



Rosanna Bowling Club Inc

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CONSTITUTION

29th March 2017

Version 5

3-11 Strasbourg Road, ROSANNA 3084

**Formation of Club 26th May 1960
Club Incorporated 1st April 1985**

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Constitution of Rosanna Bowling Club Inc.

PART I – PURPOSES, POWERS AND INTERPRETATION

1. NAME

- (a) The name of the incorporated association is Rosanna Bowling Club Inc.
- (b) The colours of the Club are green and gold.

2. INCORPORATION

Club shall incorporate under the Act and shall remain incorporated.

3. PURPOSES OF ASSOCIATION

The Club is established solely for these purposes. The purposes of the Club are to:

- (a) Conduct, encourage, promote, advance and administer Bowls throughout its local area;
- (b) Act, at all times, on behalf of and in the interest of the Members and Bowls;
- (c) Affiliate and otherwise liaise with Bowls Victoria (including, but not limited to, its Regions and Divisions), Bowls Australia and/or World Bowls and adopt their rule and policy frameworks to further these purposes;
- (d) abide by, promulgate, enforce and secure uniformity in the application of the rules of Bowls as may be determined from time to time by Bowls Victoria, Bowls Australia and/or World Bowls and as may be necessary for the management and control of Bowls and related activities in Victoria;
- (e) Advance the operations and activities of the Club throughout the local area;
- (f) Maintain and conduct a sporting and social Club and to build, maintain or otherwise provide facilities for the use and recreation of the Members and the community;
- (g) raise and borrow any monies, and to buy, sell or otherwise deal with any real or personal property, required for the purposes of the Club upon such terms and conditions and/or on such securities as may be determined;
- (h) Apply for, hold and renew any liquor or gaming licences;
- (i) Have regard to the public interest in its operations; and
- (j) Undertake and or do all such things or activities which are necessary, incidental or conducive to the advancement of these purposes.

4. POWERS OF ASSOCIATION

Solely for furthering the purposes set out above, the Club has all the rights, powers and privileges conferred on it under the Act, in particular Part 4.

5. INTERPRETATION AND DEFINITIONS

5.1 Definitions

In this Constitution, unless the contrary intention appears:

Act means the *Associations Incorporation Reform Act 2012* (Vic).

Affiliated Member means a natural person recognized by the Club as a Member under rule 6.3(e) from time to time. For the avoidance of doubt, such members must meet and maintain any criteria set by Bowls Victoria from time to time for "Affiliated Members" (or equivalent) under its constitution.

Annual General Meeting means a meeting of Members convened in accordance with rule 11.

Annual Subscriptions means the annual fees payable by each category of Member as determined by the Board under rule 7.

Appointed Director means a Director appointed under rule 17.4.

Board means the body consisting of the Directors under rule 17.2.

Bowls means the sport and game of bowls as determined by World Bowls with such variations as may be recognised by Bowls Australia or Bowls Victoria from time to time.

Bowls Australia means Bowls Australia Incorporated, the governing body for Bowls in Australia, or its successors.

Bowls Victoria means Bowls Victoria Incorporated, the governing body for Bowls in Victoria, or its successors.

Bylaws mean any Bylaws made by the Board under rule 38

Club means Rosanna Bowling Club Inc.

Committee means any committee of the Board created under rule 0 from time to time.

Constitution means this constitution of the Club as amended from time to time.

Delegate means a person appointed by the Board to represent the Club at Bowls Victoria or other meetings.

Director means a member of the Board and includes an Elected Director and an Appointed Director.

Division means a cluster of Bowls clubs designated by Bowls Victoria from time to time, brought together for the purpose of organizing competition within its boundaries and to carry out any other functions defined by Bowls Victoria from time to time.

Elected Director means a Director elected under rule 18.

Financial Year means the year ending on 31st March

General Meeting means an Annual General Meeting together with any meeting of Members convened in accordance with rule 12.

Life Member means an individual elected as such under rule 6.4(a).

Member means any person recognized as a member of the Club by the Board under rule 6 from time to time.

Member Protection Officer (MPO) means the person/s appointed as the initial reference point to hear matters relating to all breaches of conduct and behaviour, between a Member and the Club, and/or a Member and another Member.

President means the President of the Club elected in accordance to Rule 17.2.

Region means an area of Victoria having boundaries as approved by Bowls Victoria from time to time. A reference to "Region" also includes the committee or other body appointed to administer an approved area.

Register means the register of Members kept in accordance with rule 8.1.

Relevant Documents means the records and other documents, however recorded compiled or stored, that relate to the Club and management of the Club and includes membership records, financial statements, financial records, and records and documents relating to transactions, dealings, business or property of the Club.

Special Resolution has the same meaning as the Act.

World Bowls means World Bowls Limited, the international governing body for Bowls, or its successors.

5.2 Interpretation

In this Constitution:

- (a) a reference to a rule, Bylaws, schedule or annexure is to a rule, Bylaws, schedule or annexure of, or made under, this Constitution;
- (b) Words importing the singular include the plural and vice versa;
- (c) Words importing any gender include the other genders;
- (d) Headings are for convenience only and shall not be used for interpretation;
- (e) Words or expressions shall be interpreted in accordance with the provisions of the Act as they vary from time to time;
- (f) References to persons include natural persons, corporations and bodies politic, and any legal personal representatives, successors and permitted assigns of that person;
- (g) a reference to a statute, ordinance, code or other law includes Bylaws and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them (whether of the same or any legislative authority having jurisdiction); and
- (h) Expressions referring to "writing" shall unless the contrary intention appears, be construed as including references to printing, photography and other modes of representing or reproducing words in a visible form, including messages sent by electronic mail.

5.3 Enforceability

If any provision of this Constitution or any phrase contained in it is invalid or unenforceable in any jurisdiction, the phrase or provision shall be read down for the purpose of that jurisdiction, if possible, so it is valid and enforceable. If it can not be so read down the provision shall be severed to the extent of the invalidity or unenforceability. The remaining provisions of this Constitution and its validity or enforceability shall not be affected by the severance in any other jurisdiction.

PART II - MEMBERSHIP

6. MEMBERSHIP OF CLUB

6.1 Minimum number of Members

The Club must have at least fifty Members.

6.2 Categories of Member

The Members shall be, and shall be divided into, the following categories:

- (a) Affiliated Members, who shall have the right to be present, debate and vote at General Meetings;
- (b) Life Members, who shall have the right to be present, debate and vote at General Meetings; and
- (c) Such other category or categories of members as determined by the Board from time to time.

6.3 Application for Membership – Affiliated Member

- (a) To be eligible for membership as an Affiliated Member, the applicant must be a natural person and meet any other criteria set by the Board from time to time. For the avoidance of doubt, such members also must meet and maintain any criteria set by Bowls Victoria from time to time for "Affiliated Members" (or equivalent) under its constitution.
- (b) Subject to this Constitution or any procedures set by the Board from time to time, an application for membership as an Affiliated Member must be:
 - (i) In writing in the form prescribed by the Board from time to time;
 - (ii) Accompanied by the appropriate fee or fees, if any; and
 - (iii) Lodged with the Board or its nominee.
- (c) The Board may, in its discretion, determine whether to approve or decline the application.
- (d) If the Board does not approve an application for membership, it shall, as soon as practicable, notify the applicant in writing that their application for membership is not approved. The Board is not required to give reasons for its decision.
- (e) If a person satisfies the criteria set by this rule 6.3 and the Board accepts the application for membership, the person shall be deemed an Affiliated Member or other appropriate classification, subject always to this Constitution and Bylaws.

6.4 Life Members

- (a) Nominations for Life Membership should be lodged with the Board or its nominee. The Board may recommend to the annual general meeting that any natural person who has rendered distinguished service to the Club be the recipient of a Life Membership.
- (b) A resolution of the annual general meeting to confer Life Membership on the recommendation of the Board must be a Special Resolution.

- (c) A person must accept or reject the Club's resolution to confer life membership in writing. Upon written acceptance, the person's details shall be entered upon the Register, and from the time of entry on the Register the person shall be a Life Member, but remain subject to this Constitution.

6.5 Renewal of membership

- (a) Affiliated Members and other category of membership must reapply for membership each Financial Year through the procedure set out in this Constitution or by the Board from time to time.
- (b) Members must confirm membership each Financial Year by paying their annual subscriptions and fees. Annual subscriptions will be due and payable by the 30th June each year
- (c) Members who have not paid their fees prior to the 31st August shall be denied access to the greens and/or facilities until fees are paid. This section shall not apply to members who have made arrangements with the Financial Director for payment of their fees.

6.6 Deemed Membership

All persons who are, prior to the approval of this Constitution under the Act, Members of the Club shall be deemed Members from the time of approval of this Constitution under the Act. Such membership shall continue subject to the terms of this Constitution.

6.7 Effect of Membership

- (a) Members acknowledge and agree that:
 - (i) This Constitution constitutes a contract between each of them and the Club and that they are bound by this Constitution and the Bylaws;
 - (ii) They shall comply with and observe this Constitution and the Bylaws;
 - (iii) By submitting to this Constitution and the Bylaws they are subject to the jurisdiction of the Club;
 - (iv) This Constitution and Bylaws are necessary and reasonable for promoting the purposes of the Club; and
 - (v) They are entitled to all benefits, advantages, privileges and services of their membership as determined by the Board.
- (b) Members may by virtue of membership of the Club and subject to this Constitution:
 - (i) express in writing or otherwise their views and opinions in any meeting in respect of which they are entitled to participate in accordance with this Constitution;
 - (ii) Make proposals or submissions to the Board;
 - (iii) Engage and participate in any activity approved, sponsored or recognised by the Club; and
 - (iv) Conduct any activity approved by the Club.

