



CONSTITUTION OF THE

KINGBOROUGH BOWLS and COMMUNITY CLUB INC

1615 CHANNEL HIGHWAY, MARGATE

As Amended May 2015

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INTERPRETATION

In these rules unless the contrary intention appears:-

"General Meeting" means a general meeting of members whether annual or special.

"Licensing Act" means the Liquor Licensing Act 1990 and any amendment thereof.

"Member" means a member of any class referred to in Rule 4.

"Notice Board" means the board headed "Club Notices".

"Public Officer" means a person appointed by the Board of Management to fulfil the duties and obligations of such officer as set out in the Associations Incorporation Act 1964.

"STBA / BTS" means the Southern Tasmanian Bowls Association trading as Bowls Tasmania South Inc, the body controlling lawn bowls activities in the south of the state.

SECTION 1: NAME AND OBJECTS

Rule 1 Name

- 1) The name of the Club shall be the "Kingborough Bowls and Community Club Inc." herein after called "the Club."
- 2) The colours of the Club shall be Black and Gold.

Rule 2 Objects

- 1) To provide facilities for the playing of bowls and such amenities in the form of bowls greens, Club house, other buildings and conveniences in connection thereto and
- 2) To generally promote and encourage the game of bowls, and in particular to afford the members the opportunity in pleasant surroundings to take part in the game of bowls, or in any other recreation for which the Club's premises and grounds are suitable, with social amenities for members, their relations and friends, as well as for the entertainment of visiting bowlers;
- 3) To foster goodwill and sportsmanship amongst all members and bowlers.
- 4) To support and encourage wider community engagement in the sports, recreational and social activities of the Club to build a stronger, healthier, happier and more cohesive community.
- 5) To foster an inclusive culture in the Club wherein people of all abilities are made welcome, and discrimination in all its forms is not tolerated.
- 6) To promote the facilities of the Club for use by members or others to maximise income for the Club.

Rule 3 Affiliation

- 1) The Club shall be affiliated with the Bowls Tasmania South and with Bowls Tasmania.

SECTION 2: MEMBERSHIP

Rule 4 Classes of Membership

A member may be any person who is eligible for membership of the Club within one of the following classes of membership as may be appropriate.

A financial member shall be any paid up member of the classes defined in the following definitions.

- 1) Full Member: A male or female person intending to play in Pennant Competition Matches if selected. The Board of Management shall have the power to waive the requirement to play in Pennant Competition Matches if, in the opinion of the Board of Management, such action is in the best interest of the Club.
- 2) Junior Member: Is a member who has not attained the age of 18 years and is elected as such by the Board of Management and who complies with the requirements of these Rules including those relating to the payment of subscriptions.
- 3) Honorary Life Member: Persons who have been duly elected and whose subscriptions to the Club shall be deemed to be fully paid for life in recognition of outstanding service to the Club or contributions to the welfare of the Club.
- 4) Special Member: A person wishing to play bowls or Petanque but not intending to play in lawn bowls Pennant or BTS sanctioned Competition Matches.
- 5) Social Member: A person, not wishing to be a bowling member, but intending to use the facilities, other than the bowling greens, provided by the Club (except as provided by Rule 13 2)).
- 6) Honorary Members: Persons may be elected as Honorary Members for a period which does not exceed one month, but no person can be elected to an Honorary Membership for periods totalling more than three months unless determined otherwise by the Board of Management.

Rule 5 Privileges of Members

- 1) Full members and Life Members shall be entitled to all the privileges of the Club.
- 2) Special Members, Social Members, Junior Members, and Honorary Members shall be entitled to such privileges as the Board of Management shall from time to time determine, subject always to the provision of any other rule.
- 3) The aforementioned members in this sub-paragraph shall not:-
 - a) be entitled to vote at any meeting or to hold any office and
 - b) have any right, title or interest in any property of the Club.
- 4) Special Members and Honorary Members, with permission from the Board of Management, are entitled to the use of the greens and may take part in Social Bowls but not in Club Championships, Pennant games or Bowls Tasmania South sanctioned events.
- 5) Social Members shall not be entitled to the use of the greens or to the participation in a game of Bowls unless permission is granted by the Board of Management.
- 6) Any suggestions or complaints must be made in writing to the Honorary Secretary and such matters shall be brought before the Board of Management at the next available meeting. Suggestions or complaints must be signed by a member.
- 7) A right, privilege or obligation of a person by virtue of their membership of the Club:-

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- a) is not transferrable to any other person, and
- b) subject to sub-rule 6 3)b), terminates upon the cessation of their membership, whether by death, resignation or otherwise.

Rule 6 Obligation of Members

- 1) Every member of the Club undertakes to comply with the rules and by-laws and any refusal to do so shall render such member liable to expulsion.
- 2) If a member, by any breach of these rules, or by any unlawful act, causes the Club or any Officer of the Club to pay any money, such member shall be civilly liable to the Club or the said Officer for the amount so paid.
- 3) In the event of the Club being wound up:-
 - a) every Full Member and Life Member of the Club, and
 - b) every Full Member and Life Member who, within the period of twelve months immediately preceding the commencement of the winding up, was a member of the Club, is liable to contribute to the assets of the Club for the payment of the debts or liabilities of the Club and for the costs, charges and expenses of the winding up and for the adjustment of the rights of the contributories among themselves such sum, not exceeding the amount of \$5.00 may be required, but a former Full Member or Life Member is not liable so to contribute in respect of any debt or liability of the Club contracted after he has ceased to be a member. In the event of there being a surplus after paying all debts and liabilities of the Club and the costs, charges and expenses of the winding up then such surplus shall be distributed equally amongst those same members who would have been liable to contribute in the event of there being a deficiency on the winding up of the Club.

