



RULES OF THE CLUB

As at 26th July 2020

ULVERSTONE BOWLS & COMMUNITY CLUB Inc

RULES OF THE CLUB

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1. NAME OR THE ASSOCIATION

The name of the Association shall be Ulverstone Bowls & Community Club Incorporated (in these rules called "the Association").

2. RULES

In these rules, unless the contrary intention appears-

"Board" means the Board of management of the Association, "general meeting" means in general meeting of members convened in accordance with Rule 13;

"Ordinary Board member" means a member of the Board to whom paragraph (b) and (c) of sub-rule 2 of Rule 23 and Rule 23 (3) relates; "liquor" shall be as defined by the "Liquor and Accommodation Act, 1990";

"Servants" means any person employed either full-time, part-time or on a casual basis and is paid a wage or salary for their services;

"Member" means an Ordinary Member or a Life Member of the Association;

"Social" shall mean a Social Member of the Association;

"Junior member" shall mean a person of either sex under the age of eighteen (18) years at the first day of January each year;

- (2) In these rules, expressions referred to in writing shall, unless the contrary intention appears, be construed as including references to printing, lithography, photography, and other modes of reproducing words in a visible form.
- (3) Words and expressions contained in these rules shall be interpreted in accordance with the provisions of the Acts Interpretations Act 1931 and the Act as in force on the date on which these rules are adopted or amended by the Association.
- (4) There is deemed to be included in this Constitution and Rules of the Club the provisions set out in the guidelines in respect of Club licences from time to time published by the Licensing Board in accordance with Section 17 of the Liquor and Accommodation Act, 1990.

3. THE OFFICE OF THE ASSOCIATION

The office of the Association shall be at 41 Waters Street, Ulverstone or such other place as the Board may from time to time determine.

4. OBJECTS AND PURPOSE

- (1.) In addition to the basic objects of the Association the **OBJECTS AND PURPOSES** of the Association shall be deemed to include:-
 - (a) the purchase, taking on lease or the exchange, and the hiring of otherwise acquiring of any real or personal property that may be deemed necessary or convenient for any of the objects or purposes of the Association;
 - (b) the buying, selling, and supplying of, and dealing with goods of all kinds;
 - (c) the construction, maintenance, and alteration of buildings or works necessary or convenient for any of the objects or purposes of the Association;
 - (d) the accepting of any gift, whether subject to a special trust or not, for one or more of the objects or purposes of the Association;
 - (e) the taking or such steps from time to time as is expedient for the purpose of procuring contributions to the funds of the Association whether by way of donation, subscriptions or otherwise;
 - (f) the printing and publishing of such newspapers, periodicals, books, leaflets or other documents as the Board or the members in general meeting may think desirable for the promotion of the objects and purposes of the Association;
 - (g) the borrowing or raising of money in such manner and on such terms as the Board may think fit or as may be approved or directed by resolution passed at a general meeting;

- (h) subject to the provisions of the Trustee Act 1898 the investment of any money of the Association not immediately required for any of its objects or purposes in such manner as the Board may from time to time determine;
- (i) the making of gifts, subscriptions or donations to any of the funds, authorities or institutions to which paragraph (a) of sub-section (1) of section 78 of the Income Tax Assessment Act 1936 of the Commonwealth relates;
- (j) the establishment and support or aiding in the establishment and support of associations, institutions, funds, trusts, schemes and conveniences calculated to benefit servants or past servants of the Association and their dependants, and the granting of pensions, allowances or other benefits to servants or past servants of payments towards insurance in relation to any of those purposes;
- (k) the establishment and support, or aiding in the establishment and support of any other associations formed for any of the basic objects of the Association;
- (l) the purchase or acquisition and undertaking of all or any part of the property, assets, liabilities and engagements of any association with which the Association may at any time become amalgamated in accordance with the provisions of the act and rules of the Association; and
- (m) The doing of all such other lawful things as are incidental or conducive to the attainment of the basic objects of the Association or of any of the objects and purposes of the Association or of any of the objects and purposes specified in the foregoing provisions of this sub-rule.

2. In this rule, "basic objects of the Association" means the objects and purposes of the Association, as stated in the application under sub-section (2) of Section 7 of the Act for the incorporation of the Association lodged with the Registrar pursuant to that section.

- (a) The assets and income of the Association shall be applied solely in furtherance of its above-mentioned objectives and no portion shall be distributed directly or indirectly to the members of the Association except as bona fide compensation for services rendered or expenses incurred on behalf of the Association.