- (c) A right, privilege or obligation of a person by reason of their membership of the Club:
 - (i) Is not capable of being transferred or transmitted to another person; and
 - (ii) Terminates upon the cessation of membership whether by death, resignation or otherwise.

7. SUBSCRIPTIONS AND FEES

- (a) The Annual Subscriptions and any other fees payable by Members or categories of Members to the Club, the benefits which apply, the time for, and manner of payment, shall be recommended by the Board from time to time and approved by members at the Annual General Meeting.
- (b) The Board is empowered to prevent any Member whose Annual Subscription or any other fees are in arrears from exercising the whole or any of the rights or privileges of membership of the Club, including but not limited to the right to vote at General Meetings.

8. REGISTERS

8.1 Club to Keep Register of Members

The Club shall keep and maintain a Register of Members in which shall be entered:

- (a) The full name and address of the Member
- (b) The category of membership of the Member;
- (c) The date on which the Member became a Member;
- (d) Whether the Member has been granted voting rights;
- (e) Any other information determined by the Board; and
- (f) For each former Member, the date of ceasing to be a Member.

8.2 Inspection of Register

Inspection of the Register will only be available as required by the Act and in accordance with rule 37(b).

9. RESIGNATION OF MEMBERS

9.1 Notice of Resignation

Any Member who has paid all monies due and payable to the Club may resign from the Club by giving thirty days notice in writing to the Club of such intention to resign. Upon the expiration of that period of notice, the Member shall cease to be a member.

9.2 Expiration of Notice Period

Upon the expiration of a notice given under rule 9.1, an entry, recording the date on which the Member who gave notice ceased to be a Member, shall be recorded in the Register.

9.3 Resignation by failure to pay subscription

- (a) A Member is taken to have resigned if:
- (i) The Member's Annual Subscription is outstanding more than six months after the due date determined by the Board in accordance with rule 7.
 - (ii) If no annual subscription is payable:
 - The Secretary has made a written request to the Member to confirm that he or she wishes to remain a Member; and
 - The Member has not, within three months after receiving that request, confirmed in writing that he or she wishes to remain a Member.
- (b) Should a sufficient explanation be made to the Board for the failure to pay subscription or reason for not responding to a request, the Board shall have the power to restore the Membership upon payment of the amount due (if any).

9.4 Forfeiture of Rights

A Member who ceases to be a Member, for whatever reason, shall forfeit all right in and claim upon the Club and its property.

10. EXPULSION, SUSPENSION OR FINING OF MEMBERS

10.1 Establishing a Disciplinary Committee

- (a) Where the Board considers a complaint in writing that a Member has allegedly:
- (i) Breached, failed, refused or neglected to comply with a provision of this Constitution or the Bylaws or Club Code of Conduct;
 - (ii) Acted in a manner unbecoming of a Member or prejudicial to the purposes and interests of the Club, or another Member, or
 - (iii) Brought themselves, the Club, Bowls in general, or another Member into disrepute,
- the Board must refer the matter to the Member Protection Officer to determine what action, if any, to take against that Member (Preliminary Consultation), and that Member will be subject to the jurisdiction, disciplinary procedures and penalties (and the appeal mechanisms in this Constitution), that may arise as a result of the recommendations to the Board from the Member Protection Officer at the Preliminary Consultation.
- (b) The written complaint must be lodged within 21 days of the incident occurring.
- (c) The grounds listed at rule 10.1(a) do not constitute a grievance, and rule 26 does not apply.

10.2 Provisional Suspension

- (a) Upon establishing a Disciplinary Committee under rule 10.1(a) the Board may by resolution provisionally suspend the Member subject to the Disciplinary Hearing until such time as the Disciplinary Committee makes a finding.

- (b) The Disciplinary Committee may lift a provisional suspension prior to making a finding at the Disciplinary Hearing.

10.3 Disciplinary Committee Members

The members of the Disciplinary Committee:

- (a) May be Members of the Club or anyone else; but
- (b) Must not be biased against, or in favour of, the Member concerned; and
- (c) Must not be a Director of the Club.

10.4 Notice of Alleged Breach

Where a Disciplinary Committee is established, the Board shall serve on the Member subject of the alleged disciplinary breach, a notice in writing no later than 14 days before the Disciplinary Hearing is to be held:

- (a) Setting out the alleged breach of the Member and the grounds on which it is based;
- (b) Stating that the Member may address the Disciplinary Committee at the Disciplinary Hearing. The Member is not entitled to be legally represented at the Disciplinary Hearing;
- (c) Stating the date, place and time of that Disciplinary Hearing;
- (d) Informing the Member that they may do one, or both, of the following:
 - Attend that Disciplinary Hearing;
 - Give the Disciplinary Committee prior to, or at that Disciplinary Hearing, a written statement regarding the alleged breach;
- (e) Setting out the Member's appeal rights under rule 10.6, to any determined penalty.

10.5 Determination of Disciplinary Committee

- (a) At the Disciplinary Hearing the Disciplinary Committee shall:
 - Give the Member every opportunity to be heard;
 - Give due consideration to any written statement submitted by the Member; and
 - Determine whether the alleged breach occurred.
- (b) If the Disciplinary Committee determines there was a breach of rule 10.1(a), it will decide what penalty (if any) shall be given to the Member, and give notice of this to the Board together with a written summary of its deliberations;
- (c) The penalties able to be given to the Member by the Disciplinary Committee include:
 - Censure of the Member
 - Expulsion of the Member from the Club, subject to ratification by the Board;

- suspension of the Member from membership of the Club or accessing certain privileges of membership for a specified period;
- Fining the Member; or
- Imposing such other penalty, action or educative process as the Disciplinary Committee sees fit.

10.6 Appeals to General Meeting

- (a) Where the Disciplinary Committee makes a determination under rule 10.5, the Member may appeal any part of that determination by providing the Secretary with notice setting out that they wish to appeal the determination to the Club in a General Meeting. Such notice of appeal must be provided within 48 hours of the Member receiving the determination of the Disciplinary Committee.
- (b) Where the Secretary receives a notice under rule 10.6(a), the Board shall convene a General Meeting to be held within 21 days (or longer period if the Board requires) of the date on which the Secretary received the notice.
- (c) At a General Meeting of the Club convened under rule 10.6(b):
 - (i) No business other than the question of the appeal shall be transacted;
 - (ii) The Disciplinary Committee may place before the meeting details of the grounds for its determination and the reasons for the passing of the determination;
 - (iii) The Member shall be given an opportunity to be heard; and
 - (iv) The Members present shall vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- (d) If at the General Meeting:
 - (i) two-thirds of the Members present, and entitled to vote, do vote in favour of the confirmation of the Disciplinary Committee's determination, that determination is confirmed; and
 - (ii) in any other case, the determination is revoked.

10.7 Procedures

Subject to this rule 10, and any other relevant provision of this Constitution, the Board may regulate the procedures at a General Meeting convened under this rule 10 as it thinks fit.

PART III- GENERAL MEETINGS

11. ANNUAL GENERAL MEETINGS

11.1 Annual General Meeting to be Held

- (a) The Club shall convene and hold an Annual General Meeting of its Members annually in accordance with the Act.
- (b) The Annual General Meeting of the Club shall, subject to the Act and to rule 11.1(a), be convened at a time, date and venue to be determined by the Board.

11.2 Business

The Annual General Meeting will transact any business required by the Act and any other business of which notice is given in accordance with this Constitution.

11.3 Additional Meetings

The Annual General Meeting shall be in addition to any other General Meetings that may be held in the same year. Any General Meeting other than an Annual General meeting is a special general meeting.

12. GENERAL MEETINGS

12.1 General Meetings May be Held

The Board may, whenever it thinks fit convene a General Meeting of the Club and, where but for this rule more than fifteen months would elapse between Annual General Meetings, it shall convene a General Meeting before the expiration of that period.

12.2 Request for General Meetings

- (a) The Board shall convene a General Meeting upon receiving a request in writing from not less than 10% of Members who would be entitled to vote at such General Meeting. The Board may also convene a General Meeting.
- (b) The request for a General Meeting shall be in writing and shall state the object(s) of the meeting and shall be signed by the Members making the request and be sent to the Secretary. The request may consist of several documents in a like form, each signed by one or more of the Members making the requisition.
- (c) If the Board does not cause a General Meeting to be held within thirty days after the date on which the request is sent to the Club, the Members making the request, or any of them, may convene a General Meeting to be held not later than sixty days after that date.
- (d) A General Meeting convened by Members under this Constitution shall be convened in the same manner, or as nearly as possible as that, in which General Meetings are convened by the Board. All reasonable expenses incurred in convening the meeting shall be refunded by the Club to the persons incurring the expenses.

13. NOTICE OF MEETINGS

13.1 Notice to be given for General Meetings

The Secretary shall, at least 21 days before the date fixed for holding a General Meeting, send to each Member entitled to vote at such meeting and each Director a notice in writing stating the place, date and time and the nature of the proposed business to be transacted at the meeting. Notice may be given in any form permitted under rule 36.

13.2 Business of Meeting

- (a) No business other than that set out in the notice convening the meeting shall be transacted at the General Meeting.
- (b) A Member desiring to bring any business before a meeting shall give at least 30 days notice in writing of that business to the Club, which shall include that business in a notice calling the next General Meeting after the receipt of the notice.