Rule 7 Register of Members

- 1) The Honorary Secretary shall keep on the Club premises a register which shall contain the name, address, telephone number and membership class of every present member of the Club, excluding Honorary Members, and the date to which their Subscription has been paid.
- 2) The register shall be available for inspection by members after application to the Secretary.
- 3) Every member shall communicate his or her address and telephone number or any change thereof to the Honorary Secretary who shall register the same.

Rule 8 Registration of Members

- 1) A person wishing to become a Full Member, Special Member, Junior or Social Member of the Club must be proposed by a Full Member, Life Member and seconded by another, both of whom should have personal knowledge of the candidate.
- 2) The nomination form shall:-
 - a) be signed by the candidate, proposer and seconder and contain the name, address, telephone no. and occupation of the candidate and have the date of the application on the form.
 - b) be forwarded to the Honorary Secretary or placed on the respective notice board in the Club.
 - c) be supported by such additional information as the Board of Management may require.

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- 3) Upon receipt of the nomination form the Honorary Secretary shall post the same on the notice board of the Club (if not already done) for not less than fourteen days and shall endorse the date of posting on the form.
- 4) Any Full Member or Life Member wishing to object to the election of a candidate must:-
 - a) lodge with the Honorary Secretary before the expiration of the said period of fourteen days a written objection setting forth their reasons therefore, and
 - b) be prepared to appear before the Board of Management to substantiate such reasons for the objection.
- 5) Upon the expiration of not less than Fourteen days from the posting of the nomination form on the notice board the Board of Management shall consider the nomination and any objections thereto at its next meeting and shall then accept or reject the nomination and its decision shall be final.
- 6) A newly elected member shall:-
 - a) not be entitled to the benefits and the privileges of the Club until the new member has paid the Yearly Subscription for the current year.
 - b) ceases to be a member of the Club if the applicant fails to pay the subscription within thirty days after being elected unless justification for the delay in payment can be given to the satisfaction of the Board of Management.
 - c) be advised by the Honorary Secretary on the availability of copies of the Club's Constitution and Rules.
- 7) The name of the candidate who has been rejected or whose election has been voided shall not be resubmitted to the Club during the current financial year.

Rule 9 Life Members

- 1) A Full Member who has rendered special service to the Club may, at an Annual General Meeting be elected a Life Member provided that they have been previously presented with a Certificate of Merit.
- 2) A Certificate of Merit nomination must be endorsed by not less than five financial members and the said nomination must be presented to the Honorary Secretary not later than twenty eight days before the Annual General Meeting.
- 3) A Life Member shall not be obliged to pay any annual subscription, but shall not be relieved of any other financial obligation.
- 4) There shall be only one Life Member for both male and female members nominated each year with a maximum of five living Male Members and five living Female Members in total at the one time.

Rule 10 Honorary Members

- 1) Persons may be made Honorary Members subject to the approval of the Board of Management. These persons shall consist of:-
 - a) friends of Club members, or
 - b) members of, or persons playing for, any other bowls club visiting the Club shall be Honorary Members, for the day of their visit.
- 2) A member of any bowls club which is distant more than fifty kilometres from the Club premises may, on the introduction of a Full Member or Life Member of the Club, be admitted by any two members of the Board of Management as an Honorary Member for a period not exceeding one month without

payment of any subscription and the Board of Management shall have the power to extend the period for such a time and on such conditions as it may determine.

- 3) The name and address of each Honorary Member together with the name of the introducing member shall be entered into a Visitor's Book to be kept for that purpose and the introducing member shall be responsible for the bona fides of the person introduced by the member.
- 4) The Board of Management shall have the power to withdraw at any time all or any privileges from an Honorary Member.

Rule 11 Female Members

Repealed at the Annual General Meeting, May 2011

Rule 12 Special Members

- 1) The Board of Management of the Club shall have the power to elect Special Members on such conditions as shall be fixed by the Board.
 - a) Such Special Members shall be entitled to the use of the Club's facilities subject to such rules, regulations or by-laws as may be applicable to such use at the time.
 - b) Special members shall not be entitled to vote nor to hold office nor to take part in the management of the Club's affairs.
 - c) Special members may use the greens and other facilities of the Club, but are not permitted to play bowls in Pennant, BTS sanctioned events or Club Championship events.

Rule 13 Social Members

- 1) A Social Member shall be entitled to the use of the Club's facilities with the exception of the bowling greens and is subject to such rules and regulations or by-laws as may be applicable to such use at the time. They shall not be entitled to vote, nor to hold any office, nor to take part in the management of the Club's affairs.
- 2) The Board of Management may give permission for approved social members to play in Club social games, organised specifically for that purpose.

Rule 14 Absence of a Member

- 1) A member contemplating absence for a period of time may, on written application to the Board of Management, be granted leave of absence for a period not exceeding two years, subject to the payment of such amount as the Board of Management may determine.

Rule 15 Resignation of a Member

- 1) A member who has paid all monies due from or payable by a member to the Club by the 1st of July may resign from the Club upon first giving seven days notice in writing to the Honorary Secretary and upon the expiration of such notice shall cease to be a member.

