



By-Laws

Mooloolaba Bowls Club Inc

Amended 1st May 2024

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SECTION A – BOARD OF MANAGEMENT

1. ROTATION OF POSITIONS ON THE BOARD OF MANAGEMENT

- 1.1 At the first Annual General Meeting after the adoption of these Rules, all positions elected under the old Rules will be declared vacant
- 1.2 The two (2) year rotation policy will be implemented and managed in accordance with the following table

Odd Year Positions	Even Year Positions
Chairperson	Deputy Chairperson
Finance Director	Bowls Director
Greens Director	Director (E)
Director (O)	

- 1.3 The first Annual General Meeting will be in an even year (2016) so the Even Year Positions will be elected for a two (2) year term and the Odd Year positions will be elected for a one (1) year term only
- 1.4 At subsequent Annual General Meetings under these Rules
- (4.a) in odd years all Directors in Odd Year Positions shall retire from office and elections will be held for a two (2) year term
- (4.b) in even years all Directors in Even Year Positions shall retire from office and elections will be held for a two (2) year term
- (4.c) in any year, any position on the Board vacated in the first year of a two (2) year term (whether filled as a casual vacancy by the Board or not) shall be declared vacant at the next Annual General Meeting and an election held for the remaining one (1) year of the two (2) year term
- 1.5 Should the Club decide to increase or reduce the number of Directors, the table shall be adjusted so there is a difference of no more than one between the number elected in odd and even years.
- 1.6 Retiring Directors may nominate for election to any position on the Board.
- 1.7 A retiring Director shall retain office until the dissolution of the meeting at which his/her successor is elected.
- 1.8 Should a vacancy on the Board occur, and a Director is appointed to the Board, this position must be declared vacant at the next Annual General Meeting

2. NOMINATIONS FOR ELECTION TO THE BOARD

- 2.1 A nomination as a Director on the Board must be –
 - (1.a) on the form provided
 - (1.b) signed by the nominee, and the nominee's proposer and seconder who must be financial, declared or Life members of the Club
 - (1.c) accompanied by a summary of the administrative experience of the nominee, current Board Members are exempt.
- 2.2 Nominations shall -
 - (2.a) be called at least twenty-eight (28) days prior to the annual general meeting
 - (2.b) be closed fourteen (14) clear days before the annual general meeting at which the election will take place
- 2.3 A list, in alphabetical order, of all candidates for positions on the Board shall be placed on the Club Notice Board for at least (10) days immediately preceding the Annual General Meeting.

3. PRE-POLL VOTING

- 3.1 Pre-poll voting will be permitted for the election of Directors to the Board.

4. ELECTION PROCEDURES:

- 4.1 Elections will be held in accordance with the Rules of the Club and will be by secret ballot.
- 4.2 If any non-contested nominations are received to fill any position, the person nominated to fill that position must be declared elected at the AGM.
- 4.3 The Chairperson shall appoint a Returning Officer and the required number of Scrutineers.

- 4.4 Ballot papers, listing all candidates for a contested position in alphabetical order by surname, will be issued by the Returning Officer.
- 4.5 The method of voting will be to indicate, as directed on the ballot paper, the preferred candidate/s.
- 4.6 The Returning Officer will advise the Chairperson of the result of the scrutineers count and the Chairperson shall declare the names of the successful candidates.
- 4.7 The results of each ballot will be determined on the “first past the post” principle.
 - (7.a) If there is an equal number of votes for two or more candidates for the last remaining position a further ballot will be conducted between the candidates who tied.
 - (7.b) If a further tie is recorded the successful candidate will be determined by an “out of the hat” draw.
- 4.8 Ballot papers will be destroyed by the Returning Officer on the authority of a motion passed by the meeting at which the elections are held.

