

DERWENT CITY BOWLS CLUB INC.

CONSTITUTION

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CONSTITUTION OF THE DERWENT CITY BOWLS CLUB INCORPORATED

1. NAME

The name of the Association shall be DERWENT CITY BOWLS CLUB INCORPORATED.

2. INTERPRETATION

- (i) Unless the contrary intention appears:-
Reference to any gender includes the opposite gender
Singular includes plural
- (ii) "Board" means Board of Directors.
"Committee" means Committee of Management of the Association.
"General Meeting" means a General Meeting of Members convened in accordance with rule 15.
"Ordinary Committeeman" means member of the Committee to whom rule 23 relates.
"Public Officer" means a person appointed by the Committee to fulfil the duties and obligations of such officer as set out in the *Associations Incorporation Act 1964*.
- (iii) "STBA" means Southern Tasmanian Bowls Association, trading as Bowls Tasmania South.
- (iv) In these rules, expressions referring to writing shall unless the contrary intention appears, be construed as including references to printing, lithography, photography and other modes of representing or reproducing words in visible form.
- (v) Words or expressions contained in these rules shall be interpreted in accordance with the provisions of the Acts Interpretation Act 1931 and the Act as in force on the date on which these rules are adopted by the Association.

3. OFFICE

The Office of the Association shall be at 1 Ryde Street, North Hobart or such other place as the Committee may from time to time determine.

4. BASIC OBJECTS

The Objects and purposes of the Association are as follows:-

a. To maintain and conduct a Bowls Club of a non-political character and to provide a Clubhouse, Bowling Greens and other conveniences for the use and recreation of the members at such place or places as decided by the members, to enable them to play the game of bowls in accordance with the rules laid down by Bowls Australia and their associated Association in Tasmania, such as the Southern Tasmania Bowls Association.

b. The establishment and support, or aiding in the establishment and support of association, institution, funds, trust schemes and conveniences calculated to benefit servants or past servants of the Association and their dependents, and the granting of pensions, allowances or other benefits to servants or past servants of the Association and their dependents, and the making of payments towards insurance in relation to any of those purposes:-

(i) the establishment and support, or aiding in the establishment or support, of any other association formed for any of the basic objects of the Association.

(ii) the purchase or acquisition and undertaking of all or any part of the property, assets, liabilities, and engagements of any association with which the Association may at any time become amalgamated in accordance with the provisions of the Act and the rules of the Association.

(iii) the doing of all such other lawful things which are incidental or conducive to the attainment of the basic objects of the Association or any of the objects and purposes specified in the foregoing provisions of the sub-rule.

5. INCOME AND PROPERTY

The income and property of the Association however derived shall be applied solely towards the promotion of the objects of the Association and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to the Members of the Association. Provided that nothing herein shall prevent the payment in good faith of remuneration to any officers or servants of the Association or to any Member of the Association or other person in return for any services actually rendered to the Association.

6. NOMINATION FOR MEMBERSHIP

- a. A candidate for Membership must be proposed and seconded by two Full Members.
- b. The proposal for Membership shall show:-
 - i. Category, i.e. Type of member
 - ii. Name, address and phone number of applicant
 - iii. Date of birth of applicant
 - iv. Occupation of applicant
 - v. Name/s of previous Bowls Clubs
- c. The proposal for Membership shall be posted on the Club's notice board fourteen (14) days before the day on which the proposed Member's name is submitted for election.
- d. Election shall be by the Committee whose decision is final.
- e. Prior to such election the candidate for membership shall pay the Treasurer the entrance fee as prescribed.
Within one month of notice of acceptance as a member the candidate shall pay the subscription payable for the current year, or such proportion of it as the Committee may decide. If such payment is not made within the period specified the membership may be cancelled.
- f. Any member, after leaving the Club in good standing, may within two (2) years, following proposal and seconding by two Full Members, be re-elected by the Committee without the necessity of the proposition being posted on the Club's notice board or the payment of an entrance fee.
- g. Within a period of fourteen (14) days as set down in Rule 6 c. a member may make an objection in writing to the Committee against a person nominated for membership. The reasons for such objection should be clearly stated. All objections shall be treated as confidential.

7. MEMBERSHIP

- a. The Membership of the club shall comprise:-
 - (i) Full Members
 - (ii) Life Members
 - (iii) Social Playing Members
 - (iv) Social Activity Members
 - (v) Social Members (non-playing)
 - (vi) Junior Members
 - (vii) Honorary Members
 - (viii) Special Honorary Member
- b. The number of members, exclusive of Life Members, shall not be limited unless so determined from time to time by a General Meeting.

c. (i) A **Full Member** is a person who enjoys all the Club facilities and may participate in all competitions and tournaments promoted by the Club and is entitled to attend and vote at all General Meetings of the Club.

