Windsor Bowls Club Inc.

CONSTITUTION
2018

INDEX

ITEM	DESCRIPTION	PAGE NO
1.	Name	4.
2.	Definitions	4.
3.	Objects	4.
4.	Powers	4.
5.	Membership	7.
6.	Qualifications for Membership	7.
7.	Classification and Privileges of Members	8.
8.	Membership Fees	9.
9.	Admission and Rejection of Members	9.
10.	Termination of Membership	9.
11.	Appeal against Rejection of Termination of Membership	11.
12.	Register of Members	12.
13.	Club Management	12.
14.	Management Committee Resignations	13.
15.	Removal from Office	13.
16.	Vacancies on Management Committee	14.
17.	Function of the Management Committee	14.
18.	Meetings of the Management Committee	15.
19.	Executive Committee	16.
20.	Bowls Management	17.
21.	Men's Section	17.
22.	Affiliation	17.
23.	Committees	18.
24.	Validity of All Acts	19.
25.	Resolutions of the Management Committee	19.
26.	Annual General or General Meetings	19.
27.	Special General Meetings	19.
28.	Quorum	20.
29.	General Meetings	20.
30.	Meeting Chairman	21
31.	By-Laws	22.
32.	Alteration of Rules	22.
33.	Common Seal	22.
34.	Finance	22.
35.	Funds and Accounts	24.
36.	Visitors	25.
37.	Illegal Gambling, Disputes etc	25.
38.	Bowls to be Marked	26.
39.	Laws of the Game	26.
40.	Activities shall be Lawful	26.
41.	Documents	26.
42.	Indemnity Clause	26.
43.	Distribution of Surplus Assets	26.
44.	Acceptance of Rules by Members	27.
45.	Schedule 1 - Proxy	27.

ALPHABETICAL INDEX

ITEM DESCRIPTION	PAGE NO
Acceptance of Rules by Members	27.
Activities shall be Lawful	26.
Admission and Rejection of Members	9.
Affiliation	17.
Alteration of Rules	22.
Annual General or General Meetings	19.
Appeal against Rejection of Termination of Membership	11.
Bowls Management	17.
Bowls Section	17.
Bowls to be Marked	26.
By-Laws	22.
Classification and Privileges of Members	8.
Club Management	12.
Committees	18.
Common Seal	22.
Definitions	4.
Distribution of Surplus Assets	26.
Documents	26.
Executive Committee	16.
Finance	22.
Function of the Management Committee	14.
Funds and Accounts	24.
General Meetings	20.
Illegal Gambling, Disputes etc	25.
Indemnity Clause	26.
Laws of the Game	26.
Management Committee Resignations	13.
Meetings of the Management Committee	15.
Meeting Chairman	21.
Membership	7.
Membership Fees	9.
Name	4.
Objects	4.
Powers	4.
Qualifications for Membership	7.
Quorum	20.
Register of Members	12.
Removal from Office	13.
Resolutions of the Management Committee	19.
Special General Meetings	19.
Schedule 1 - Proxy	27.
Termination of Membership	9.
. Vacancies on Management Committee	14.
Validity of All Acts	19.
Visitors	25.

1. NAME

The Name of the incorporated association shall be
Windsor Bowls Club Inc. (in these Rules called " the Club ")

2. DEFINITIONS

(a) " B.A." means Bowls Australia Ltd.
(b) " The Club " means the above named club
(c) " The Constitution " means the Constitution of the club in force for the time being.
(d) " D.B.A." means the District Bowls Association.
(e) " Member " means any member of the Club.
(f) " Management Committee " means the members for the time being of the Management Committee of the Club as constituted in accordance with his Constitution and is the controlling body of the Club subject only to any direction of members at a general meeting.
(g) "BQ" or "Bowls Queensland" or "Bowls QLD" means Bowls Queensland Ltd.
(h) Reference to any gender includes the opposite gender unless the context indicates otherwise.
(i) Singular includes plural unless the context indicates otherwise.

3. OBJECTS

The objects for which the Club is established are:-

(a) To advance and promote the game of bowls;

(b) To provide the best possible standard of facilities for members for the social and competitive playing of the game of bowls in accordance with the Laws of the Game prescribed by the World Bowls Board and the By-Laws of Bowls Australia Inc;

(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. POWERS

The powers of the Club are;-

(a) To control the funds and other assets and the liabilities of the Windsor Bowls Club Inc.