14. PROCEEDINGS AT MEETINGS

14.1 Quorum

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

- (a) If within half an hour after the appointed time for the commencement of a General Meeting, a quorum is not present, the meeting:
 - (i) If convened upon the requisition of Members, shall be dissolved; and
 - (ii) In any other case, shall stand adjourned to:
 - The same day in the next week at the same time and (unless Members are notified of an alternate venue) at the same place; or
 - Any date, time and place determined by the President; and
 - If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the meeting shall lapse.

14.2 President to Chair

The President shall chair each General Meeting of the Club. If the President is absent from a General Meeting or is unwilling to act, the Vice President shall chair the meeting or Directors present shall elect one of their number to preside as President at the meeting.

14.3 President May Adjourn Meeting

- (a) The President of a General Meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (b) Where a meeting is adjourned for 14 days or more, a notice of the adjourned meeting shall be given as in the case of the General Meeting. Except as provided in this rule, it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting.

14.4 Use of technology

- (a) A Member not physically present at a General Meeting may participate in the meeting by the use of technology that allows that Member and the

Members present at the meeting to clearly and simultaneously communicate with each other.

- (b) A Member participating in a General Meeting as permitted under rule 14.4(a) is taken to be present at the meeting and, if the Member votes at the meeting, is taken to have voted in person.

15. VOTING AT GENERAL MEETINGS

15.1 Voting Rights

Subject to any other provision of this Constitution, each Affiliated Member and Life Member shall be entitled to one vote at General Meetings.

15.2 Voting Procedure

- (a) Subject to this rule 15, votes at a General Meeting shall be given in person by those present and entitled to vote.
- (b) Subject to rule 15.4, all questions arising at a General Meeting shall be determined on a show of hands.
- (c) In the case of an equality of votes on a question, the motion shall fail. The President of the meeting is not entitled to a second or casting vote.

15.3 Recording of Determinations

When a declaration is made by the President that a resolution has, on a show of hands, been carried, carried unanimously, carried by a particular majority or lost, then an entry to that effect in the minute book of the Club is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

15.4 Poll at General Meetings

If a poll is demanded by the President or any two Members, it shall be taken in such a manner and either at once or after an interval or adjournment or otherwise as the President directs. The result of the poll shall be the resolution of the meeting.

15.5 Proxy and Postal Voting

Unless otherwise determined by the Board, there shall be no proxy or postal voting on any matter.

16. MINUTES OF GENERAL MEETINGS

- (a) The Board must ensure that minutes are taken and kept of each General Meeting.
- (b) The minutes must record:
 - (i) The business considered at the meeting;
 - (ii) Any resolution on which a vote is taken and the result of the vote; and
 - (iii) The names of persons present at all meetings.
- (c) In addition, the minutes of each Annual General Meeting must include:

- (i) Any reports or financial statements submitted to the members at the Annual General Meeting; and
- (ii) Any audited accounts and auditor's report or report of a review accompanying the financial statements that are required under the Act.

PART IV – BOARD

17. BOARD

17.1 Powers of Board

- (a) The affairs of the Club shall be managed by the Board constituted under rule 17.2.
- (b) Subject to this Constitution and the Act, the Board:
 - (i) Shall control and manage the business and affairs of the Club, including all bowling activities;
 - (ii) Look after all matters associated with bowling
 - (iii) may exercise all such powers and functions as may be exercised by the Club other than those powers and functions that are required by this Constitution to be exercised by the Members in General Meeting;
 - (iv) has power to perform all such acts and things as appear to the Board to be essential for the proper management of the business and affairs of the Club including negotiations and engagement with the contract Green keeper, Club Coach and Cleaners;
 - (v) Shall have standing authority to incur expenditure for other specific maintenance purposes up to \$10,000 each. Any other specific maintenance purpose expenditure over this amount shall require the approval of the members at a General Meeting;
 - (vi) Shall have the authority to incur capital expenditure up to and including the sum of \$10,000 for any specific purpose, and any expenditure over this amount shall require the approval of the members at a General Meeting;
 - (vii) Shall not sell, or mortgage, or otherwise trade, the tracts of land owned by the Club, without the prior approval of the members at a General Meeting.

17.2 Composition of Board

- (a) The Board shall consist of:
 - (i) Eight Elected Directors who must all be Affiliated Members or, of a membership class defined in the Bylaws as being eligible to hold office, or vote, and will be made up of a President, General Manager, Club Secretary, Bowls Director/Vice President, Finance Manager Property/Works/Maintenance Director, Marketing/Membership Director, and Welfare/Social Activities Director. They shall be elected in accordance with rule 18; and
 - (ii) Up to two appointed Directors who may be appointed by the elected Directors in accordance with rule 17.4.

17.3 Elected Directors

- (a) Subject to rule 19, each Elected Director shall take office from the conclusion of the Annual General Meeting at which they are elected and shall hold office until the conclusion of the next Annual General Meeting following their election.
- (b) All members of the Club entitled to hold office including current Directors, are eligible for election or re-election.

17.4 Appointed Directors

- (a) The elected Directors may appoint up to two Appointed Directors. An Appointed Director may have specific skills in commerce, finance, marketing, law or business generally or such other skills, which complement the Board composition, but need not have experience in or exposure to Bowls. The Appointed Director does not need to be an Affiliated Member.
- (b) The Appointed Director may be appointed by the Elected Directors in accordance with this Constitution for a term of one year.

17.5 Casual Vacancy

In the event of a casual vacancy in the office of any Elected Director, the Board may appoint an appropriate Affiliated Member to the vacant office and the person so appointed may continue in office up to the end of the term of the Elected Director they are replacing.

18. ELECTION OF ELECTED DIRECTORS

- (a) The Secretary shall call for nominations at an appropriate time determined by the Board. All Members shall be notified of the call for nominations in a manner determined by the Board.
- (b) Candidates must:
 - (i) Be aged 18 years or over; and
 - (ii) Reside in Australia.
- (c) Nominations of candidates for election as elected Directors and other elected Positions shall be:
 - (i) Made in writing on the form provided by the Club from time to time (if any), signed by two Affiliated Members as nominees and accompanied by the written consent of the nominee. The candidate must be an Affiliated Member; and
 - (ii) Delivered to the Secretary or person nominated by the Board by the date specified on the call for nominations.
- (d) If the number of nominations received for any position is equal to the number of vacancies to be filled or if there are insufficient nominations received to fill all vacancies for the required officers, then those nominated shall be declared elected.
- (e) If there are insufficient nominations received to fill all vacancies the remaining positions will be deemed casual vacancies under clause 17.5.

- (f) If the number of nominations exceeds the number of vacancies to be filled, voting papers shall be prepared containing the names of the candidates in alphabetical order for each vacancy on the Board, or other elected position.
- (g) Voting shall be conducted at the Annual General Meeting in such a manner and by such a method as determined by the Board from time to time.

19. VACANCY ON THE BOARD

19.1 Grounds for Termination of Director

For the purposes of this Constitution, the office of a Director becomes vacant if the Director:

- (a) In the case of an Elected Director, ceases to be an Affiliated Member;
- (b) Becomes bankrupt;
- (c) Resigns their office by notice in writing given to the Club;
- (d) Is subject to any sanction by the Board, which sanction is confirmed by the Members, under rule 10;
- (e) Is directly or indirectly interested in any contract or proposed contract with the Club and, in the opinion of the Board, has deliberately, recklessly or negligently failed to declare the nature of his interest;
- (f) Is removed from office in accordance with this Constitution;
- (g) Dies or becomes of unsound mind or a person whose person or estate is liable to be dealt with in anyway under the law relating to mental health;
- (h) Would be prohibited from being a director of a company under the *Corporations Act 2001* (C'wealth); or
- (i) Fails to attend three consecutive meetings of the Board without having previously obtained leave of absence in accordance with rule 20.5 or provided reasonable excuse for such absence.

19.2 Removal of Director

- (a) The Club in a General Meeting may by Special Resolution remove any Director, before the expiration of their term of office and appoint another Member in their place to hold office until the expiration of the term of the first mentioned Director.
- (b) Where the Director to whom a proposed resolution referred to in rule 19.2(a) makes representations in writing to the Secretary and requests that such representations be notified to the Members, the Secretary may send a copy of the representations to each Member or, if they are not so sent, the Director may require that they be read out at the meeting, and the representations shall be so read.

20. QUORUM AND PROCEDURE AT BOARD MEETINGS

20.1 Convening a Board Meeting

- (a) The Board shall meet as often as is deemed necessary for the dispatch of business. Subject to this Constitution, in particular this rule 20, the Board may regulate its meetings as it thinks fit.
- (b) Unless all Directors agree to hold a meeting at shorter notice (which agreement shall be sufficiently evidenced in writing or by their presence) not less than two days written notice of Board meeting shall be given to each Director.
- (c) Written notice of each Board meeting, specifying the general nature of the time, date and place of the Board meeting and the business to be transacted, shall be served on each Director by:
 - (i) Delivering it to that Director personally;
 - (ii) Sending it in writing, by facsimile or other means of electronic communication (subject to receiving appropriate confirmation that the notice has been effectively dispatched);In accordance with the Director's last notified contact details.
- (d) Notice may be given of more than one Board meeting at the same time.

20.2 Urgent Board Meetings

- (a) In cases of urgency, a meeting can be held without notice being given in accordance with rule 20.1 provided that as much notice as practicable is given to each Director by the quickest means practicable.
- (b) Any resolution made at an urgent Board meeting must be passed by an absolute majority of the Board.

20.3 Quorum

- (a) Six Directors shall constitute a quorum for the transaction of the business of a meeting of the Board.
- (b) No business shall be transacted unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present, the meeting shall stand adjourned to the same place and at the same hour of the same day in the following week, or any date, time and place determined by the President.
- (c) The Board may act notwithstanding any casual vacancy. However, if there are casual vacancies in the office of a Director such that the number of remaining Directors is not sufficient to constitute a quorum at a meeting of the Board, those Directors may act only for the purpose of increasing the number of Directors to a number sufficient to constitute such a quorum.