5. MEMBERSHIP OF ASSOCIATION

- (a) Ordinary members,
- (b) Social members,
- (c) Life members,
- (d) Junior members,

- (1) Ordinary members, and Life members shall be entitled to all rights and privileges or objections of a person by virtue of their membership of the Association.
- (2) Social members shall be entitled to use the social facilities only of the Association and be entitled to all rights and privileges connected therewith but shall be entitled to attend meetings of the Association, be heard but not vote on any matter whatsoever.
- (3) Junior members shall be entitled to all rights and privileges by virtue of his/her membership of the Association but will not be entitled to vote on any matter whatsoever.
- (4) Social, Junior members shall not be required to contribute in the event of the Association being wound up.
- (5) A visitor to the club may be granted Honorary membership for thirty (30) consecutive days provided he/she has been nominated and accepted as per Rule 5 (7).

6. NOMINATIONS

(1) A person who is nominated and approved for membership as provided in these rules is eligible to be a Members, Social, Junior or member of the Association upon payment of the annual subscription described in or fixed under these rules.

- (2) A person shall not be admitted to membership –
 - (a) unless and until he/she is nominated as provided in sub-rule (3) of this rule; and
 - (b) His/her admission as a Member, Social, Junior is approved by the Board.
- (3) The nomination of a person wishing to become a Member, Social, Junior member of the Association;
 - (a) shall be made in writing and signed as hereinafter provided on the official nomination form;
 - (b) shall be accompanied by a written consent of the person nominated (which may be endorsed on the form of nomination) and in the case of Junior_member nomination signed by a parent or guardian;
 - (c) shall be lodged with the Public Officer of the Association
 - (d) Shall, in the case of any member (ordinary member, social or junior) be nominated and signed by two ordinary members on the prescribed form and notice of such nomination, with all details of the nominee shall be posted on the Association's notice board by the Secretary or Public Officer for a period of not less than 14 days to allow any objection by any member to the nomination to be lodged with the Secretary or Public Officer.
- (4) After the required posting period the Secretary shall submit the nomination to the next following Board meeting.
- (5) Upon a nomination being approved by the Board the Public Officer shall, with as little delay as possible, notify the nominee in writing that he/she has been approved for membership of the Association and, upon receipt of the sum payable by or on behalf of the nominee's name as his/her first year's subscription, shall enter the nominee's name in the register of members, social, junior members to be kept by the Public Officer, whereupon the nominee becomes a Member, Social, Junior member of the Association.
- (6) A Member, Social, Junior member of the Association may, at any time, resign from the Association by delivering to or sending by post to the Public Officer a written notice of resignation.
- (7) Upon receipt of a notice under sub-rule 6 of this Rule the Public Officer shall remove the name of the Member, Social, Junior member (by whom the notice was given) from the appropriate register whereupon that person ceases to be a member of the Association.
- (8) A right, privilege or obligation of the person, by virtue of his/her membership of the Association: -
 - (a) is not capable of being transferred or transmitted to another person;
 - (b) terminates on the cessation of his/her membership whether by death, resignation or otherwise.
- (9) In the event of the Association being wound up: -
 - (c) every member of the Association (excepted as exempted in Rule 5 sub- clause 6); and
 - (d) every person who, within the period of twelve months immediately preceding the commencement of the winding up, was a member of the Association is liable to contribute to the assets of the Association for payment of the debts or liabilities of the Association and for the costs, charges and expenses of the winding up and for the adjustment of the rights of the contributories amongst themselves such sums not exceeding \$10.00 as may be required, but a former member is not liable to so contribute in respect of any debt or liability of the Association contracted after he/she ceased to be a Member.
 - (e) in the event of the association being dissolved, the amount which remains after such dissolution and the satisfaction of all debts and liabilities, shall be paid and applied by the Board in accordance with their powers, to any fund, institution or authority which is a non-profit organization.
- (10) The register of Members, Social, Junior members shall indicate the nature or each person's membership.

- (11) Where a Junior member attains the age of 18 years, will automatically be transferred to full member. The subscription rate will be applied as from the next following first of September. The increased membership fee will not be applied during the course of the subscription year.

7. LIFE MEMBERS

The members may from time to time, by resolution, appoint any member who has rendered valuable service or assistance to the Association; a Life Member.

8. THE INCOME AND PROPERTY OF THE ASSOCIATION,

- (1) however derived shall be applied solely towards the promotion of the objects and purposes of the Association and no portion thereof shall be paid or transferred, indirectly, by dividend, bonus or otherwise, to any member or the Association.
- (2) The Association agrees: -
- (a) that all paid servants of the Association, provided they are financial members, are eligible for election to the Board; but
 - (b) whilst on Board duties payment to any paid servant of the Association elected to the Board shall be limited to out of pocket expenses only; and
 - (c) paid servants elected to the Board are not eligible to hold the office of Club President, Club Secretary or Club Treasurer.
- (3) Nothing in the foregoing provisions of this rule prevents the payment in good faith to a servant or member of the Association of-
- (a) remuneration in return for services actually rendered to the Association by the servant or member in the ordinary course of business;
 - (b) interest at a rate not exceeding ten (10) percent on monies lent to the Association by the servant or member, or
 - (c) a reasonable and proper sum by way of rent for premises let to the Association by the servant or member.

