# SOLANDER LAKE BOWLS CLUB INC.



# CLUB CONSTITUTION

Updated October 2025

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**CONSTITUTION OF THE SOLANDER LAKE BOWLS CLUB INC.**

**SECTION A - THE CLUB**

**1. NAME**

The name of the incorporated club is Solander Lake Bowls Club Inc. (hereinafter referred to as "the Club")

**2. DEFINITIONS**

(a) "The Club" means the above mentioned Club.

(b) "The Constitution" means the Constitution of the Club in force for the time being.

(c) "The Board of Management" (hereinafter referred to as "the Board") means the Members for the time being of the Board of Management of the Club as constituted in accordance with this Constitution and is the controlling body of the Club subject only to any direction of Members at a General Meeting.

(d) "Member" means any financial member of the Club.

(e) "The Seal" means the common seal of the Club.

(f) Reference to any gender includes the opposite gender unless the context indicates otherwise.

(g) The "singular" indicates plural (and vice versa) unless the context indicates otherwise.

(h) "Month" means calendar month.

(i) "Year" means the financial year as stated in the constitution.

(j) "WBB" means the World Bowls Board.

(k) "BA" means the Bowls Australia.

(l) "BQ" means the Bowls Queensland.

(m) "DBA" means the District Bowls Association.

**3. OBJECTS OF THE CLUB**

The objects of the Club are:

(a) To advance and promote the Game of Bowls.

(b) To provide the best standard of facilities for Members for the social and competitive playing of the Game of Bowls in accordance with the Laws of the Sport of Bowls Crystal Mark Edition as amended from time to time.

(c) To provide, develop and promote such activities as from time to time are deemed appropriate to provide good fellowship between Members of the Club.

(d) To promote and enhance the game of bowls in the local community.

**4 CLUB INCORPORATED**

The Club is incorporated under the provisions of the Associations Incorporations Act 1981 (as amended) (hereinafter referred to as "the Act"), and will comply with the Act and its Regulations.

**5 POWERS OF THE CLUB.**

(a) To control the funds and other assets and liabilities of the “Solander Lake Bowls Club Inc”

(b) To subscribe to become a member of and co-operate with any other association, club or organisation, whether incorporated or not whose objects are altogether or in part similar to those of the Club provided that the Club shall not subscribe to or support with its funds any club, association or organisation which does not prohibit the distribution of its income and property among its members to an extent at least as great as that imposed on the Club under or by virtue of rule 38 (d).

(c) In furtherance of the other objects of the Club to buy, sell and deal in all kinds of articles, commodities and provisions, both liquid and solid, for the Members of the Club or persons frequenting the Club's premises.

(d) To purchase, take on lease or in exchange, hire and otherwise acquire any lands, buildings, easements or property, real and personal, and any rights or privileges which may be requisite for the purposes of, or capable of being conveniently used in connection with, any of the other objects of the Club; Provided that in case the Club shall take or hold any property which may be subject to any trusts the Club shall only deal with the same in such manner as is allowed by law having regard to such trusts.

(e) To enter into any arrangements with any Government or Authority that are incidental or conducive to the attainment of the Club’s other objects and the exercise of the powers of the Club; to obtain from any such Government or Authority any rights, privileges and concessions which the Club may think it desirable to obtain; and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions.

(f) To appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workmen and other persons as may be necessary or convenient for the purposes of the Club.

(g) To remunerate any person or body corporate for services rendered, or to be rendered, and whether by way of brokerage or otherwise in placing or assisting to place or guaranteeing the placing of any unsecured notes, debentures or other securities of the Club, or in or about the Club or promotion of the Club or in the furtherance of its other objects.

(h) To construct, improve, maintain, develop, work, manage, carry out, alter or control any houses, buildings, grounds, works or conveniences which may seem calculated directly or indirectly to advance the Club's interests, and to contribute to, subsidise or otherwise assist and take part in the construction, improvement, maintenance, development, working, management, carrying out, alteration or control thereof.

(i) To invest and deal with the money of the Club not immediately required in such manner as may from time to time be thought fit.

(j) To take, or otherwise acquire, and hold shares, debentures or other securities of any company or body corporate.

(k) In furtherance of the other objects of the Club to lend and advance money or give credit to any person or body corporate; to guarantee and give guarantees or indemnities for the payment of money or the performance of contracts or obligations by any person or body corporate, and otherwise to assist any person or body corporate.

(l) To borrow or raise money either alone or jointly with any other person or legal entity in such manner as may be thought proper and whether upon fluctuating advance account or overdraft or otherwise to represent or secure any moneys and further advances borrowed or to be borrowed alone or with others as aforesaid by notes secured or unsecured, debentures or debenture stock perpetual or otherwise, or by mortgage, charge, lien, leasing, hire purchase or other security upon the whole or any part of the incorporated Club's property or assets present or future and to purchase, redeem or pay-off any such securities.

(m) To draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments.

(n) In furtherance of the other objects of the Club to sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or any part of the property and rights of the Club.

(o) To take or hold mortgages, liens or charges, to secure payment of the purchase price, or any unpaid balance of the purchase price, of any part of the Club's property of whatsoever kind sold by the Club, or any money due to the Club from purchasers and others.

(p) To take any gift of property whether subject to any special trust or not, for any one or more of the other objects of the Associations but subject always to the proviso in sub-rule (d).

(q) To take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Club, in the shape of donations, annual subscriptions or otherwise.

(r) To print and publish any newspapers, periodicals, books or leaflets that the Club may think desirable for the promotion of its objects.

(s) In furtherance of the other objects of the Club to amalgamate with any one or more incorporated clubs having objects altogether or in part similar to those of the Club and which shall prohibit the distribution of its or their income and property among it or their members to an extent at least as great as that imposed upon the Association under or by virtue of rule 38(d).and is also a fund, authority or institution which is exempt from income tax.

(t) In furtherance of the other objects of the Club to purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities and engagements of any one or more of the incorporated associations with which the Club is authorised to amalgamate.

(u) In furtherance of the other objects of the Club to transfer all or any part of the property, assets, liabilities and engagements of the Club to any one or more of the incorporated associations with which the Club is authorised to amalgamate.

(v) To make donations for patriotic, charitable or community purposes.

(w) To transact any lawful business in aid of the Commonwealth of Australia in the prosecution of any war in which the Commonwealth of Australia is engaged.

(x) To do all such other things as are incidental or conducive to the attainment of the other objects and the exercise of the powers of the Club.

## 6. ALL ACTIVITIES TO BE LAWFUL

The Club shall comply with all lawful requirements of the Local, State and Commonwealth Governments, and Authorities having any jurisdiction over any activity of the Club.

## SECTION B - MEMBERSHIP OF THE CLUB

## 7. MEMBERSHIP

(a) Membership of the Club shall comprise Ordinary Members, Life Members, Junior Members and Social, each of whom shall be supplied with a copy of the constitution if requested. Members are bound by this Constitution and By-laws as duly amended from time to time.

(b) The membership of the Club may be limited, either generally, or as to a particular class, or classes, as the Board may, from time to time, determine.

(c) Every applicant for any class of membership of the Club shall be proposed by one Ordinary or Life Member of the Club and seconded by another such Member. The Application for membership shall be made in writing, signed by the applicant and the proposer and seconder, and shall be in such form as the Board from time to time prescribes.

## 8. ELIGIBILITY FOR MEMBERSHIP

To be eligible for membership of any class other than a Junior Member a person must be:

(a) Not less than eighteen (18) years of age.

(b) To be eligible for Ordinary and Junior Membership an applicant must participate in the game of Bowls

(c) Prepared to support and promote the welfare of the Club and the Game of Bowls.

(d) Of good character and compatible with other Members.

(e) Free of indebtedness to any Bowls Club, any DBA, BQ or BA and not under an order or notice of suspension, or expulsion, from any Bowls Club or Bowls Association.

