



Constitution of Pomona Bowls Club Inc

**As adopted by a Special Resolution at the
Annual General Meeting held on 5th December 2010**

**As amended at the Annual General Meeting
Held on 4th December 2014**

**As amended at the Annual General Meeting
Held on 4th December 2016**

**As amended at the Annual General Meeting
Held on 2nd December 2018**

TABLE of Amendments

AGM 7 th Dec 2014	Section D Clause 30(3)(3). Moved R Roebuck/seconded C Carruthers that the amount available for the Board of Management to spend on any one single item be increased to \$20,000.00
AGM 7 th Dec 2014	Section D Clause 24(a) Moved T Camp/seconded N Homer that the positions of Providedore and Greens Director not be on the Board of Management
AGM 4 TH December 2016	Section B 6 (3) Moved P Roebuck/seconded T Camp to allow any ordinary member, life member, social member or bar staff who are members, to propose and second applications for Social Membership (4) Any application for Social Membership of the Club can be proposed and seconded by either an ordinary or life member, social member, or any bar staff employed by the Club.
AGM 4 th December 2016	Section B 9 (3) Moved P Roebuck/sec J Rabjohns that only applications for ordinary membership need be displayed 14 days prior to a BOM Meeting
AGM 2 nd December 2018	SECTION D 24 (b) Moved J Muir/sec P Roebuck that no officer shall receive payment from the Club unless it is in the form of an honorarium. 28 (3) Amended motion R Andrews/sec K Freeman that a member will be requested to resign from the Management Committee if they miss three consecutive meetings unless they have a legitimate excuse.

POMONA BOWLS CLUB INC
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SECTION A – THE CLUB

1 Definitions

- (a) "Club" means the *Pomona Bowls Club Inc*
- (b) "Constitution" means the rules, by-laws, club and house policies of the Club in force for the time being.
- (c) "Management Committee" means the members for the time being of the Board of Management of the Club as constituted in accordance with these rules , by-laws, club and house policies, and is the controlling body of the Club subject only to any direction of members at a general meeting.
- (d) "Member" means any ordinary or life member of the Club.
- (f) "Seal" means the common seal of the Club.
- (g) "Month" means calendar month.
- (h) "WB" means World Bowls.
- (i) "BA" means Bowls Australia Incorporated.
- (j) "BQ" means Bowls Queensland Limited
- (k) "DBA" means District Bowls Association.

2 Interpretation

- (1) In these rules:
Act refers to all Laws that apply to Clubs.
Present means:
 - (a) at a Management Committee meeting, see rule 30; or
 - (b) at a general meeting, see rule 18.
- (2) A word or expression that is not defined in these rules, but is defined in the Act, has, if the context permits, the meaning given by the Act.

3 Name

The name of the incorporated club is *Pomona Bowls Club Inc* (**the Club**).

4 Objects & Mission Statement

Bowls is a game for all ages to participate, enjoy, compete and socialise. Our mission is to welcome all, and encourage them to fill the green.

The objects of the Club are :

- (1) to advance and promote the sport of Bowls and to ensure the Club Management never places bowling secondary to any other Club activity.
- (2) to provide the best possible standard of playing facilities for members in accordance with the Laws of the Game prescribed by BA;
- (3) to provide, develop and promote activities that are from time to time deemed appropriate to encourage good fellowship between members of the club;
- (4) to promote and enhance the sport of Bowls in the local community.

5 Powers

- (a) To control the funds and other assets and liabilities of the Pomona Bowls Club Inc.
- (b) To subscribe to become a member of and co-operate with any other club or organisation, whether incorporated or not whose objects are altogether or in part similar to those of the Club provided that the Club shall not subscribe to or support with its funds any club or organisation which does not prohibit the distribution of its income and property among its members to an extent at least as great as that imposed on the Club under or by virtue of rule 46.