(b) To subscribe to, become a member of and co-operate with any other association, club or organization, 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 organization which does not prohibit the distribution of its income and property amongst its members to an extent at least as great as that imposed on the Club under or by virtue of Rule 36 (j);

(c) In furtherance of the 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 objects of the Club provided that in case the Club shall take hold of 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 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 incorporated Club, or in or about the incorporated Club or promotion of the incorporated Club or in the furtherance of its 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 interest, 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 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 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 or other Security upon the whole or any part of the incorporated Clubs' 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 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 objects of the Club 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 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 its members to an extent at least as great as that imposed upon the Association under or by virtue of rule 36 (j);

(t) In furtherance of the 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 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 objects and the exercise of the powers of the Club.

5. MEMBERSHIP

(a) The Club consists of Ordinary Members, Life Members, Junior Members and Social Members each of whom shall be bound by this Constitution, Rules and by-laws as duly amended from time to time.

(b) The membership of the Club may be limited, either generally or as to any particular class or classes, as the voting members may from time to time determine at a General meeting.

(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 his proposer and seconder and shall be in such form as the Management Committee from time to time prescribes.

6. QUALIFICATION FOR MEMBERSHIP

To be eligible for membership of any class other than that classified as Junior member, a person must be;-

(a) not less than 18 years of age;

(b) interested in the playing of the game of bowls;

(c) prepared to support and promote the objects of the Club and the game of bowls;

(d) of good repute and character and compatible with other members;

(e) free of indebtedness to any Bowls Club, any District Association or any State Bowls Authority and not under an order or notice of suspension or expulsion from any Bowls Club or Bowls Association.

No Person shall be admitted or remain an ordinary member of the Club who is or has been a member of any Club affiliated with Bowls Queensland unless

such person satisfies the Management Committee of the Club by presentation of a clearance on the official form.

7. CLASSIFICATION AND PRIVILEGES OF MEMBERS

(a) Ordinary members will comprise such members as having paid the full membership subscription fees shall be entitled to exercise all the privileges of membership and enjoy all the benefits of the Club;

(b) Life members will comprise those persons so honored and appointed under the following terms; -
An Ordinary member on the recommendation of the Management Committee may be elected as a Life Member of the Club in honour of special services rendered by him to the Club.
Such election shall be by resolution of a two-thirds majority of members present and entitled to vote at any Annual General meeting of the Club of which proper notice has been given by the Management Committee.
Life members shall be free to enjoy all Club privileges and exercise all rights, but shall be exempt from payment of the annual subscription but not any levy;

(c) Junior members shall comprise such members who are under the age of 18 years of age at 31st December of the year of competition. They shall not be entitled to vote nor to 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 the Club premises nor to play poker machines.
Upon attaining the age of eighteen (18) years a junior member shall apply in writing for ordinary membership which application will be delt with in the same manner as any application for ordinary membership.

(d) Social Members. The Management Committee may elect any qualified Person as a Social Member of the Club and charge such membership fees as the Annual General Meeting of the Club shall determine. A Social Member shall be entitled to the social privileges of the Club but shall not be entitled to hold any office of the Club nor to take part in nor to vote at meetings of the Club nor to nominate persons to 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 Management Committee such as a Bowls promotion day.

(e) The special qualifications for election as a Social member shall be as follows:
Any person who is;-

(i) of good repute and whose interests and activities are in the opinion of Management Committee compatible with those of the existing members;
(ii) appproved by at least two (2) members of the Management Committee

(iii) not under the age of 18 years.

8. MEMBERSHIP FEES

(a) The membership fees for each class of membership shall be such sum as the members shall determine at an Annual General meeting;

(b) The membership fees for each class of membership shall be payable at such time and in such manner as the members shall determine at an Annual General meeting.

9. ADMISSION AND REJECTION OF MEMBERS

(a) Applications for Ordinary, Junior and Social membership of the Club shall be made in writing on the form prescribed by the Management Committee and shall bear the name and signature of the proposer and seconder as well as the nominee's signature, full name and address, date of birth and date of the proposal and where applicable be accompanied by a nomination fee (which amount shall be refunded if the proposal is rejected). The prescribed application for membership form shall be issued only by the management Committee

(b) Particulars of all proposals for ordinary membership of the Club shall forthwith upon receipt of the same be entered in the order of the time in which such proposals are received by the Secretary of the Club in a book (hereafter referred to as the Proposed Member's Register) to be kept by the Secretary, every such entry setting forth the full name and address of the person proposed and the time and date of receipt by the Secretary of the proposal, and in relation to any and every vacancy however arising in the membership of the Club, every proposal shall be dealt with and determined in the order of priority in which it is recorded.

(c) (i) The Register of proposed members shall be open for inspection at all reasonable times by any member who previously applies to the Secretary for such inspection.

(ii) Any member or members may object to any application for membership by delivery of a written objection to the Secretary of the Club;

(iii) If no written objection is received all proposals for membership shall be dealt with and determined by the Management Committee at a duly convened meeting.