(f) No person shall be admitted as, or remain, a Member of the Club if he/she is a Member of any club affiliated with BA unless such person satisfies the Board by presentation of a clearance on the official form, as prescribed by BQ.

(g) An employee of the Club, whether on salary, wages or contract may be a Member of the Club, but shall not be eligible to nominate for, or hold, any elected office of the Club or to nominate or second any other Member for an elected office of the Club.

## 9. CLASSIFICATION AND PRIVILEGES OF MEMBERS

### (a) Ordinary Members

An Ordinary Member is a Member whose application for membership of the Club has been approved by the Board, and has paid all the prescribed fees. They are entitled to all the privileges of the Club and to exercise all the rights of membership.

They shall be entitled to vote at an Annual General Meeting, Special General Meetings and General Meetings of the Club. They shall be entitled to hold office and to nominate eligible members at any election.

It also extends to those persons who through age, infirmity, or otherwise no longer participate in the game of bowls and who are financial members of the Club.

### (b) Life Members

An Ordinary Member with a minimum of 15 years' service may be elected by the Club at a General Meeting to Life Membership of the Club in recognition of services rendered to the Club. Nominations for Life Membership must be in the form of a notice of motion to the Board.

Such election shall be by resolution of a three-quarters majority of Members present and entitled to vote at a General Meeting. Life Members shall be free to enjoy all club privileges and exercise all rights, but shall be exempt from the payment of Annual Subscriptions but not any levies, or other fees.

The number of Life Members shall be unlimited.

### (c) Junior Members

A junior bowler under the age of eighteen (18) years may become a Junior Member upon such terms and conditions, and upon the payment of such fees as the Board shall determine from time to time. A Junior Member must participate in the game of bowls, but shall not be entitled to vote nor be nominated for office nor nominate Members for office nor to nominate other persons to membership of the Club. They shall be entitled to play bowls in any Club competition according to the conditions laid down for the playing of the event. They shall not be allowed under any circumstances to be served, to obtain or to consume liquor from or on Club premises, or engage in any form of gambling on the premises.

**(d) Social Members**

The Board may admit any person as a Social Member of the Club and charge such membership fees, as the Club shall determine from time to time.
Social Members shall be entitled to the social privileges of membership except they shall not be entitled to hold any office of the Club, nor be entitled to nominate Members for election to any position in the Club, nor take part in or vote at meetings of the Club, nor to nominate persons for membership of the Club, nor to take part in the game of bowls, except on an occasion when persons other than Members may be playing bowls on the invitation of the Board, such as a bowls promotion day. Application for Social membership shall be as prescribed in Rule 10(a) for Ordinary Members and shall not be under eighteen (18) years of age.

**10. ADMISSION TO MEMBERSHIP.**

**(a) Application Form**

An application for membership of the Club must be made in writing on a form prescribed by the Board and be accompanied by the prescribed fee. Such fee is to be refunded if the application is rejected.

**(b) Proposed Members Register**

Particulars of all applications for membership of the Club, shall forthwith, upon receipt of same, be entered in the order of time in which each application is received by the Secretary in a book (hereinafter referred to as the Proposed Members Register) to be kept by the Secretary. Each entry shall record the full name and address of the person proposed, and the time and date of receipt by the Secretary of the application, and in relation to any and every vacancy however arising in the membership of the Club, each application shall be dealt with, and determined in the order in which it is so recorded.

**(c) Display/Processing of Nominations**

Upon the application for ordinary membership being recorded in the Proposed Members Register, it shall be displayed on the notice board for at least 14 days prior to the date on which the Board shall consider the application for membership.

Ordinary applications must be processed by the Men's or Ladies Sections before/after processing by the Board.

**(d) Objections to Application for Membership**

Any Member or Members may object to any application for ordinary membership by delivery of a written objection to the Secretary of the Club.

All applications for membership shall be dealt with and determined by the Board at a duly convened meeting.

If a written objection is received from a Member, or Members of the Club, the Board shall investigate the objection before making a decision in relation to acceptance or rejection of the applicant.
For the purpose of enquiring with respect to an applicant, the matter of dealing with and determining the application may be postponed for no longer than three (3) months. Any other such proposals may be dealt with and determined during that period, if,

(i) The vacancy in respect of which the postponed proposal is required to be dealt with and determined is kept open during the period of postponement.

(ii) The postponed proposal is dealt with and determined forthwith upon the expiration of the period of postponement thereof, and in priority to any and every proposal evidenced by the proposed Members Register as being of a later date.

**(e) Members to Retain Qualifications**

A person shall not be allowed to remain a Member of the Club unless the person continues to remain financial, and complies with the Constitution and By-laws of the Club.

### (f) Acceptance of Rules by Members

All Members, on admission, shall be deemed to have agreed to be bound by the Constitution and By-laws of the Club in force for the time being.

## 11. REJECTION OF APPLICATION FOR MEMBERSHIP

A person, whose application for membership is rejected by the Board, may within ten (10) days of receipt of written notification thereof lodge with the Secretary of the Club written notice of intention to appeal against the decision of the Board. The appeal shall be determined as set out in 14(b) of this Constitution.

A record in a Members Admissions Book shall be kept by the Club of the time and date of the holding of every such meeting of the Board or Special General Meeting of Members of the Club, the names of the Members present and entitled to vote on the question of the admission of each and every person proposed as a Member at such a meeting, and the names of the person proposed and whether they are accepted or not. If there is more than one Member to be balloted for each shall be balloted for separately.

Any applicant who has been rejected by the Board or by ballot at a Special General Meeting of Members of the Club shall not be proposed for membership during the next twelve (12) months unless it appears to the satisfaction of the Board that an injustice has been done.

## 12. RESIGNATION FROM MEMBERSHIP

### (a) Member may resign

A Member may resign from the Club at any time, provided they are not under notice of suspension or expulsion, by giving notice in writing to the Secretary. Such resignation shall take effect from the date of such notice being received by the Secretary unless a later date is specified in the notice when it shall take effect on that later date. The Secretary shall acknowledge in writing, the receipt of each resignation.

A request for a clearance is not a resignation.

### (b) Responsibility for Outstanding Monies

Resignation from the Club shall not relieve any person from the payment of any subscriptions, or other monies due or payable by that person at the time of the resignation or termination of membership. The resignation of any Member shall involve the automatic forfeiture of all rights and privileges in respect to all Club matters and property.

Any Member, who resigns after the commencement of the new financial year, shall be liable for that year's subscription fees, as well as any other monies owed to the Club by that Member.

Any Member failing to give written notice to the Secretary of an intended resignation prior to the date on which that Member's subscription is due shall be liable for the current year's subscription fee, and any other monies owing to the Club by that Member.

## 13. CONDUCT OF MEMBERS & VISITORS.

Members and visitors shall, at all times, maintain a proper discipline and decorum, and shall not conduct illegal gambling, betting on games, speak obscene or abusive language or indulge in unseemly conduct. Any alleged infringement of this clause, on report in writing to the Board shall be investigated by the Board, which shall have power to demand and direct apologies, and, if necessary, if the offending person be a Member, to deal with that person under the provisions of Clause 14 or if that person be a Member of another Club to report that persons conduct to such Club, to the DBA, and to BQ. If the person is a visitor, who is not a Member of a Bowls Club, the Senior Officer present at the time shall have authority to have that person removed from the Club premises.

Any infringement of this provision and any complaints or protests lodged by a Member or Members of the Club in respect of any Member or Members of the Club shall be in writing to the Secretary, and shall be dealt with in the first place by the Board who may, if deemed necessary, call a Special General Meeting. The Member or Members in respect of whom such complaints or protests have been lodged shall be entitled to attend the Board meeting personally to state their case(s).