- (c) In furtherance of the other objects of the Club to buy, sell and deal in all kinds of articles, commodities and provisions, both liquid and solid, for the Members of the Club or persons frequenting the Club's premises.
- (d) To purchase, take on lease or in exchange, hire and otherwise acquire any lands, buildings, easements or property, real and personal, and any rights or privileges which may be requisite for the purposes of, or capable of being conveniently used in connection with, any of the other objects of the Club; provided that in case the Club shall take or hold any property which may be subject to any trusts the Club shall only deal with the same in such manner as is allowed by law having regard to such trusts.
- (e) To enter into any arrangements with any Government or Authority that are incidental or conducive to the attainment of the Club's other objects and the exercise of the powers of the Club; to obtain from any such Government or Authority any rights, privileges and concessions which the Club may think it desirable to obtain; and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions.
- (f) To appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workmen and other persons as may be necessary or convenient for the purposes of the Club.
- (g) To remunerate any person or body corporate for services rendered, or to be rendered, and whether by way of brokerage or otherwise in placing or assisting to place or guaranteeing the placing of any unsecured notes, debentures or other securities of the Club, or in or about the Club or promotion of the Club or in the furtherance of its other objects.
- (h) To construct, improve, maintain, develop, work, manage, carry out, alter or control any houses, buildings, grounds, works or conveniences which may seem calculated directly or indirectly to advance the Club's interests, and to contribute to, subsidise or otherwise assist and take part in the construction, improvement, maintenance, development, working, management, carrying out, alteration or control thereof.
- (i) To invest and deal with the money of the Club not immediately required in such manner as may from time to time be thought fit.
- (j) To take, or otherwise acquire, and hold shares, debentures or other securities of any company or body corporate.
- (k) In furtherance of the other objects of the Club to lend and advance money or give credit to any person or body corporate; to guarantee and give guarantees or indemnities for the payment of money or the performance of contracts or obligations by any person or body corporate, and otherwise to assist any person or body corporate.
- (l) To borrow or raise money either alone or jointly with any other person or legal entity in such manner as may be thought proper and whether upon fluctuating advance account or overdraft or otherwise to represent or secure any moneys and further advances borrowed or to be borrowed alone or with others as aforesaid by notes secured or unsecured, debentures or debenture stock perpetual or otherwise, or by mortgage, charge, lien or other security upon the whole or any part of the incorporated Club's property or assets present or future and to purchase, redeem or pay-off any such securities.
 - (i) the rate of interest must not be more than the current rate being charged for overdrawn accounts on money lent (regardless of the term of the loan) by:
 - (a) the financial institution for the Club; or
 - (b) if there is more than one financial institution for the Club, the financial institution nominated by the Management Committee.
- (m) To draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments.
- (n) In furtherance of the other objects of the Club to sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or any part of the property and rights of the Club.
- (o) To take or hold mortgages, liens or charges, to secure payment of the purchase price, or any unpaid balance of the purchase price, of any part of the Club's property of whatsoever kind sold by the Club, or any money due to the Club from purchasers and others.

- (p) To take any gift of property whether subject to any special trust or not, for any one or more of the other objects of the Club but subject always to the proviso in sub-rule (h).
- (q) To take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Club, in the shape of donations, annual subscriptions or otherwise.
- (r) To print and publish any newspapers, periodicals, books or leaflets that the Club may think desirable for the promotion of its objects.
- (s) In furtherance of the other objects of the Club to amalgamate with any one or more incorporated clubs having objects altogether or in part similar to those of the Club and which shall prohibit the distribution of its or their income and property among it or their members to an extent at least as great as that imposed upon the Club under or by virtue of rule 46.
- (t) In furtherance of the other objects of the Club to purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities and engagements of any one or more of the incorporated clubs with which the Club is authorised to amalgamate.
- (u) In furtherance of the other objects of the Club to transfer all or any part of the property, assets, liabilities and engagements of the Club to any one or more of the incorporated clubs with which the Club is authorised to amalgamate.
- (v) To make donations for patriotic, charitable or community purposes.
- (w) To transact any lawful business in aid of the Commonwealth of Australia in the prosecution of any war in which the Commonwealth of Australia is engaged.
- (x) To do all such other things as are incidental or conducive to the attainment of the other objects and the exercise of the powers of the Club.