Rule 16 Forfeiture of Membership

- 1) If a member fails to pay the Annual subscription within three months of the due date, i.e. the 1st of July, the said member shall cease to be a member of the Club but the Board of Management may,

upon receipt of a sufficient explanation and payment of the amount due, restore the member's name to the Register of Members.

Rule 17 Expulsion of a Member

- 1) If the conduct of a member in the opinion of the Board of Management, or of any five Full or Life Members who shall certify the same in writing to the Board of Management is injurious to the character and interest of the Club, the Board of Management may by notice in writing censure, fine, suspend the member or ask the member to resign.
- 2) If such member does not resign within one month after the receipt of such notice the Board of Management may then call a Special General Meeting and, if at such meeting the majority vote by secret ballot is for the expulsion of such member, the member shall cease to be a member of the Club and all monies previously paid by such member shall be forfeited.
- 3) At such Special meeting, the Board of Management may place before the meeting details of the conduct of the member, and the Board of Management's reasons for the request to resign, and the member will be given the opportunity to be heard. Notice of the grounds of the request to resign shall be given to the member at least seven days before such meeting.

SECTION 3: MANAGEMENT – GENERAL MEETINGS

Rule 18 Management by Members

- 1) The management of the Club shall be in the hands of the members through general meetings as hereinafter provided.

Rule 19 Annual General Meeting

- 1) The Club shall hold an Annual General Meeting at a place, and no later than sixty (60) days after the end of the financial year in each year, as may be determined by the Board of Management.
- 2) The Annual General Meeting shall be specified as such in the notice convening it and shall be in addition to any other General Meeting that may be held in the same year.
- 3) The ordinary business of the Annual General Meeting shall be:-
 - a) To receive and confirm the minutes of the last preceding Annual General Meeting.
 - b) To receive from the Board of Management, Auditor, Chairs of committees and servants of the Club reports reviewing the activities of the Club during the previous financial year and a statement of accounts and balance sheet in respect of that year.
 - c) To declare the results of any ballots held for the election of Officers of the Club and to invest them for the ensuing year.
 - d) To appoint an auditor at such remuneration as the Board of Management may determine.
 - e) To elect a Patron,
 - f) To receive recommendations from the Board of Management on the amounts payable for annual subscriptions and honorariums,
 - g) To decide any notice of motions submitted to such meeting in accordance with the rules and by-laws of the Club. Any member who wishes to submit a notice of motion at the Annual

General Meeting must give the Honorary Secretary a minimum of twenty eight days written notice of the member's intention. The notice must give details of the notice of motion.

- h) To elect:-
- i) on the vote of male members a Chairperson Saturday Pennant and a Male Selection Committee for Midweek;
 - ii) on the vote of female members a Chairperson for Thursday Pennant;
- and, on the vote of all members:
- iii) a Greens Committee Chairperson
 - iv) a Carnival Committee Chairperson
 - v) a Social Bowls Chairperson
 - vi) a Tournament Committee Chairperson
 - vii) a Social Committee Chairperson
 - viii) a Bar Committee Chairperson
 - ix) a Catering Committee Chairperson
 - x) an Indoor Bowls Centre Management Committee Chairperson

Rule 20 Special General Meeting

- 1) All general meetings other than annual general meetings shall be called special general meetings.
- 2) The Honorary Secretary shall convene a special general meeting of the Club when required by:-
 - a) the Chairperson of the Board of Management, or
 - b) the written requisition of not less than ten financial Full Members and/or Life Members specifying the object of the meeting.

Rule 21 Special Resolutions

- 1) For the purpose of these rules a resolution is a special resolution if it is passed by a majority of not less than three quarters of the Full Members and Life Members as may be present in person at a general meeting of which notice specifying the intention to propose the resolution as a special resolution was given in accordance with these rules.
- 2) At a general meeting to which sub-rule 1 of this rule relates, unless a poll is demanded, a declaration by the chairperson that the resolution has been carried is conclusive of the fact.

Rule 22 Alterations of Rules and Objects of the Club

- 1) No new rule or object of the Club shall be made or any existing rule or object of the Club altered or repealed except by a special resolution.

Rule 23 Notice of General Meetings

- 1) The Public Officer of the Club shall, at least fourteen days before the date fixed for holding an Annual General Meeting of the Club, cause to be inserted in at least one newspaper published in this State an advertisement specifying the place, day and time for the holding of the meeting, and the nature of the business to be transacted thereat.

- 2) The Honorary Secretary shall cause such notice of a general meeting to be posted on the notice board.
- 3) The Honorary Secretary shall, not less than fourteen days prior to the day specified for the meeting:-
 - a) notify each Full Member and Life Member of the place and time of the meeting and of the nature of business to be transacted thereat, however
 - b) the proceedings of and business transacted at a general meeting shall not be affected in any way should such notice not be received by a particular member.

Rule 24 Business and Quorum at General Meetings

- 1) No item of business shall be transacted at a general meeting unless a quorum of Full Members and Life Members i.e. one quarter of registered Full and Life Members are present during the time when the meeting is considering that item.
- 2) If within thirty minutes after the appointed time for the start of a general meeting a quorum is not present the meeting,
 - a) If convened upon a requisition of members shall be dissolved.
 - b) In any other case shall stand adjourned to such a day as the Board of Management shall determine at the same time and place.
- 3) If at an adjourned meeting not being an adjourned annual meeting a quorum is not present, the meeting shall lapse.
- 4) At an adjourned annual meeting the members present shall constitute a quorum.