(ii). **Life Members** shall be entitled to all privileges of a Full Member. They shall not be required to pay an annual subscription. Their appointment shall be a reward for special services rendered to the Club and will be approved by the Annual General Meeting upon the recommendation of two-thirds of the Committee of Management.

(iii) A **Social Playing Member** is a person who enjoys all the facilities of the Club and may participate in all competitions and tournaments promoted by the Club but is ineligible to play pennant or use the greens while pennant play is in progress unless all Full Members have been selected. A Social Playing Member may not participate in Club Championships.

(iv) A **Social Activities Member** is a person who enjoys all the facilities of the Club and may participate in all competitions and tournaments other than those competitions and tournaments that require the use of the greens.

(v) A **Social Member** is a person who enjoys all the Club's facilities but may not participate in competitions and tournaments promoted by the Club.

(vi) A **Junior Member** is a person who enjoys all the Club's facilities and may participate in all competitions and tournaments promoted by the Club and who at the first day of September in the current season has not attained the age of eighteen (18) years. A Junior Member attaining the age of sixteen (16) years is entitled to attend and vote at General Meetings. Upon attaining the age of eighteen (18) years automatically becomes a Full Member.

(vii) An **Honorary Member** is a member of a Bowls club whose green is situated at least 16 Ks. from Hobart who has been invited by the President, Vice President or Hon. Secretary to become an Honorary Member. It is the Honorary Member's privilege to enjoy all the facilities of the Club for a period not exceeding three (3) months at any one time.

(viii) A **Special Honorary Member** is a person invited by the President, Vice President or a Committee member to enjoy the clubs facilities for a period not exceeding 12 months.

Any member of the Club may invite a member of any other Club, or any prospective member of the Club, to play on the Club's greens on any day when no member of the Club is prejudiced or inconvenienced and such member shall be an Honorary member for that day.

An Honorary member shall not be entitled to attend or vote at a meeting of the Club.

d. Persons wishing to change Membership status should notify the Secretary in writing. The Committee shall make an appropriate recommendation and where applicable any additional subscription is payable within 14 days.

e. All member's rights, privileges and entitlements terminate on cessation of membership of the Association however effected; resignation, non payment of annual

subscription, death or as a result of actions taken under Clause 29 "Discipline of Members".

8. REGISTER

A Register of names and addresses of all current members of the Association shall be kept at the Association premises and copies shall be posted in a conspicuous place within the premises.

9. JOINING FEES AND SUBSCRIPTIONS

The Association may resolve that a Joining Fee should be paid.
An Annual Subscription shall be determined at a General Meeting of the Club and shall be payable by the end of August.
An annual Affiliation fee to the STBA will be paid as prescribed.

10. REDUCTION OF SUBSCRIPTIONS

A member who has reached the age of sixty-five (65) years and has completed a period of fifteen (15) consecutive years as a member shall be entitled to a reduced Annual Subscription as approved and determined at the Annual General Meeting.

At the discretion of the Committee, Full members elected on or after the first day of January in any year may be required to pay only half the annual subscription for the year.

11. WINDING-UP

In the event of the Association being wound up:-

- a. every Member of the Association; and
- b. every person who, within the period of twelve (12) months immediately preceding the commencement of the winding-up, was a member of the Association is liable to contribute to the assets of the Association for payment of the debts or liabilities of the Association and for costs, charges and expenses of the winding-up and for the adjustment of rights of contributories among themselves such sum, not exceeding two dollars (\$2.00), but a former member is not liable to contribute in respect of any debt or liability of the Association contracted after the member ceased to be a member.

12. ACCOUNTS

1. The Committee of Management of the Association shall cause correct books of account to be kept of:
 - a) the sums of money received and expended by the Association and matters in respect of which such receipts and expenditure take place, and
 - b) the assets and liabilities of the Association.

The books of account shall be kept in such place or places as the Committee may think fit and shall always be open to the inspection of the Committee.

The Committee shall from time to time determine whether to what extent and at what time and place and under what reasonable restrictions the accounts of the Association or any part of them shall be open to the inspection of the Members of the Association.

The Committee shall lay before the Association at its Annual Meeting an account of Income and Expenditure for the period since the preceding account, together with a Balance Sheet made up to date not more than four (4) months before such meeting.

2.(a) The Treasurer of the Association shall receive all moneys paid to and on behalf of the Association and shall issue official receipts there for promptly.

(b) The Committee shall cause to be opened with such bank or financial institution as the Committee selects an account in the name of the Association into which all moneys received shall be paid by the Treasurer or Secretary as soon as possible after receipt.

(c) The Committee may receive from the Association's bank or banker the cheques drawn by the Association on any of its accounts with the bank or bankers and may release and indemnify the bank or bankers from and against all claims, actions, suit or demands that may be brought against the bank or bankers arising directly or indirectly out of those cheques or surrender thereof to the Association.

