

Constitution

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Sandy Bay Bowls and Community Club Inc.

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Constitution of Sandy Bay Bowls and Community Club Inc.

PART I – PURPOSES, POWERS AND INTERPRETATION

1. NAME

The name of the incorporated association is Sandy Bay Bowls and Community Club Inc.

2. INCORPORATION

The 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 and to conduct and encourage community activities;
- (b) act, at all times, on behalf of and in the interest of the Members and Bowls;
- (c) affiliate and otherwise liaise with Bowls South, Bowls Tasmania (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 South, Bowls Tasmania, Bowls Australia and/or World Bowls and as may be necessary for the management and control of Bowls and related activities in Tasmania;
- (e) advance the operations and activities of the Club throughout the local community;
- (f) maintain and conduct a community, 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 licence;
- (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.

5. INTERPRETATION AND DEFINITIONS

5.1 Definitions

In this Constitution, unless the contrary intention appears:

Act means the *Associations Incorporation Act 1964(Tas)*;

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.

Board means the body consisting of the Directors under rule 0.

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

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

Bowls South means Southern Tasmanian Bowls Association Inc or its successors.

Bowls Tasmania means Bowls Tasmania Inc., the governing body for Bowls in Tasmania, or its successors.

Club means Sandy Bay Bowls and Community 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 South or any other meetings.

Director means a member of the Board and includes the President, Vice President, Secretary and Treasurer;

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

Financial Year shall commence on the 1st of April and conclude on the 31st of March next;

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 0.

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

President means the president of the Club elected in accordance with rule 17.2.

Region means an area of Tasmania having boundaries as approved by Bowls Tasmania 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 **Error! Reference source not found.**

Regulations mean any regulations made by the Board under rule 0.

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 in the Act.

Secretary means the secretary of the Club elected in accordance with rule 17.2;

Treasurer means the treasurer of the Club elected in accordance with rule 17.2;

Vice President means the vice president elected in accordance with rule 17.2;

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, regulation, schedule or annexure is to a rule, regulation, 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 regulations 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 cannot 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 fifteen Members.

6.2 Categories of Member

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

- (a) Full Members, being persons approved by the Board as such, who shall have the right to take part in all the activities of the Club and to be present, debate and vote at General Meetings;
- (b) Life Members, who shall have the right to take part in all the activities of the Club and to be present, debate and vote at General Meetings;
- (c) Social Members being persons approved by the Board as such, who shall have the right to take part in the social activities of the Club but shall not have the right to be present, debate and vote at a General Meeting. Social Members are permitted to use the bowls greens to practise and participate in social bowls events under the control of the Club and approved by the Board. They may not practise or participate in any event to the disadvantage of a Full Member or Life Member. Social Members are not permitted to represent the Club in pennant games unless they are invited to do so by the selector of a division;

- (d) Full Time Student Members, being persons, other than junior members, who are in full time education and who are approved as such by the Board. Such members shall have the right to take part in all activities of the Club but do not have the right to be present, debate and vote at General Meetings unless the member is 18 years or over at the time of the meeting.
- (e) Junior Members being persons who have not reached the age of 18 years and have been approved by the Board. Such members shall have the right to take part in all the activities of the Club but do not have the right to be present, debate and vote at a General Meeting;
- (f) Honorary Members being persons invited by Full Members to play on the Club's greens at any time when no Member is thereby prejudiced or inconvenienced subject to such terms and conditions that the Board may determine from time to time. Such members do not have the right to be present, debate and vote at a General Meeting;
- (g) Barefoot Members being persons who attend the Club on any day for the purpose of playing a session of barefoot bowls shall be deemed to be a temporary member of the Club for that day upon payment of a registration fee for that session and may use the Club's facilities on that day. Such members do not have any other rights under this Constitution.
- (h) such other category or categories of members as determined by the Board from time to time.

6.3 Application for Membership

- (a) To be eligible for membership as a Member, the applicant must be a natural person and meet the criteria in this Constitution and any other criteria set by the Board from time to time or any procedures set by the Board from time to time.
- (b) An application for membership as a 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 Secretary.
- (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 and the Board accepts the application for membership, the person shall be deemed a Member, subject always to this Constitution.