(iv) If written objection is received from a member or members of the Club then the Management Committee shall investigate the objections and shall notify the applicant that his/her application has been rejected or accepted.

10. TERMINATION OF MEMBERSHIP

(a) A member may resign from the Club at any time providing he is not under notice of suspension or expulsion, by giving notice in writing to the Secretary. Such resignation shall take effect at the time such notice is

received by the Secretary unless a later date specified in the notice when it shall take affect on that later date.

(b) A resignation from membership shall not be valid unless it has been received and acknowledged in writing by the Secretary of the Club. A member shall not be deemed to have resigned from the Club unless his resignation is in writing and is delivered or posted to the Secretary of the Club and is acknowledged as aforesaid. No such resignation shall relieve any person from the payment of any subscription or other money due or payable by him at the time of resignation. The resignation of any member shall involve automatic forfeiture of all rights and privileges in respect to all Club matters. A request for a clearance shall not be taken as a resignation.

(c) A member of the Club or a member of an affiliated Club who fails to observe any of the Rules or By-laws of the Club, a District Association or of the relevant State Bowls Authority 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 a District Association, premises engages in illegal gambling, betting or uses obscene or abusive language renders him or herself liable to expulsion or suspension, A written complaint of any such breach or misconduct shall be investigated by the Management Committee of the Club who shall have power to demand and direct apologies or to suspend or expel a member. Any member so charged shall be notified in writing, by the Secretary of the Club of the nature of the complaint, be provided with a copy of the complaint and be given the right of answering the charge by appearing before the Management Committee, and of calling evidence, and of questioning witnesses.
Such member may appeal to a Special General Meeting of the Club and the decision of that meeting shall be final.
In the case of a Junior Member being called before the Management Committee on a charge or complaint such member shall be entitled to be accompanied by a parent or guardian.
Pending determination of such appeal the appellant shall be allowed by the Management Committee all membership privileges.

All Discipline and complaint related procedures will be governed by the Bowls Queensland Member Protection Policy.

(d) If a member has membership fees or other moneys in arrears for a period of twenty-eight days, the Management Committee shall consider whether the membership shall be terminated.

(e) If a member
(i) is convicted of an indictable offence; or
(ii) fails to comply with any of the provisions of the Rules, or
(iii) be injurious or prejudicial to the character or interests of the Association.
The Management Committee shall consider whether his membership shall be terminated.

11. APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP

(a) A person whose application for membership is rejected by the Management Committee may within 28 days of receiving written notification thereof lodge with the Secretary written notice of his intention to appeal against the decision of the Management Committee

(b) If any objection by a member or members is lodged, or if notification of intention to appeal against the Management Committee's decision is lodged, a Special General Meeting shall be called at a time to be determined by the Management Committee following the receipt of the objection or the notification, unless the name of the applicant has previously been withdrawn. A ballot shall be conducted at such meeting. One (1) adverse vote in every eight (8) votes cast shall exclude the applicant from membership. If there is more than one applicant to be balloted for, each shall be balloted for separately.

A record in a Members Admission Book shall be kept by the Secretary of the Club, of the time and the date of the holding of every such meeting of the management Committee 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 of such meetings, and the names of the persons proposed and whether they are accepted or not.

(c) There shall be no appeal against the decision of a Special General Meeting of members of the Club.

(d) Any applicant who has been rejected by the Management Committee or at ballot at a Special General Meeting of the members of the Club shall not be proposed for membership during the following twelve (12) months unless it shall appear to the satisfaction of the Management Committee that an injustice has been done.

(e) For the purpose of inquiring with respect to the person proposed, the matter of dealing with and determining the proposal (as required by Clause 9(b) hereof) may be postponed for not ,longer then three (3) months; and other such proposals may be dealt with and determined during that period, but only 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; and

(ii) the postponed proposal is dealt with and determined forthwith upon the expiration of the period of the postponement thereof and in priority to any and every proposal evidenced by the Proposed Member's Register as being of later date.

(f) A person shall not be allowed to become or remain a member of the Club unless he possesses the qualifications defined in these Rules and subject to the conditions and provisions prescribed therein.

(g) A person whose membership has been terminated may within ten (10) days of receiving written notification thereof, lodge with the Secretary written notice of his intention to appeal against the decision of the Management Committee

(h) Upon receipt of a notification to appeal against termination of membership, the secretary shall convene within twenty-eight (28) days of the date of receipt by him of such notice a Special General Meeting to determine the appeal, At any such meeting the appellant shall be given the opportunity to fully present his case but shall not be entitled to be represented by a solicitor, barrister or other outside agent and the Management Committee shall likewise present its case. The appeal shall be determined by special resolution of the members present and entitled to vote at such meeting

12. REGISTER OF MEMBERS

(a) The Management Committee shall cause a Register to be kept in which shall be entered the names and residential addresses of all persons admitted to membership of the Club and the dates of their admission and class of membership.