9. ACCOUNTS OR RECEIPTS, EXPENDITURE ETC.

- (1) True accounts shall be kept: -
- (a) of all sums of money received and expended by the Association and the matter in respect of which the receipt or expenditure takes place; and
 - (b) of the property, credits and liabilities of the Association, and subject to any reasonable restrictions as to time and manner of inspecting them that may be imposed by the Association for the time being, these documents shall be open to the inspection of the members of the Association.
- (2) The Club Treasurer of the Association (or his nominee as approved by the Board) shall, on behalf of the Association receive all monies paid to the Association and forthwith after the receipt thereof issue official receipts therefore.
- (3) The accounts, books and records referred to in sub-rules (1) and (2) of this rule shall be kept at the Association's office or at such other place as the Board may decide

10. BANKING AND FINANCE

- (1) The Board shall cause to be opened with such bank as the Board selects a banking account in the name of the Association into which all monies received shall be paid by the Club Treasurer as soon as possible after receipt thereof.
- (2) The Board may receive from the Association's bank or bankers for the time being the cheques drawn by the Association on any of its accounts with the bank or the bankers and may release and indemnify the bank or bankers from and against the bank or bankers arising directly or indirectly out of those cheques or the surrender thereof to the Association

- (3) Except with the authority of the Board, no payment of a sum exceeding \$50.00 shall be made from the funds of the Association otherwise than by cheque or electronic transfer drawn on the Association's bank account, but the Board may provide the Club Treasurer, Club Secretary and Club President with a sum to meet urgent expenditure, subject to the observance of such conditions in relation to the use and expenditure thereof as the Board may impose.
- (4) No cheques or electronic transfers shall be drawn on the Association's bank account except for the payment of expenditure that has been authorized by the Board.
All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed cheque signed by any two of the Treasurer, Board Members authorised from time to time by the Board.
- (5) Electronic transfer provided such receipts of such payment shall be presented at the next Board meeting after such payment

11. APPOINTMENT OF AUDITOR

- (1) At each Annual General Meeting of the Association the members present shall appoint a person or persons as the Auditor of the Association.
- (2) A person or persons so appointed shall hold office until the Annual General Meeting next after that at which he or they is/are appointed and is/are eligible for re-appointment.
- (3) If an appointment is not made at an Annual General Meeting the Board shall appoint an Auditor of the Association for the current financial year of the Association.
- (4) The Auditor/s may only be removed from office by special resolution.
- (5) If a casual vacancy occurs in the office of Auditor during the course of a financial year of the Association, the Board may appoint a person/s as the auditor/s and the person/s so appointed shall hold office until the next Annual General Meeting.

12. AUDIT OF ACCOUNTS

- (1) Once at least, in each financial year of the Association, the accounts of the Association shall be examined by the auditor/s.
- (2) The auditor/s shall certify as to the correctness of the accounts of the Association and shall report thereon to the members present at the Annual General Meeting.
- (3) In the report, and in certifying to the accounts, the auditor/s shall state: -
 - (e) whether they have obtained the information required by them;
 - (f) whether in his/her opinion the accounts are properly drawn up so as to exhibit a true and correct view of the financial position of the Association according to the information at his/their disposal and the information given to him /them and as shown by the books of the Association;
 - (g) whether the rules relating to the administration of the funds of the Association have been observed.
- (4) The Public Officer of the Association shall cause to be delivered to the Auditor/s a list of all the accounts, books and records of the Association.
- (5) The Auditor/s: -
 - (a) has a right of access to the accounts, books, records, vouchers and documents of the Association;
 - (b) may require from the servants of the Association such information and explanations as may be necessary for the performance of their duties as auditor/s;
 - (c) may employ persons to assist them in investigating the accounts of the Association; and
 - (d) may, in relation to the accounts of the Association, examine any member of the Board, or any servants of the Association.

13. ANNUAL GENERAL MEETING

- (1) The Association shall, in each year, hold an Annual General Meeting.

- (2) The Annual General Meeting shall be held on such day (being no later than three (3) months after the close of the financial year of the Association) as the Board may determine.
- (3) The Annual General Meeting shall be in addition to any other general meetings that may be held in the same year.
- (4) The Annual General Meeting shall be specified as such in the notice convening it.
- (5) The ordinary business of the Annual General Meeting shall be: -
 - (a) To confirm the minutes of the last preceding Annual General Meeting and of any and all general meeting/s held since that meeting;
 - (b) to receive from the Board, auditor, servants and officers of the Association reports upon the transactions of the Association during the last preceding financial year;
 - (c) to elect the officers of the Association in accordance with Rule 22 and the ordinary Board members in accordance with Rule 23 sub-clauses (2b), (2c) and (3);
 - (d) to appoint the Auditor/s and determine their remuneration; and
 - (e) to determine the remuneration of the officers of the Association.
- (6) The Annual General Meeting may transact special business of which notice is given in accordance with these rules.
- (7) All general meetings, other than the Annual General Meeting shall be called "special general meetings".