- (f) This rule 6.3 does not apply to the categories of membership referred to in rules 6.2(f) and 6.2(g).

6.4 Life Members

- (a) Nominations for Life Membership should be lodged with the Secretary. The Board may recommend to the Annual General Meeting that any person who has rendered distinguished service to the Club be appointed as a Life Member.
- (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

All Members referred to in rules 6.2(a), 6.2(b), 6.2(c), 6.2(d) and 6.2(e) shall continue as Members upon payment of their Annual Subscription and such membership shall continue upon the terms and conditions of this Constitution and the Regulations.

6.6 Deemed Membership

- (a) 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.
- (b) For the purpose of rule 6.6 (a) a person shall be deemed to be a Member of the Club prior to the approval of this Constitution under the Act, notwithstanding any procedural irregularity in the application or in the process or the procedure relating to that person's application.

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 Regulations;
 - (ii) they shall comply with and observe this Constitution and the Regulations;
 - (iii) by submitting to this Constitution and the Regulations they are subject to the jurisdiction of the Club;
 - (iv) this Constitution and Regulations 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 this Constitution, the Board and the category of their membership.
- (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 determined by the Board for approval by the Members at the Annual General Meeting.
- (b) The date on which Annual Subscriptions shall fall due shall be determined by the Board from time to time.
- (c) A Member approved after the first day of December in any year shall pay the Annual Subscription or a proportion of the Annual Subscription determined for that year by the Board.
- (d) 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, using the Club's facilities and representing the Club in Pennant matches.

8. REGISTERS

8.1 Club to Keep Register of Members

The Secretary 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 under rule 36.

8.3 Restriction on operation of rule

This rule 8 does not apply to the categories of membership referred to in rules 6.2(f) and 6.2(g).

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 fourteen day notice in writing to the Secretary 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 0, 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 three months after the due date determined by the Board in accordance with rule 7(a); or
 - (ii) If no annual subscription is payable:

- (A) the Secretary has made a written request to the Member to confirm that he or she wishes to remain a Member; and
 - (B) 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 that a Member has:
- (i) breached, failed, refused or neglected to comply with a provision of this Constitution or the Regulations;
 - (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 or another Member into disrepute,
 - (iv) the Board may by resolution and in accordance with rule 0, establish a disciplinary committee to convene to hear a matter against any Member and to determine what action, if any, to take against that Member (**Disciplinary Hearing**), and that Member will be subject to, and submits unreservedly to the jurisdiction, disciplinary procedures and penalties and the appeal mechanisms (if any) in this Constitution.
- (b) The grounds listed at rule 10(a) do not constitute a grievance, and rule 25 does not apply.

10.2 Provisional Suspension

- (a) Upon establishing a disciplinary committee under rule 10(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

- (a) The members of the disciplinary committee:
 - (i) may be Members or anyone else; but
 - (ii) must not be biased against, or in favour of, the Member concerned; and
 - (iii) must not be a Director.
- (b) The disciplinary committee may be constituted by a single person.

10.4 Notice of Alleged Breach

Where a disciplinary committee is established the Club shall serve on the Member not earlier than 28 days and not later than 14 days before the Disciplinary Hearing is to be held, a notice in writing:

- (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 he or she may do one or more of the following:
 - (i) attend that Disciplinary Hearing;
 - (ii) give the disciplinary committee prior to or at that Disciplinary Hearing a written statement regarding the alleged breach.

10.5 Determination of Disciplinary Committee

- (a) At the Disciplinary Hearing the disciplinary committee shall:
 - (i) give the Member every opportunity to be heard;
 - (ii) give due consideration to any written statement submitted by the Member; and
 - (iii) determine whether the alleged breach occurred.
- (b) If the disciplinary committee determines there was a breach of rule 10(a), it will determine what penalty (if any) shall be given to the Member, and give notice of this to the Board.
- (c) The penalties able to be given to the Member by the disciplinary committee include:
 - (i) expel a Member from the Club; or

- (ii) suspend a Member from membership of the Club or accessing certain privileges of membership for a specified period; or
- (iii) fine a Member;
- (iv) impose such penalties that may be set out in the Regulations; or
- (v) impose such other penalty, action or educative process as the disciplinary committee sees fit.