(d) No cheques shall be drawn on the Association's bank account except for payment of expenditure that has been authorised by the Committee.

(e) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by the Treasurer or, in the Treasurers absence by such member or members of the Sub-Committee as the Committee may nominate for that purpose, and shall be countersigned by the Public Officer, President or Secretary.

13. AUDITOR

1. At each Annual General Meeting of the Association the Members present shall appoint the Auditor for the Association.

- (i) An Auditor so appointed shall hold office until the next Annual General Meeting.
- (ii) If an appointment is not made at the Annual General Meeting the Committee shall appoint an Auditor for the ensuing year.
- (iii) The Auditor may only be removed from office by a special resolution.

2. At least once in each financial year the accounts of the Association shall be examined by the Auditor.

3. The Auditor shall certify as to the correctness of the accounts of the Association and shall report thereon to the Members present at the Annual General Meeting.

In the report to Members and in certifying the accounts, the Auditor shall state:-

- (a) Whether the Auditor has obtained the information required
- (b) Whether, in the Auditor's opinion, the accounts are properly drawn up so as to exhibit a true and correct view of the financial position of the Association according to the information at the Auditor's disposal and from explanations given to the Auditor; and
- (c) whether the rules relating to the administration of the funds of the Association have been observed.

4. The Public Officer of the Association shall cause to be delivered to the Auditor a list of all accounts, books and records of the Association. The Auditor:-

- (a) has a right of access to accounts, books, records, vouchers and documents of the Association.
- (b) may require from the servants of the Association such information and explanations as may be necessary for the performance of audit
- (c) may employ persons to assist in investigating the accounts of the Association. and
- (d) may, in relation to the accounts of the Association, examine any member of the Committee or any servant of the Association.

14. ANNUAL GENERAL MEETING

1. The Association shall, in each year, hold an Annual General Meeting.
2. The Annual General Meeting will be held not later than the thirtieth (30th) day of June in each year.
3. The Annual General Meeting shall be in addition to any other General Meetings that may be held in the same year.
4. The Annual General Meeting shall be specified as such in the notice convening it.
5. The ordinary business of the Annual General Meeting shall be to:
 - a. confirm the Minutes of the last preceding A.G.M. and any General Meeting held since that meeting.
 - b. receive from the Board of Directors, Committee, Auditor and servants of the Association reports on the transactions of the Association during the last preceding financial year
 - c. elect the Officers of the Association and ordinary Committeemen
 - d. appoint an Auditor
 - e. elect the Chair of the Board and the Ordinary Director; or approve the nomination of a non association member to one or both of the positions as the case requires.
6. The Annual General Meeting may transact special business of which notice is given in accordance with these rules.
7. All General Meetings other than the Annual General Meeting will be Special General Meetings.
8. The Secretary of the Association shall, at least fourteen (14) days before the date fixed for holding the Annual General Meeting, cause to be inserted in at least one newspaper of the 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. The Secretary shall make available to every Full and Life member a copy of the Annual Report and Financial Statement for the preceding year which can be collected at the Clubrooms at least three (3) days prior to the Annual General Meeting.

15. SPECIAL GENERAL MEETINGS.

A

1. The Committee may, whenever it thinks fit, convene a Special General Meeting of the Association,
2. The Committee shall, on requisition in writing of not less than 10% of Members of the Association entitled under the rules of the Association to vote at a General Meeting, convene a Special General Meeting.
3. A requisition for a Special General Meeting shall state the objects of the Meeting and shall be signed by the requisitionists and deposited at the Office of the Association and may consist of several documents in like form, each signed by one or

more of the requisitionists.

4. If the Committee does not cause a Special General Meeting to be held within twenty-one days from the date on which a requisition there for is deposited at the Office of the Association, the requisitionists, or any of them, may convene the Meeting, but any meeting convened shall not be held after three months from the date of the requisition.

5. A Special General Meeting convened by requisitionists in pursuance of these rules shall be convened in a manner or as near as possible to that in which those meetings are convened by the Committee, and all reasonable expenses incurred in convening the meeting shall be refunded by the Association to the persons incurring them.

B.

The Secretary of the Association shall, at least fourteen (14) days before the date fixed for holding a General Meeting of the Association, cause to be inserted in at least one newspaper in the 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.

16. CONDUCT OF MEETINGS

1. All business that is transacted at Special General Meetings and all business that is transacted at the Annual General Meeting, with the exception of that specially referred to in these rules as being the ordinary business of the Annual General Meetings, shall be deemed as special business.

2. No item of business will be transacted at a General Meeting unless a quorum of members entitled under these rules to vote is present during the time when the meeting is considering the item.

3. Twenty-five (25) members personally present (being members entitled under these rules to vote thereat) constitute a quorum for the transaction of business at a General Meeting.