Rule 25 Chairperson at General Meetings

- 1) The President, if present, shall preside as Chairperson at every general meeting of the Club. If the President is not available a suitable person shall be "appointed" for the meeting from those who are present.

Rule 26 Adjournment of General Meetings

- 1) The Chairperson of a general meeting at which a quorum is present may with the consent of the meeting adjourn the meeting from time to time and place to place but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- 2) It shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting except where a meeting is adjourned for fourteen days or more, in which case the like notice of the adjourned meeting shall be given as provided in Rule 23 (1), (2), and (3).

Rule 27 Determination of Questions at General Meetings

- 1) A question arising at a general meeting shall be determined on the voices or, if required by the Chairperson, a show of hands.
- 2) At a general meeting -
 - 1) a declaration by the Chairperson that a resolution has been carried or lost and

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- 2) an entry to that effect in the Minute Book of the proceedings of the Club shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against such resolution unless before or on the declaration of the result of the show of hands a poll is demanded.
- 3) A poll on any question at a general meeting shall be taken forthwith in such manner as the Chairperson shall direct and the result of the poll shall be deemed to be the resolution of the meeting on that question.

Rule 28 Votes

- 1) Upon any question arising at a general meeting a Full or Life Member shall have one vote which shall only be given in person or by proxy duly authorised and presented as detailed in Rule 28 (3).
- 2) In the case of an equality of voting on a question the Chairperson of the meeting shall have a second or casting vote.
- 3) Any Member who is absent from the Annual General Meeting may appoint any other Member present at the meeting as his or her proxy to vote on his or her behalf. Such Proxy must be declared to the Chairperson at the beginning of the Meeting and must be in writing.
- 4) At the discretion of the Chairperson at a General Meeting, should a secret ballot be required, that officer may appoint sufficient members and scrutineers to effect a ballot and determine an outcome. On declaration of the poll, the Chairperson may also determine that voting papers be destroyed.

Rule 29 Patron

- 1) A Patron shall be elected at each Annual General Meeting.

SECTION 4: MANAGEMENT BY A BOARD OF MANAGEMENT

Rule 30 Management of the Club

- 1) The business and affairs of the Club shall be managed and controlled by a Committee of Management known as the Board of Management constituted as provided in Rule 32.

Rule 31 Powers and Function of a Board of Management

- 1) The Board of Management shall control, administer and manage the business and affairs of the Club, and
 - a) subject to these rules, exercise all such powers and functions as may be exercised by the Club, other than those powers and functions that are required by these rules to be exercised by general meetings; and:-
 - b) subject to these rules, has power to perform all such acts and things as appear to the Board of Management to be essential for the proper management of the business and affairs of the Club.
- 2) Without prejudice to the powers conferred by sub-rule (1) of this rule and in addition to its powers prescribed under any other rule, the Board of Management shall have the power:-
 - a) to carry out all resolutions passed at a general meeting;
 - b) on the authority of a general meeting to impose levies on members;

- c) to interpret the rules and by-laws of the Club;
- d) to fill vacancies on the Board of Management;
- e) to deal with resignations of members;
- f) to discipline, suspend or request the resignation of a member for any misconduct or wilful infringement of the rules and by-laws of the Club; and
- g) to cause proper books of accounts of the Club to be kept and to authorise all expenditure including any expenditure passed at a general meeting and direct the method of dealing with monies received for or on behalf of the Club.
- h) to approve an Interim Budget for the new Financial Year of the Club, by its monthly meeting in April of each year.
- i) at its first meeting, the incoming Board, elected at the Annual General Meeting, will either adopt the Interim Budget in its entirety, or amend it to account for the priorities of the new Board, at which time the Interim Budget will become the Operating Budget, against which all financial reporting will occur.

Rule 32 Board of Management (Composition)

- 1) The Board of Management of the Club shall consist of any male/female member duly elected to be:
 - a) President, who shall act as Chair at Board meetings;
 - b) Two Vice-Presidents, one female, one male, either of whom shall deputise for the President should that officer be absent;
 - c) Honorary Secretary;
 - d) Honorary Assistant Secretary;
 - e) Honorary Treasurer;
 - f) Bowls Secretary;
 - g) IBC Director.

Rule 33 Board of Management (Tenure)

- 1) Each member of the Board of Management shall exist until a new Board is elected at the next Annual General Meeting and each member shall be eligible for re-election.
- 2) In the event of a casual vacancy occurring in the Board of Management, the Board of Management may appoint a member to fill the vacancy and the member so appointed may continue in office up to and including the conclusion of the general meeting next following the date of his or her appointment.
- 3) No member shall hold dual office on the Board of Management.
- 4) No paid servant of the Kingborough Bowls Club will be eligible to hold any office on the Board of Management.

Rule 34 Election of Officers

- 1) Nomination of candidates for election:-

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- a) shall be made in writing upon the approved form signed by two Full or Life members and endorsed on the nomination form by the candidate.
 - b) shall be delivered to the Honorary Secretary at least 14 days before the date of the Annual General Meeting; and
 - c) shall be listed forthwith by the Honorary Secretary on the Club Notice Board.
- 2) If insufficient nominations are received to fill all vacancies on the Board of Management, the candidates nominated shall be deemed to be elected and the Board of Management will fill the remaining vacancies in accordance with these rules.
 - 3) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
 - 4) At an Annual General or Special General or Special Meeting of the members the election of all officers (where there are more nominations than 'vacancies') shall be by ballot which shall be conducted by two scrutineers appointed at such meeting. The method of voting shall be determined by the President or Chair of the meeting and be declared at the meeting.
 - 5) If two or more candidates receive an equal number of votes the Chairperson shall, in such case, have a second or casting vote.