10.6 Appeal to General Meeting

- (a) Where the disciplinary committee makes a determination under rule 0, 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 3 days of the Member receiving the determination of the disciplinary committee.
- (b) Where the Secretary receives a notice under rule 00, 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 00:
 - (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 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 lifting of the disciplinary committee's determination, that determination is lifted and the Member is entitled to continue his or her membership of the Club ; and
 - (ii) in any other case, the determination is confirmed.
- (e) 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 no later than 3 months after the end of the Financial Year.
- (b) The Annual General Meeting of the Club shall, subject to rule 11(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 of which notice is given in accordance with this Constitution. In addition to any other business the Annual General Meeting must:

- (a) Receive the annual report and audited financial statements of the Club;
- (b) Elect Life Members, if any;
- (c) Confer awards granted by the Board;
- (d) Fix all fees and Annual Subscriptions recommended by the Board
- (e) Fix fees for any organization wishing to use the Club's facilities on an annual basis;
- (f) Elect a patron;
- (g) Elect the Directors (including the President, Vice President, Secretary, and Treasurer);
- (h) Elect selectors for the pennant competitions pursuant to the Regulations;
- (i) Elect an auditor in accordance with the Act for the current year and to determine the auditor's remuneration, if any;
- (j) Approve any honorarium recommended by the Board; and
- (k) Fix the date for the opening of the next bowls season.

11.3 Additional Meetings and Procedure at Meetings

- (a) The Annual General Meeting shall be in addition to any other General Meetings that may be held in the same year.
- (b) Unless specified in the notice of meeting, this Constitution or the Act all motions at a meeting shall be passed by a simple majority present at the 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 0.

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 day 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 25 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:
 - (A) 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
 - (B) any date, time and place determined by the chairperson;
- 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, then the Vice President shall chair the General Meeting. If the Vice President is absent or is unwilling to act, then the Directors present shall elect one of their number to preside as chairperson at the meeting.

14.3 Chairperson May Adjourn Meeting

- (a) The chairperson of a General Meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and to a 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.

15. **VOTING AT GENERAL MEETINGS**

15.1 Voting Rights

Subject to any other provision of this Constitution, each 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 0, 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. Neither the President nor the chairperson of the meeting is entitled to exercise a second or casting vote.

15.3 Recording of Determinations

When a declaration is made by the chairperson 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 chairperson 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 chairperson 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 0.
- (b) Subject to this Constitution and the Act, the Board:
 - (i) shall control and manage the business and affairs of the Club;
 - (ii) 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; and
 - (iii) 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.

17.2 Composition of Board

- (a) The Board shall consist of:
 - (i) Nine Directors who must all be Members and who shall be elected in accordance with rule 18; and
 - (ii) of the nine Directors 4 shall be elected in accordance with rule 18 to hold the following positions on the Board, President, Vice President, Secretary and Treasurer.
- (b) Subject to rule 17.3 a Director may be re-elected as a Director.

- (c) The Board may allocate portfolios to Directors if required.

17.3 Election of Directors

- (a) Subject to rule 19, each 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) Subject to rule 17.3(c), Directors are eligible for re-election
- (c) The Director who holds the office of President is only permitted to hold that office for two consecutive terms.

17.4 Casual Vacancy

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

17.5 Transitional Arrangements

- (a) Notwithstanding any other Rule of this Constitution, the transitional arrangements set out in this rule 0 shall apply from the date of adoption by Members of this Constitution.
- ((b) All committee members of the Club who formed the committee of the Club, prior to the approval of this Constitution shall be deemed Directors from the time of approval by Members of this Constitution. Such Directorship shall continue subject to the terms of this Constitution.

18. ELECTION OF 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 Tasmania.
- (c) Nominations of candidates for election as Directors (including for the office of President, Vice President, Secretary and Treasurer) shall be:
 - (i) made in writing on the form provided by the Club from time to time (if any), signed by two Members as nominees and accompanied by the written consent of the nominee. The candidate must be a Member referred to in rules 6.2(a), (b) and (d); 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 is equal to the number of vacancies to be filled or if there are insufficient nominations received to fill all vacancies on the Board, then those nominated shall be declared elected.
- (e) If there are insufficient nominations received to fill all vacancies on the Board the remaining positions will be deemed casual vacancies under clause 0.
- (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.
- (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.
- (h)

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) ceases to be a Member;
- (b) becomes bankrupt or enters into a scheme of arrangement with their creditors;
- (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* (Cth); or
- (i) fails to attend three consecutive meetings of the Board without having previously obtained leave of absence in

accordance with rule 0 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 00 makes representations in writing to the Secretary or the President and requests that such representations be notified to the Members, the Secretary or the President 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 0 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) Five 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 Vice President shall chair the meeting. If the Vice President is absent or unwilling to act, then 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; neither the President nor chair may 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 chairperson 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 four 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 0 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 0.