SECTION B – COMBINED BOWLS COMMITTEE

5. ANNUAL GENERAL MEETING

- 5.1 The Combined Bowls Committee can hold an Annual General Meeting on the same day as the Annual General Meeting of the Incorporated Club.
- 5.2 The business of the Annual General Meeting must include –
 - (2.a) reading of the Notice convening the meeting
 - (2.b) confirmation of the Minutes of the previous annual general meeting
 - (2.c) confirmation of the minutes of a general meeting at which a special resolution is passed;
 - (2.d) consideration and adoption of the Annual Reports
 - (2.e) election of the Combined Bowls Committee
 - (2.f) election of delegates to the District Associations
 - (2.g) notices of motion
 - (2.h) general business
- 5.3 General Notice

A general notice advising members of the date of the Annual General Meeting and closing date for Notices of Motion shall be issued at least thirty (30) days prior to the proposed meeting in a manner determined by the Executive Committee.

5.4 Notice of Motion for AGM

Notices of Motion to be included on the Agenda for the AGM must be received by the Secretary Manager at least twenty-one (21) days prior to the meeting at which they shall be discussed.

5.5 Notices of Annual General Meeting and Agenda and Notices of Motion

Each full member and life member must be given at least fourteen (14) days' notice electronically or in a manner determined by the Executive Committee, the date of the AGM and Notices of Motion for discussion at the meeting.

An omission to give notice of an AGM to an eligible member will not invalidate the meeting or the proceedings of that meeting

6. COMBINED BOWLS COMMITTEE (CBC)

6.1 The Combined Bowls Committee in accordance with the rotational policy shall be elected annually and shall consist of a -

(1.a) President (Either Gender)

(1.b) 2 Vice-Presidents (One of each gender)

(1.c) Secretary (Either Gender)

(1.d) Two (2) Games Directors (1 Male and 1 Female)

(1.e) Two (2) Committee members (1 Male and 1 Female)

(1.f) The Bowls Director or his/her Proxy will be an Ex Officio Member **with** voting rights,

All positions shall be honorary and elected. Elected Members of the CBC are ineligible to nominate for a Board position in the same year and **vice versa**.

6.2 Eligibility

To be eligible to serve on a Combined Bowls Committee, a member must –

(2.a) be a financial full member or life member of the Club, and hold a current Blue Card

(2.b) be a declared member of the Club

(2.c) not be an office-bearer or employee in any other Sunshine Coast District Bowls Club.

(2.d) not be an employee of the Club

6.3 Nominations for a Combined Bowls Committee must be -

(3.a) Called at least twenty-eight (28) days prior to the annual general meeting of the Combined Bowls Committee

(3.b) on the prescribed form;

(3.c) signed by the nominee, and a proposer and seconder who must be a financial, declared or life member of the Club

(3.d) in the hands of the Secretary no later than fourteen (14) days prior to the AGM of the Combined Bowls Committee

Prior to the Annual General Meeting of the Combined Bowls Committee, a list of candidates in alphabetical order shall be placed on the Notice Board.

- (3.f) Should a position receive no official nomination then nominations from the floor will be accepted.

- 6.4 Election of the Combined Bowls Committee shall take place annually and in accordance with the election By-laws and the rotational two (2) year policy as follows.

Odd Year Positions	Even Year Positions
President	Vice president (Male)
Vice President (Female)	Secretary
Games (Female)	Games (Male)
Committee (Male)	Committee (Female)

The first AGM under the rotational policy will be an even year (2022), so the even positions will be elected for a two (2) year term and the Odd positions for a one (1) year term.

7. REMOVAL OF A OF COMBINED BOWLS COMMITTEE MEMBER

- 7.1 A member of the Combined Bowls Committee may be removed by a majority of financial, declared or life members present and eligible to vote at a General meeting of the Combined Bowls Committee.
- 7.2 Before a vote of members is taken about removing a Combined Bowls Committee Member from office, such member must be given a full and fair opportunity to show cause why he/she should not be removed from office.
- 7.3 There is no right of appeal under this Rule.