Any complaint must be made within seven (7) days of the date of which the alleged incident occurred and must be signed by the complainant. Each complaint shall be investigated by the Board of Management within twenty one (21) days of the date upon which the Secretary receives the written complaint.

## 14. SUSPENSIONS FROM OR TERMINATION OF MEMBERSHIP

The Board shall have power to reprimand, suspend or expel any Member who fails to observe any of the Constitution or By-laws of the Club, the DBA, or of BQ, or who is deemed guilty of an act, practice, or conduct calculated to bring discredit on the Game of Bowls or to the Club or the DBA, or BQ, and its Members, or who on any Club or DBA premises engages in betting or illegal gambling, or uses obscene or abusive language.

### (a) Complaint to be in Writing

A Member shall not be dealt with by the Board under this provision, except upon a specific charge or complaint made in writing to the Secretary in terms of Clause 13. Such charge or complaint shall set out the conduct, which is the subject matter of the charge or complaint, and bear the signature of the complainant. Any Member so charged shall be notified in writing by the Secretary of the nature of the complaint, and the Member charged shall be given the right of answering the charge by appearing before the Board, and of calling evidence, and of questioning witnesses but a Member shall not be entitled to be represented by a Solicitor, Barrister or other agent.

In the event of a Junior Member being called before the Board on a charge or complaint, such Member shall be entitled to be accompanied by Parent/Guardian.

### (b) Right of Appeal

Any person so reprimanded, suspended, expelled or had an application for membership rejected shall have the right of appeal within ten (10) days of receipt of written notice of suspension or expulsion to a Special General Meeting. Such written notice shall inform the person of the right of appeal under this rule. The appeal shall be in writing, signed by the appellant. Upon receipt by the Secretary of the Notice of Appeal, the Secretary in accordance with Clause 16(c) shall call a Special General Meeting, and the appellant shall be entitled to all Club privileges until such appeal is determined. An appeal shall be deemed lost unless upheld by a three-quarters majority of those Members present and entitled to vote at the meeting. There shall be no further right of appeal.

Forthwith, after the expiration of the said ten (10) days, if the person suspended or expelled has failed to appeal, or if the appeal has failed at the Special General Meeting, the person concerned shall lose all rights and privileges of the Club during the period of suspension or expulsion, and the Secretary shall certify, in writing, to the DBA, and BQ the name of the person suspended or expelled, and the period of suspension.

A member shall not be suspended from the privileges of membership under this rule for a longer period than six (6) months. Any person, whether a Member of this Club, a Member of another Bowls Club affiliated with BQ or any other Bowls Association, and is suspended or expelled by order of this Club, or any other Club or Association, or is removed from the list of Members of a Club or Association, as a result of the failure to pay monies to that Club, or Association shall be denied the privileges of membership of this Club, and shall not be permitted to enter the premises of this Club during the period of suspension, expulsion, or removal.

An expelled Member shall not be eligible to apply for re-admission to the Club for a period of at least one (1) year after the date of expulsion taking effect.

### (c) Member Who Defaults in Payment of Subscriptions

The Board may terminate the membership of any person whose subscription is three (3) months in arrears. Any such person so removed from membership, who desires re-admission shall tender payment of all arrears, not exceeding twelve (12) months subscription, and apply in accordance with Clause 9. Payment of a nomination fee may be waived at the discretion of the Board.

## 15. REGISTER OF MEMBERS

a) The Board shall keep a register of Members in which shall be entered:

1. Name, Address, Phone Number and Date of Birth;

2. Date and class of membership granted;

3. Major Club or District Offices and achievements and qualifications including dates of appointment, relevant Certificate numbers and expiry date;

4. Deaths, Resignations and Terminations and Reinstatements of membership and any other further particulars the Board may require from time to time.

b) The Register shall be open for inspection at all reasonable times by any member who has previously applied, in writing, to the Secretary for such inspection.

## SECTION C - GOVERNMENT OF THE CLUB

## 16. GENERAL MEETINGS

### (a) Annual General Meeting

The Annual General Meeting of the Club shall be held during the month of November on a date to be fixed by the Board.

The business of the Annual General Meeting shall include:

(1) Reading the notice convening the meeting.

(2) Confirmation of the Minutes of the previous Annual General Meeting and/or Special General Meeting/s.

(3) Consideration and adoption of the Annual Report.

(4) Presentation of the Balance Sheet and Financial Statements and consideration and adoption thereof.

(5) Appointment of Auditors

(6) Consideration of Notices of Motion.

(7) To transact any general business that may be brought forward in accordance with the Rules of the Club

(8) Election of the Board

(9) Appointment of a Patron (if required).

(10) Commencement of Board of Management's Term of Office.
The newly appointed Members of the Board of Management shall commence their duties immediately after being elected. The newly constituted Board of Management shall in their normal course continue in Office until the next election of the Board.

### (b) Half-Yearly Meetings

Half-Yearly General Meetings shall be held as determined by the Board.

The business at each of these Meetings shall include:

(1) Reading the notice convening the meeting.

(2) Confirmation of the Minutes of the previous General Meeting.

(3) Presentation of the Balance Sheet and Financial Statements.

(4) The transaction of any General Business that may be brought forward in accordance with the Rules of the Club.

**(c) Special General Meetings**

The Secretary shall convene a Special General Meeting

(1) When directed to do so by the Board, or

(2) On the requisition in writing signed by not less than one-third of the Members presently on the Board, or

(3) On the requisition in writing by Ordinary and Life Members being in number not less than the number of Members presently on the Board, plus one.

(4) On being given notice in writing of an intention to appeal against the decision of the Board to reject an application for membership or to suspend, or terminate the membership of any person.

Notices requesting a Special General Meeting shall clearly state the reason why such Special General Meeting is being convened, and the nature of the business to be transacted thereat.

A Special General Meeting shall only consider the matter/s for which notice has been given to Members.

**(d) Notices of Motion**

The Secretary shall receive notices of Motion to be included on the agenda of the Annual General Meeting or any General Meeting at least twenty-eight (28) days prior to the meeting at which they will be discussed. Such notice of motion is to include mover and seconder plus twenty (20) members who wish the motion to be placed before the Annual or General Meetings.

Notices of Motion shall be posted on the Club's notice board and advertised in the local newspaper not less than 14 days prior to the meeting, for the notice of each Ordinary and Life Member.

**17. NOTICES FOR GENERAL MEETINGS**

The Secretary shall convene all General Meetings of the Club by giving not less than fourteen (14) days' notice to Ordinary and Life Members. Such notice to be posted on the Club's notice board. The notice of a General Meeting shall clearly state the nature of the business to be discussed thereat.

**18. QUORUMS FOR GENERAL MEETINGS**

At any General Meeting the number of Members (being entitled to vote at the General Meeting) required to constitute a quorum shall be double the number of Members on the Board, plus one.

No business shall be transacted at any General Meeting unless a quorum of Members is present at the time when the meeting proceeds to business.

If within half an hour from the time appointed for the commencement of a General Meeting a quorum is not present, the meeting, if convened upon the requisition of Members of the Board, or of the Club, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day, and at such other time and place as the Board may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the Members present shall be a quorum.

The Chairperson may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for twenty-eight (28) days or more, notice of the adjourned meeting shall be given as in the case of the original meeting. Save as aforesaid it shall not be necessary to give any notice of an adjournment, or of the business to be transacted at an adjourned meeting.

## 19. CONDUCT OF GENERAL MEETINGS

Unless otherwise provided by this Constitution, or the By-laws, at every General Meeting -

### (a) The Chairperson

The Chairperson shall preside, or if there is no Chairperson or the Chairperson is not present within fifteen (15) minutes after the time appointed for the holding of the meeting or is unwilling to act, the Deputy Chairperson shall preside, or if the Deputy Chairperson is not present or is unwilling to act then the Members present shall elect one of their number to be Chairperson of the meeting.