(b) Particulars shall be also entered into the Register of deaths, resignations, terminations and reinstatements of membership and any further particulars as the Management Committee or the members at any general meeting may require from time to time.

(c) The Register shall be open for inspection at all reasonable times by any member who previously applies to the Secretary for such inspection.

13. CLUB MANAGEMENT

(a) The general management of the Club shall be under the control of the Management Committee who shall subject to these Rules and by-laws exercise all the powers of the Club.

(b) The Management Committee of the Club shall consist of a Chairman, Deputy Chairman, Secretary, Treasurer and Bowls Director all of whom shall be playing members of the Club and such number of other playing members as the members of the Club at any Annual General Meeting or Special General Meeting may from time to time determine;

(c) All offices under these Rules shall be honorary and elective save as herein after provided. Every financial Ordinary and Life Member of the Club shall be eligible to hold any such office;

(d) Save as is otherwise provided in these rules and subject thereto, every office bearer shall be elected at the Annual General Meeting of the Club and shall hold office from the conclusion of the election at which he was 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;

(e) At the Annual General Meeting of the Club all the members of the Management Committee for the time being shall retire from office but shall be eligible upon nomination for re-election;

(f) The election of officers and other members of the Management Committee shall take place in the following manner; -

(i) Any two Ordinary or Life Members of the Club shall be at liberty to nominate any other member to serve as an officer or other member of the Management Committee

(ii) The nomination, which shall be in writing and signed by the nominee and his proposer and seconder, shall be lodged with the Secretary at least fourteen (14) days before the Annual General Meeting at which the election is to take place;

(iii) A list of the candidates names in alphabetical order with the Proposer's and Seconder's names shall be posted in a conspicuous place on the Club Notice Board of the Club at least seven (7) days immediately preceding the Annual General Meeting at which the election is to take place.

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

(v) Should, at the commencement of such meeting, there be an insufficient number of candidates nominated, nominations may be taken from the floor of the meeting.

14. MANAGEMENT COMMITTEE RESIGNATIONS

Any member of the Management Committee may resign from membership of the Management Committee at any time by giving notice in writing to the secretary but 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.

15. REMOVAL FROM OFFICE

Any Executive Officer and any member of the management committee may be removed from office by a Special Resolution at a Special General Meeting of the Club. Such person shall have due notice of such meeting and

shall be afforded reasonable facilities for making such representations to the meeting as thought fit, but shall not be entitled to be represented by a Solicitor, Barrister or any other agent. The decision of the meeting shall be final.

16. VACANCIES ON MANAGEMENT COMMITTEE

(a) The management committee shall have power at any time to appoint any eligible member of the Club to fill any casual vacancy on the Management Committee until the next Annual General meeting.

(b) The continuing members of the management Committee may act not withstanding any casual vacancy in the Management Committee, but if and so long as their number is reduced below the number fixed by or pursuant to these Rules as the necessary quorum of the Management Committee the continuing member or members may act for the purpose of increasing the number of members of the Management Committee to that number or of summoning a General meeting of the Club, but for no other purpose.

17. FUNCTIONS OF THE MANAGEMENT COMMITTEE

(a) Except as otherwise provided by those Rules and subject to resolutions of the members of the Club carried at any General meeting the management Committee;

(i) shall have the general control and management of the administration of the affairs, property and funds of the Club;

(ii) shall have authority to interpret the meaning of these Rules and any matter relating to the club on which these Rules are silent.

(b) The Management Committee may exercise all the powers of the Club; -

(i) to borrow or raise or secure the payment of money in such manner as the members of the Club may think fit and secure the same or the payment or performance of any debt, liability, contract, guarantee or otherengagement incurred or to be entered into by the Club in any way and in particular by the issue of debentures, perpetual or otherwise charged upon all or any of the Clubs property, both present and future and to purchase, redeem or pay off any securities;

(ii) to borrow money from members at a rate of interest not exceeding interest at the rate for the time being charged by bankers in Brisbane for overdrawn accounts on money lent whether the terms of the loan be short or long, and to issue debentures and other securities whether outright or as security for any debt, liability or obligation of the Club, and to provide and pay off any such securities; and

(iii) to invest in such manner as the members of the Club may from time to time determine;

(iv) to regulate the opening and closing of greens;

(v) to transact and authorise expenditure, provided that the Management Committee is not empowered to authorise any single item of expenditure in excess of the amount approved at the Annual General meeting or of a Special general meeting of the Club;

