the Club's bank accounts and to pay accounts issued by suppliers.

16. CONDITIONS OF PLAY

Club Championship games shall be played strictly under RNSWBA conditions of play and/or Westport Men's Bowling Club local conditions of play

17 ATTIRE AND CONDUCT ON GREENS

17.1 Attire for play, or otherwise worn on the green, shall conform with the constitution, rules and by-laws of the RNSWBA and of the Men's Club.

17.2 Any member of any of the Men's Club's Committees, or any other person responsible for the Men's Club's activities on a particular day, may prevent a person likely to cause damage to the greens, or injury to other persons, from being chosen or permitted to play. The person shall be given the option to rectify his/her conduct and if he/she fails to do so, will be denied access to the greens and will be subject to disciplinary action by the Management Committee.

17.3 Drinks of any description must not be taken onto the greens. Drinks may be consumed on the surrounds of the greens provided that all glasses are kept in glass holders, where installed, or on tables, and later returned to the Club Limited's bar. Offenders may be subject to disciplinary action.

17.4 Cigarette butts are to be disposed of in the appropriate receptacles.

17.5 Bowls bags are not to be placed on tables or seats.

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17.6 Any member offending the Men's Club's rules shall be subject to disciplinary action.

17.7 The Management Committee must provide written notification to the Club Limited within seven (7) days of disciplining any member of the Men's Club.

18 **TERMINATION OF MEMBERSHIP**

18.1 A member may resign from the Men's Club at any time. Fees previously paid will not be refunded.

18.2 The Management Committee shall have the power to reprimand, suspend, accept the resignation of, or expel any member who shall deliberately infringe any Men's Club rule or by-law, after being warned, or whose conduct shall, in its opinion, render him unfit for membership.

The member concerned shall be invited to attend a Management Committee meeting fourteen (14) days in advance of the meeting being held. If he fails to attend at the time and place mentioned without reasonable excuse, the charge or complaint will be heard and dealt with in his absence. The decision of the Management Committee shall be final.

19 **ALTERATION TO CONSTITUTION**

19.1 No alteration shall be made to this constitution except by resolution passed by a majority of not less than three quarters (75%) of the members of the Men's Club (other than Junior Members or Multiple Members who have not declared the Men's Club as their principle club for the season), in attendance at the Annual General Meeting or at an Extraordinary General Meeting called for this specific purpose. Notice of such resolution must be given to all members at least fourteen (14) days prior to the Annual General Meeting or Extraordinary General Meeting.

Such alterations are subject to the approval of the Board of Club Limited prior to being submitted to the members of the Men's Club for acceptance.

19.2 Where any rule in this constitution is or should become inconsistent with the constitution, rules and by-laws of the Club Limited, the constitution, rules and by-laws of the Club Limited shall take precedence.

19.3 In the event of any doubt or difficulty arising as to the meaning of any rule or bylaw or should any question arise as to their interpretation, the Management 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 by a General Meeting called for that purpose.

20 **POWER TO DRAW UP BY-LAWS**

20.1 The Management Committee is empowered to make, alter or rescind by-laws for the proper management of the Men's Club provided such by-laws are not inconsistent with this constitution and the constitution, rules and by-laws of the Club Limited.

20.2 Such by-laws are equally binding on all members of the Men's Club, as is this constitution.

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20.3 The Secretary shall enter all by-laws in a book kept for the purpose. Such book shall be available for inspection by members.

21 CLUB ASSETS

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

22 DISSOLUTION

22.1 The Men's Club may resolve to dissolve or wind up the Men's Club by a simple majority at a General Meeting called for that purpose, however such a decision shall not be final.

22.2 Following such decision to dissolve or wind up the Men's Club a further General Meeting shall be held not less than one (1) month nor more than three (3) months thereafter. The winding up motion must be confirmed by a majority of two thirds (2/3) of the members present and voting at the meeting.

22.3 Upon the re-affirmation of the resolution described in clause 22.1 to wind up the Men's Club, the Management Committee will, after consulting with the Club Limited, proceed to sell the Club's assets and discharge all liabilities of the Men's Club. Any assets remaining shall become the property of the Club Limited.

Version Number	Date	Approved by the Board of Directors	Implementation	Distribution
Version 1	15-Oct-12	26-Mar-13		
Version 2	15-Oct-18	22-Jan-19		