The Chairperson shall maintain order and conduct the meeting in a proper and orderly manner.

### (b) Voting

Every question, matter, or resolution shall be decided by a majority of votes of the Members present and entitled to vote. Subject to rule 8 every financial Member present shall be entitled to one vote, and in the case of equality of voting the status quo shall be maintained.

Notices of Motion at General Meetings may be by secret ballot if requested and approved by the Members entitled to be present and to vote.
The contested election of Members of the Board shall be by secret ballot, in accordance with the By-laws.

## 20. SPECIAL RESOLUTIONS

Election of Life Members, Suspension and/or Termination of Membership, Alterations to this Constitution, removal of a Member of the Board and such other matters that Members may resolve by simple majority vote at a General Meeting to be "Special Resolutions" shall be resolved by the affirmative vote of at least three-quarters of the Members present at the meeting and entitled to vote.

## 21. THE AUDITOR

An Auditor, who shall be qualified as required by the Associations Incorporation Act, 1981, (as amended) shall be appointed to audit the accounts, and prepare reports for submission to the next Annual General Meeting. The Auditor shall, when required by the Board, conduct special audits and investigations. The Auditor shall, at all times, have access to the books of account, vouchers, and relevant records of the Club, and shall have the right to obtain explanations relative to the finance and affairs of the Club, and the accounts from any person holding office or employment in the Club.

## 22. THE COMMON SEAL

The Board shall provide for a Common Seal, and for its safe custody. The Common Seal shall only be used by the authority of the Board, and every instrument to which the seal is affixed shall be signed by the Secretary and any two (2) of the Chairperson, the Deputy Chairperson or Treasurer.

## 23. ALTERATIONS TO THIS CONSTITUTION

Subject to the provisions of the Associations Incorporation Act, this Constitution may be amended, rescinded, or added to from time to time by a Special Resolution carried at a General Meeting. Details of all amendments must be notified to BQ.
However, an amendment, repeal or addition, is valid only if it is registered by the Chief Executive and has been registered with, and approval received from the Department of Tourism, Racing and Fair Trading or its successors.

## 24. DISTRIBUTION OF SURPLUS ASSETS

If the Club be wound up in accordance with the provisions of the Associations Incorporation Act 1981 (as amended), and there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid or distributed among the Members of the Club, but shall be given or transferred to some other institution/s having objects similar to the objects of the Club, being Bowls Clubs then affiliated with BQ, or a successor body, and which shall prohibit the distribution of its income and property among its members to an extent at least as great as is imposed on the Club under or by virtue of subclause 38(d), such institution/s to be determined by the members of the Club, provided the institution/s to which

the property of the club is transferred, is an institution approved by the Commissioner of Taxation as an institution referred to in Section 50/45 (c) of the Income Tax Assessment Act, 1997 (as amended).

## SECTION D - MANAGEMENT OF THE CLUB

### 25. THE BOARD OF MANAGEMENT

The business and operations of the Club shall be controlled by a Board comprising the following: Chairperson, Deputy Chairperson, Secretary, Treasurer, Greens Director, Bar Manager, Property Manager, Gaming Machine Manager, Membership Secretary, and Assistant Treasurer. All of whom shall be Ordinary or Life Members of the Club.

All the above offices shall be honorary and elective. Subject to section 61A of the Associations Incorporation Act 1981, every financial Ordinary and Life Member of the Club shall be eligible to hold any office, provided they have been an Ordinary or Life Member for at least one year.

In addition to the above and subject to one years' membership**, a bowls Committee representative shall** be elected at the Committee's first meeting following their Annual Meetings to represent them on the Board – such delegate shall be advised to the Secretary of the Board in writing within 10 days of their election. The delegate shall have full voting rights and participate in all Board matters during their term on the Board.

### 26. THE BOARD TO BE ELECTED ANNUALLY

Save as otherwise provided in this Constitution, and subject thereto, each Member of the Board shall be elected at the Annual General Meeting of the Club and shall hold office from the conclusion of the election at which they were elected until the conclusion of the election held at the next ensuing Annual General Meeting of the Club, but shall be eligible for re-election. A contested election for any position shall be resolved by ballot in accordance with the By-laws.

### 27. ELECTION OF THE BOARD

At the Annual General Meeting all members shall retire from office, but shall be eligible, upon nomination, for re-election. The election of members shall take place in the following manner: Any two financial Ordinary Members or Life Members of the Club shall be at liberty to nominate Members to serve as a Member of the Board.

(b) No candidate is eligible for election as a Member of the Board unless they or their proposer and seconder are financial from the date of nomination to the date of election inclusive.

(c) The nomination shall be on the prescribed nomination form, as attached at Schedule 1, and signed by the candidate, the proposer and seconder, and accompanied by a brief resume'. It shall be lodged with the Secretary at least fourteen (14) days before the Annual General Meeting at which the election is to take place. As soon as received, the details (position, candidate, mover and seconder) shall be posted on a notice board for members' perusal. The proposer or seconder may introduce their candidate for the position at the election and spell out his/her qualification to take the position.

(d) A list of candidate's names in alphabetical order, in their position, with the proposers and seconders' names, and a copy of each resume', shall be posted in a conspicuous place on the notice board not later than fourteen (14) days prior to the Annual General Meeting.

(e) Balloting lists shall be prepared (if necessary) containing the names of candidates in alphabetical order, and each financial Member present at the Annual General Meeting shall be entitled to vote for any number of such candidates not exceeding the number of vacancies.

(f) Should there be insufficient number of candidates nominated, nominations may be taken from the floor of the meeting.

## 28. VACANCIES ON THE BOARD

### (a) A Member May Resign

Any Member of the Board may resign from the membership of the Board at any time by giving notice in writing to the Secretary and or Chairperson and such resignation shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice when it shall take effect on that later date.

### (b) Removal of a Member

A Member of the Board may be removed from office by a three-quarters majority of Members present and entitled to vote at a Special General Meeting of the Club. The Member concerned shall have due notice of such meeting and shall be afforded a reasonable opportunity to personally make representations to the meeting. There shall be no further right of appeal.

### (c) The Board to Fill Vacancies

The Board (or the remaining Member or Members of the Board) shall have power at any time to appoint any properly qualified Member to fill any vacancy on the Board until the next Annual General Meeting. The continuing Member or Members of the Board may act notwithstanding any vacancy in the Board, but if and so long as their number is reduced below the number fixed by or pursuant to this Constitution as the necessary quorum of the Board, the continuing Member or Members may act for the purpose of increasing the number of Members of the Board to that number prescribed as a quorum or for summoning a General Meeting of the Club, but for no other purpose.
If a properly qualified member is not available the Board may appoint a member in an acting capacity to fill the vacancy until the next Annual General Meeting.

Provided however that in the event of a vacancy occurring in the office of Chairperson between Annual General Meetings the office shall only be filled by Members of the Club present and entitled to vote at a Special General Meeting called for that purpose.

## 29. FUNCTIONS OF THE BOARD

Except as otherwise provided by this Constitution, and the resolution of Members of the Club carried at any General Meeting, the Board shall:

(a) control the business and operations of the Club.

(b) have authority to interpret the meaning of these rules, and any matter relating to the Club on which these Rules are silent, and

(c) exercise all the powers of the Club (such powers hereby conferred):-

(1) To invest in such manner as the Members of the Club may from time to time determine.

(2) To control its membership, finances, meetings, program and the use of greens.

(3) To transact and authorise expenditure, provided that the Board is not empowered to authorise any single item of expenditure in excess of $35,000.00 without prior approval of a General Meeting of the Club, with the exception of all statutory payments which the Board is empowered to pay expeditiously.

(4) To appoint committees.

(5) To call General Meetings of Members.

(6) To arrange meetings of the Board.

(7) To charge fees.