14. SPECIAL GENERAL MEETINGS

- (1) The Board may, whenever it thinks fit, convene a Special General Meeting of the Association.
- (2) The Board shall, on the requisition in writing of not less than ten (10) members, convene a Special General Meeting of the Association.
- (3) A requisition for a Special General Meeting shall state the objects of the meeting and shall be signed by the requisitionists and deposited at the office of the Association and may consist of several documents in the like form, each signed by one or more of the requisitionists.
- (4) If the Board does not cause a Special General Meeting to be held within fourteen (14) days from the date on which a requisition therefore is deposited at the office of the Association, the requisitionists, or any of them, may convene the meeting; but any meeting so convened shall not be held after three months from the date of the deposit of the requisition.
- (5) A Special General Meeting convened by requisitionists in pursuance of these rules shall be convened in the same manner as nearly as possible as that in which these meetings are convened by the Board, and all reasonable expenses incurred in convening the meeting shall be refunded by the Association to the person incurring them.

15. NOTICES OF GENERAL MEETINGS

The Public Officer of the Association shall, at least seven (7) days before the date fixed for holding a General Meeting of the Association, cause to notify member as per rule 34 specifying the place, day, and time for the holding of the meeting and the nature of the business to be transacted thereat.

16. BUSINESS AND QUORUM AT GENERAL MEETINGS

- (1) All business that is transacted at Special General Meetings and all business that is transacted at the Annual General Meeting, with the exception of that specially referred to in these rules as being the ordinary business of the Annual General Meeting, shall be deemed to be special business.
- (2) No item of business shall be transacted at a General Meeting unless a quorum of members entitled under these rules to vote is present during the time when the meeting is considering that item.
- (3) Fifteen (15) members personally present (being members entitled under these rules to vote thereat) constitutes a quorum for the transmission of the business of a General Meeting.

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

17. PRESIDENT TO PRESIDE AT GENERAL MEETINGS

- (1) The Club President or in their absence, either of the Male or Female Vice Presidents shall preside as Chairman at every General Meeting of the Association
- (2) If the Club President and both the Vice Presidents are absent from a General Meeting, the members present shall elect one of their number to preside as Chairman thereat.

18. ADJOURNMENT OF GENERAL MEETINGS

- (1) The Chairman of the 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.
- (2) Where a meeting is adjourned for fourteen (14) days or more, the like notice of the adjourned meeting shall be given as in the case of the original meeting.
- (3) Except as provided in the foregoing provisions of this rule, it is not necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

19. DETERMINATION OF QUESTIONS ARISING AT GENERAL MEETINGS

A question arising at a General Meeting of the Association shall be determined on a show of hands and, unless before on the declaration of the result of the show of hands a poll is demanded, a declaration by the Chairman that a resolution has, on a show of hands, been carried, or carried unanimously, or carried by a particular majority, or lost, and an entry to that effect in the minute book of the Association is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

20. VOTES

- (1) Upon any question arising at a general meeting of the Association a member, including the President or Chairman, has one (1) vote only.
- (2) Absentee voting shall be permitted providing written notice from that member is received by the Secretary no less than 24 hours prior to the meeting.
- (3) In the case of an equality of voting on a question the Chairman shall declare the question lost.
- (4) Only financial members of the Association are eligible to vote on any matter at general, special general or annual general meetings of the Association.

21. TAKING OF POLL

If, at a meeting a poll on any question is demanded, it shall be taken at that meeting in such a manner as the Chairman may direct and the result of the poll shall be deemed to be the resolution of the meeting on that question.

22. WHEN POLL TO BE TAKEN

A poll that is demanded on the election of a Chairman, or on a question of adjournment, shall be taken forthwith, and a poll that is demanded on any other question shall be taken at such time, before the close of the meeting, as the Chairman may direct.

23. AFFAIRS OF THE ASSOCIATION TO BE MANAGED BY A BOARD

- (1) The affairs of the Association shall be managed by a Board of Management constituted as provided in Rule 23, sub-clause (1).
- (2) the Board: -
 - (a) shall control and manage the business and affairs of the Association;
 - (b) may, subject to these rules exercise all such powers and functions as may be exercised by the Association, other than those powers and functions that are required by these rules to be exercised by general meetings of members of the Association; and
 - (c) subject to the Act and these rules, has power to perform all such acts and functions as appears to the Board to be essential for the proper management and affairs of the Association.