(vi) to appoint Committees;

(vii) to call General Meetings of the members;

(viii) to arrange Meetings of the Management Committee,

(ix) between Annual General Meetings to fill any office of the Club where such officer is not a member of the Management Committee;

(x) to control members and to elect new members as provided by and subject to Rule 6;

(xi) to hire or let premises and greens;

(xii) to engage or dismiss labour, greenkeepers and assistants;

(xiii) to make or vary By-Laws from time to time but not inconsistent with these Rules, the Laws of the Game or the Provisions of the Liquor Act 1992 and the incorporation Act 1981;

(xiv) to otherwise act in the interest of members;

(xv) to take out licences such as liquor, gaming, raffle etc.,

(xvi) to grant leave of absence;

(xvii) to charge fees and raise levies to cover green fees.

18. MEETINGS OF MANAGEMENT COMMITTEE

(a) (i) The Management Committee shall meet at least once every calendar month to exercise its functions;

(ii) That at least one open meeting be held during the year.

(b) A Special Meeting of the Management Committee shall be convened by the Secretary on the requisition in writing signed by not less than one-third of the members of the Management Committee which requisition shall clearly state the reasons why such Special Meetings are being convened and the nature of the business to be transacted thereat;

(c) At every Meeting of the Management Committee a simple majority of a number equal to the numbers of members elected and or appointed to the

management Committee as at the close of the last General Meeting of the members shall constitute a quorum;

(d) Subject as previously provided in this Rule, the Management Committee may meet together and regulate its proceedings as it thinks fit provided that questions arising at any meeting of the management Committee shall be decided by a majority of votes and in the case of equality of votes the question shall deemed to be decided in the negative;

(e) A member of the Management Committee shall not vote in respect of any contract with the Club in which he is interested, or any matter arising thereout and if does so vote, his vote shall not be counted;

(f) Not less than one (1) day's notice shall be given by the secretary to members of the Management Committee. Such notice shall clearly state the nature of the business to be discussed thereat;

(g) The Chairman shall preside at every meeting of the Management Committee or if there is no Chairman or if at any meeting he is not present within ten minutes after the time appointed for holding the meeting the Deputy Chairman shall be Chairman or if the Deputy Chairman is not present at the meeting then the members may choose one of their number to be chairman of the meeting;

(h) If within half an hour from the time appointed for the commencement of a Management Committee meeting a quorum is not present the meeting if convened upon the requisition of members of the Management Committee 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 which other time and place as the Management Committee 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 meeting shall lapse.

19. EXECUTIVE COMMITTEE

(a) The Executive Committee of the Club shall consist of the Chairman, Deputy Chairman, Honorary Secretary and Honorary Treasurer, three members thereof to constitute a quorum;

(b) It shall be the duty of the Executive Committee to transact any urgent business of the Club that may arise between Management Committee Meetings and to submit a report of any such business transacted by it for approval and ratification to the next meeting of the Committee provided always that the Executive Committee shall not incur between any meetings of the Management Committee expenditure in excess of' an amount decided by resolution of the Management Committee or deal with the property of the Club.

20. BOWLS MANAGEMENT

(a) For the purpose of Management of the Game of Bowls within the Club, the Game of Bowls will be administered by a "Bowls Section"

(b) The Bowls Section shall elect a committee with its own Bowls Director, Bowls Co-ordinators , Games Directors and Selectors for match arrangements and team selection. The Bowls Director shall sit on the Management Committee.

21. BOWLS SECTION

(a) The Bowls Section shall consist of all Life, Ordinary and Junior Members of the Club. It shall be responsible for the control of all games through its elected Games Directors and Selectors, and whatever other matters the management Committee may direct;

(b) Affiliation with B.A. Ltd., Bowls Queensland and the D.B.A. shall be the responsibility of the Bowls Section. Capitation Fees to these bodies shall be based on the membership of this section;

22. AFFILIATION

(a) The Bowls Section of the Club shall affiliate with Bowls Queensland and on affiliation shall accept and abide by the Rules and By-Laws of Bowls Queensland in so far as they apply to the conduct of the game of bowls.

(b) The Bowls Section of the Club shall affiliate with the relevant District Bowls Association (hereinafter referred to as D.B.A.) and on affiliation shall accept and abide by the Rules and By-Laws of that D.B.A in so far as they apply to the conduct of the game of bowls.

(c) The Bowls Section of the Club shall renew its affiliation with Bowls Queensland in accordance with the Articles of Association of the Bowls Queensland. and pay the Annual affiliation fee through its D.B.A.

(d) The BowlsSection of the Club shall, renew its affiliation with the D.B.A. in accordance with the Rules of the D.B.A and pay the annual affiliation fee to the D.B.A.