(8) To make, vary and revoke By-laws from time to time but not inconsistent with this Constitution. Until varied or revoked, the By-Laws attached to this constitution will be the By-Laws of the Club.

(9) To appoint assistants to Members of the Board, such assistants not being able to exercise any power unless they have otherwise been elected on to the Board by the Club.

(10) To do anything required or permitted under this constitution, the By-Laws or any law.

(11) To otherwise act in the interest of Members.

## 30. EXECUTIVE COMMITTEE

The Executive Committee of the Club shall consist of the Chairperson, Deputy Chairperson, Secretary, Treasurer, three (3) Members thereof to constitute a quorum.

The Executive Committee shall transact any urgent business of the Club that may arise between Board meetings, and submit a report of any such business transacted by it to the next meeting of the Board, provided always that the Executive Committee shall not incur expenditure in excess of $3000 between meetings of the Board, nor deal with the property of the Club. All business transacted by the Executive Committee shall be ratified and approved by the Board at the next Board meeting.

## 31. MEETINGS OF THE BOARD

The Board shall meet at least once every calendar month to exercise its functions of which at least seven (7) days' notice shall be given.

A Special Meeting of the Board shall be convened by the Secretary on the decision of the Chairperson, or on the requisition in writing, signed by not less than one-third of the members of the Board, such requisition to clearly state the reasons why the special meeting is being convened, and the nature of the business to be transacted thereat.

At every meeting of the Board a quorum shall be not less than a simple majority of a number equal to the number of Members elected to the Board as at the close of the last Annual General Meeting of Members. The Board may meet together and regulate its proceedings as it thinks fit, provided that questions arising at any meeting of the Board shall be decided by a majority of votes and, in the case of equality of votes the status quo shall be maintained.

A Member of the Board shall not vote in respect to any contract or proposed contract with the Club in which such Member is interested or any matter arising thereout, and if the Member votes, the vote shall not be counted.

The Secretary shall give not less than one (1) days' notice to Members of the Board of any Special Meeting of the Board. Such notice shall clearly state the nature of the business to be discussed thereat.

The Chairperson shall preside, or if there is no Chairperson, or the Chairperson is not present within fifteen (15) minutes after the time appointed for the holding of the meeting; or is unwilling to act, the Deputy Chairperson shall preside, or if the Deputy Chairperson is not present, or is unwilling to act then the Members present shall elect one of their number to be Chairperson of the meeting.

If within half an hour from the time appointed for the commencement of a Board meeting a quorum is not present, the meeting, if convened upon the requisition of Members of the Board, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place as the Board may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum

Any Member of the Board who is absent from regularly notified meetings of the Board on three (3) consecutive occasions without the consent of the Board shall be deemed to have vacated the office.

## 32. COMMITTEES OF THE BOARD

The Board may delegate any of its functions and powers to a committee consisting of such Members of the Club as the Board thinks fit. Any committee so formed shall, in carrying out the functions and exercising the powers so delegated, conform to any regulations that may be imposed on it by the Board. The Board may appoint the Chairperson of any committee.

If the Board appoints no Chairperson, a committee may elect a Chairperson of its meetings. If no such Chairperson is elected, or if at any meeting the Chairperson is not present within fifteen (15) minutes after the time appointed for holding the meeting, the Members present may choose one of their numbers to be Chairperson of the meeting.

A committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the Members present and, in the case of equality of votes, the status quo shall be maintained.

The Board may disband a committee at any time.

## 33. VALIDITY OF ACTIONS

All acts done by any meeting of the Board, or of a committee, or by any person acting as a Member of the Board shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such Member of the Board, or person acting as aforesaid, or that the Members of the Board, or any of them were disqualified, be as valid if every such person had been duly appointed and was qualified to be a Member of the Board.

## 34. INDEMNITY OF MEMBERS

In the event of any proceedings being taken against a Member or Members of the Club in respect of any matter, or thing done by them in the proper performance of their duties, or by the direction, or with the authority of the Club, the Club shall indemnify such Member, or Members, of the Club so proceeded against in respect of their costs of such proceedings, and in respect of all costs and damages and other sums which they may be compelled to pay in the course or as a result of such proceedings.

## 35. RESOLUTIONS IN WRITING

A resolution in writing signed by all the Members of the Board for the time being entitled to receive notice of a meeting of the Board shall be as valid and effectual as if it had been passed at a meeting of the Board duly convened and held. Any such resolution may consist of several documents in like form, each signed by one or more Members of the Board.

## 36. SECRETARY TO KEEP MINUTES

The Secretary shall cause full and accurate minutes of all questions, matters, resolutions, and other proceedings of every Board meeting and General Meeting to be entered in a book to be open for inspection at all reasonable times by any financial Member who previously applies, to the Secretary for that inspection. For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every Board meeting shall be signed by the Chairperson of that meeting, or the Chairperson of the next succeeding Board meeting verifying their accuracy. Similarly, the Chairperson of that meeting, or the Chairperson of the next succeeding General Meeting shall sign the minutes of every General Meeting; provided that the Chairperson of that meeting or the Chairperson of the next succeeding Annual General Meeting shall sign the minutes of any Annual General Meeting.
Copies of all minutes and reports of Board of Management meetings to be displayed on the Notice Board and also copies to each Bowls Section committee.

## 37. FINANCE

### (a) Financial Year

The Financial Year of the Club shall end on 30th September of each year.

### (b) Annual Subscriptions

(i) An Annual Subscription shall be payable by all classes of Membership as listed in this constitution. Entrance fee is applicable only to Ordinary members.

(ii) Such Fees and Subscriptions shall be determined at a Special General Meeting called for that purpose and such fees shall continue in force until altered at a subsequent Special General Meeting called for that purpose. When so determined the Annual Subscription shall be deemed to be due and payable **by** the first day of the commencement of the new financial year and shall apply for that financial year.

(iii) Such Fees shall be payable in advance.

(iv) The fees, as fixed, shall be payable by new Members joining the Club. Any person taking up membership subsequent to the commencement of the financial year shall pay their Subscription, pro-rata, from the date of acceptance as a Member to the end of the Club's financial year, plus affiliation and capitation fees where applicable.

(v) Unfinancial – If Members fail to pay their Annual Subscriptions, by the due date they shall be deemed to be unfinancial.

**(c) Green Fees and Championship Nomination Fees and Raffles**

The Board shall have power to set green fees, nomination fees to be charged for Club Championships and also authorise Raffles as required.

**(d) Special Levies**

(i) The Club may at any time strike a Special Levy on all Members at an Annual or Special General Meeting of the Club, of which prior notice of at least 14 days has been given by the Board.

(ii) The levy shall only be payable to the Club if it has been passed by not less than three fourths majority of the Members present and entitled to vote at that meeting.

(iii) Each Member shall be advised by letter delivered to the Member or posted to his address, of any levy struck as aforesaid. If a Member fails to pay the levy within one month of the day following the posting of the letter of advice, they shall be deemed unfinancial.

**(e) Unfinancial Members**

Any member who becomes unfinancial shall forthwith be deprived of all privileges of membership of the Club, including

(1) The right to hold office.

(2) The right to speak or vote at any meetings of the Board or at any General Meeting of the Club.
(3) The right to nominate any person for office or be nominated for office in the Club, and

(4) The right to enter for and play in Club matches or social play.

(5) The right to enter Club property.

All privileges shall be restored to a previously unfinancial Member upon the payment of all subscriptions and monies due to the Club.

**38. HANDLING OF FUNDS**

All funds of the Club shall be deposited in the name of the Club in such Bank, Permanent Building Society, or any other financial institution as the Board may from time to time direct.
The funds of the Club shall be handled as follows:

**(a) Books of Account**

Proper books and accounts shall be kept and maintained either in written, printed or computerised format accepted by all recognised Australian accounting organisations, and as requested from time to time by Government authorities, such as the Gaming Commission. The format must be in the English language

showing correctly the financial affairs of the Club and the particulars normally shown in such records of a like nature. All monies shall be banked as soon as practicable after receipt thereof.