Rule 35 Vacation of Office

- 1) The office of Patron or Board member shall become vacant if the person:
 - a) dies;
 - b) becomes bankrupt or applies to take or takes advantage of any law relating to bankrupt or insolvent debtors or compounds with their creditors, or makes an assignment of their estate for their benefit;
 - c) becomes of unsound mind;
 - d) resigns office by writing in their own hand addressed to the Board of Management;
 - e) ceases to take residence in this state;
 - f) in the case of Board members, fails to attend three consecutive meetings of the Board of Management without leave being granted by the Board of Management;
 - g) ceases to be a member; or
 - h) fails to pay all arrears of subscription due by said member within twenty eight days of receiving written notice from the Honorary Secretary advising that he/she has ceased to be a financial member.

Rule 36 Meetings of the Board of Management

- 1) The Board of Management shall meet at least once in each month at such place and such time as the Board of Management may determine for transaction of the business of the Club. The presence of any five (5) members of the Board of Management, as defined in Rule 32 1), constitutes a quorum.
- 2) The Honorary Secretary shall convene a special meeting of the Board of Management upon the request of the President.

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- 3) The Honorary Secretary shall give at least seven days notice of all special meetings to members of the Board of Management specifying the general nature of the business to be transacted and no other business shall be transacted at such a meeting.
- 4) The President shall preside at every Board of Management meeting. If unavailable, a Vice-President, in accordance with Rule 32 (1) shall preside.
- 5) Questions arising at meetings of the Board of Management shall be determined on a show of hands or, if demanded by a member a poll taken in such a manner as the President or Chairperson may determine.
- 6) Each member present at a meeting of the Board of Management shall be entitled to one vote and, in the event of an equality of votes on any question, the Chair may exercise a second or casting vote.

Rule 37 Sub-Committees

- 1) The Board of Management may at any time request a Chairperson of any Committee to attend a Board of Management meeting to report to the Board details of any matter pertaining to the Committee under their jurisdiction. The Board of Management may appoint from the members of the Club such additional sub-committees as it may think fit and shall prescribe the powers and function thereof, provided always that the Bar Committee shall have no power to delegate its control of the supply of liquor to the Club.
- 2) A sub-committee shall at all times be subject and subordinate to the Board of Management.
- 3) The Board of Management may at any time revoke the appointment of any sub-committee or of any member thereof.
- 4) The Honorary Secretary may call meetings of a sub-committee and shall be entitled to attend such meetings.
- 5) Not less than one half of the members of a sub-committee shall constitute a quorum at a meeting.
- 6) The procedure at a meeting of a sub-committee shall as far as possible be the same as that applying to a meeting of the Board of Management.
- 7) The Chairperson of a sub-committee shall submit a report of its activities to each monthly meeting of the Board of Management.
- 8) The quorum and procedure of any sub-committee appointed by any General Committee or established or constituted under the rules shall be the same as that for a sub-committee appointed by the Board of Management.

Rule 38 Executive Committee

- 1) The President, the Honorary Secretary and the Honorary Treasurer shall constitute the Executive Committee, any two of which may issue instructions to the Honorary Secretary, to contractors and suppliers and to the servants of the Club in matters of urgency connected with the management of the affairs of the Club during the intervals of the meeting of the Board of Management and where any such instructions are issued shall report thereon to the next meeting of the Board of Management. Two members of the Executive Committee shall constitute a quorum at a meeting.

SECTION 5: DUTIES OF OFFICERS

Rule 39 President

- 1) The President shall:-
 - a) preside at all meetings at which he/she is present, other than special or standing sub-committees which he or she may attend ex-officio;
 - b) regulate and keep order in all proceedings;
 - c) carry into effect the rules and by-laws of the Club, and
 - d) undertake the implementation and management of the Club's Strategic Plan.

Rule 40 Vice Presidents

- 1) Either of the Vice-Presidents shall:-
 - a) at the direction of the President, assist that officer in the performance of the duties of President, and
 - b) shall deputise for the President in his/her absence or incapacity.
- 2) The Vice-President (female) shall:
 - a) report to each meeting of the Board on issues of particular concern and/or interest to lady members, and
 - b) be responsible for coordinating catering within the Club, including liaising with the Club's Providedore.
- 3) The Vice-President (male) shall:
 - a) be responsible for general Club maintenance, and for the greens, and
 - b) has responsibility for coordinating the marketing of the Club to the wider community, which will include corporate sponsorship of the Club's activities.

Rule 41 Honorary Secretary

- 1) The Honorary Secretary shall:
 - a) be the Public Officer of the Club;
 - b) ensure that the Annual Return is forwarded to Consumer Affairs and Fair Trading within one month after each Annual General Meeting;
 - c) be the Executive Officer in the Board of Management;
 - d) prepare the agenda for each meeting of the Board of Management, and forward a copy of it, with all other documents and reports relevant to that agenda, to all Board members prior to each meeting;
 - e) attend if possible all general meetings and all meetings of the Board of Management;
 - f) conduct all correspondence in connection with the general business of the Club;
 - g) coordinate all other communication streams (i.e. newsletter, website, emails, brochures, fliers, noticeboards in Clubrooms, etc) of the Club;

- h) prepare for submission to the Annual General Meeting the report of the Board of Management on the activities of the Club during the previous financial year;
- i) be responsible for ensuring that amendments to Club's Constitution, adopted at an AGM (or a Special General Meeting held for that purpose) are recorded correctly in the Constitution and, further, a copy of the amended Constitution is forwarded to Consumer Affairs and Fair Trading for approval;
- j) maintain a register of members;
- k) forward the Club's entries to the Secretary, BTS, for BTS Men's and Women's Champion of Champions events;
- l) ensure all necessary licences pertaining to the operations of the Club are obtained;
- m) generally carry out all such other duties prescribed by these rules or associated with the office of Secretary.