(e) The Bowls Section of the Club shall, if affiliated, elect a delegate(s) to the D.B.A. in accordance with the Rules and By-Laws of the D.B.A

(f) The Club shall provide to Bowls Queensland such returns as are required;

(g) No Rule or By-Law of the Club shall be in conflict with the Rules of the relevant National, State or District Bowls Authority in so far as they apply to the conduct of the game of bowls;

(h) The Club shall provide advice toBowls Queensland and to the D.B.A within thirty (30) days of any event which would affect the status of the Clubs' affiliation with Bowls Queensland, the legal status of the Club and or any changes or amendments to the Clubs constitution;

(i) The Club shall not affiliate with any Club or Association or Corporation which has an object or purpose of a political or religious nature.

(j) Player Commitments.
When a member of a club has been called to fulfil a Bowls Australia, Bowls Queensland, District Bowls Association or Club committment (excluding President at Homes), in a match or on official business, on any day in which he has been drawn to play in a Bowls Australia, Bowls QLD, District Bowls Association or Club, as the case may be the onus shall be on the player to notify Bowls Queensland, D.B.A. or the Club as the case may be of any higher committment.

The Controlling Body may define circumstances which it will not accept as a valid reason for a players unavailbility. 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 of Law 39B(iv) shall apply.

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

23. COMMITTEES

(a) The Management Committee may delegate any of its powers to a sub-committee consisting of such members of the Club as the Management Committee thinks fit. Any sub-Committee. so formed shall in the exercise of the powers so delegated, conform to any regulations that may be imposed on it by the Management Committee;

(b) Such committee may elect a Chairman of its meetings. If no such Chairman is elected, or if at any meeting the Chairman is not present within ten minutes after the time appointed for holding the meeting, the members present may choose one of their number to be Chairman of the meeting;

(c) 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 an equality of votes the question shall be deemed to be decided in the negative.

24. VALIDITY of ALL ACTS DONE

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

25. RESOLUTIONS of THE MANAGEMENT COMMITTEE

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

26. ANNUAL GENERAL OR GENERAL MEETINGS

(a) The Annual General Meeting shall be held within three months of the close of the financial year;

(b) The business to be transacted at every Annual General Meeting shall be;

(i) the receiving of the Management Committee's report and the statement of income and expenditure, assets and liabilities and mortgages, charges and Securities affecting the property of the Club for the preceding financial year;

(ii) the receiving of the Auditor's report upon the books and accounts for the preceding financial year;

(iii) the election of Executive Officers and members of the Management Committee;

(iv) the appointment of a suitable qualified Auditor; and

(v) determine the amount that the Management Committee may authorise on any single item of expenditure during the ensuing year.

27. SPECIAL GENERAL MEETINGS

The secretary shall convene a special general meeting;

(a) when directed to do so by the Management Committee; or

(b) on the requisition in writing signed by not less than one-third of the members presently on the Management Committee or not less than the

number of ordinary members of the Club which equals double the number of members presently on the Management Committee plus one. Such requisition shall clearly state the reasons why such special general meeting is being convened and the nature of the business to be transacted thereat; or

(c) on being given a notice in writing of an intention to appeal against the decision of the Management Committee to reject an application for membership or to terminate the membership of any person.

28 QUORUM at GENERAL MEETINGS

(a) At any general meeting the number of members required to constitute a quorum shall be double the number of members presently on the Management Committee plus one.

(b) 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. For the purposes of this rule "member" includes a person attending as a proxy.

(c) 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 Management Committee or 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 Management Committee 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.

(d) The Chairman may, with 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 shall be given as in the case of an original meeting, save as aforesaid it shall not he necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting

29. GENERAL MEETINGS

(a) The secretary shall convene all general meetings of the Club by giving not less than 14 days notice of any such meeting to the members of the Club.

(b) The manner by which such notice shall be given shall be determined by the Management Committee; provided that notice of any meeting convened for the purpose of hearing and determining the appeal of a member against the rejection or termination of his membership by the Management Committee, shall be given in writing. Notice of general meeting shall clearly state the nature of the business to be discussed thereat.