**(b) Payment of Accounts**

All amounts of $100.00 or over shall be paid by cheques or direct credit to the suppliers, or in the case of wages, to the employee's bank account. All cheques must be signed by any two of the following: (a) The Chairperson, (b) The Secretary, (c) The Treasurer, (d) another member authorised by the Board for the purpose. All cheques are to be crossed "not negotiable." Direct debit with utility suppliers may be arranged with the approval of the Board of Management. All payments made directly to a supplier or employee, or debited by a supplier, shall be presented to the Board for ratification at the next Board meeting after payment. All expenditure shall be approved by the next Board meeting.

**(c) Preparation of Reports**

A detailed financial report, as well as monthly bank statements, shall be presented to each regular monthly Board meeting.

As soon as practicable after the end of each financial year the Treasurer shall cause to be prepared for presentation to the Club, and for incorporation into the accounts of the Club, a statement containing particulars of the income and expenditure for the financial year just ended. All such statements shall be examined by the Auditor, who shall present a report upon such audit to the Secretary prior to the holding of the Annual General Meeting next following the financial year in respect of which the audit was made.

**(d) Application of Club Funds and Property**

The income and property of the Club whencesoever derived shall be used and applied solely in promotion of its objects and in the exercise of its powers as set out herein and no portion thereof shall be distributed, paid, or transferred directly or indirectly by way of dividend, bonus, or otherwise by way of profit to or amongst the Members of the Club, provided that nothing herein contained shall prevent the payment in good faith of interest to any such Member in respect of monies advanced by the Member to the Club, or otherwise owing by the Club to the Member or of remuneration to any officers or servants of the Club or other person in return for any services actually rendered to the Club, provided further that nothing herein contained shall be construed so as to prevent the payment or repayment to any Member of out of pocket expenses, money lent, reasonable and proper charges for goods hired by the Club, or reasonable and proper rent for premises demised or let to the Club.

**(e) Members Enjoy Equal Benefits**

No Member shall be entitled to any benefit or advantage from the Club which is not shared equally by every Member thereof, provided however, that remuneration may be paid to Members in appreciation of services, provided the same has been recommended by the Board, and approved by resolution of the Club at the Annual General Meeting.
No officer or employee of the Club shall receive any monies by way of commission or allowance calculated by reference to the quantity of liquor sold or supplied by the Club or the receipts of the Club for such liquor.

**39. DOCUMENTS**

The Board shall provide for the safe custody of books, documents, instrument of title and securities of the Club.

**40. VISITORS**

All visitors shall sign in the Visitors Register upon arrival at the club.

All visitors, who are Members of any Club affiliated with BQ, and who are not under notice or order of suspension or expulsion shall have reciprocal rights with this Club and shall be deemed to be visiting Members of the Club whilst on the Club premises. Such visitors may be accorded the privileges of the Club, but shall not take part in any meetings of the Club nor vote thereat.

All visitors who are Members of any Club affiliated with the WBB, BA, or with any Controlling Body affiliated with the WBB and who are not under any notice or order of suspension or expulsion shall be deemed to

be visiting Members of the Club whilst on Club premises. Such visitors may be accorded the privileges of Members of the Club but shall not take part in any meetings of the Club or vote thereat.

All visitors shall whilst on the Club premises are subject to the control of the Club. The Club reserves the right to refuse and or terminate admission to the Club premises of any visitor without assigning any reason for such refusal, and to regulate the attendance of visitors at the Club for any such periods it deems advisable. The Senior Officer present may exercise the Club rights and powers, under this rule at the time. If a visitor refuses a lawful request to leave the premises, such person immediately becomes a trespasser, and may be dealt with according to law.

## 41. BOWLS MANAGEMENT

(a) For the purpose of the control of bowls within the Club, the Club shall have a Committee structure as endorsed by the members at an Annual General Meeting or a Special General Meeting.

(b) Membership fees to the respective Bowls Associations shall be based on the gender of the Member.

Responsibility for the renewal of membership and payment of such fees will be the responsibility of the Board and shall be paid for by the Club.

(c) Within two (2) weeks after the Annual General Meeting of the Club, the Committee shall meet to elect members of the incoming Committee.

(d) The Committee of the Club shall elect at their Annual General Meeting all defined positions as determined in Rule 41(a).

For representative teams, there will be a Selection Panel which shall have a structure as endorsed by the members at an Annual General Meeting, or a Special General Meeting. There are no restrictions on who can nominate for a representative selector position other than they must be a full member of the club.

Such election shall be as set out in Rule 26/27 of the Club Constitution applied with any necessary modification and the Board shall be advised of the persons elected.

(e) In the event of a vacancy occurring in any position of the Committee, the Committee may appoint a Member to fill such vacancy until the next Annual General Meeting in accordance with Rule 27 applied with any necessary modification.

(f) The Board shall provide advice to BQ and the DBA within thirty (30) days of any event, which would affect the status of the Club's affiliation with BQ or the DBA, the legal status of the Club and/or any changes or amendments to the Club's constitution.

(g) The Board shall provide to BQ and the DBA such returns as are required by those bodies.

(h) No rule or Bylaw in relation to the playing of the sport of bowls shall be in conflict with the Rules and Bylaws of BA, BQ or the DBA.

(i) The Committee shall allocate responsibility to preside on days that involve bowls events only.

(j) The Secretary of the Committee shall be responsible for correspondence and communication with the relevant Bowls Authorities and other Clubs or organisations in relation to bowling matters only under the direction of the Committee.

(k) Any Committee Member referred to in Rule 41 (e) may resign from such position at any time by giving notice in writing to the Secretary of the Committee and such resignation shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice when it shall take effect at that later date.

Any Committee Member may be removed from office by a three quarters majority of full Members of the Club- present and entitled to vote at a Special Meeting of the Committee. The Member affected shall have due notice of such meeting and shall be afforded reasonable opportunity for

making representations to the meeting as thought fit. There shall be no further right of appeal.

## 42. PLAYER COMMITMENTS

The Controlling Body may define circumstances that it will not accept as a valid reason for a player's unavailability. However, a substitute is not to be permitted if an intended player enters another competition scheduled to be played at the same time. If a substitute is refused on these grounds the Controlling Body shall declare the position of the absent player vacant and the provisions as described in the Laws of the Sport of Bowls Crystal Mark Edition as amended from time to time shall apply.

Provisions consistent with this clause shall be included in all Club rules, and shall be deemed to be a condition of competitions conducted by the Club.

## 43 ANNUAL REPORTS FOR MEMBERS.

Each ordinary or life member may be provided with a copy of each written Annual Report.

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# BY-LAWS OF THE SOLANDER LAKE BOWLS CLUB INC.

## 1. RETURNING OFFICER

(a) At the first Board meeting each year, the Board shall appoint a Returning Officer whose duties shall be to control the issuing of ballot papers and subsequent collection and counting of same at the Annual General Meeting and subsequent General Meetings.

(b) The Returning Officer shall liaise with the Secretary regarding the preparation of ballot boxes. He or she shall ensure that only those entitled to vote are issued with the necessary ballot papers and that the ballot boxes are correctly located for the lodgement of same.

(c) The Returning Officer will enlist the assistance of such number of scrutineers as required to conduct the ballot. Neither the Returning Officer nor any scrutineer shall be a candidate in such ballot.

(d) The Returning Officer shall advise the Chairperson of the meeting the result of the scrutineer's count and the Chairperson shall announce the result to the meeting.

(e) The ballot material shall not be destroyed without the authority of a motion passed at the meeting and it shall be the duty of the Returning Officer to carry out such instruction.

## 2. ELECTION AND BALLOT PROCEDURES

(a) Nominations for Members of the Board shall be made in accordance with the Constitution.