8. RESIGNATION OF A COMBINED BOWLS COMMITTEE MEMBER

- 8.1 A member of the Combined Bowls Committee may resign from the Committee by giving written notice to the Combined Bowls Committee Secretary.
- 8.2 The resignation shall take effect at –
 (2.a) the time the notice is received by the secretary; or (2.b)
 if a later time is stated in the notice, the later time will apply

9. VACANCIES ON COMBINED BOWLS COMMITTEE

- 9.1 If a vacancy occurs on a Combined Bowls Committee, the continuing members of the Committee may appoint another eligible member of the Club to fill the vacancy until the next annual general meeting.
- 9.2 If the office of President becomes vacant, the Combined Bowls Committee shall appoint the Vice-President to fill the position until an election can be held. If the Vice-President is unwilling to act in the position of President, another suitable person may be appointed until an election can be held.

10. COMBINED BOWLS EXECUTIVE COMMITTEE

10.1 The Executive Committee of the Combined Bowls Committee shall consist of the

-

(1.a) President

(1.b) 2 Vice-Presidents

(1.c) Secretary

(1.d) One (1) Committee Member

10.2 Quorum: Three (3) members thereof shall constitute a quorum

10.3 The Executive Committee shall transact any urgent business that may arise between Combined Bowls Committee meetings and report to the next meeting of the Combined Bowls Committee.

11. ELECTIONS/APPOINTMENTS

The Combined Bowls Committee shall elect or appoint -

- (a) selectors for Pennant, and other competitions as required
- (b) selectors for club social games, as required
- (c) sub-committees and personnel, to be responsible for the organization of Club activities

12. COMBINED BOWLS COMMITTEE MEETINGS

The Combined Bowls Committee –

- (a) shall meet monthly, or as often as deemed necessary
- (b) five (5) members of the Combined Bowls Committee shall form a quorum
- (c) a committee member who is absent from three (3) consecutive monthly meetings without leave of absence from the Committee shall be deemed to have vacated his/her office.
- (d) The Bowls Director or another Board Member shall attend Monthly meetings as a liaison between the CBC and the Board.
- (e) The Bowls Coordinator shall attend the Monthly meetings to present their report.

13. GENERAL MEETINGS

General Meetings of the Combined Bowls Committee shall be called by the Combined Bowls Committee Secretary when: -

- (a) instructed to do so by the Combined Bowls Committee. If the Secretary is unable to do so the President must call the meeting
- (b) the Notice of a General Meeting must clearly state the business to be conducted
- (c) at least fourteen (14) days' notice of the meeting must be given to members
- (d) the Executive Committee may decide the way in which the notice is given

14. NOTICES OF MOTION FOR A GENERAL MEETING

A notice of motion to be considered at a general meeting must be received by the Secretary at least seven (7) days prior to the date of the meeting.

15. SPECIAL GENERAL MEETINGS

15.1 The Secretary shall convene a Special General Meeting -

- (1.a) when directed to do so by the Combined Bowls Committee
- (1.b) by being given a written request signed by at least 20% of financial full and life members on the date when the request is signed

- 15.2 The notice of meeting must state –
 - (2.a) why the special general meeting is being called; and
 - (2.b) the business to be conducted at the meeting
- 15.3 If the Secretary is unable to call the special general meeting, the President must call the meeting.
- 15.4 A Special General Meeting must be held within two (2) months after the Secretary has been directed/requested to do so under By-Law 15.1
- 15.5 The Combined Bowls Committee Executive shall decide the way in which the notice is to be given to members.
- 15.6 An omission to give a notice of the meeting to an eligible member will not invalidate the meeting or the proceedings of that meeting.