30. MEETING CHAIRMAN

Unless otherwise provided by these Rules, at every general meeting -

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

(b) The Chairman shall maintain order and conduct the meeting in a proper and orderly manner;

(c) Every question, matter or resolution shall be decided by a majority of votes of the members present;

(d) Every member present shall be entitled to one vote and in the case of an equality of votes the Chairman shall have a second or casting vote; Provided that no member shall he entitled to vote at any general meeting if his annual subscription is in arrears at the time of the meeting;

(e) Voting shall be by a show of hands or a division of members, unless not less than one-fifth of the members present demand a ballot, in which event there shall he a secret ballot. The Chairman shall appoint two members to conduct the secret ballot in such manner as he shall determine and the result of the ballot as declared by the Chairman shall be deemed to be the resolution of the meeting of which the ballot, was demanded;

(f) A member may vote in person or by proxy or by attorney and on a show of hands every person present who is a member or a representative of a member shall have one vote and in a secret ballot every member present in person or by proxy or by attorney or other duly authorised representative shall have one vote;

(g) The instrument appointing a proxy shall be in writing as provided for in Schedule 1.

(h) The instrument appointing a proxy shall be deposited with the Secretary prior to the commencement of any meeting or adjourned meeting at which the person named in the instrument Proposes to vote; and

(i) The secretary shall cause full and accurate minutes of questions, matters, resolutions and other proceedings of every Management Committee 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 Management Committee meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding Management Committee meeting verifying their accuracy. Similarly, the minutes of every general meeting shall be signed by the chairman of that meeting or the chairman of

the next succeeding general meeting; Provided that the minutes of any annual general meeting shall be signed by the chairman of that meeting or the chairman of the next succeeding general meeting or Annual General Meeting.

31. BY-LAWS

The Management Committee may from time to time make, amend or repeal By-Laws, not inconsistent with these Rules, for the internal management of the Club and any By-Law may be set aside by a general meeting of members.

32. ALTERATION OF RULES

Subject to the provisions of the Associations Incorporation Act 1981, these Rules may be amended, rescinded or added to from time to time by a special resolution carried at any general meeting; Provided that no such amendment, rescission or addition shall be valid unless the same shall have been previously submitted to and approved by the Director-General of the Department of Fair Trading Brisbane, or the Department for the time being responsible.

33. COMMON SEAL

The Management Committee shall provide for a Common Seal and for its safe custody. The Common Seal shall only be used by the authority of the Management Committee and every instrument to which the seal is affixed shall be signed by a member of the Management Committee and shall be countersigned by the secretary or by a second member of the Management Committee or by some other person appointed by the Management Committee for the purpose.

34. FINANCE

(a) The Financial year of the Club will end on 31st December each year.

(b) A nomination Fee and Annual Subscription shall be payable by all members irrespective of class, except as provided by these Rules.
The Annual Subscription shall be payable in advance, either as a full amount, or in such manner as the members shall determine at a AGM

Such fees and subscriptions shall be determined at the Annual General meeting, and shall continue in force until altered at a subsequent Annual General Meeting. If a member fails. to pay his Annual Subscription, within twenty eight days of its becoming due, he shall

be deemed to be unfinancial. The fees, as fixed, shall be payable by the new members joining the Club in the twelve months following the Annual General Meeting.

(c) The Management Committee shall have the right to vary the Annual Subscription in the case of any member in difficult or indigent financial circumstances by reducing the amount payable in any particular year and if such member pays the reduced subscription within one month of the Management Committees decision being advised to him he shall not be deemed unfinancial.

(d) The Management Committee shall have the power to charge a playing fee, such fee being subject to variation as determined by majority decision of the members of the Club at an open meeting.

(e) Any person taking up membership subsequent to the commencement of half year period shall pay his subscription contribution pro-rata from the date of acceptance as a member to the end of the half year period.

(f) The Club at any time may strike a special per capita levy on all Ordinary and Life Members at an Annual or Special General Meeting of the Club, of which prior notice of at least fourteen (14) days has been given to each member by the Management Committee. No levy shall be payable to the Club unless it is passed by not less than two-thirds majority of the members present and entitled to vote at that meeting. A notice advising that the levy has been struck and the amount thereof, shall be placed on the notice board within two (2) days following the meeting.

(g) Each member who has not paid the levy within 14 days 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, he shall be deemed unfinancial.

(h) Any member who becomes unfinancial shall forthwith be deprived or all privileges of membership of the Club including:-
(i) The right to hold office.
(ii) The right to speak or vote at any meetings of the Management Committee or at any General Meeting of the Club.
(iii) The right to nominate any person for office or be nominated for office in the Club.
(iv) The right to enter for and play in Club matches.
(v) The right to enter Club property.

35. FUNDS AND ACCOUNTS

(a) The funds of the Club shall be deposited in the name of the Club in such bank or permanent building society as the Management Committee may from time to time direct.

(b) Proper books and accounts shall be kept and maintained using computer based accounting software in the English language showing correctly the financial affairs of the Club and the particulars usually shown in books of a like nature.

(c) All moneys shall be deposited as soon as practicable after receipt thereof.

(d) All amounts of one hundred dollars or over shall be paid by cheque or some type electronic funds transfer signed or electronically authorised by any two of the chairman, secretary, treasurer or other member authorised from time to time by the Management Committee.