SECTION B – MEMBERSHIP OF THE CLUB

6 Membership

- (1) The membership of the Club consists of ordinary members, and any of the following classes of members: life members, junior members, social members and honorary members.
- (2) The number of ordinary, life and junior members is unlimited.
- (3) An applicant for the class of Ordinary Membership must be proposed by one ordinary or life member of the Club and seconded by another such member.
 - (a) made in writing;
 - (b) signed by the applicant and the applicant's proposer and seconder;
 - (c) in such form as the Management Committee from time to time prescribes.
- (4) Any application for Social Membership of the Club can be proposed and seconded by either an ordinary or life member, social member, or any bar staff employed by the Club. The application must be
 - (a) made in writing
 - (b) signed by the applicant and the applicant's proposer and seconder;
 - (c) in such form as the Management Committee from time to time prescribes.

7 Eligibility for Membership

- (1) To be eligible for membership a person must be:
 - (a) not less than 18 years of age for membership other than junior membership;
 - (b) interested in playing the sport of Bowls;
 - (c) prepared to support and promote the welfare of the Club and the sport of Bowls;
 - (d) of good character and compatible with other members; and

- (e) free of indebtedness to any Bowls Club, DBA, State or National Bowls Authority and not under an order or notice of suspension, or expulsion, from any Bowls Club or DBA.
- (2) No person will be admitted as a member of the Club who is a member of any club affiliated with BQ unless such person satisfies the Management Committee by presentation of a clearance on the official form as prescribed by BQ.
- (3) An employee of the Club whether on salary, wages or contract may be a member of the Club, but will not be eligible to nominate for or hold any elected office of the Management Committee or to nominate or second any other member for an elected office of the Management Committee.

8 Classification and Privileges of Membership

(1) Ordinary Members

An ordinary member is a member whose application for membership of the Club has been approved by the Management Committee and has paid all the prescribed fees. Ordinary members are entitled to all the privileges of the Club and to exercise all the rights of membership.

(2) Life Members

An ordinary member on the recommendation of the Management Committee may be elected a life member by the Club at an Annual General Meeting in recognition of services rendered to the Club. Such election must be by resolution of a 75% majority of members present and entitled to vote at an Annual General Meeting. A life member shall be free to enjoy all Club privileges and exercise all rights but shall be exempt from the payment of the annual subscriptions.

(3) Asset Members

Asset Members are all Ordinary or Life Members who have been members with the Club for the last five (5) consecutive years.

(4) Junior Members

Persons under the age of 18 years may apply for junior membership of the Club. A junior member:

- (a) is neither entitled to vote nor to nominate members for office nor to nominate other persons to membership of the Club;
- (b) is entitled to play bowls in any State, District, National or club competition according to the conditions laid down for the playing of the event;
- (c) on attaining the age of 18 years their membership will automatically be transferred to that of an ordinary member; and
- (d) must not under any circumstances be served or consume liquor from or on the Club premises or engage in any form of gambling on the premises.

(5) Social Members

The Management Committee may elect any person as a social member of the Club and charge the membership fees as set at an Annual General Meeting. Social members are entitled to the social privileges of membership except they must not hold any office of the Club nor be entitled to nominate members for election to any position in the Club nor take part in or vote at meetings of the club nor to nominate persons for membership of the Club nor to take part in the game of bowls except on an occasion when persons other than members may be playing bowls on the invitation of the Management Committee such as a bowls promotion day. An application for social membership must be as prescribed in rule 6.

A social member must also be:

- (a) a person who is of good repute and whose interests and activities are in the opinion of the Management Committee compatible with those of the existing members of the Club; and
- (b) not under 18 years of age.

(6) Honorary Members

The Club may at any general meeting elect as an honorary member any person who has rendered service, benefit or esteem to the Club. An honorary member is entitled to the social privileges of the Club but must not hold any office in the Club nor take part in or vote at any meeting of the Club nor nominate ordinary members of the Club. An honorary member is exempt from the payment of members' subscriptions, fees and levies imposed by the Club. Honorary membership must be renewed annually.

9 Admission to Membership

(1) Application Form

An application for membership of the Club with the exception of honorary members as provided for in these rules, must be made in writing on a form prescribed by the Management Committee and shall bear the name and signature of the proposer and seconder as well as the nominee's signature, full name, address, date of birth, and be accompanied by the prescribed fee. Such fee to be refunded if the application is rejected. The prescribed application for membership form shall be issued only by the Management Committee.