20.4 Procedures at Board meetings

- (a) At meetings of the Board, the President shall chair the meeting. If the President is absent or unwilling to act, the Board shall appoint one of its members to chair the meeting.

- (b) Questions arising at a meeting of the Board shall be determined on a show of hands or, if demanded by a Director, by a poll taken in such manner as the person presiding at the meeting may determine.
- (c) Each Director present at a meeting of the Board (including the person presiding at the meeting) is entitled to one vote. In the event of an equality of votes on any question, the motion shall fail. The President cannot exercise a second or casting vote.
- (d) Voting by proxy is not permitted.
- (e) A resolution in writing signed or assented to by facsimile or other form of electronic communication by all the voting Directors shall be as valid and effectual as if it had been passed at a meeting of the Board duly convened and held. Any such resolution may consist of several documents in like form each signed by one or more of the Directors.
- (f) Without limiting the power of the Board to regulate its meetings as it thinks fit, a meeting of the Directors may be held where one or more of the Directors is not physically present at the meeting, provided that:
 - (i) All persons participating in the meeting are able to communicate with each other effectively, simultaneously and instantaneously whether by means of telephone or other form of communication;
 - (ii) Notice of the meeting is given to all the Directors entitled to notice in accordance with the usual procedures agreed upon or laid down from time to time by the Board;
 - (iii) in the event that a failure in communications prevents condition (i) from being satisfied by that number of Directors which constitutes a quorum, and none of such Directors are present at the place where the meeting is deemed by virtue of the further provisions of this rule to be held then the meeting shall be suspended until condition (i) is satisfied again. If such condition is not satisfied within fifteen minutes from the interruption the meeting shall be deemed to have terminated; and
 - (iv) any meeting held where one or more of the Directors is not physically present shall be deemed to be held at the place specified in the notice of meeting provided a Director is there present and if no Director is there present the meeting shall be deemed to be held at the place where the President of the meeting is located.

20.5 Leave of absence

- (a) The Board may grant a Director leave of absence from Board meetings for a period not exceeding three months.
- (b) The Board must not grant leave of absence retrospectively unless it is satisfied that it was not feasible for the Director to seek the leave in advance.

21. DIRECTORS' INTERESTS

21.1 Material Personal Interests

- (a) A Director who has a material personal interest in a matter being considered at a Board meeting must disclose the nature and extent of that interest to the Board.
- (b) A Director with such a material personal interest must not:
 - (i) Be present while the matter is being considered at the meeting; and
 - (ii) Must not vote on the matter.
- (c) This rule 21.1 does not apply to a material personal interest that:
 - (i) Exists only because the Director belongs to a class of persons for whose benefit the Club is established; or
 - (ii) That the Director has in common with all, or a substantial proportion of the Members.
- (d) A general notice that a Director is to be regarded as having a material personal interest in a matter being considered is sufficient declaration for such Director and the said matter. After such general notice it is not necessary for such Director to give a special notice relating to the said matter.
- (e) It is the duty of the Secretary to record in the minutes any declaration made or any general notice as aforesaid given by a Director in accordance with this rule 21.1.

21.2 Financial Interest

- (a) A Director is disqualified from:
 - (i) Holding any place of profit or position of employment in the Club, or in any company or incorporated association in which the Club is a shareholder or otherwise interested; or
 - (ii) Contracting with the Club either as vendor, purchaser or otherwise,

except with express resolution of approval of the Board. Any contract or arrangement in which any Director is in any way interested which is entered into by or on behalf of the Club without the approval of the Board, will be voided for such reason.

- (b) The nature of the financial interest of such Director must be declared by the Director at the meeting of the Board at which the contract or arrangement is first taken into consideration if the interest then exists or in any other case at the first meeting of the Board after the acquisition of the interest.
- (c) A general notice that a Director is a member of any specified firm or company and is to be regarded as interested in all transactions with that firm or company is sufficient declaration under rule 21.2(b) for such Director and the said transactions. After such general notice it is

not necessary for such Director to give a special notice relating to any particular transaction with that firm or company.

- (d) It is the duty of the Secretary to record in the minutes any declaration made or any general notice as aforesaid given by a Director in accordance with rule 21.2.

21.3 Conflicts

A Director, notwithstanding the interest, may be counted in the quorum present at any meeting but cannot vote in respect of any contract or arrangement in which the Director is interested. If the Director votes, the vote shall not be counted.

22. DELEGATED POWERS

22.1 Board May Delegate Functions

- (a) The Board may, by instrument in writing, create, establish or appoint special committees, individual officers and consultants to carry out specific duties and functions. In the establishing instrument, the Board may delegate such functions as are specified in the instrument, other than:
 - (i) this power of delegation; and
 - (ii) a function imposed on the Board or the executive officer by the Act, any other law, this Constitution, or by resolution of the Club in a General Meeting.
- (b) At any time the Board may, by instrument in writing, revoke wholly or in part any delegation made under this clause. It may amend or repeal any decision made by a body or person under this clause.

22.2 Exercise of Delegated Functions

- (a) A function, the exercise of which has been delegated under this clause, may, while the delegation remains unrevoked, be exercised from time to time in accordance with the terms of the delegation.
- (b) A delegation under this clause may be made subject to certain conditions or limitations regarding the exercise of any function. These may be specified in the delegation.

22.3 Procedure of Delegated Entity

The procedures for any entity exercising delegated power shall, subject to this Constitution and with any necessary or incidental amendment, be the same as that applicable to meetings of the Board under clause 18. The entity exercising delegated powers shall make decisions in accordance with the Purposes of Association, and it shall promptly provide the Board with details of all material decisions. The entity shall also provide any other reports, minutes and information required by the Board.

22.4 Committees

- (a) As set out in rule 22.1, the Board may establish and delegate any of its functions, powers or duties (except this power to delegate) to such committees as it thinks fit. The Board may recall or revoke any such delegation or appointment and may amend or repeal any decision made by such committee.
- (b) The Board shall determine in writing the duties and powers afforded to any committee and the committee shall, in the exercise of such delegated powers, conform to any directions or Bylaws that may be prescribed by the Board.
- (c) A Director or the Secretary shall be ex-officio members of any committee so appointed.

22.5 Delegates of Clubs

- (a) The Club shall appoint Delegates to attend meetings and events on its behalf from time to time. This shall include, but not be limited to, Bowls Victoria meetings and Region and Division meetings.
- (b) The Club shall advise Bowls Victoria prior to a relevant meeting or event who its Delegates will be. If the Club does not provide notification to Bowls Victoria, a Director shall be deemed to be the Delegates.

23. GENERAL BOARD AND DIRECTOR DUTIES

- (a) As soon as practicable after being elected or appointed to the Board, each Director must become familiar with this Constitution and the Act and designated responsibilities of their individual positions.
- (b) The Board has the power to alter or transfer individual duties/responsibilities between Directors (Refer Bylaw 11).
- (c) The Board is collectively responsible for ensuring that the Club complies with the Act and that individual Directors comply with this Constitution.
- (d) The supply and dispensing of liquor by the Club shall be under the control of the Board of Management at all times, as it is legally responsible for the Club's liquor licence.
- (e) In addition to any duties imposed by this Constitution, a Director must perform any other duties imposed from time to time by resolution at a General Meeting.
- (f) The Board must ensure that the Club complies with all requirements in the Act regarding financial statements.

24. MINUTES OF BOARD MEETINGS

- (a) The Board must ensure that minutes are taken and kept of each Board meeting.
- (b) The minutes must record:
 - (i) The business considered at the meeting;
 - (ii) any resolution on which a vote is taken and the result of the vote;
and
 - (iii) any interest declared under rules 21.1 or 21.2.
 - (iv) must be placed on designated notice boards for members to view

PART V - MISCELLANEOUS

25. LIQUOR LICENCE

25.1 Receipts for the supply of liquor

The Club must not pay any amount to an officer or servant of the Club by way of commission or allowance from the receipts of the Club for the supply of liquor.

25.2 Management of the Club

In accordance with rule 17, the Directors constitute the management committee of the Club and have responsibility for the affairs of the Club.

25.3 Guests

- (a) A visitor to the Club must not be supplied with liquor in the Club premises unless the visitor is a guest in the company of a Member or a signed in Visitor.
- (b) A person can not:
 - (i) be admitted as an honorary member or temporary member of the Club; or
 - (ii) be exempted from the obligation to pay the ordinary subscription for membership of the Club,

unless the person is of a class specified in the rules and the admission or exemption is in accordance with the rules.

25.4 Register of guests

Where a guest in the company of a Member is admitted to any part of the licensed premises, the Directors shall keep on the Club premises a register of such a guest and such register must contain the:

- (a) name and address of each guest; and
- (b) date on which each guest attended the premises.

26. GRIEVANCE PROCEDURES

26.1 Member Protection

The Board shall:

- (a) Respect the Member Protection Policy of Bowls Victoria and attachments including the Clubs Code of Conduct and any subsequent amendments thereto;
- (b) Determine the Policy and Procedures to be followed in dealing with reported claims of harassment and other forms of inappropriate behaviour in an effective, appropriate and timely manner;

- (c) Appoint a Member Protection Officer to be the first point of contact for any Member (complainant) wishing to report any claim of harassment or other form of inappropriate behaviour allegedly committed against the complainant, or which the complainant considers to be conduct unbecoming.
 - (i) The Member Protection Officer must be a person of integrity, honesty, understanding and compassion.