(b) Voting shall be by secret ballot. Every Ordinary financial and Life Member shall be supplied with ballot papers.

(c) The method of voting shall be to delete the name or names of the candidate or candidates not required by the voter.

(d) The results of each ballot shall be determined on "First past the post" principle. If there be an equal number of votes for two or more candidates for the last remaining position in a ballot a further ballot shall be conducted between the two candidates who tied.

(e) If insufficient nominations are received for the positions of elected Board Members, the candidates so nominated shall be declared elected and the meeting shall proceed to fill any remaining vacancies, and, if necessary conduct a ballot, but with nominations from the floor of the meeting.

Any member not present shall indicate, in writing, their willingness to accept nomination from the floor for any unfilled position.

(f) Ballot papers may be issued to those entitled to vote not more than thirty (30) minutes prior to the meeting being opened. The Returning Officer shall not collect the votes until the Chairperson of the meeting announces the closing of the ballots. All votes will be deemed to have been made after the opening of the meeting and before the closure of the ballots. Before closing the ballot the Chairperson of the meeting shall introduce to the meeting any candidate for election who is not well known to the members, if such candidate be present at the meeting.

(g) In the case of a ballot being necessary to resolve a matter other than election, Members shall indicate their choice on ballot papers in a manner specified by the Chairperson of the meeting.

## 3. DUTIES OF BOARD MEMBERS

(a) **Chairperson of the Board**

The Chairperson of the Board shall be responsible, subject to the directions of the Board, and General meetings of Members for the overall administration of the Club. The Chairperson shall preside at all meetings and functions of the Club. The Chairperson shall attend to the carrying out of the decisions of the Club or the Board and generally see that the Members are properly accommodated and the Constitution of the Club is fully adhered to by all Members.
The Presidents of the respective sections shall preside on days that involve bowling events only.

(b) **Deputy Chairperson**

The Deputy Chairperson shall assist the Chairperson to ensure that all duties allotted by the Board are properly carried out. In the absence of the Chairperson, the Deputy Chairperson will carry out the duties normally performed by the Chairperson.

(c) **(i) Secretary**

The Secretary shall keep all such books and records as may from time to time be required by the Liquor Act, 1992, and the Incorporation Act, 1981, or any amendments thereof and furnish all necessary returns or information to the Licensing Commission and the Office of Fair Trading (or the authorities from time to time respectively administering the legislation).

The Secretary shall keep a faithful record of the business transacted at all meetings, issue notices of all meetings connected with the Club and keep a Register of Members as per Rule 14.

The Secretary shall receive all correspondence and reply thereto as the Board may direct. The notice calling the Annual General Meeting shall have attached to it the Club's Annual Report and a note of 11(b) of the Constitution. The Secretary shall be responsible for the letting of the Club function room(s). Should the Secretary be absent or ill, or neglect or refuse to do anything required by the By-laws, the Board shall have power to invite and appoint any other Member of the Club to act in that capacity.

**(ii) Secretary-Manager (Paid) (If Employed)**

The duties of the Secretary/Manager, who is an employee, who is appointed by the Club's Board, shall be responsible for the duties of Secretary as set out in 3 (c)(i) of these By-laws. Duties shall also include the general management, promotion and supervision of the business and activities of the Club and shall be directly accountable to the Board.

**(iii) Membership Secretary**

The duties of the Membership Secretary will be those of section 10 (b) of the Constitution.
To keep all particulars of applications for membership of the club entered in the order of time in which each application is received by the Secretary in a book or electronic record approved by the Board (hereinafter to be referred to as the Proposed Members Registry). Each entry shall record the full name and address of the person proposed, and the time and date of receipt of each application. In relation to any and every vacancy, however arising in the membership of the Club each application shall be dealt with and determined in the order in which it is so recorded.
The Membership Secretary shall also advise the Board of any unfinancial members.

(d) **Treasurer**

The Treasurer shall keep a record of the receipts and expenditure and keep correct accounts and books showing the financial affairs of the Club and the particulars usually shown in the books of account of a like nature, report the financial position of the Club at each monthly meeting of the Board, and present accounts for payment at each monthly meeting of the Board for ratification.

The Treasurer shall also submit to the Annual General Meeting a statement of accounts for the preceding year, said accounts to be audited by a person approved by the Department of Fair Trading. Should the Treasurer be absent or ill, or neglect or refuse to do anything required by these By-laws, the Board shall have the power to invite and appoint any other financial Member of the Club to act in that capacity.

(e) **Greens Director**

The greens shall be under the full control of the Board, but it may delegate its authority to the Greens Director, who shall liaise with the Greenkeeper as to the maintenance of a good playing surface. The Greens Director's decision shall be final regarding the question as to whether the green or greens are in a fit state for use or not.

In the absence of the Greens Director, members of the Board present shall be responsible for making a decision regarding the suitability of the green or greens for play.

The Greens Director shall, subject to the concurrence of the Board Chairperson, have power to order the necessary material and procure extra assistance if required for maintaining the greens in good playing order. The Greens Director shall present a written report regarding the greens to each monthly meeting of the Board.

(f) **Bar Manager (AMENDED & ADOPTED 16th AUGUST 2013)**

The Bar Manager will be directly responsible to the Board for all bar operations and will periodically provide relevant reports to the Board in respect of such operations. The Bar Manager shall be responsible for day to day bar operations and that given the commercial nature of said operations ensure that adequate and appropriate records are kept to enable informed decisions to be made in respect of bar operations including purchases, cost of sales, sales pricing and personnel matters. The Bar Manager will provide liaison between the Bar Administrator and the Board. All bar staff will report to the Bar Manager through the Bar Administrator. The Bar Manager will be responsible for the employment of bar staff. When employing staff the Bar Manager shall consult with the Gaming Manager before such an appointment is verified or conveyed to any applicant. The interview panel shall consist of the Bar Manager and Bar Administrator together with the Gaming Manager (or his /her nominee) should the Gaming Manager so request. If the Bar Administrator is under consideration then the Bar Manager, Gaming Manager and one other Board Member will comprise the interview panel. In the case of terminations, other than by resignation, the Bar Manager shall confer with the Secretary and Chairperson of the proposed action and seek agreement. The Secretary shall promptly ensure that all current labour laws in force have been complied with by the club. Once this has been ascertained the Secretary will advise the Bar Manager who can then proceed with the termination action or take further action as determined from the Secretary's advice.

(g) **Property Manager**

The property Manager is to be responsible for all Maintenance, Cleaning, Safety and Security concerned with the Club House and the ordering of all supplies, except those under the control of the Secretary, Bar Manager and Catering Co-ordinator, and for any other task requested by the Board Executive.

(h) **Gaming Machine Manager**

(i) The Gaming Manager shall be responsible for all Gaming Machine Act requirements
(ii) It shall be the Gaming Manager's responsibility to ensure in-house promotion of the machines.
(iii) The Gaming Machine Manager shall recommend to the Board the need for additional or replacement machines. The Gaming Machine Manager shall be able to enlist volunteers on the sanction of the Board.
(iv) The Gaming Machine Manager shall be on a panel of executives to interview job applicants who apply for employment at the Club and whose employment requires them to handle Gaming Machine money.

## 4. SUB-COMMITTEES AND THEIR FUNCTIONS

The Chairperson of the Board shall be an ex-officio member of all sub-committees.

The Board may appoint sub-committees for any purpose whatsoever. The Chairperson of each sub-committee shall present a written report to each monthly meeting of the Board.

All sub-committees shall meet regularly to deal with matters within the scope of that sub-committee's designated functions.

A sub-committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority vote of the Members present, and in the case of equality of votes the status quo shall be maintained.

The Chairperson of each sub-committee shall advise the Board's Chairperson of the date and time of any proposed meeting. The Board Chairperson shall be advised of any suggestions or decisions reached by the sub-committee.