(a) Cheques shall be crossed "not negotiable" except those in payment of wages, allowances or petty cash recoupment which may be open.

(f) The Management Committee shall determine the amount of petty cash which shall be kept on the imprest system.

(g) The Treasurer shall provide a report on the Club's financial performance at each meeting of the Management Committee.

(h) As soon as practicable after the end of each financial year the treasurer shall cause to be prepared a statement containing particulars of; -
(i) the income and expenditure for the financial year just ended; and
(ii) the assets and liabilities and of all mortgages, charges and securities affecting the property of the Club at the close of that year.

(i) All such statements shall be examined by the Auditor who shall present his 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 such audit was made.

(j) 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 moneys advanced by him to the Club or otherwise owing by the Club to him: or of remuneration to any officers or servants of the Club or to any member of the Club or other money 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.

(k) 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.

(1) Financial members of Windsor Bowls Inc. may be employed as paid staff members of the Club. These include greenkeepers, bar staff, daily cleaners, cooks, contractors for major works, greens, etc.

36. VISITORS

(a) Members shall have the privilege of introducing a friend or friends to the Club. No visitors shall be supplied with refreshments unless on the invitation and in the company of a member or members who shall be responsible for ensuring the visitor's name and address are entered in the Visitor's Book.

(b) All visitors who are members of any Club affiliated with Bowls QLD Ltd and who are not under notice or order of suspension or expulsion 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 members of the Club but shall not take part in any meeting of the Club nor vote thereat.

(c) All visitors who are members of any Club affiliated with Bowls Australia, or with any Controlling Body affiliated with World Bowls 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 the Club premises. Such visitors may be accorded the privileges of members of the Club but shall not take part in any meeting of the Club nor vote thereat.

(d) All visitors shall whilst on the Club premises be 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 period it deems advisable. The Club's rights and powers under this rule may be exercised by the Chairman or in his absence by a member of the Management Committee or a Past Chairman. If a visitor refuses a lawful request to leave the premises, he immediately becomes a trespasser and may be dealt with according to the law.

37. ILLEGAL GAMBLING, DISPUTES ETC.

No political or religious subjects shall be discussed on the Club's premises, nor shall illegal gambling, betting on games, obscene or abusive language or unseemly conduct be allowed. Any alleged infringement of this rule, or report of any members, shall be investigated by the Management Committee, which have the power to demand and direct apologies, and if necessary, if the offending party be a member, to deal with the person, under Rule 10(c), or if the person be a member of another Club to report their conduct to such Club and to the

relevant State Association. If the person is a visitor, who is not a member of a Bowls Club, the Senior Officer of the Club present at the time shall have the authority to have him removed from the Club premises.

38. BOWLS TO BE MARKED

Bowls shall conform, to the specifications of Bowls Australia, Bowls QLD and the Laws of the Game and shall have a distinguishing mark. No member shall use another member's bowls without his permission.

39. LAWS OF THE GAME

The laws and Rules of the Game adopted from time to time by Bowls Australia and Bowls Queensland respectively shall be the Laws and Rules of the Game for this Club.

40. ACTIVITIES SHALL BE LAWFUL

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

41. DOCUMENTS

The Management Committee shall provide for the safe custody of books, documents, instrument's of title, and securities of the Club.

42 INDEMNITY CLAUSE

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 of with the authority of the Club, the Club shall indemnify such member or members of the Club so proceeded against in respect 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.

43. DISTRIBUTION OF SURPLUS ASSETS

If the Club shall be wound up in accordance with the provisions of the Associations Incorporation Act 1981-1990, and there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Club, but shall be given or transferred to some other institution or institutions that have objects similar to the objects of the Club, and which shall prohibit the distribution of its or their income and property among its or their members to an extent at

least as great as is imposed on the Club under or by virtue of Rule 36 (j), such institution or institutions to be determined by the members of the Club provided the institution to which the property of the Club is transferred is an institution or institutions approved by the Commissioner of Taxation as an institution or institutions referred to in Section 23 of the Income Tax Assessment Act 1936 (amended).

44. ACCEPTANCE OF RULES BY MEMBERS

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

45. SCHEDULE 1 – PROXIES

An instrument appointing a proxy must be in writing and be in the following or similar form—

Windsor Bowls Club Inc.

I,..... .....of ,..... .....

Being a financial member of Windsor Bowls Club Inc., appoint

.....of..... .....

as my proxy to vote for me on my behalf at the (annual,special) general meeting of the association, to be held

on the .....day of..... 20.....

and at any adjournment of the meeting.

Signed this .....day of .....20.....

Signature.....