26.2 Grievance Procedures

- (a) The grievance procedure set out in this rule applies to disputes under this Constitution between:
 - (i) A Member and another Member; or
 - (ii) A Member and the Club.
- (b) The complainant will firstly contact the Member Protection Officer with their dispute in writing within 21 days of the incident occurring;
- (c) The Member Protection Officer will call all parties involved in the alleged dispute to meet and discuss the matter in dispute, and if possible, resolve the dispute within 14 days after the dispute comes to the attention of all the parties;
- (d) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation;
- (e) The Member Protection Officer, in conducting the mediation, must:
 - (i) Give the parties to the mediation process every opportunity to be heard; and
 - (ii) Allow due consideration by all parties of any written statement submitted by any party; and
 - (iii) Ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- (f) The Member Protection Officer must not determine the dispute;
- (g) If the dispute is unable to be resolved for whatever reason, within the 14 day time period allowed, the Member Protection Officer shall refer the matter, in writing to the Board, who will call upon the services of the Disciplinary Committee to preside over the dispute (rule 10);

27. SOURCES OF FUNDS

The funds of the Club shall be derived from Annual Subscriptions, donations, sponsorship and such other sources as the Board determines.

28. MANAGEMENT OF FUNDS

- (a) The Club must open an account with a financial institution from which all expenditure of the Club is made and into which all of the Club's revenue is deposited.
- (b) The Board may authorise one Director to expend funds on behalf of the Club up to a specified limit without requiring approval from the Board for each item on which the funds are expended.
- (c) All funds of the Club must be deposited into the financial account of the Club no later than five working days after the receipt.
- (d) With the approval of the Board, one Director may maintain a cash float provided that all money paid from or paid into the float is accurately recorded at the time of the transaction.

29. APPLICATION OF INCOME

- (a) The income and property of the Club shall be applied solely towards the promotion of the purposes of the Club as set out in this Constitution.
- (b) No portion of the income or property of the Club shall be paid or transferred, directly or indirectly by way of dividend, bonus or otherwise to any Member, but this shall not preclude payment to a Member in good faith for expenses incurred or services rendered.

30. SIGNING OF NEGOTIABLE INSTRUMENTS

All cheques and other negotiable instruments shall be signed by two Directors or in such other manner approved by the Board from time to time.

31. COMMON SEAL

- (a) The Club may have a Seal upon which its corporate name shall appear in legible characters.
- (b) The Seal shall not be used without the express authorisation of the Board. Every use of the Seal shall be recorded in the Club's minute book. Two directors must witness every use of the Seal, unless the Board determines otherwise.

32. REGISTERED ADDRESS

The registered address of the Club will be:

3-11 Strasbourg Road, Rosanna, Victoria, Australia. 3084.

33. ALTERATION OF CONSTITUTION

- (a) This Constitution shall not be altered except by Special Resolution in accordance with the Act.

- (b) Notwithstanding anything contained in sub-clause (a) the Board of Management upon receipt of advice from a competent authority including the Office of Fair Trading and Business Affairs, the Office of Liquor Licensing or the Club's legal advisers, that amendment(s) is or are necessary to the Club's Constitution or Bylaws, the Board may by resolution resolve that the Constitution/Bylaws be amended in the manner so advised and the Constitution or Bylaws shall be amended accordingly in all ways and as effectually and to the same extent as if such amendment(s) had been effected under the provisions of sub-clause (a). Should the Board of Management make an amendment under this sub-clause, members of the Club shall be so advised within twenty-eight (28) days.
- (c) Where any Rule has been amended, the Secretary shall within twenty-eight (28) days of the amendment being approved forward a certified copy to the Registrar of the Office of Business Affairs and so long as the Club retains its licence under the Liquor Control Act 1968 (and any amendments thereto) to the Secretary of the Office of Liquor Licensing. Any such amendment shall have no effect until it has been approved by these authorities.

34. DISSOLUTION

- (a) The Club may be wound up voluntarily by special resolution.
- (b) In the event of the Club being wound up, the liability of the Member shall be limited to any outstanding monies due and payable to the Club, including the amount of the Annual Subscription payable in respect of the current Financial Year. No other amount shall be payable by the Member.
- (c) If upon winding up or dissolution of the Club, there remains, after satisfaction of all its debts and liabilities, any property, the same shall not be paid to or distributed amongst the Members, but shall be given or transferred to some other organisation having purposes similar to the purposes of the Club and which prohibits the distribution of its or their income and property among its or their members and which is also not carried on for the profit or gain to its members. Such body or bodies to be determined by the Members at or before the time of dissolution, and in default thereof by such judge of the Supreme Court of Victoria as may have or acquire jurisdiction in the matter.

35. INDEMNITY

- (a) Every Director and employee of the Club shall be indemnified out of the property and assets of the Club against any liability incurred by him/her in his/her capacity as Director or employee in defending any proceedings, whether civil or criminal, in which judgment is given in his or her favour or in which he or she is acquitted or in connection with any application in relation to any such proceedings in which relief is granted to him or her by the Court.
- (b) The Club shall indemnify its Directors and employees against all damages and costs (including legal costs) for which any such Directors or employee may be or become liable to any third party in consequence of any act or omission except wilful misconduct:

- (i) in the case of a Director, performed or made whilst acting on behalf of and with the authority, express or implied of the Club; and
- (ii) In the case of an employee, performed or made in the course of, and within the scope of his or her employment by the Club.

36. SERVICE OF NOTICES

- (a) Notices may be given to Members by sending the notice by post or facsimile transmission or where available, by electronic mail, to the Member's address or facsimile number or electronic mail address shown in the Register.
- (b) Where a notice is sent by post, service of the notice shall be deemed to be effected at the time the letter would have been delivered in the ordinary course of post.
- (c) Where a notice is sent by facsimile transmission, service of the notice shall be deemed to be effected upon receipt of a confirmation report confirming the facsimile was sent to the correct facsimile number.
- (d) Where a notice is sent by electronic mail, service of the notice shall be deemed to be effected by properly addressing and upon receipt of a confirmation report confirming the electronic mail message was received at the electronic mail address to which it was sent.

37. CUSTODY OF BOOKS AND OTHER DOCUMENTS

- (a) Except as otherwise provided in this Constitution, the Secretary shall keep in his or her custody or control all books, minutes, documents and securities of the Club except for financial records which shall be held and maintained by the Finance Manager.
- (b) If requested by a Member, the Board must permit such Member to inspect:
 - (i) The rules of the Club;
 - (ii) The minutes of each General Meeting.
- (c) Upon written request and payment of a fee determined by the Board from time to time, a Member may obtain a copy of the documents listed at rule 37(b).
- (d) If requested by a Member and subject to the Act, the Board must permit such Member to inspect the register of members.
- (e) Subject to the Act and rules 37(b) and 37(d), no Member is entitled to inspect the financial records, accounts, books, securities, minutes of Board meetings or other Relevant Documents of the Club, unless authorised in writing by the Board.

38. BYLAWS

- (a) The Board may make Bylaws and alter, amend or rescind the same as occasions may require, and enforce penalties for their breach. Such Bylaws shall have the same force and effect as this Constitution, but shall not be in any way oppose or be in conflict with this Constitution. Such Bylaws shall be available for inspection in the Club premises.
- (b) Amendments, alterations, interpretation or other changes to Bylaws shall be advised to Members by means of notice approved by the Board. Notices shall be binding upon all Members.

39. AUDITOR

- (a) The members at each Annual General Meeting shall elect an Auditor of the Club.
- (b) The Auditor so elected shall not be an Officer of the Club.
- (c) Nominations of candidates for election as Auditor shall be:
 - (i) made in writing on the form provided by the Club from time to time (if any), signed by two (2) Affiliated Members as nominees and accompanied by the written consent of the candidate, all of whom shall be financial at the date of the nomination. The candidate must be an Affiliated Member.
- (d) All nominations shall be delivered to the Secretary or lodged in the Club's office at least seven (7) clear days prior to the meeting.
- (e) Where only one nomination is received the person nominating shall be deemed to be elected.
- (f) If two or more nominations are received for the position, a ballot shall be conducted and such shall be held in the same manner as for the election of officers of the Club as specified Rule 18.

The Auditor shall have power at all times to examine all books and documents of the Club and shall also, as soon as convenient after the close of each financial year, audit a Statement of Receipts and Expenditure and Balance Sheet, setting forth the financial affairs of the Club since the end of the preceding financial year. These statements shall be prepared by the Honorary Finance Manager and the report of the Auditor shall be submitted to the Annual General Meeting.



Rosanna Bowling Club Inc

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ABN 42 510 768

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BYLAWS

29th March 2017

Version 5

3-11 Strasbourg Road, ROSANNA 3084

**Formation of Club 26th May 1960
Club Incorporated 1st April 1985**

ROSANNA BOWLING CLUB INC

BYLAW No: 1

BOWLING

The Board is responsible for organising and controlling all games of Bowls which are to be played on either the Club's green/s or elsewhere as required by affiliation with Bowls Victoria.

1. Appointment of Bowls Victoria Delegates. The Board shall appoint two delegates.
2. Determine the number of sides to be entered in Saturday and Tuesday pennant competitions on the recommendation of the outgoing Selection/Match Committees. On a resolution of the members, this matter may be referred to the Board for decision.
3. At the AGM members shall elect five (5) people to form a Saturday Pennant Selection/Match Committee and three (3) people to form a Tuesday Pennant Selection/Match Committee, from nominations received for these positions. Each Committee shall nominate one of its members as President of that Committee
4. All retiring officers shall be eligible for re-election

Section 1: CONVENORS SOCIAL BOWLS

The duties of the Convenor Social Bowls and the duties of the Convenor Social Bowls Tuesday associated events shall be:

- (a) To second members to supervise the conduct of all forms of social bowls.
- (b) To co-ordinate and assist the management of all events and formats of social bowls.
- (c) To co-ordinate and assist with the nomination for entries for all social bowls events.
- (d) To co-ordinate and assist with the selection of teams for all social bowls events where required.