24. OFFICERS OF THE ASSOCIATION

The officers of the Association shall be: -

- (1) A Patron
- (2) A Club President
- (3) Vice President Male
- (4) Vice President Female
- (5) A Club Secretary
- (6) A Club Treasurer

The Committee shall have the power to appoint a Club Secretary and/or Club Treasurer, preferably an Association member, as and when the office becomes vacant between Annual General Meetings, who shall hold office until the next following Annual General Meeting, or such time as the Board determines, when the office will be declared vacant and the election of Club Secretary and/or Club Treasurer shall be conducted in accordance with Rule 13 sub-clause (5)C and Rule 24 (a).

- (a) The Board shall have power to dispense with the services of the Club Secretary and/or Club Treasurer at any time by giving one month's notice in writing.
- (b) The Club Secretary, Club Treasurer of the Association may resign from their official position by giving the Board one month's notice, in writing, of their intention so to do.
- (c) The Club Secretary shall be required to perform the whole of the clerical work of the Association and carry out all directions given to him at all Annual and Special General Meetings and by the Board of Management.
- (d) The salary, honorarium or remuneration of the Club Secretary and the Club Treasurer of the Association for the ensuing twelve (12) months shall be determined at the Annual General Meeting each year.

25. CONSTITUTION OF THE BOARD

- (1). The Board shall consist of-
 - (a) The officers of the Association (Rule 24) and
- (2) (a) The following Board members shall be elected at the Annual General meeting as follows:
 - Patron
 - Club President
 - Vice President Male
 - Vice President Female
 - Club Secretary
 - Club Treasurer
 - Other Ordinary Committee MembersThe Licensee of the Club shall be appointed as a non-voting member of the committee if he/she is not already a member of the Board.
- (b) The other members – 3 (three) ordinary Board members shall retire annually at the completion of their two year term of office and be eligible for re-election.

- (c) 3 (three) ordinary Board members shall be elected at the Annual General Meeting each year for a two year term. A Board member may be elected to the Board of the Association for a one year term in accordance with Rule 25 sub-clause (3).
- (3) In the event of a casual vacancy occurring in the office of ordinary Board member during the year, the member who was nominated and stood for election at the Annual General Meeting preceding and who received the next highest number of votes without being elected, shall be invited to fill the vacancy on the Board so caused, and shall hold office until the Annual General Meeting next following his appointment. He shall be eligible for re-election for the remainder of the term (one year) of the Board member he replaces if that Board member was originally elected for a two year term and had served less than one year of that term.
- He would automatically retire at the completion of the originally Board member's two year term if appointed to the Board after one complete year or more of the original Board member's term had expired.
- (4) In the event that there are no defeated candidates from the previous Annual General Meeting or where all such candidates have been exhausted, the Board shall fill the vacancy on the Board by appointing a member to the position of Board of the Association. The Board member so appointed shall hold office in accordance with Rule 25 (3).

26. ELECTION OF MEMBERS OF THE BOARD

- (1) Nomination of candidates for election as Officers of the Association or as Ordinary Board member shall be made in writing signed by two members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination) and shall be delivered to the Public Officer of the Association at least seven (7) days before the date fixed for the holding of the Annual General Meeting;
- (2) If insufficient nominations are received to fill all vacancies on the Board, the candidates nominated shall be deemed to be elected and further nominations shall be received at the Annual General Meeting.
- (3) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- (4) If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held.
- (5) The ballot for the election of officers and ordinary Board member shall be conducted in the following manner. The names of the nominees shall be made known or displayed and the members shall vote for the number of vacancies only. (i.e.) 2 positions vacant vote for 2 nominees only. Each vote will be weighted equally. In the event of a tie then those candidates involved in the tie will be voted on separately.
- (6) Scrutineers, three (3) in number, shall be appointed to count the votes where a ballot is held, and report the results of the ballot to the Chairman at the Annual General Meeting.

27. VACATION OF OFFICE

For the purposes of these rules, the office of an Officer of the Association or of a Board member becomes vacant if the Officer or Board member:

- (a) dies; insolvent
- (b) becomes bankrupt or applies to take or takes advantage of any law relating to bankrupt or debtors or compounds with his creditors or makes any assignment of his estate for their benefit;
- (c) becomes of unsound mind;
- (d) resigns his office by writing under his hand addressed to the Board;
- (e) ceases to be resident in the State of Tasmania;
- (f) fails, without leave granted by the Board, to attend three consecutive meetings of the Board;
- (g) ceases to be a member of the Association;
- (h) fails to pay all arrears of subscription due by him within fourteen (14) days after he has received a notice in writing signed by the Public Officer stating that he has ceased to be a financial member of the Association; or:-

- (i) Any office of the Ulverstone Bowls & Community Club Inc. who was elected for the term of office and resigns or ceases to be a member of the Board by failure to attend meetings, unless by ill health or family ill health, who has not been granted leave of absence before his/her term of office expires: not be eligible to nominate for any position or office of the Club for a further two years from the expiry date of his/her previous term.