(2) Membership Fees

(a) The membership fee for each ordinary membership and for each other class of membership (if any) is:

- (i) the amount decided by the members at the Annual General Meeting.
- (ii) Membership fees shall be due and payable on the 1st October each year.

(3) Display of Nominations

Only the names and addresses of each person proposed as an Ordinary Member must be displayed on the notice board for at least fourteen ((14) days prior to the date on which the Management Committee will consider the application for membership.

(4) Objections to Application for Membership

(a) Any member/s may object to any application for membership by delivery of a written objection to the Secretary.

(b) All applications for full financial membership shall be dealt with and determined by the Management Committee at a duly convened meeting.

(c) If a written objection is received from any member/s of the Club, the Management Committee must investigate the objection before making a decision in relation to acceptance or rejection of the applicant. For the purpose of enquiring with respect to an applicant, the matter of dealing with and determining the application may be postponed for no longer than 3 months. Any other such proposals may be dealt with and determined during that period.

(5) Acceptance of Membership

(a) The Management Committee must decide at the meeting whether to accept or reject the application for a bowling membership

(c) If a majority of the members of the Management Committee present at the meeting vote to accept the applicant as a member, the applicant must be accepted as a member for the class of membership applied for.

(d) The Secretary of the Club must, as soon as practicable after the Management Committee decides to accept or reject an application, give the applicant a written notice of the decision.

(6) Acceptance of Rules by Members

All members, on admission, are deemed to have agreed to be bound by the Rules, By-laws, Club and House Policies of the Club in force for the time being.

10 Resignation from Membership

(1) Resignation

A resignation from membership shall not be valid unless it has been received and acknowledged in writing by the Secretary of the Club. A member shall not be deemed to have resigned from the Club unless the resignation is in writing and delivered or posted to the Secretary and acknowledged as aforesaid. Where the date of resignation is not stipulated by the member, the resignation becomes effective as from date of receipt of resignation by the Secretary.

(2) Responsibility for Outstanding Monies

No such resignation shall relieve any person from the payment of any subscription or other money due or payable by them at the time of resignation. The resignation of any member shall involve automatic forfeiture of all rights and privileges in respect to all Club matters. Request for a clearance shall not be taken as a resignation.

(3) **Termination of Membership**

The Management Committee may terminate a member's membership if the member:

- (a) fails to observe any of the rules, by-laws, club or house policies of the Club, District Association or relevant state bowls authority, or who is deemed guilty of an act, practice, or conduct calculated to bring discredit on the game of bowls or to the Club or District Association or its members, or who on any club or District Association premises engages in illegal activities or uses obscene or abusive language renders him or herself liable to expulsion or suspension.
- (b) is convicted of an indictable offence; or
- (c) is caught drug dealing or using;
- (d) does not comply with any of the provisions of these Rules, By-laws, Club or House Policies; or
- (e) has membership fees in arrears for at least 2 months; or
- (f) conducts himself or herself in a way considered to be injurious or prejudicial to the character or interests of the Club.

Subject to rule 49 before the Management Committee terminates a member's membership, the Committee must give the member a full and fair opportunity to show why the membership should not be terminated. If, after considering all representations made by the member, the Management Committee decides to terminate the membership, the Secretary of the Committee must give the member a written notice of the decision.

11 Register of Members

- (1) The Secretary on behalf of the Management Committee must keep a register of members of the Club.
- (2) The register must include the following particulars for each member:
 - (a) the full name of the member;
 - (b) the postal or residential address of the member;
 - (c) the date of admission as a member;
 - (d) the date of death or time of resignation of the member;
 - (e) details about the termination or reinstatement of membership; and
 - (f) any other particulars the Management Committee or the members at a general meeting decide.
- (3) The register must be open for inspection by members of the Club at all reasonable times.
- (4) A member must contact the Secretary to arrange an inspection of the register.
- (5) However, the Management Committee may, on the application of a member of the Club, withhold information about the member (other than the members full name) from the register available for inspection if the management committee has reasonable grounds for believing the disclosure of the information would put the member at risk of harm

12 Prohibition on Use of Information on Register of Members

- (1) A member of the Club must not:
 - (a) use information obtained from the register of members of the Club to contact, or send material to, another member of the Club for the purpose of advertising for political, religious, charitable or commercial purposes; or
 - (b) disclose information obtained from the register to someone else, knowing that the information is likely to be used to contact, or send material to, another member of the Club for the purpose of advertising for political, religious, charitable or commercial purposes.
- (2) Sub-rule(1) does not apply if the use or disclosure of the information is approved by the Club.