Section 2: SELECTION/MATCH COMMITTEE

1. The Selection/Match Committee comprising a group of five (5) financial members of the Bowling Section to manage Saturday Pennant games, and a group of three (3) financial members of the Bowling Section to manage Tuesday Pennant games, shall be elected from year to year by the members at the Annual General Meeting. Each of these groups shall elect a Chairperson from their numbers.

2. If the number of nominations exceeds the number to be elected, a ballot shall be held. Nominations and voting will be conducted in the same manner as for the election of the Board.
3. These Committees are autonomous and answerable to the Bowls Director/Board only for financing and policies changes.
4. The duties of the Selection/Match Committee are:
 - (a) To select teams to play in the Pennant competitions (including Pennant practice).
 - (b) To arrange and supervise all Club Championship events or, with the agreement of the Board, to co-opt other members to undertake this role. Club Championship events may include, but are not limited to, the following:
 - Singles Championships
 - Minor Singles Championships (refer rules under Section 6)
 - Pairs Championships (Drawn, Nominated and Mixed)
 - Triples Championships
 - Club Singles Handicap
 - Heidelberg Shield
 - (c) To fix handicaps of players when required to do so.
 - (d) To organise play for the bankers on Pennant days.
 - (e) To select teams for special events.
5. Should a position/positions on the Selection/Match Committee/s become vacant, such vacancy or vacancies shall be filled by another financial member or members appointed by the Committee.
6. Any complaints relevant to the Selection/Match Committee/s must be made in writing to the Chairperson of that Committee. The matter contained therein is to be dealt with by that Committee and their decision shall be final.

Section 3: COMPETITIONS

- (a) All games to be played by members of the Club in connection with any competition shall be played on the specified date and time unless otherwise agreed by the Selection/Match Committee/s. Should the opponent of any member fail to attend the green and commence the game within fifteen minutes of the prescribed time, the member shall be given a walkover, except in the case of sickness or exceptional circumstances. Should this occur, prior notice must be given by the competitor to the organiser of the event, of the inability to play at the time and date appointed. The organiser shall then notify the other competitor, and grant up to seven days in which to complete the match at a mutual convenient time.
- (b) All competition events can be played in "mufti" except semi-finals and finals which must be played in Club uniform..

- (c) All events classified as Championships shall be in accordance with the requirements of Bowls Victoria and shall be managed each day by a member of the Selection/Match Committee/s or their nominated representative. All other events, such as trophy events, shall be played generally in accordance with the requirements of Bowls Victoria and specifically as approved by the Board.

Section 4: SOCIAL BOWLS

Social Bowls shall be played within the general rules contained in Bylaws Division 3, and managed by the designated Convenor.

Section 5: LAWS OF THE GAME OF BOWLS

The Laws of the Game of Bowls as adopted by Bowls Victoria shall apply to all games played under the control of the Board, except when specifically stated otherwise. Failure to observe any such Laws will render the offending player liable to disqualification from the competition or match.

Section 6: MINOR CHAMPIONSHIP ELIGIBILITY

The Minor Championship is open to all financial Affiliated Rosanna Bowling Club members other than past winners of the Minor Championship, Club Singles or Pairs Championships. These members are ineligible.

ROSANNA BOWLING CLUB INC

BYLAW No: 2

MEMBERSHIP

Section 1: CLASSES OF MEMBERSHIP:

(a) The following classes of membership apply:

Affiliated Members
Life Members
Junior Members
Full-time Student Members
Social Members
Honorary Members
Community Social Members

(i) *Affiliated Members:*

- (a) They shall enjoy all the facilities and privileges of the Club
- (b) They shall be entitled to attend all general meetings and to vote on all matters being considered.
- (c) They shall be affiliated with Bowls Victoria and be entitled to play in all competitions and events controlled by this body.

(ii) *Life Members:*

Any person who has rendered special service(s) to the Club may at any General Meeting, on the recommendation of five (5) members of the Board of Management, and on receiving the votes of at least three-quarters of the members present at such meeting, be elected a Life Member of the Club with full privileges and voting rights without payment of any subscription. A Life Member however shall not be relieved of any financial obligation other than the Annual Subscription.

(iii) *Junior Members:*

- (a) Persons under the age of 18 years on 1st April can only be admitted as a Junior Member.
- (b) Any person so nominated and approved for Junior Membership of the Club in accordance with these Rules is required to pay any applicable joining fee as determined by the Board of Management.
- (c) Junior Members shall not be entitled to purchase or consume liquor on the premises of the Club.

- (d) They shall not be eligible to hold office or vote at any meeting of the club.
- (e) They shall be entitled to participate in social activities on the green and elsewhere.
- (f) On attaining the age of 18 years Junior Members shall be advanced without delay to other membership as provided in these Rules.
- (g) The Fee for this category is 25% of the full annual Subscription plus the Bowls Victoria affiliation fee.

(vii) *Full-time & Student Members:*

- (a) Any person aged 18 or older studying full-time can be admitted as a Full-time Student Member on payment of any applicable joining fee and annual subscription as determined by the Board of Management.
- (b) On ceasing full-time studies Full-time Student Members shall be advanced without delay to another membership as provided in these Rules.
- (c) The fee for this category is 50% of the full annual subscription plus the Bowls Victoria affiliation fee.

(viii) *Social Members:*

- (a) Available to any person approved by the Board of Management, wishing to belong to the Club but not wishing to bowl.
- (b) Social Members shall not have voting rights, cannot stand for elected office and shall be liable to pay such fees as determined by the Board of Management.
- (c) Social Members however may participate in Sunday and other social bowls special events.

(ix) *Honorary Members:*

- (a) A non-member may be elected an Honorary Member by the Board of Management for a period as determined by the Board of Management, who shall apply any appropriate conditions. Honorary Membership shall cease at the end of the season of nomination.
- (b) Honorary membership is available to
 1. Visiting members of other Bowls clubs and organisations.
 2. A person or a representative of a company, who is a major sponsor of the Club, or otherwise has a special relationship with the Club.

- (c) The Secretary shall maintain a register of persons elected as honorary members.
 - (d) The Board of Management shall have power to withdraw any or all privileges from honorary members. Honorary members shall not be entitled to attend any meeting nor shall they have the right, title or interest in or to any of the property of the Club.
- (x) *Community Social Members:*
- (a) A non-member may be elected as a Community Social Member at the direction of the Board of Management for a period as determined by the Board of Management, who shall apply appropriate conditions. Community Social Member may cease at the end of the nominated period
 - (b) Community Social membership is available to
 - 1. Local residents and organisations
 - 2. Local sporting clubs and their members
 - (c) The Secretary shall maintain a register of persons granted Community Social membership.
 - (d) The Board of Management shall have power to withdraw any or all privileges from Community Social members, and Community Social members shall not be entitled to attend any meeting nor shall they have the right, title or interest in or to any of the property of the Club
 - (e) Community Social Members however may participate in Sunday and other social bowls special events.

Section 2: NUMBERS OF MEMBERS

- (i) There shall be no maximum number of members of the Club. The Board of Management shall decide when to admit additional members.
- (ii) All requests for transfer from one category of membership to another shall be made in writing to the Secretary and will be decided by the Board of Management.

ROSANNA BOWLING CLUB INC

BYLAW No: 3

TOURNAMENTS, SOCIAL BOWLS

Section 1: GENERAL RULES (TO APPLY TO ALL TOURNAMENTS and SOCIAL GAMES)

1. MANAGEMENT SOCIAL BOWLS

The Convenors Social Bowls shall be responsible for the management of all tournaments (excluding Club Championship events) and social bowls events, and will have the power to second members to form a committee to assist with the conduct of any event. Tournaments and Social Bowls events may include, but are not limited to, the following:

- 1st and 5th Wednesday
- 2nd Wednesday
- 4th Wednesday
- Thursday Social Bowls
- Sunday Mixed Social Bowls
- Scroungers
- Special Day events (e.g. Footy Fever, Cup Day, Australia Day, St Patrick's Day, etc.)
- Invitation Triples Tournament
- Invitation Fours Tournaments
- Corporate Challenge Tournament
- Ladies Gala Day
- Night Pennant
- Winter Bowls

2. SOCIAL BOWLS FORMATS

Social Bowls can be played in a variety of formats:

3. ENTRIES

The following conditions apply for social games:

- (a) Entries are open to Club members and, unless specified otherwise, to accredited visitors.
- (b) Entries can be made for a nominated team for the season, or single entries or team entries for individual events.
- (c) Individual event entry forms should be posted on the notice board at least seven (7) days before the event.

- (d) Entries will close one hour before starting time. However, the organiser for the event has the discretion to accept late entries when the existing entries would result in incomplete teams, or partially filled greens.

4. SELECTION OF TEAMS

- (a) The organiser/s for non-nominated events shall select the teams, and has/have the discretion to permit players to change their selected positions.
- (b) Teams shall be selected from entries up to the maximum number possible by the number of available rinks. Players shall be selected on a first come/first served basis.