28. MEETINGS OF THE BOARD AND OF SUB-COMMITTEE

- (1) The Board shall meet at least once in each month at such place and at such times as the Board may determine.
- (2) Special meetings of the Board may be convened by the President or any four (4) members of the Board
- (3) Notice shall be given to members of the Board of any special meetings, specifying the general nature of the business to be transacted, and no other business shall be transacted at such a meeting.
- (4) Fifty one percent (51%) members of the Board constitute a quorum for the transaction of the business of the meeting of the Board.
- (5) 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 unless the meeting was a special meeting, in which case it lapses.
- (6) At meetings of the Board:-
 - (a) The Club President, or in their absence replaced with one of the Vice Presidents
 - (b) If the Club President and one of the Vice Presidents are absent, such one of the remaining members of the Board as may be chosen by the members present, shall preside.
- (7) Questions arising at meetings of the Board or of any Sub-Committee appointed by the Board shall be determined on a show of hands or, if demanded by a member, by a poll taken in such manner as the person presiding at the meeting may determine.
- (8) Each member of the Board present at a meeting of the Board or member of a Sub-Committee appointed by the Board (including the person presiding at either meeting) is entitled to one (1) vote and, in the event of an equality of votes on any question, the person presiding shall declare the question lost.
- (9) Notice of each Board meeting shall be advised to each member of the Board at a reasonable time before the meeting.

29. DISCLOSURE OF INTEREST IN CONTRACTS ETC.

- (1) A members of the Board who is interested in any contract or arrangement made or proposed to be made with the Association shall disclose his interest at the first meeting of the Board at which the contract or arrangement is fist taken into consideration (if his interest then exists), or, in any case, at the first meeting of the Board after the acquisition of his interest.
- (2) If a member of the Board becomes interested in a contract or arrangement after it is made or entered into, he shall disclose his interest at the first meeting of the Board after he/she becomes so interested.
- (3) No member of the Board shall vote as a member of the Board in respect of any contract or arrangement in which he/she is interested and, if he does so vote, his vote shall not be counted.

30. SUB-COMMITTEES AND EXECUTIVE of THE BOARD OF MANAGEMENT

- (1) The Board may at any time appoint a Sub-Committee as it may think fit and shall prescribe the powers and functions thereof. All Sub Committees are answerable for their actions to the Board and have a duty of disclosure to the Board

- (2) The Board may at any time appoint additional Sub-Committees from the Board as it may think fit and shall prescribe the powers and functions thereof. The Board may also co-opt as members of the Sub-Committee other persons whether or not those persons are members of the Association, but a person so co-opted is not entitled to vote (3)
- (3) Fifty one percent (51%) of members of a Sub Committee constitute a quorum at a meeting of the Sub Committee.
- (4) The secretary of the relevant Board or sub committee is responsible for calling all general meetings of their respective Board or sub committee meetings of a Sub-Committee.
- (5) Notice of each Sub-Committee meeting shall be advised to each member of the Sub-Committee at a reasonable time before the meeting
- (6) The Club President, the Club Vice President Male, the Club Vice President Female, the Club Secretary and the Club Treasurer constitute Executive Board of Management which may issue instructions to the Public Officer and the servants of the Association in matters or urgency connected with the management of the affairs of the Association during the intervals between meetings of the Board, and where any such instructions are issued shall report thereon to the next meeting of the Board.

31. INVITATION TO ATTEND BOARD MEETINGS

The Club President may issue any invitations to members of the Association, and or non-members to attend Board meetings of the Association and to participate in the business of the meeting but all those invited in this capacity shall not vote on any matter whatsoever.

32. ANNUAL SUBSCRIPTIONS

- (1) The annual subscription rates for all members, pursuant to Rule 29 sub- clause (2) shall be fixed at the Annual General Meeting each year.
- (2) The amount of the annual subscription as set in accordance with Rule 29 may be altered from time to time by the members by special resolution.
- (3) The annual subscription is payable in respect of the period first day of September of each year to the thirty-first day of August in the year following. Fees are due and payable on the first day of September each year.
- (4) Any member, social, junior member who fails to pay his/her annual subscription before the twenty-first day of September of each year or within four (4) weeks after his/her acceptance as a member, social, junior or member shall be notified in writing by the Secretary and, if he/she fails, refuses or neglects to pay his/her subscription within two (2) weeks after such notice he/she shall cease to be a member, social, junior member of the Association.
- (5) Any levy imposed upon a member or specific class of members be determined by a resolution at a general meeting.