4. If within one hour after the appointed time for the commencement of a General Meeting a quorum is not present, the meeting, if convened upon the requisition of members, shall be dissolved; and in any other case it shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairman at the time of the adjournment or by written notice to Members given before the day to which the meeting is adjourned) at the same place, and if at the adjourned meeting a quorum is not present within one half hour after the time appointed for commencement of the meeting, those present shall constitute a quorum.

17. CHAIRING OF GENERAL MEETINGS

1. The President, or in his absence a Vice-President, shall preside as chairman of every General Meeting of the Association. Failing the attendance of the President and Vice-Presidents, such member of the Committee as may be elected by the Members present shall take the Chair. In case of equality of votes the Chairman shall be entitled to a second or casting vote.
2. If there is no such Chairman or if at any meeting the member is not present within ten minutes of the time of holding the same the members present shall choose someone of their number to be Chairman of the meeting.

18. ADJOURNMENT OF GENERAL MEETING

The Chairman may with the consent of 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.

19. POLL

1. At any General Meeting unless a poll is demanded by at least ten (10) members personally present a declaration by the Chairman that a resolution has or has not been carried and an entry to that effect in the book of 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 the resolution.
2. If a poll is demanded in manner aforesaid the same shall be taken in such manner as the Chairman directs and the result of the poll shall be deemed to be the resolution of the meeting at which the poll is demanded.

20. BOARD OF DIRECTORS

1. There shall be a Board of Directors.
2. The Board consists of -
 - (a) a Chair, who may be either a member of the Association or a non-member who is suitably qualified
 - (b) President
 - (c) Vice President
 - (d) Hon Treasurer and
 - (e) an Ordinary Director who may be either a member of the Association or a non-member who is suitably qualified.
3. The function of the Board of Directors is to manage the strategic direction and overall future sustainability of the Association.
4. To carry out the function the Board shall:
 - A. Ensure that the Association achieves the goals set in its Strategic Plan.

- B. Oversee the continual maintenance and enhancement of the Association's financial stability.
- C. Provide continuity for the Association and to represent the Association's point of view through the marketing of its products and services.
- D. Confirm the appointment of salaried employees for the Association.
- E. Govern the Association by broad policies and objectives, formulated and agreed upon by the Committee, including to assign priorities and ensure the Association's capacity to carry out programs by continually reviewing its work.
- F. Acquire sufficient resources for the Association's operations and to finance the products and services adequately.
- G. Account to the members of the Association through the Committee of Management for the products and services of the association and expenditures of its funds, including to:
 - provide for fiscal accountability;
 - approve the Association yearly Business and Marketing Plans;
 - formulate policies related to contracts from public and private resources; and
 - accept responsibility for all conditions and policies attached to new, innovative, or experimental programs.

21. OFFICERS OF THE ASSOCIATION

1. The day to day affairs of the Association shall be managed by a Committee of Management constituted as provided in Rule 21.
2. The Committee :-
 - a. shall control and manage the business and affairs of the Association
 - b. may, subject to these rules, exercise all such powers and functions as may be exercised by the Association, other than those powers and functions that are required by these rules by the General Meeting of Members of the Association: and
 - c. subject to the Act and these rules, has power to perform all such acts and things as appear to the Committee to be essential for the proper management of the Association.
 - d. shall devise approve and issue by-laws and guidelines on matters relating to the general operation of the Association and to enable achievement of the basic objects of the Association as determined in Clause 4 above.
3. The Committee shall consist of the Officers of the Association.

4. The Officers of the Association shall be:
 1. **President of the Association** - either male or female - who will chair all meetings of the Committee, the A.G.M. and Special General Meetings.
 2. **Vice President** - who shall be male. He shall assist with the President's duties and shall be the chief liaison officer between the Committee and the men of the Club and seek to ensure that the men's interests in the Club are adequately represented and safeguarded. He shall be one of the Club Delegates to the STBA. He shall be responsible for matters relating to the House.
 3. **Vice President** - who shall be female. She shall assist with the President's duties and shall be the chief liaison officer between the Committee and the women members of the Club, and shall seek to ensure that women's interests in the Club are adequately represented and safeguarded. She shall be one of the Club Delegates to the S.T.B.A.
 4. **Hon. Secretary/Public Officer** - either male or female - who shall carry out all the duties usually associated with these offices.
 5. **Hon. Treasurer** - either male or female - who shall maintain the financial affairs of the Club.
 6. **Male Bowls Director** - who shall be responsible for Club Championships, BT & STBA Championships held at the Club and any other Club events.
 7. **Female Bowls Director** - who shall be responsible for Club Championships, BT & STBA Championships held at the Club and any other Club events.
 8. **Greens Director** – responsible for the direction of the Greenkeeper who will be appointed by the Committee.
 9. **Social/Catering Director** – responsible for development and co-ordination of social activities including catering.
 10. **Social Bowls Director** – responsible for co-ordinating and organisation of social bowls activities.
 11. **Membership Director** – responsible to increase membership to the club.
 12. **Committee Member** – general committee duties including assistance to the Secretary.