5. NATURE OF GAMES

- (a) Brief details of the event should be stated in the Club Syllabus.
- (b) More detailed information on the event should, if possible, be given on the entry list.
- (c) Precise details of the game shall be announced before the event commences. Such details should include:
- The method of scoring and determining winners;
 - Number of ends and games to be played;
 - How dead ends are to be treated;
 - Where winners/losers move for next game.
- (d) Dead ends can be treated by any of the following:
- Replayed
 - Limited in number
 - The jack replaced at a pre-specified position
 - The jack replaced on its original position
 - The end declared a “no score” end.

If appropriate, several options may apply and penalties may apply for exceeding the announced conditions.

6. METHODS OF SCORING & DETERMINING WINNERS

- (a) Each end shall be recorded on the score card as the number of shots won, or the number of points in the case of proportional (100-up) type games.
- (b) Winners can be determined by any of the following:
- Best margin, being the greatest number of shots or points won.
 - Points System, where a stated number of points are allocated for a game won, half this number for a tie, and an additional point is added for each end won. Additional points may be

added for each end won where the win exceeds a stated value, if so announced.

- Any system announced by the Manager on the day.

(c) When two or more teams are tied, the winner can be determined by any of the following:

- Percentage – a team's percentage is determined by multiplying its score(s) by 100, and then dividing the result by its score(s) plus the score(s) of its opponent(s). The team with the highest percentage is the winner.
- Count Back – the scores on the first end are compared. The team with the highest score is the winner. If a tie persists, the second end is compared, and so on until a winner is determined.
- Yard Stick – the members of the team will each play two bowls to a jack placed by the organiser. Each team will play on the rink where they last played. The team with the most bowls (any part thereof) within the range of the measuring stick is the winner. If still tied, the team with the nearest bowl is the winner. If still tied, the second bowl shall determine the result, and so on.

(d) Incomplete games, resulting from inclement weather or any other cause, will be decided by the organiser with the discretion to decide the winner, if any, and whether a prize is awarded.

(e) When trophies or presentations are to be made, they shall be made by:

- The Sponsor of the event, if present, or
- The Bowling Director or President
- The organiser of the day, in the above-listed descending order.

7. INVITATION TOURNAMENTS

Invitation Tournaments are events conducted by the Rosanna Bowling Club where participants are invited to take part. These are sponsored events, and the rules and conditions of play shall be conveyed to all participants, prior to the commencement of play.

ROSANNA BOWLING CLUB INC

BYLAWS No. 4

SOCIAL ACTIVITIES

The Welfare and Social Activity Director, will second sufficient other members to enable them to carry out its functions.

A: DUTIES

The duties of the Social Activities Committee are as follows:

- i. To arrange and conduct social functions during the year, and this may include bowling where such is an integral part of the event. Social bowls or other functions under the control of the Bowling Section are the responsibility of that Section.
- ii. To raise money by social functions or any other means for the general use of the Club.

B: MONEY RAISING

The Social Activities Committee will, subject to approval of the program by the Board of Management, control all money raising projects, with the exception of those directly organised by the Board of Management.

ROSANNA BOWLING CLUB INC

BYLAW No. 5

INDOOR BOWLS

Participation is open to all members of the Club, and to such other persons as may be nominated by a Club member subject to adherence by the nominee to Club standards such as behaviour, dress, etc at all times. Failure by an "outside" nominee to meet the standards shall, after one warning, result in exclusion from indoor bowls.

ROSANNA BOWLING CLUB INC

BYLAW No. 6

CATERING

The Welfare and Social Activity Director, will second sufficient other members to enable them to carry out catering functions.

The organiser of all club events, both bowling and social, shall be responsible for arranging catering for the event, excepting for Tuesday and Saturday pennant matches, which will be the responsibility of the relevant Match Committees.

ROSANNA BOWLING CLUB INC

BYLAW No. 7

BAR MANAGEMENT

1. The supply and dispensing of liquor by the Club shall be under the control of the Board of Management at all times, as it is legally responsible for the Club's Liquor Licence.
2. The General Manager is responsible for controlling and co-ordinating the general operation of the bar and may appoint others to assist with necessary functions, including roster; purchases, maintenance and periodic inspections of bar equipment.
3. The hours of trading shall be determined by the Board of Management and those hours shall be so displayed in the bar areas. The duty officer may close the bar earlier should conditions so warrant.
4. All persons working as paid or voluntary barperson must have current Responsible Serving of Alcohol certification.

ROSANNA BOWLING CLUB INC

BYLAW No.8

GENERAL

A. ATTIRE

1. In addition to the attire specified for wearing on the green, at all other times members and visitors must be suitably and neatly attired.
2. Acceptable dress standards are displayed around the Club.
3. Whilst in the Club Rooms:
 - Gentlemen are asked to wear attire that covers the shoulders and appearance must be clean, neat, tidy and respectful at all times.
 - Ladies are asked that appearance is clean, neat, tidy and respectful at all times.
4. We ask that the following dress is not worn in our clubhouse at any time:
 - Soiled , damaged or torn
 - Offensively or abusive logo or slogan
 - Male singlets
 - Excessively revealing or intimidating
 - Hats (Excludes Ladies Pennant bowlers, special social days and patrons who have obtained Management permission)
5. Club management (Director) reserves the right to refuse admission to anyone, who, in their opinion is not suitable groomed or attired. Management's decision shall be final in all matters relating to dress and behaviour.
6. These rules do not apply when a member or employee is working at the Club.

B. USE OF GREEN

1. PRACTICE:-

The green may be used at times and on days as determined by the Board of management. This information will be displayed on the Club Notice Board and Fixture Book, but is subject to variation on the following grounds:

- a. The Green Keeper or other authorised person/s declaring the green closed.
- b. The green being requisitioned for use by Bowls Victoria or other authorised body.
- c. Temporary directions determined by the Green Keeper and displayed on the white board or green signage.

d. Greens will be closed on Mondays for maintenance

C. CLUB COMPETITIONS

Players playing in Club competitions will have precedence over other players not doing so, when requiring a rink for that purpose; provided that the green is open for such competition at that time.

D. LIGHTING

Light shall be under the control of the organiser during any programmed event, or at the discretion of a Board member at all other times.

E. LOCKING OF PREMISES

The Board of Management will allocate responsibility for locking the Club premises.

F. NOTICE BOARD

The Secretary in conjunction with other Directors will be responsible for placing notices on all notice boards.

G. PENNANT WINNERS

In the event of Rosanna Bowling Club winning a pennant, a player must play in the final game in order to be eligible to have his/her name listed, or be photographed, in the winning team.

H. PAYMENT FOR SERVICES

No person who receives payment for services to the Club shall hold any position on the Board of Management unless approved by all Directors.

I. BOWLS VICTORIA COMPETITIONS AND TOURNAMENTS

On occasions when Bowls Victoria or other authorised body may require the use of the green, the Bowls Director, will arrange for the appointment of a Manager for these events.

a. DUTIES OF THE MANAGER will be:

- Comply with any instructions issued by Bowls Victoria;
- Appoint an umpire to assist, if required;
- Liaise with the green keeper to make sure that the required number of rinks are available and prepared and ready to commence play at the time specified;
- Ensure that Bar and Catering Staff provide relevant r requested service, if required;
- Prepare the score cards for the competition and name plates for the score boards;

- Arrange for the required flags to be hoisted, a jack and two mats to be placed on each rink, and the umpires equipment to be accessible;
- At the finish of the event, arrange for flags and all equipment to be correctly stored;
- Collect appropriate fees as required.

J COACHING

A Coaching Panel consisting of all qualified coaches, and confirmed by the Board of Management, is for the purpose of coaching new bowlers and giving advanced coaching to other members as requested. With the approval of the Board of Management, an outside expert person may be appointed to devise a coaching program and to assist Club coaches generally.

The Bowling Director will be responsible for the coordination of the coaching panel.

The rules of the Coaching Panel are as follows:

- i All new bowlers are to be directed through the Panel.
- ii All new bowlers are to be approved by the Panel prior to being permitted to:
 - Practice on the green
 - Play with Bankers
 - Play Social Bowls
 - Play Pennant
- iii Prior to the Board of Management approving the advancement of a member to Affiliated membership status, it should consider a report from the Coaching Panel.
- iv Requests for coaching are to be made through the President of the Panel, who will make the necessary arrangements. However, coaches may also approach members to suggest that coaching be undertaken.
- v Subject to availability, the green may be used for coaching at times indicated on the "Green Use" notice.
- vi Prior to the commencement of each Pennant season, arrangements are to be made to conduct coaching sessions for all new bowlers and instruct, demonstrate and practise the basic fundamentals of bowling.
- vii The Panel may arrange lectures on the theory of bowls, film nights, and Coaching Clinics, by its own members, a Bowls Victoria Coaching Panel, or an outside expert.

ROSANNA BOWLING CLUB INC

BYLAW No. 9

CODE OF CONDUCT

As a Bowls Victoria Affiliated club, the Rosanna Bowling Club is bound by the following Code of Conduct

Every person: spectator, player, club member, official, participant, administrator, coach, parent or member of the community involved with the sport, should work to ensure:

- inclusion of every person regardless of their age, gender or sexual orientation
- inclusion of every person regardless of their race, culture or religion
- opportunities for people of all abilities to participate in the sport and develop to their full potential
- respect is shown towards match committees, voluntary workers, fellow players, contractors or employees, other members, visitors, the club and the broader community
- a safe and inclusive environment for all
- elimination of violent, abusive or disrespectful behaviour
- protection from sexual harassment or intimidation.

This Code applies to community sport, training, pennant, tournaments and club sanctioned activities.