33. FINANCIAL YEAR

The financial year of the Association is the period beginning on the first day of May in each year and ending on the thirtieth day of April next following.

34. NOTICES

Service of notices and requisitions

Except as otherwise provided by these rules, a document may be served under these rules on a person by –

- (a) giving it to the person; or
- (b) leaving it at, or sending it by post to, the person's postal or residential address or place or address of business or employment last known to the server of the document; or
- (c) text it to the person's mobile phone number; or
- (d) emailing it to the person's email address.

35. EXPULSION OR SUSPENSION OF MEMBERS

- (1) The Board of Management shall have power and authority to expel, suspend, fine, reprimand or require to apologize or make other similar persona amends, any member who shall willfully refuse or neglect to comply with the provisions of the memorandum of Association, or these articles or any rule or by-law of the Association, or any resolution of the Board, or who shall be guilty of any conduct unworthy of a gentleman or lady or detrimental to the interests of the Association or rendering him or her in the opinion of the Board unfit to be a member of the Association.
- (2) No member shall be dealt with under this article without first being called before the Board to show cause why he or she should not be dealt with, by giving seven (7) days' notice in writing signed by the Club Secretary or Public Officer, stating the date, hour and place of meeting and the substance of the charge or complaint, and that his or her attendance is required, and further, that if he or she fails to attend at the time and place mentioned, the charge may be heard and dealt with and the Board may decide on the evidence before it, his or her absence notwithstanding
- (3) No member shall be dealt with under this article unless two-thirds of the members of the Board present and entitled to vote, shall vote in favour of the resolution dealing with such member, and no resolution shall be approved unless every member of the Board shall have not less than seven (7) days notice of intention to deal with a member under this article.
- (4) The Board may act under this article on its own motion, or on a complaint in writing by a member of the Association.
- (5) It shall be the duty of all members of the Association able to give evidence on any proceedings under this article, to attend before the Board for that purpose when required in writing so to do by the Board, the person charged or the complainant member.
- (6) Any suspension under this article may be from entire membership or from the exercise of any particular right of such member. No suspension shall be for a period greater than six months and no fine shall exceed more than half of the annual subscription of an ordinary member for the current bowling season.
- (7) The member charged, and any member lodging the written complaint referred to in sub-clause (4) above, shall be entitled to call evidence, to be present throughout the hearing of evidence and to address the Board
- (8) Notwithstanding anything aforesaid, any person who, in the opinion of the Chairman conducts himself or herself in an orderly fashion preventing the due hearing of the subject under discussion, may be expelled from the meeting for a period of the Chairman's discretion.
- (9) The Board may adjourn from time to time and from place to place as it considers it necessary and reasonable.
- (10) Any members who is expelled, suspended, fined or reprimanded by the Board shall have the right of appeal against such expulsion, suspension, fine or reprimand by convening a Special General Meeting of members in accordance with Rule 12 sub-clause (2). Upon receipt of the requisition for a Special General Meeting, the Club Secretary shall notify the person concerned of the date set for such meeting and advise, in writing, that the suspension or expulsion will be lifted to allow him/her to attend the meeting so convened.
- (11) If a member exercises his/her right of appeal against the Board's decision under this rule, he/she shall remain suspended until the decision of the Special General Meeting convened to hear the appeal. If the appeal is lost the Board's decision remains unaltered and the penalty applied. Should the appeal be upheld the member would be immediately reinstated, the suspension lifted, any fine imposed would be refunded and a written apology tendered by the complainant to the member previously charged.
- (12) The Men's Sub Committee or the Ladies Sub Committee will have the same rights and powers respectively under Rules 35 and 36, except for expulsions, suspensions or fines.

36. DISPUTES

- (1) Should any dispute or disagreement take place between any members of the Association either with regards to the interpretation of rules, laws of the game, abusive language, insulting behaviour or misconduct, the same may be referred by either party to the Board who shall have power to investigate the complaint and "if deemed necessary" to direct an apology from such member as they consider in the wrong and in all cases the decision of the Board shall be final and binding on all concerned.
- (2) The decision of the Board on the construction or interpretation of any rule shall be conclusive and binding on all members of the Association unless the same shall be over-ruled by the Annual General Meeting.
- (3) Should any member be found by the Board to have committed the conduct specified in Rule 33 sub-clause (1) or to have broken any by-law of the Association the Board may fine such member a sum not exceeding \$20.00 and/or suspend such member at the pleasure of the Board. Such member shall not be allowed any privilege or membership until the fine is paid, and/or the suspension is lifted. All fines shall remain the property of the Association, except as specified in Rule 35 sub-clause (11).

37 SEAL OF THE ASSOCIATION

- (1) The seal of the Association shall be in the form of a rubber stamp inscribed with the names of the Association encircling the word "seal".
- (2) The seal of the association shall not be affixed to any instrument except by the authority of the Board, and the fixing thereof shall be attested by the signatures of the Club President, Club Secretary or the Club Treasurer. Any two signatures of the above-mentioned officers shall have the authority of the Board.
The seal shall remain in the custody of the Public Officer.