Rule 42 Honorary Assistant Secretary

- 1) The Honorary Assistant Secretary shall:
 - a) record the minutes of various meetings and present copies of same to the Board of Management members before the next meeting;
 - b) be responsible for Club clothing;
 - c) maintain the Board's Action Plan; and
 - d) assist the Secretary, when requested, in the managing of club matters.

Rule 43 Honorary Treasurer

- 1) The Honorary Treasurer shall be responsible to the President and the Board for the finances of the Club, and to do so shall:-
 - a) prior to the end of each Financial Year of the Club, prepare and present to the Board of Management a draft budget for the new Financial Year, which will:
 - i. forecast annual income by account;
 - ii. forecast annual expenditure by account;
 - iii. forecast annual operating surplus/deficit;
 - iv. provide monthly split of the annual income and expense, and the operating surplus / deficit, taking into account seasonal variances such as bowling and non-bowling seasons;
 - b) collect and receipt of all monies due to the Club, ensuring that all such transactions are recorded in the Club's MYOB accounting system, such system having been approved by the Club's auditors;
 - c) ensure that all cheques issued to pay the Club's creditors are endorsed and approved at the next general meeting of the Board;
 - d) submit to each monthly meeting of the Board a statement of the cash transactions, the current financial position of the Club, including bank and loan balances, and performance against the budget on a month and year-to-date basis;

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- e) prepare and submit annual financial statements to each Annual General Meeting, such statements having been audited by the auditor appointed by the Club;
- f) provide the Hon. Secretary with an original copy of the auditor's annual financial report, immediately after the conclusion of the Annual General Meeting, for inclusion with the Annual Return for Consumer Affairs and Fair Trading;
- g) monitor the operation of the bar to ensure that:
 - i. the required gross profit margins are being maintained;
 - ii. stock held is commensurate with the actual sales rate;
 - iii. cash handling systems are such as will discourage theft;
 - iv. stock takes are held regularly, and reconciliations are made to sales to ensure that theft/mishandling of stock is minimised;
- h) be the authorised person to liaise with the Australian Taxation Office, on behalf of the Club, and be responsible for the preparation of quarterly Business Activity Statements for the purposes of reporting G.S.T. activity.
- i) Ensure any payments made to Club employees are transacted in a timely manner, are made in accordance with individual contracts of employment, meet all employer (Club) responsibilities, and are recorded and maintained for Club records.
- j) Undertake such additional financial tasks as may reasonably be requested by the President and/or the Board.
- k) The Honorary Treasurer will be assisted by an Honorary Assistant Treasurer (non-Board position) who shall:
 - i. assist the Honorary Treasurer as required in the management and control of Club finances.
 - ii. Account for, bank and reconcile Club takings.

Rule 44 Honorary Bowls Secretary

- 1) The Honorary Bowls Secretary shall:
 - a) assist the Secretary in his/her duties, as requested by the Honorary Secretary, including dissemination of bowls information to members and organising bowls events;
 - b) arrange the display of the various BT and BTS championship events within the Club, and the forwarding of members' entries, to the relevant controlling body by the closing date of each event;
 - c) act as Honorary Statistician and provide appropriate reports for members' information; and
 - d) assist on such bowls sub-committees as deemed necessary by the Board of Management;
 - e) report results of Pennant and BTS games to appropriate sources and forward forms to Bowls Tasmania South statistician as required;
 - f) ensure the adherence of members to the Club's Playing, Selection and Coaching Policies;
 - g) coordinate the attendance of the Club's representatives to BTS Delegates' meetings.

Rule 45 IBC Director

- 1) The Honorary IBC Director shall:
 - a) chair meetings of the IBC Management Committee;
 - b) report to each monthly meeting of the Board on matters relating to the operation of the Indoor Centre; and
 - c) act as direct line manager of the IBC Coordinator.

SECTION 6: FINANCIAL

Rule 46 Indemnity of Members

- 1) Any member of the Club who by authority of a general meeting or of the Board of Management can accept or incur any liability on behalf of the Club shall be indemnified by the Club against personal loss in respect of such liability.

Rule 47 Bank Account

- 1) The banking account of the Club shall be kept with such financial institution as the Board of Management may from time to time determine.
- 2) All cheques, drafts, bills of exchange, promissory notes, payment of creditors by direct transfer of funds to creditors' nominated bank accounts, and other negotiable instruments shall be signed and / or authorised by any two of the President, Honorary Treasurer and Honorary Secretary, or such member or members as the Board of Management may nominate for that purpose.
- 3) No cheques shall be drawn on the bank account of the Club except for the payment of expenditure authorised by the Board of Management.

Rule 48 Accounts

- 1) No incidental expenditure exceeding \$500.00 shall be entered into by an executive officer of the Club without the consent of the Board of Management.
- 2) All accounts against the Club shall be approved by the Board of Management.