Definitions:

Abuse: *Is a form of harassment and includes physical abuse, emotional abuse, sexual abuse, neglect, and abuse of power. Examples of abusive behaviour include bullying, humiliation, verbal abuse and insults.*

Harassment: *Regular annoying or unpleasant behaviour towards someone, including unwanted sex-related behaviour towards somebody, e.g. touching somebody or making suggestive remarks.*

ROSANNA BOWLING CLUB INC

BYLAWS No. 10

INFORMATION AND PRIVACY

At Rosanna Bowling Club (RBC) we are committed to maintaining the accuracy, confidentiality and security of your personal information. This Privacy Policy describes the personal information that RBC collects from you, and how we use and to whom we disclose that information. It is RBC's policy to comply with the privacy legislation in Victoria.

We collect and maintain different types of information from members, including the personal information contained in membership applications, photographs and video, contracts for service, medical permission forms and emergency contact information.

In addition to the examples listed above, personal information also includes information such as name, home address, telephone, personal email address, date of birth and marital status, and any other information necessary to RBC's business purposes.

As a general rule, RBC collects personal information directly from you and only distributes it to Bowls Victoria. In all other cases we will obtain your permission before we distribute any personal information to third parties (such permission may be given directly by you, or implied from your actions).

Where permitted or required by applicable law or regulatory requirements, we may collect information and distribute the information about you without your knowledge or consent.

RBC endeavours to maintain physical, technical and procedural safeguards that are appropriate to the sensitivity of the personal information in question. These safeguards are designed to prevent your personal information from loss and unauthorized access, copying, use, modification or disclosure.

Except as otherwise permitted or required by applicable law or regulatory requirements, RBC endeavours to retain your personal information only for as long as it believes is necessary to full-fill the purposes for which the personal information was collected (including, for the purpose of meeting any legal, accounting or other reporting requirements or obligations).

You can ask to see the personal information that we hold about you. If you want to review, verify or correct your personal information, please contact the Secretary. Please note that any such communication must be in writing.

If you have any questions about this Privacy Policy or concerns about how we manage your personal information, please contact the Secretary by telephone, in writing or by e-mail.

ROSANNA BOWLING CLUB INC

BYLAWS No. 11

INDIVIDUAL DIRECTOR DUTIES & RESPONSIBILITIES

1. President

The President shall:

- Be responsible for planning meetings and developing the agenda in conjunction with the secretary
- Provide leadership and ensure the effective operation of the Club
- Provide short, medium and long term focus/direction for the Club through Strategic Planning in consultation with Directors and members.
- Ensure that decisions made at meetings are implemented
- Work closely with fellow Directors
- Act as a spokesperson/public officer of the Club liaising with members of the public, affiliated bodies and government agencies.
- Sign and certify the annual accounts for the organisation

2. Bowls Director/Vice President

The Bowls Director/Vice President shall:

- Be responsible for the management and conduct of all Bowls activities including pennant and social bowls, barefoot bowls, Club championships events, tournaments, night pennant and any other special events approved by the Board.
- Be responsible for the management and conduct of bowling convenors/ coordinators, tournament organisers, umpires, coaches and delegates and liaise with Match Committees where necessary.
- Have authority to appoint relevant members to assist with the management of bowling activities. The exercise of such powers and duties must conform to any direction of Bylaws that may be prescribed by the Board
- Will assume the Presidents duties should they be unavailable or absent.

3. Property, Works and Maintenance Director

The Property, Works and Maintenance Director shall:

- Be directly responsible for overseeing and coordinating all building/maintenance Contractors.

- Be responsible for the green surrounds (structure and gardens), building and general equipment including greens equipment, capital works and breakdown and preventative maintenance programs.
- Be responsible for telephone/communications maintenance
- Undertake and/or arrange for and supervise repairs and maintenance of the Club buildings, structural surrounds, and equipment.
- Coordinate waster removal, recycling activities and energy/resource reduction initiatives.
- Second such other members as may be necessary.

4. Welfare and Social Activities Director

The Welfare and Social Activity Director shall:

- The Welfare and Social Activities Director of the Club is responsible for the management and organising of social activities, arranging catering, Club Code of Conduct, member welfare, almoners and club newsletter.
- Ensure compliance with Food Safety Program and arrange for replenishing common used supplies such as tea, coffee, sugar, milk, cheese, biscuits, etc
- Arrange and conduct social functions or other events during the year for the enjoyment of Club members and others.
- Second sufficient members to enable them to carry out relevant functions.
- When requested by the organiser of an event or activity, the Director shall arrange catering services for the event. The Director shall have the discretion to decide the method of servicing the event.
- Keep records of all costs and purchases including copies of invoices/receipts for reimbursement or payment by the Finance Director.

5. Marketing and Membership Director

The Marketing and Membership Director shall:

- Responsible for and reporting to the Board for the arranging of Club sponsorships of both money and kind.
- Prepare a report for the Board for approval outlining the proposed sponsorship packages, etc.
- Prior to the beginning of each season contact all existing sponsors to determine whether they are prepared to continuing their sponsorship. This task should be completed by the end of the first quarter in each year
- Make approaches to other potential new sponsors seeking a commitment to sponsor.
- In conjunction with Financial Director ensure that sponsors are billed – and follow up outstanding payments.
- Maintain a Sponsor Register and provide members and Board with a list of sponsors from whom they should seek to make purchases in the first instance
- Arrange for updating of the sponsorship information/electronic advertising in the Clubhouse and Website/Social Media as appropriate.
- Arrange for updated/new signage around the Club grounds, shelter sheds, etc.

- Arrange for representatives of sponsors to attend social days/tournament or other appropriate events.
- Assist the Board with the arranging of a sponsors' night.
- Responsible for the running of new members days and "Try-Bowls" Days and other events as required.
- Ensure that all new members are provided with appropriate material and integrated into the Club and provided with coaching.
- Responsibility for internal and external marketing and promotion of the Club.
- Order appropriate material aimed at new members from the State body.
- Prepare a budget for the upcoming year of operation.
- Attend and report to the Board Meetings.

6. Secretary

- (i) The Secretary shall act as secretary and public officer of the Club and shall be elected for one year term by the Members.
- (ii) If the Club does not have a Secretary, the Board will determine from time to time whether the President or another person acts as the Club's secretary under the Act.
- (iii) If the position of secretary becomes vacant, the Board must appoint a person to the position within 14 days after the vacancy arises.

The Club Secretary shall:

- To deal with all correspondence relating to the business of the Bowling Club and any other duties as directed by the Board;
- Read, reply and file correspondence promptly;
- Prepare the agenda for club/group meetings in consultation with the President and send adequate notice of the meetings;
- Make arrangements including venue, date, times and hospitality for club meetings.
- Collect and collate reports from Directors;
- Call for and receive nominations for committees and other positions for the club AGM;
- Take the minutes of meetings and write the minutes as soon as possible after the meeting;
- Distributed minutes to Directors and copies;
- Collate and arrange for the printing of the annual report;
- Maintain registers of members' names and addresses, life members and sponsors;
- Notify the Board of Management of any change of address or resignation of any member, or any other matter required by the Rules of the Club;
- Maintain files of legal documents such as constitutions, leases and titles;
- Process/transfer applications, enter teams in competitions, represent your club/group at association meetings, obtain association sanction for club/group events, and communicate information between association and club/group members (such as event deadlines).

- Coordinate and manage the Website and Social Media of the Club with other Directors
- Control Club emails to members for upcoming promotions/events and other items of interest

7. Financial Director

The Financial Director shall:

- Receive all moneys paid to or received by the Club and issue receipts for those moneys in the name of the Club; and
- Ensure that all moneys received are paid into the account of the Club within 5 working days after receipt;
- Make any payments authorised by the Club or by a General Meeting of the Club from the Club's funds;
- Ensure that the financial records of the Club are kept in accordance with the Act and discussed and presented at Board Meetings and AGM;
- Coordinate the preparation of the financial statements of the Club and their submission to the Annual General Meeting of the Club;
- Ensure that at least two Directors have access to the accounts and financial records of the Club; and
- Keep in their custody or under their control:
- Prepare the financial records for the current financial year; and any other financial records as authorised by the Board.
- Prepare and present budget and recommendation of annual fees to members for approval at the Annual General Meeting.
- Be allocated responsibility for the financial duties described at rule **Error! Reference source not found.** in accordance with rule **Error! Reference source not found.**, overseeing money counters, and
- Arranging money counters and reporting any major discrepancies in cash count and stocktaking to the Board.
- In conjunction with the Board of Management manage all lease agreements with service providers

8. General Manager/Director

The General Manager/Director shall:

- The General Manager is responsible for controlling and co-ordinating the general operation of the bar and may appoint others to assist with necessary functions, including roster; purchases, maintenance and periodic inspections of bar equipment.
- Be responsible for the management, control and use of the greens.
- Preparing list of bar prices in consultation with the Financial Director for approval by the Board
- Organising staff and supplies for in-house functions and for outside functions approved by the Board.
- In conjunction with the Financial Manager arrange and monitor all ATO Volunteer documents for paid staff/contractors

- Organise rosters for Bar Staff and monitor RSA requirements
- Coordinate and manage the promotion of Rosanna Bowling Club as a function venue.
- Manage club bookings (including bonds, if applicable) and ensure effective use of facilities in conjunction with appointed helpers.
- Oversee general cleanliness and operations of the entire facility including kitchen and bar.
- Manage building security and computer maintenance
- Coordinate all OH & S, First Aid and risk management processes
- Monitor the operations of employed staff & report issues in a discreet but timely manner (Cleaners and Green Keepers)
- Assist and communicate effectively with staff and members to ensure the effective operations of the Rosanna Bowling Club
- Coordinating Working with Children requirements with members, and
- Maintain and enforce all visitors signing in requirements under Liquor License Laws.