22. SELECTION COMMITTEES

1. The members may elect at the annual elections the following Selection Committees:-
 - a. Men's Pennant Selection Committee - Chairman and one member from each Pennant Team who shall be responsible for selecting Pennant Teams.
 - b. Women's Pennant Selection Committee - Chairman and two members from each Pennant Team who shall be responsible for selecting pennant teams.
2. If a selector does not continue to play in the division elected to represent, a new selector must be elected if that selector is unlikely to return to the division elected to represent.

23. MEETING OF BOARD, COMMITTEE AND SUB-COMMITTEES

1. The Board shall meet on a quarterly basis at a time and place the Board may decide.
2. The Committee shall meet at least once in each calendar month at a time and place as the Committee may decide.
3. Special Committee Meetings may be convened by the President, or any four members.
4. Notice shall be given to members of any Committee or Special Committee meetings, and the nature of the business specified.
5. Three members of the Board shall constitute a quorum.
6. Excess of 50% of members of the Committee present shall constitute a quorum.
7. No business will be transacted unless a quorum is present and within half an hour of the time appointed for the meeting if a quorum is not present the meeting shall stand adjourned, unless it was a Special meeting, in which case it lapses.
8. In the absence of the President and the two Vice Presidents a Committee member may be appointed to preside at a meeting.
9. Voting at a Committee or sub-committee meeting shall be by show of hands, unless a poll is requested, in which event each person has one vote. The presiding person may have a casting vote.
10. All Committee members shall be advised in reasonable time of the date of the next meeting.
11. All Members of the Board and Committee shall retire from office at each Annual General Meeting but are eligible for re-election.
12. Full members only are eligible for election to the Committee.
13. The Committee may at any time appoint a sub-committee from the Committee for the conduct of Club events or business and shall prescribe the powers and functions thereof, and may co-opt as members of a sub-committee such persons as it thinks fit, whether or not those persons are members of the Association, but a non-member so co-opted is not entitled to vote.

24. NOMINATION FOR OFFICERS OF THE BOARD AND COMMITTEE

- a. Any two Full or Life Members of the Association may nominate any Full Member to serve as an officer or member of Committee, or as the Chair or Ordinary Director of the Board. Nominations shall close with the Secretary at least seven (7) days prior to the time of commencement of the A.G.M.
- b. If insufficient nominations are received for any of the positions of Board Chairman, Ordinary Director, President, Vice Presidents, Treasurer, Secretary or members of the Committee or Selection Committee, the Chairman may call for nominations at the A.G.M.
- c. A list of candidates with proposer's and seconder's names shall be posted on the notice board as nominations are received.
- d. If two or more candidates obtain an equal number of votes one shall be drawn by lot at the meeting.

- e. If, after calling for nomination at the AGM as per b), there are still insufficient nominations to fill the positions of Chair of the Board and Ordinary Director, then the Committee may co-opt a non-member who is suitably qualified to fill the vacant position.

25. CASUAL VACANCIES

1. All casual vacancies arising among the directors of the Board, shall be filled by the Board.
2. All casual vacancies arising among the officers of the Committee shall be filled by the Committee.
3. Should the President resign or die during his or her term of office, the General Committee may elect one of the Vice Presidents to that office. The Vice President shall be replaced by a by-election in either the men's or ladies section.
4. Board and Committee positions become vacant if the occupant:
 - a. dies
 - b. becomes bankrupt or takes advantage of any law relating to bankrupt or insolvent debtors, or compounds with creditors or makes any assignment of the members estate for their benefit
 - c. becomes of unsound mind
 - d. resigns in writing to the Committee
 - e. ceases to reside in the State
 - f. fails without leave granted by the Committee to attend two consecutive Committee meetings
 - g. in the case of an officer of the Committee the person ceases to be a member of the Association; or
 - h. fails to pay all arrears of subscriptions within 14 days of receiving a notice that the member has ceased to be a financial member of the Association.

26. INTEREST OF COMMITTEE

A member of the Board or Committee who is personally interested in any contract arrangements made or proposed to be made with the Association shall disclose this interest at the first meeting of the Board or Committee at which the contract or arrangements are first taken into consideration. If the member's personal interest then exists, or, if in any other case, at the first meeting of the Board or Committee after the acquisition of the members interest.

If a member of the Board or Committee becomes personally interested in a contract or arrangement after it is made or entered into the member shall disclose this interest at the first meeting after the member becomes interested.

No member of the Board or Committee shall vote in respect of any contract or agreement in which the member is personally interested, and if the member does so the vote shall not be counted.