16. PROCEDURE FOR GENERAL MEETINGS

- 16.1 At each general meeting –
 - (1.a) the President is to preside as chairperson;
 - (1.b) if the President is not in attendance within 15 minutes after the time fixed for the meeting or is unable to act, the members present must elect one of their number to chair the meeting;
 - (1.c) the meeting must be conducted in a proper and orderly way

17. QUORUM FOR, AND ADJOURNMENT OF, A GENERAL MEETING

- 17.1 A quorum for a general meeting is at least double the number of members of the Combined Bowls Committee, plus one.
- 17.2 No business may be conducted at a general meeting unless there is a quorum.
- 17.3 If there is no quorum within 15 minutes after the time fixed for the meeting, the Combined Bowls Committee may adjourn the meeting to a date and time to be decided by them
- 17.4 Notice of the adjourned meeting must be given to members in the same way as the notice for the original meeting

18. VOTING AT GENERAL MEETINGS

- 18.1 At a general meeting –
 - (1.a) Each question, matter or resolution must be decided by the majority of votes of financial, declared or life members present and eligible to vote.
 - (1.b) Each financial, declared or life member present and eligible to vote is entitled to one (1) vote only and, if the votes are equal, the status quo remains
 - (1.c) Only financial, declared or life members are entitled to attend and vote.

(1.d) the method of voting will be decided by the Combined Bowls Committee However, if at least 20% of the members present demand a secret ballot, voting must be by secret ballot

(1.e) the result of a secret ballot as declared by the chairperson is taken to be the resolution of the meeting at which the ballot is held

19. MINUTES OF MEETINGS

19.1 The Secretary must ensure that full and accurate minutes of all proceedings and resolutions of a Combined Bowls Committee and general meetings are entered into an official record.

19.2 The minutes of each meeting must be verified by the chairperson of the meeting, or the chairperson of the next meeting.

19.3 Access to these records shall be limited to financial full members and life members of the Club.

SECTION C - BOWLS MANAGEMENT

20.

20.1 The Combined Bowls Committee, in association with the Board of Management shall be responsible for the promotion and organization of bowls in the Club.

21. FUNDING and EXPENDITURE

- 21.1 Any request for funding, the Bowls Director will submit to the Board at their Monthly meeting details for the approval of any expenditure for any proposed activities or events put forward by the Combined Bowls Committee.
- 21.2 Following approval by the Board, the Combined Bowls Committee is authorized to operate in accordance with the approved budget items.
- 21.3 Approval of capital expenditure is at the sole discretion of the Board.

22. PLAYER COMMITMENTS

- 22.1 A player who qualifies for more than one event under the control of the same *controlling* body and is instructed to play in any event, must not be penalized for failing to attend any other event which is set down to be played at the same time.
- 22.2 When a player is scheduled to play in a championship event being conducted by Bowls Australia, State, District, or a Club and is not able to do so because of –
 - (2.a) selection to play or take part in a selection trial for Bowls Australia, Bowls Queensland, District, or Club events
 - (2.b) appointment to officiate at an international or national event
to be played at the same time for such an event, reasonable time being allowed for travel,
then –
 - (2.c) The controlling body should use their best endeavors to reschedule the championship event, or
 - (2.d) if the event cannot be rescheduled, then the player should decide which event to contest

SECTION D - MISCELLANEOUS

23. ALTERATION TO BY-LAWS

The Board may make, amend, or repeal by-laws in accordance with Rule 52 of the Constitution.

24. CONTROLLING BODY

24.1 The Controlling Body for all events controlled by the Club shall be the Games Director and/or the Combined Bowls Executive Committee.

24.2 The Controlling Body for other events, such as SCDMBA, SCDLBA, BQ and BA shall be in accordance with their Conditions of Play.

25. ELIGIBILITY TO COMPETE

25.1 Only declared members of Mooloolaba Bowls Club shall be eligible to play in Club Championships which advance to a higher level.

25.2 Non-Declared members shall be eligible to nominate for all other events

26. ATTIRE

26.1 The Board shall set a minimum standard of dress for members and visitors to the Club, and display these requirements on the Club Notice Board.

26.2 Bowling attire shall be in accordance with requirements of the Conditions of Play for each event.

27. CLUB COLORS

Club colors shall be Royal Blue Pants/Shorts with Club Registered Top.

28. THE CLUB FLAG

The Club Flag shall be blue and white with the Snapper emblem

29. CLUB LOGOS

The Club Bowls Logo shall be the “Snapper” emblem. A Corporate Logo, as approved by the Board from time to time, may be utilized for marketing and image purposes.