38. BY-LAWS

- (1) The Board of the Association shall have power from time to time to make, alter and repeal all such by-laws as it deems necessary or expedient or convenient for the proper conduct and management of the business and affairs of the Association. Without limiting the generality of the foregoing, the Board may make by-laws concerning: -
 - (a) The rules to be observed and prizes to be played for by members of, and/or visitors to, the Association or any part thereof;
 - (b) The times of opening and closing the premises of the Association or any part thereof subject to the trading hours as defined by the Licensing Board in regard to the Association's registration as a Licensed Club.
 - (c) The prohibition of particular games on the premises of the Association, entirely or at any particular time or times.
 - (d) The conduct of the members and/or visitors to the Association in relation to one another, and to the Association's servants.
 - (e) And generally all such matters as are commonly the subject of rules or by-laws of similar associations.
- (2) The Board shall adopt such means as it deems sufficient to bring to the notice of members and/or visitors to the Association all such by-laws, alterations and repeals, and all such by-laws, as long as they shall remain in force, shall be binding upon all members of the Association.
- (3) No by-laws shall be inconsistent with or shall affect or repeal anything contained in the rules of the Association.
- (4) Any by-laws may be set aside by a special resolution of a Special General Meeting or the Annual General Meeting of the Association provided the resolution has the concurrence of two thirds of those eligible to vote, and actually voting, at the said meeting.
- (5) No by-laws shall be made, altered or repealed by the Board unless an absolute majority in number of the members of the Board vote in favour of the resolution thereof.

39. VISITORS

Members shall have the privilege of introducing a visiting friend or friends on to the premises of the Association for a period not exceeding one (1) calendar month. Visitors who desire to enjoy the privileges of the use of the greens and amenities for a longer period than the one month may become Social Members of the Association upon payment of a fee relevant to that of a Social Member prevailing at the current bowling season. All visitors shall enter their names and addresses in the Visitors Book kept for that purpose in the Association's pavilion

40. SERVANT OF ASSOCIATION

No servant of the Association "unless authorized by the Board" shall be sent out of the Clubrooms upon any errands or for any other purpose under any pretence whatever. Furthermore, no servant of the Association shall drink or gamble with any member or members whilst on duty.

41. MONEY OR GRATITUDE

No member shall give any money or gratuity to any of the servants of the Association. No servant of the Association shall, directly or indirectly, receive any present, money or gratuity from any member or from any tradesman or other persons employed by the Association, under pain of immediate dismissal.

42. PROVISIONS OF THE CLUB

No provisions, wines or other liquors shall be sent out of the Clubrooms for the use of any member or any other person.

43. LIQUOR FROM PREMISES

No liquor shall be sold or supplied for consumption elsewhere than on Association premises unless such liquor is removed from such premises by the member purchasing same.

44. COMMISSIONS

No payment of the salary or emolument of any officer or servant of the Association shall be made by way of commission upon or allowance from the Association's receipts from the sale of liquor.

45. UNDER AGE

No person under the age as defined by law shall be supplied with liquor on the Association's premises and no person under the age as defined by law shall be allowed to serve in any liquor bar of the Association, or to be employed by the Association except as a waiter, billiard marker or messenger.

46. HONORARY OR TEMPORARY MEMBER OF ASSOCIATION

No person shall be allowed to become an honorary or temporary member of the Association, or be relieved of the payments of the regular subscriptions unless he/she possesses certain qualifications defined in the rules or as specified in the "advertising and promotion packages" offered by the Association under the heading "extra benefits" in such packages, and complies with the conditions prescribed therein.

47. RULES REPEALED OR ALTERED

No existing rule shall be repealed or altered and no rule shall be made without the concurrence of three quarters of those eligible to vote, and actually voting at an Annual General Meeting or a Special General Meeting called for that purpose.

48. NOTIFICATION OF NEW RULES

Notification of any proposed new rule, alterations, or repeal of any rule shall be given in writing to the Secretary at least twenty-one (21) clear days prior to such Annual or Special General Meeting.

49. PROPOSED ALTERATIONS, REPEALS OR ADDITIONS

All proposed alterations, repeals or additions to the rules shall then be notified in writing by the Club Secretary to all financial members or the Association at least fourteen (14) clear days prior to the date of the meeting called for that purpose. A notice prominently displayed in the Club premises and in the local paper will be deemed sufficient notification for this purpose

50. AFFILIATION

The Association shall affiliate with the Bowls North West Inc and any other body whom the Board shall approve.

51. PUBLIC OFFICER

The Secretary of the Board shall be the Public Officer of the Club.