27. FINANCIAL YEAR

The Financial Year of the Association is the period beginning 1st April in each year and ending on 31st March next following.

28. NOTICE TO MEMBERS

A notice may be served by or on behalf of the Association upon any member either personally or by sending it through the post in a prepaid letter addressed to the member at the member's usual or last known place.

29. DISCIPLINE OF MEMBERS

a. Every member of the Club undertakes to comply with the Rules and By-Laws of the Club, and any refusal or neglect to do so shall render such member liable to expulsion.

b. The Committee of Management shall have the power to censure, fine, suspend or expel any member for conduct which in its opinion is unbecoming of a member. Provided always that such member shall be entitled to seven (7) days notice of the charge against the member, and to present to the Committee personally or in writing such evidence that the member considers necessary in the member's defence.

c. Any member expelled by the Committee shall be entitled to appeal against the decision to a meeting of the Club called for that purpose and convened by the Committee at the member's request.

d. At the expiration of any financial year if the Committee consider that it is undesirable in the interests of the Club that a person should continue to be a member, the Committee may decline to accept any further subscriptions from such person. The Secretary shall notify such person and the member shall cease to be a member. However, the member shall have the same right of appeal and on the same conditions as stated in Rule 29 c.

30. ARREARS OF SUBSCRIPTIONS

No member who is in arrears with payment of subscription or any other payment due to the Association shall be entitled to any of the privileges of the Association or to vote. A list of all members whose subscriptions are overdue may be posted from time to time in the Associations room. Any person who is in default of payment of subscription as at the 15th September, or any other payment, for two months after the due date in any year shall cease to be a member of the Association and the member's name shall be erased by the Committee from the books. The Committee may at its discretion and for what appears to be a good reason, reinstate any person ceasing to be a member under this rule upon payment of all arrears but without payment of any entrance fee. If the Committee decline to reinstate such person it shall not be called upon to give reason for such refusal or omission. Notwithstanding the above, should a member request time to pay because of

hardship, the Committee may approve payment by instalments provided the subscription or other approved charge has been paid by the due date.

31. USE OF PREMISES

Subject to the express provisions of these Rules and By-Laws and in accordance with any By-Laws currently in force, all members of the Association shall be entitled to use all the premises and property of the Association according to their category of membership and to be supplied at such charges as the Committee shall from time to time determine, with such meals, refreshments and things provided by the Association for the use of its members.

32. VISITORS

A member may introduce visitors to the privileges of the Association rooms on payment of such fees as may from time to time be determined by the Committee. The visitors name and address and the introducer shall be entered in the Visitors Book by the member.

33. RESIGNATIONS

The only form of resignation from the Association shall be one which is in writing lodged with the Secretary. On acceptance of the member's resignation by the Executive Committee membership shall cease and the member shall pay to the Treasurer all moneys owed to the Association. Until payment thereof the member shall not receive the Clearance prescribed by the rules of the S.T.B.A.

Any member whose resignation is received by the Secretary later than the due date (in accordance with Rule 9) shall be deemed to be liable to pay the subscription for the coming financial year and this subscription shall form part of the moneys owing by the member to the Association.

34. VOTING AT MEETINGS

No member other than Life Members and those Full Members who have paid all dues to the Association shall be entitled to attend or vote at Annual or Special General Meetings.

35. POSTAL VOTING

If any member who is entitled to vote is unable to be present at any Annual General Meeting of the Association due to the incidence of sickness or of work or absence from the city, an application may be made to the Secretary for the form on which to record a postal vote for the election of Officers and Committeemen. Such vote must be lodged with the Secretary not less than forty-eight (48) hours prior to the time of any such meeting.

36. FINANCE

A.

The Committee may issue debenture stock bonds or obligations of the Association at any time in any form or manner including power to restrict the transfer assignment or charge thereof or of any of them and for any amount and may raise or borrow for the purpose of the Association any sum or sums of money either upon mortgage or charge on any of the property of the Association or by bonds or otherwise as they may think fit.

B.

The Committee shall create such Trust Accounts as it deems necessary for the on-going provision of services to members. Any Trust so arranged is to be covered by a Trust Agreement and those Trustees as appointed must act in accordance with the provisions of the Trustees Act 1898.

37. SALE OF PROPERTY

The Committee of the Association shall not, without the sanction of a General Meeting of the Association, exchange, sell or otherwise dispose of the whole or any portion of any real property of the Association. Provided nevertheless that no other person advancing money to the Association shall be concerned to see that money advanced by the member is wanted for any purpose of the Association or that no more than is wanted is raised or borrowed.