Rule 49 Subscriptions

- 1) The amount of the Annual Subscription for each class of member shall be fixed for each ensuing year at the Annual General Meeting.
- 2) The annual subscription of a member shall be due on the first day of July, and is payable by the 30th of September of that year.
- 3) The Board of Management may determine a proportionate subscription except as provided in sub-rule 1) of this rule, to be paid by a member elected during the currency of the year.

Rule 50 Financial Year

- 1) The financial year of the Club shall commence on the 1st day of April each year and end on the last day of March the following year.

Rule 51 Auditor

- 1) An auditor, who can or has been approved by the Department of Justice to audit Kingborough Bowls Club, shall be appointed at each Annual General Meeting.
- 2) That person shall not hold any other office in the Club.
- 3) Nominations for such office shall be taken at the Annual General Meeting in each year.
 - a) A person so appointed shall hold office until the Annual General Meeting next after that at which the person is appointed and shall be eligible for reappointment.
 - b) If an appointment is not made at the Annual General Meeting, the Board shall appoint an Auditor, approved under subsection (1) above, for the ensuing year.
 - c) The Auditor may only be removed from office by a special resolution.
- 4) The Auditor shall certify as to the correctness of the Club accounts and shall report thereon to the members present at the Annual General Meeting.
- 5) The auditor shall:-
 - a) Have the power at all times to examine the books and documents of the Club,
 - b) Examine the accounts of the Club at least once in each financial year: and
 - c) Certify as to the correctness of the accounts of the Club and provide a report thereon to the members present at the A.G.M.

Rule 52 Seal of the Club

- 1) The seal of the Club shall be in the form of a rubber stamp, inscribed with the name of the Club encircling the word "Seal".
- 2) The seal of the Club shall not be affixed to any instrument except by the authority of the Board of Management and the affixing thereto shall be attested by the signatures either of two members of the Board of Management or of one member of the Board of Management and of the Public Officer of the Club or such other member as the Board of Management may appoint for that purpose, and that attestation is sufficient for all purposes that the seal was affixed by the authority of the Board of Management.
- 3) The seal shall remain in the custody of the Public Officer.

Rule 53 Honorary Solicitor

- 1) There may be an Honorary Solicitor to the Club who may be appointed by the Board of Management on such terms and for such period as the Board of Management shall direct.

SECTION 7: COMPLIANCE WITH THE LIQUOR LICENSING ACT 1990.

Rule 54 Operation of the Bar and Supply of Liquor

- 1) No person under the age allowed by the Liquor Licensing Act shall be supplied with liquor by the Club or consume same on the premises of the Club or the surrounds.
- 2) No liquor shall be sold or supplied for consumption elsewhere than on the premises of the Club, unless such liquor is removed from such premises of the Club, by the member purchasing the same.

- 3) No liquor shall be purchased at takeaway prices and consumed on the Club premises or within the boundaries of the Club property.
- 4) No visitor shall be supplied with liquor on Club premises unless in the company of a member.
- 5) Members acting as bar volunteers are required to be familiar with and respond to the rules relating to responsible serving of alcohol guidelines.
- 6) The bar person on duty shall have control of the Bar area and shall have the power to close the Bar when in his/her opinion effective trade has ceased for the day.
- 7) The Licensee is responsible to the Board of Management for compliance with the club licence and all legislative, health and safety requirements concerned with the operation of the Bar.

Rule 55 Employment of Underage Persons

- 1) No person under the age allowed by the Liquor Licensing Act shall be allowed to serve in any bar in the premises of the Club or to be employed by the Club for that purpose.

Rule 56 Commission of Liquor Sales

- 1) No payment of salary or emolument of any officer or servant of the Club shall be made by way of commission upon, or allowance from, the receipt of the Club for the sale of liquor.
- 2) There is deemed to be included in this Constitution and rules of the Club the provisions set out in the guidelines in respect of Club Licences from time to time published by the Licensing Board in accordance with the Liquor Licensing Act 1990.

SECTION 8: GENERAL

Rule 57 Laws of the Game

- 1) The Club shall adopt the laws of the game of bowls as advised by Bowls Australia and Bowls Tasmania as amended from time to time and such laws and regulations as may be issued by the Bowls Tasmania South.

Rule 58 Visitors

- 1) Subject to such regulations as the Board of Management may determine, a member shall have the privilege of inviting visitors to the Club at any time and the member shall accept full responsibility for the conduct of the visitor.
- 2) All visitors shall have their names and addresses entered in the Visitors Book to be kept at the Clubhouse entrance and the must be signed in by a member.

Rule 59 By-Laws

- 1) The Board of Management shall have the power from time to time to make by-laws and regulations not inconsistent with these rules for the efficient working of the Club and to alter, amend or rescind the same as the occasion may require.
- 2) All by-laws shall be entered by the Honorary Secretary in a book to be kept for that purpose and a copy of the By-Laws shall be displayed in an appropriate place in the Club for the members to peruse.

Rule 60 Alterations of Rules and Objects

- 1) Subject to the Associations Incorporation Act 1964 (hereinafter referred to as "the Act") for the time being in force, the Rules and Objects of the Association may be altered, rescinded, or added to by Special Resolution as provided by the said Act.