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 0 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 0.

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 resolution, 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 resolution or instrument, other than:
 - (i) this power of delegation; and
 - (ii) a function imposed on the Board or any other law, this Constitution, or by resolution of the Club in a General Meeting.
- (b) At any time the Board may, by resolution or 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 Committees

- (a) The Board may establish by Regulation, committees 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 the Regulation the duties and powers afforded to any committee and the

committee shall, in the exercise of such delegated powers, conform to any directions or Regulations that may be made or prescribed by the Board.

- (c) The President or the President's nominee shall be an ex-officio member of any committee so appointed. The President or the President's nominee have no voting right as an ex-officio member of a Committee.

22.4 Delegates of Clubs to Bowls South

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

23. DUTIES

23.1 General Duties

- (a) As soon as practicable after being elected or appointed to the Board, each Director must become familiar with this Constitution, the Regulations and the Act.
- (b) The Board is collectively responsible for ensuring that the Club complies with the Act and that individual Directors and Members comply with this Constitution and Regulations.
- (c) 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.
- (d) The Board must ensure that the Club complies with all requirements in the Act regarding financial statements.
- (e) The Secretary must maintain full and accurate records of all Board meetings and General Meetings.
- (f) The Secretary must maintain an up to date Register of Members in accordance with rule 8.
- (g) The Secretary must submit to the Board at a meeting held prior to the Annual General Meeting a draft annual report to be presented at the Annual general Meeting.
- (h) The Secretary must maintain effective liaison with the Board, Committees and Members.

- (i) The Secretary shall be the Public Officer of the Club unless otherwise determined by the Board.
- (j) If the position of secretary becomes vacant, the Board must appoint a person to the position within 14 days after the vacancy arises.
- (k) The Treasurer must:
 - (i) receive all monies paid to or received by the Club and
 - (ii) ensure that all monies received are paid into the account of the Club within 5 working days after receipt;
 - (iii) make any payment owed by the Club and submit a list of all accounts paid to the Board;
 - (iv) ensure that the financial records of the Club are kept in accordance with the Act;
 - (v) coordinate the preparation of the financial statements of the Club and their submission to the Auditor and the Annual General Meeting of the Club;
 - (vi) submit to each Board meeting a statement of accounts and financial information in the form and manner directed by the Board;
 - (vii) present to the Board meeting held prior to the Annual General Meeting a statement of accounts and financial information in the form as directed by the Board for the calendar month immediately preceding the meeting.
 - (viii) present to the Board meeting held prior to the Annual General Meeting a duly audited statement of income and expenditure for the Financial Year and the balance sheet as at the end of the Financial Year.
 - (ix) ensure that at least two Directors authorised by the Board have access to the accounts and financial records of the Club at all times.
 - (x) prepare a budget for the current Financial Year.

23.2 Auditor

- (a) At each Annual General Meeting of the Club, the members present shall appoint an auditor of the Club being a person who is a registered Company Auditor or approved under the Act.

- (b) A person so appointed shall hold office until the Annual General meeting next after that which the person is appointed, and is eligible for re-appointment
- (c) If the appointment is not made at an Annual General Meeting the Board shall appoint an auditor of the Club for the current financial year of the Club.
- (d) The auditor may only be removed from the office of auditor by Special Resolution at a Special General Meeting.
- (e) If a casual vacancy occurs in the office of auditor during the course of a financial year of the Club, the Board may appoint a person as an auditor and the person so appointed shall hold office until the next annual general meeting.