38. SALE OF LIQUOR

- a. No liquor shall be sold or supplied for consumption elsewhere than on the premises unless such liquor is removed from the premises of the Association by the member purchasing same.
- b. There is deemed to be included in this Constitution and in the Rules of the Club the provision set out in the guidelines in respect of Club Licences from time to time published by the Licensing Board in accordance with Section 17 of the Liquor and Accommodation Act 1990.
- c. No person under eighteen (18) years of age or such other minimum age as may be determined by the Licensing Act, shall be allowed to serve in any Bar in the Association premises or to be employed by the Association except as Groundsman or waiter; neither shall liquor be sold or supplied to any such person by the Association on its premises.
- d. A visitor shall not be supplied with liquor on Association premises unless in the company of a Member.
- e. No payment or part payment of salary or emolument of any Secretary, Manager or other Officer or servant of the Association shall be made by way of commission upon or allowance from the receipts of the Association from the sale of liquor.

39. LIQUIDATION

- a. The Club may be dissolved or wound up at a Special General Meeting of the Association called for that purpose. If a resolution is passed by a majority of the members present that the Club be dissolved or wound up, provided that such resolution shall at a Special General Meeting held not less than one month thereafter at which meeting not less than half the members of the Association shall be present, be confirmed by a resolution passed by a majority of two thirds of those present thereat and voting thereon. Upon such resolution being carried and confirmed, as aforesaid, the Committee shall thereon or at such resolution proceed to sell and realise the property and assets of the Association and out of the net proceeds of such sale and realisation to discharge and satisfy all liabilities of the Association.
- b. In the event of the Club being dissolved, the amount which remains after dissolution and the satisfaction of all debts and liabilities shall be repaid and applied by the Committee in accordance with their powers to an organisation which is exempt from Income Tax under Section 23 of the Income Tax Assessment Act.

40. COMMON SEAL

- (i) The Seal of the Association shall be in the form of a rubber stamp inscribed with the name of the Association encircling the word "SEAL".
- (ii) The Seal of the Association shall not be affixed to any instrument except by authority of the Committee and the affixing thereof shall be attested by the signatures either of two members of the Committee and the Public Officer of the Association or such other person the Committee may appoint for the purpose, and that attestation is sufficient for all purposes that the Seal was affixed by authority of the Committee.
- (iii) The Seal to remain in the custody of the Public Officer.

41. ARBITRATION OF DISPUTES

Subject to this rule a dispute between a member of the Association, in the member's capacity as a member and the Association, shall be determined by arbitration in accordance with the provisions of the Commercial Arbitration Act 1986.

42. INDEMNITY

All Officers and employees of the Club shall be indemnified out of the funds of the Club against all loss, cost and charges which they may incur in consequence of any act, matter or thing done or permitted by them or the member in or about the bona fide execution of the duties of their or the member's office and each of them shall be chargeable only with as much money as the member may actually receive and shall not be answerable for loss unless such loss shall be sustained through the member's wilful neglect or default.

43. LAWS OF THE GAME

The Association shall adopt the Laws of the Game of Bowls from time to time adopted by the STBA.

44. ALTERATIONS TO THE RULES

The Rules of the Association may be amended in the manner prescribed by Section 1 of the Associations Incorporation Act 1964.

ADDENDUM - Guidelines of the Association

The following are Guidelines to be used by members for the carrying out of various positions and functions within the general operations of the Club.

Club Code of Responsibilities

1. Club Mission Statement

To provide a positive bowls environment so that the players within the club can reach their potential and be the best they can and enjoy the experience.

2. Players Mission Statement

- To respect each other.
- To be successful.
- To enjoy the experience.

3. Players Core Values

- Loyalty—to club and team mates.
- Honesty—in self assessment and with each other.
- Development—being open minded in accepting and receiving advice.
- Enjoyment—at all times.
- Respect--- for team mates and club.
- Accountability/commitment—at all times.

4. Team Rules

- Punctuality—to adhere to a set procedure - 15 minutes prior to roll-up, or as requested by selector for team meeting — ring if late.
- Confidence/body language — be positive, do not be negative.
- Practice---purposeful; individual; designed to improve player's performance.
- Practice under match conditions; Thursday practice to be in rinks when possible; Tuesday practice for development.
- After game meeting—for assessment of game performance, possible practice requirements.

5. Player Non Negotiables

- Communication if unable to attend meetings.
- Set practice as determined by selector/advisor.
- Adherence to our game plan.

The items identified above are the basis of the player's responsibilities. They compliment the Club Mission Statement and Selectors responsibilities.