SECTION 9: SUB-COMMITTEES

Rule 61 Social and House Committees

- 1) The Board of Management shall each year appoint social and catering committees and such other committees as they think fit, with powers, duties and responsibilities as set out below.
 - a) Sub-Committees shall meet at such times and places as the Board of Management or Sub-Committee shall determine.
 - b) The Social Committee shall arrange and conduct the Social activities of the Club.
 - c) The Catering Committee shall arrange and conduct all activities associated with functions held at the Club and other club events where catering is involved.
 - d) The Chairperson shall make regular reports to the Board of Management.
 - e) The Social Committee may elect a Secretary, Treasurer and other officers as deemed necessary.
 - f) The Treasurer of the subcommittee shall ensure that proper accounts of all receipts and expenditures are kept and shall pay to the Honorary Treasurer of the Club all profits received.
 - g) The Chair shall make every endeavour to obtain not less than two female members as members of any Social Committee.

Rule 62 Bar Committee

- 1) The position of Chair of the Bar Committee is to be undertaken by the licensee and that person, or his/her representative, shall report to the Board of Management at each monthly meeting on the operation of the bar.
- 2) The Bar Committee shall ensure that the bar is properly managed and conducted in respect of Bar staff, maintain adequate stock, and arrange the servicing and/or replacing of equipment required to operate the Bar.
- 3) The Bar Committee shall determine retail prices of all stock sold in the first instance, such prices being subject to the ratification by the Board of Management as soon as possible thereafter.
- 4) The Bar Committee shall keep all proper records of all transactions relating to the Bar and shall act at all times in the interests of the Club.
- 5) All monies received to be kept in the Club's safe and paid to the Honorary Treasurer or Honorary Assistant Treasurer (or in their absence to such member as the Honorary Treasurer appoints for the purpose) as and when required by him/her.

Rule 63 Selection Committees

- 1) The Pennant Selection Committee for men, midweek and ladies shall initially comprise of a Chairperson elected for men and a Chairperson elected for ladies at the Annual General Meeting in accordance with Rule 19 (3)(h)(i), and the selectors elected for each Division in the previous season.
- 2) The selection committees will meet as soon as practicable after the Annual General Meeting each year for the purposes of commencing planning for the forthcoming Pennant season.
- 3) The men's and women's selection committees will be responsible for pre-season practice, to commence no later than one month prior to the Pennant season, and the selection of teams for any intra- and/or inter club practice that they may organise.
- 4) The selectors, elected for each Division in the previous season, will select for the first Pennant game in the next bowling year and may stand again for the election held by bowlers at the first game of the season.
- 5) At the first Pennant game of each season, each Division will elect a selector or selectors from the members of the side selected on that day, who will then become members of the relevant Pennant Selection Committee for that Division/s.
- 6) During the Pennant season each selection committee will conduct regular meetings with skips and side captains for the purpose of informing selection processes, to identify game weaknesses to inform specific practice needs, and to obtain feedback on game effectiveness of individual rinks.
- 7) The selection committees will liaise with the Club's coaches to request regular bowls skills training sessions, as well as to refer particular bowlers to the coaches for specific bowls skills support.
- 8) In all other respects, the selection committees will adhere to the Club's Playing, Selection and Coaching Policies (2013-2018), and especially the duty statement on page 21 of that document ("Selectors – Duties and Responsibilities").
- 9) The Chairpersons of the men's and women's selection committees shall report to the Board of Management from time to time on any issue arising from Pennant bowls activity.

Rule 64 Greens Committee

- 1) The Greens Committee shall comprise at least three members. The Greens Committee shall be responsible to the Board of Management for the condition of the greens for bowling purposes. The Greens Committee Chairperson will be the liaison between the Greens Committee and the Greenkeeper. He/she shall make a report on behalf of the Committee to the Board of Management for the purchase of soils, seed, manure, chemicals and the purchase or maintenance of equipment.
- 2) Any complaint by a member regarding the condition of greens, the surrounds or conduct of the Greenkeeper, must be in writing and signed by the member and handed to the Honorary Secretary for consideration by the Board of Management. The Honorary Secretary shall advise the Greens Committee Chairperson of any complaint to enable his/her Committee to fully investigate the complaint. A full report will then be tabled at the next meeting of the Board of Management. Minor matters may however be referred to the Greens Committee by a member verbally.

Rule 65 Petanque Committee

- 1) The Petanque Committee shall be responsible to the Board of Management for the operation and administration of Petanque activity within the Club.

- 2) The Committee shall comprise a Chair and at least three other members and shall act on behalf of the Board to foster and promote the game of Petanque, organise games and ensure they are undertaken in a safe environment.
- 3) The Committee shall report to the Board of Management as required by that body on the undertakings and requirements of Petanque activities.

Rule 66 Indoor Bowls Centre (IBC) Management Committee

- 1) The IBC Director shall be the Chair of the IBC Management Committee.
- 2) The IBC Management Committee shall comprise IBC Director and at least three (3) other members and shall act on behalf of the Board to ensure the efficient and effective management of the Centre.
- 3) The IBC Director shall work with the IBC Co-ordinator to ensure the profitable running of the Centre and report on a regular basis to the Board.
- 4) The IBC Management Committee shall ensure that the Centre is properly managed within modern business practice and guidelines and is maintained at a very high standard.

SECTION 10: CONTRACTORS

Rule 67 Servants of the Club

- 1) The greenkeeper, cleaner and such other contracted servants of the Club as may be required may be appointed by the Board of Management on such terms and conditions as deemed necessary by the Board to facilitate effective and efficient day to day operations of the Club.