All decisions or suggestions shall be submitted to the Board as recommendations for approval unless the Board has granted prior permission to act.

## 5. PUBLIC RELATIONS OFFICER

A Public Relations Officer shall be appointed by the Board and shall be responsible to see that all matters of interest are reported and publicised to the best advantage. Matters of policy must be firstly sanctioned by the Board before being made public.
Games Directors may have the right to publish Bowls results.

## 6. ATTIRE

The Board shall set out a good standard of dress as the minimum requirement in relation to Members and visitors within the confines of the Club. Such requirements will be displayed in a prominent position within the Club's premises

**7. PLAYER COMMITMENTS. DELETED 21 JULY 2007**

**7.1** Prospective new members may bowl in Club social games before the application for membership can be processed, and, if the following criteria have been met:

1. The nomination form must be correct and presented to the relevant authority.
2. The nomination fee must be paid.
3. If coaching is required, the coach must agree that the new bowler has reached a sufficient standard to participate, **OR**
4. If the applicant is transferring , with correct clearance, from an affiliated bowls club, and the Games Director is in agreement.
5. Dual members who have not declared for SLBC are ineligible to play in the Club's Championships.

**8. ALTERATIONS TO BY-LAWS**

Adoption of alterations, revocations and/or additions to these By-laws shall be made only by resolution of the Board after written notice of the motion for the resolution has been given to the Board not less than one (1) month prior to the meeting at which the motion shall be submitted. The meeting may amend such motion and pass it in its amended form and it shall be effective forthwith.

Any change to the bylaws shall be displayed on the Club notice board not later than seven (7) days after the Board decision.

**9. NOTICE BOARD**

A Notice Board, upon which all notices shall be posted, shall be placed in a conspicuous position in the clubhouse.

**10. THE CLUB COLOURS**

The Club colours shall be Dark Blue and Gold

**11. THE CLUB FLAG**

The Club flag shall be Blue and to include Club Badge and Name,
Both Bowls Sections on all playing days shall use this flag.

**12 THE CLUB LOGO**

The Club logo shall be as depicted on the Club badge.
The logo shall form the Club Badge and shall be depicted on such documents as the Board may determine from time to time.

**13. COACHING.**

(a) Intending new bowlers may have three ( 3 ) lessons by an accredited coach, then indicate their willingness to become an ordinary member of the Club.

(b) New bowlers may only participate in the game of bowls (social or competition) after having been taught by an accredited coach.

**14. MOBILE PHONES.**

Mobile Phones are not to be used on the greens or the surrounds while play is in progress.

**15. LIFE MEMBERS**

(a) Nominations for Life Membership must be made to the Board in the first instance.

(b) Such nominations shall be in the form of a Notice of Motion.

(c) The Notice of Motion must include a Mover and Seconder and their signature plus the names and signatures of at least twenty (20) financial members who wish the Notice of Motion to be placed before an Annual or General Meeting.

(d) The Board shall consider such Notices of Motion for Life Membership, and, if it considers necessary, discuss the Notice of Motion with the Mover and/or Seconder, at their discretion.

(e) The Board must present all nominations to the next Annual or General Meeting of the Club together with the Board's recommendation in respect of the nomination.

(f) The Annual or General Meeting may either accept or reject the Board's recommendation and this will be determined by the success or otherwise of the vote determining the Notice of Motion.

(g) Voting for life membership shall be determined by secret ballot.

(h) The Notice of Motion shall be adopted by an affirmative vote of at least 75% of the members present at the Annual or General Meeting and entitled to vote.

(i) Life Membership should only be considered in exceptional circumstances in order that the highest honour the Club can bestow on a member is not devalued or diminished.

(j) In considering a nomination for life membership the Board and club membership should consider if the Nominee has contributed substantially to the club, its members and operations, on an ongoing basis.

(k) The matter of substantial contribution should be considered to be well above and beyond what is expected from members generally, as many members contribute at Club events, work on committees, organise functions and work for the benefit of members etc. without receiving life membership.

## 22. PLAYER CODE OF CONDUCT & SPIRIT OF COMPETITION

**The Spirit of Competition:**

1. THE COMPETITION IS PROVIDED FOR THE ENJOYMENT OF ALL PLAYERS.

2. MATCH OFFICIALS ARE THERE TO PROVIDE AN ENVIRONMENT WHERE ALL PLAYERS CAN ENJOY THE EXPERIENCE.

3. ACCEPT THAT YOU WILL BE PLAYING WITH AND AGAINST SOME PLAYERS WITH GREATER ABILITY THAN YOU, AND SOME WITH LESSER ABILITY. TREAT THEM ALL WITH EQUAL RESPECT.

4. BE COMPETITIVE, BUT KEEP A SENSE OF HUMOUR AND A SENSE OF PERSPECTIVE.

5. TO A LARGE DEGREE, THE ENJOYMENT YOU DERIVE IS UP TO YOU.

**The Code**

**1. BE PUNCTUAL AND CORRECTLY ATTIRED**

A. ARRIVE AT LEAST 15 MINUTES PRIOR TO PLAY COMMENCING.

B. HAVING NOMINATED TO PLAY, YOU HAVE AN OBLIGATION TO ADVISE THE CLUB OF NON-ATTENDANCE.

C. CORRECT DRESS MUST BE WORN, AS DEFINED BY BOWLS QUEENSLAND AND SOLANDER LAKE BOWLS CLUB INC.

**2. PLAY BY AND ADHERE TO THE RULES**

**3. VALUE SAFETY, FAIR PLAY AND THE WELFARE OF ALL PARTICIPANTS ABOVE COMPETITIVE ADVANTAGE**

A. REMEMBER – IT'S ONLY A GAME. ALL PLAYERS AND OFFICIALS MUST GIVE PRIORITY TO THE WELL-BEING OF ALL PARTICIPANTS, ESPECIALLY **NEW BOWLERS**.

**4. ACCEPT THE AUTHORITY OF MATCH OFFICIALS**

A. THE DECISIONS OF UMPIRES, SELECTORS, AND THE CONTROLLING BODY ARE FINAL.

**5**. **DO NOT USE ABUSIVE LANGUAGE**. THE FOLLOWING ARE **NOT** ACCEPTABLE:

A. USE OF FOUL LANGUAGE TOWARDS MATCH OFFICIALS, OTHER PLAYERS AND SPECTATORS.

B. "SLEDGING" OR ANY FORM OF DENIGRATING COMMENTS, INCLUDING BUT NOT RESTRICTED TO RACIST, SEXIST, OR OTHER INSULTS.

C. DENIGRATING THE ABILITY OF OTHER PLAYERS.

D. USE OF AUDIBLE FOUL LANGUAGE IN ANY CONTEXT.

**6**. **CONTROL YOUR EMOTIONS.** THE FOLLOWING ARE **NOT** ACCEPTABLE:

A. DANGEROUS OR OVERLY AGGRESSIVE PLAY.

B. INAPPROPRIATE BODY LANGUAGE.

**7**. **ALCOHOL AND DRUGS**

A. PERSONS AFFECTED BY ALCOHOL AND/OR DRUGS MUST NOT ENTER THE PLAYING AREA.

**8**. **PLAY FOR ENJOYMENT**

A. KEEP IN MIND THAT YOU ARE PLAYING FOR ENJOYMENT, AS ARE OTHERS. YOUR ACTIONS SHOULD NOT INTERFERE WITH THE ENJOYMENT OF OTHERS, ESPECIALLY **NEW BOWLERS**.

**9**. **IN NOMINATING TO PLAY IN ANY SOLANDER LAKE BOWLS CLUB INC. EVENT OR FUTURE COMPETITION, YOU ARE AGREEING TO ABIDE BY THIS CODE OF CONDUCT. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION AND/OR SUSPENSION**.