6. Selectors - Code of Conduct/Responsibilities

- Team selection with team manager and meeting with other selectors/chairman of selectors weekly.
- Communication with skips and team members as to playing performances etc. Regular monthly skips meetings to be undertaken (or more regularly if appropriate).
- Arrange Division meeting as may be deemed necessary.
- Review with skips player's strengths/weaknesses and direct club coaches accordingly.
- When relegating a player, explain the reasons and offer directions on improvement needed for future advancement. Advise and discuss player's situation with selector from division being relegated to and communicate with player accordingly.
- Implement rinks practicing together.
- Implement system of identifying game weaknesses for during the week practice – game debrief by individual rinks.
- Implement voting system including self-assessment.
- Work to promote team spirit, and assist individual team members with attainment of own personal goals.
- Reinforce and advise players on commitment to club code of conduct.
- Ensure a Side Manager is in place on a week to week basis and adheres to Law 61 (1) timetable.
- Identify and plan promotion of player(s) from lower divisions.

7. Chairperson of Selectors - Code of Conduct/Responsibilities

- Facilitate the weekly communication and management of the selection panel, including the chairing of regular meetings.
- Ensure other panel members approach their tasks in a planned and professional manner, adhering to Derwent City's Code of Conduct at all times.
- Arbitrate in circumstances where other selectors cannot agree on selection issues.
- If necessary, co-opt suitably qualified members to assist in the selection process as and when required.
- Be accessible to pennant players to discuss the focus and direction of selection.
- Be accessible to selectors to discuss the focus and direction of their selection.
- Arrange a list for players to record their availability prior to the season commencing.
- Arrange a list for players to record their unavailability on particular days during the season.
- In conjunction with other selectors, organise pre-season pennant practice games and, once the season has begun, practice arrangements during the week.
- In conjunction with selectors, ensure match managers are appointed for the season.
- Make the occasional motivational speech to the players.

8. Duty Rink Responsibilities

- Read the selection board carefully to see if your side has duty rink for the day. If unable to attend please find a replacement.
- All the following duties are to be completed at least thirty minutes before pennant starts:
 - Put up all flags where needed.
 - Set up for afternoon tea.
 - Put all mats and kitties on the rinks that are allocated for the day.
 - Clean and wipe all seats.
 - At the end of pennant, collect all flags, mats and kitties and put them away.
 - All cans, bottles, rubbish etc, to be placed in rubbish bins.

9. Match Committee Responsibilities

Responsible for the coordination and management of all Club Championship events and tournaments including:

- Undertake draws for events and tournaments.
- Set timetable for playing of events and tournaments.
- Set times for completion of events and tournaments.
- Communicate enforcement guidelines for the timely completion of matches.
- Set conditions of play and dress code for each event or tournament.
- Coordinate the facilitation of dispute resolutions.

10. Member Code of Conduct

The following guidelines are to be adhered to by all members and are to be applied in conjunction with Section 29 of the Club Constitution.

- Full bowling members should observe the Etiquette of Bowls as set out in the Bowls Handbook for the pennant season.
- Bowlers when representing the Club in pennant or official STBA approved tournaments, shall abide by the special rules of those organisations.
- Club members and their guests should refrain from rowdy behaviour, verbal and physical abuse or obscene language that is likely to cause offence to other members and visitors present.
- Club members are required to have respect for the Bar staff and comply with any reasonable request from them in this regard.
- In all instances where any member suffers either verbal or physical abuse, the matter if deemed "serious" by the member must be reported to any member of the Committee for investigation in accordance with Section 29 of the Club Constitution.

11. Life Membership Criteria

The following is to be used as a guide for the awarding of Life Memberships within the Association (refer Section 7c (ii) of the Club Constitution).

Introduction

Life membership should be given for outstanding service and not as a normal reward for long service. It should not be an automatic reward for holding any specific office. While no restrictions should be placed on the number of Life Memberships awarded, it should be regarded as a rare honour.

Qualifications

The service for which Life Membership is to be considered must be to the Derwent City Bowls Club, including the former Derwent and City Bowls Clubs, as the organisation concerned.

Matters to be taken into account:

- Offices held – President, Secretary, Board or Committee Member. Contribution at this level – i.e. simply a member or a worker.
- Specific Service – running of major events, service on sub-committees such as selection.
- Bowling record – state or national representation and/or acting as coach or manager of teams.
- Training of coaches or umpires.
- Level of respect gained from peers and the general bowling public.

Method of Nomination

Any member should have the right to nominate a person for the award of Life Membership. The nomination should be sent to the Secretary of Derwent City and include supporting evidence and a list of referees for more detail to be obtained. Any nomination at this stage should be strictly confidential.

The Secretary should contact the referees and obtain additional relevant information which should then be put together in a Curriculum Vitae. In the event that the Secretary is the nominee, the nomination is to be made by the President.

The Award

The proposed recipient should then be contacted to confirm acceptance of the Award. The Award to be presented at the Annual General Meeting or at an appropriate occasion.

Badge

An appropriate badge to be designed for Life Membership, incorporating the Derwent City Bowls Club logo and the words "Life Member".

Register

A register of all Life Members to be compiled and kept up to date by the Secretary. The supporting material used to determine the award to be included in the Register.