23.3 AUDIT OF ACCOUNTS

- (a) The auditor shall:
 - (i) Once at least in each Financial Year examine the accounts of the Club;
 - (ii) Certify as to the correctness of the accounts of the Club and shall report thereon to the Members present at the Annual General Meeting.
- (b) In the auditor's report and in certifying the accounts the auditor shall state:
 - (i) whether he has obtained the information required by him,
 - (ii) whether, in his opinion, the accounts are properly drawn up so to exhibit a true and correct view of the financial position of the Club according to the information at his disposal and the explanations given to him and as shown by the books of the Club, and
 - (iii) whether the rules relating to the administration of the funds of the Club have been observed.
- (c) The Treasurer shall cause to be delivered to the Auditor a list of all the accounts, books and records of the Club

23.4 Access

The auditor:

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

24. MINUTES OF BOARD MEETINGS

24.1 The Secretary must ensure that minutes are taken and kept of each Board meeting.

24.2 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 0 or 0.

PART V – MISCELLANEOUS

25. GRIEVANCE PROCEDURE

25.1 The grievance procedure set out in this rule applies to disputes under this Constitution between:

- (a) a Member and another Member; or
- (b) a Member and the Club.

25.2 The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within fourteen days after the dispute comes to the attention of all of the parties.

25.3 If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.

25.4 The mediator must be:

- (a) a person chosen by agreement between the parties; or

- (b) in the absence of agreement a person appointed by the Board.

25.5 A Member can be a mediator.

25.6 The mediator cannot be a Member who is a party to the dispute.

25.7 The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.

25.8 The mediator, in conducting the mediation, must:

- (a) give the parties to the mediation process every opportunity to be heard; and
- (b) allow due consideration by all parties of any written statement submitted by any party; and
- (c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.

25.9 The mediator must not determine the dispute.

25.10 If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the law.

26. SOURCES OF FUNDS

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

27. MANAGEMENT OF FUNDS

27.1 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.

27.2 The Board may authorise the Treasurer and 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. This may be as a part of a designated portfolio in accordance with rule 17(c).

27.3 All funds of the Club must be deposited into the financial account of the Club no later than five working days after the receipt.

27.4 the approval of the Board, the Treasurer 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.

28. APPLICATION OF INCOME AND PROPERTY

28.1 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.

28.2 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 and an honorarium to be paid to any Member for services rendered.

28.3 The real property of the Club shall not be sold, disposed of or encumbered except in accordance with a Special Resolution passed at a General Meeting.

29. 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.

30. COMMON SEAL

30.1 The Club may have a Seal upon which its corporate name shall appear in legible characters.

30.2 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.

31. REGISTERED ADDRESS

The registered address of the Club is:

31.1 16 Margaret Street, Sandy Bay; or

31.2 the address determined from time to time by resolution of the Board.

32. ALTERATION OF CONSTITUTION

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

33. DISSOLUTION

33.1 The Club may be wound up voluntarily by special resolution.

33.2 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.

33.3 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 amongst 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 Tasmania as may have or acquire jurisdiction in the matter.

34. INDEMNITY

- 34.1** 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.
- 34.2** 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:
- (a) 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
 - (b) 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.

35. SERVICE OF NOTICES

- 35.1** 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.
- 35.2** 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.
- 35.3** 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.
- 35.4** 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.

36. CUSTODY OF BOOKS AND OTHER DOCUMENTS

- 36.1** 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.

- 36.2** If requested by a Member, the Board must permit such Member to inspect:
- (a) the rules of the Club;
 - (b) the minutes of each General Meeting.
- 36.3** 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 36.2.
- 36.4** If requested by a Member, the Board must permit such Member to inspect the register of members.
- 36.5** Subject to rules 0 and 0, 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.

37. REGULATIONS

- 37.1** The Board may make Regulations and alter, amend or rescind the same as occasions may require, and enforce penalties for their breach. Such Regulations 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 Regulations shall be available for inspection in the Club premises.
- 37.2** Amendments, alterations, interpretation or other changes to Regulations shall be advised to Members by means of notice approved by the Board. Notices shall be binding upon all Members.
- 37.3** Notwithstanding the generality of rule 37.1 the Regulations may include:
- (a) the establishment, membership, objects, functions and duties of Committees;
 - (b) the Rules of Competition for Club Championships;
 - (c) a Code of Conduct;
 - (d) any other matter the Board deems appropriate.