SECTION C – GOVERNANCE OF THE CLUB

13 General Meetings

(1) Annual General Meetings

An Annual General Meeting must be held:

(a) at least once each year; and

(b) within 3 months after the end date of the Club's reportable financial year.

(2) The business of the Annual General Meeting shall include:

- (i) Minutes of previous meeting, Presentation, consideration and adoption of the Annual Report of the Club including the Financial Report and Balance Sheets accompanied by the Auditor's Report (refer to laws that apply to Clubs);
- (ii) Election of the Executive Officers and members of the Management Committee of the Club;
- (iii) Debate Notices of Motion
- (iv) Ratify elected Committees of Ladies and Men's Sections
- (v) To appoint an Auditor (refer to the Act applicable to Clubs)
- (vi) Appointment of honorary Club solicitor
- (vii) Determination of honoraria (If applicable).

14 Business of General Meeting

- (i) The confirmation of minutes of business arising from the previous General Meeting
- (ii) Committee Reports
- (iii) Dealing with Notices of Motion
- (iv) General Business

15 Notices of Motion

The Secretary shall receive notices of Motion from any member, to be included on the agenda of the Annual General Meeting or any General Meeting at least fourteen (14) days prior to the meeting at which they will be discussed and displayed on the Club Noticeboard.

16 Notice of General Meeting

(1) The Secretary may call a general meeting of the Club.

(2) The Secretary must give at least twenty-one (21) days notice of the meeting.

(3) If the Secretary is unable or unwilling to call the meeting, the Chairperson must call the meeting.

(4) The Management Committee may decide the way in which the notice must be given.

(5) However, notice of the following meetings must be given in writing:

(a) a meeting called to hear and decide the appeal of a person against the Management Committee's decision:

(i) to terminate the person's membership of the Club;

(b) a meeting called to hear and decide a proposed special resolution of the Club.

(6) A notice of a general meeting must state the business to be conducted at the meeting.

17 Quorum for and Adjournment of General Meeting

(1) The quorum for a general meeting is at least the number of members elected or appointed to the Management Committee at the close of the Club's last general meeting plus one (1).

- (2) However, if all members of the Club are members of the Management Committee, the quorum is the total number of members less one (1).
- (3) No business may be conducted at a general meeting unless there is a quorum of members when the meeting proceeds to business.
- (4) If there is no quorum within 30 minutes after the time fixed for a general meeting called on the request of members of the management committee or the Club, the meeting lapses.
- (5) If there is no quorum within 30 minutes after the time fixed for a general meeting called other than on the request of members of the Management Committee or the Club:
 - (a) the meeting is to be adjourned for at least 7 days; and
 - (b) the Management Committee is to decide the day, time and place of the adjourned meeting.
- (6) The Chairperson may, with the consent of any meeting at which there is a quorum, and must if directed by the meeting, adjourn the meeting from time to time and from place to place.
- (7) If a meeting is adjourned under sub-rule (6), only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.
- (8) The Secretary is not required to give the members notice of an adjournment or of the business to be conducted at an adjourned meeting unless a meeting is adjourned for at least 30 days.
- (9) If a meeting is adjourned for at least 30 days, notice of the adjourned meeting must be given in the same way notice is given for an original meeting.

18 Procedure at General Meeting

- (1) An member may take part and vote in a general meeting in person.
- (2) At each general meeting –
 - (a) the Club's Chairperson is to preside as Chairperson
 - (b) In the absence of the Chairperson, the Deputy Chairperson shall preside, or if the Chairperson or the Deputy Chairperson is not present within 10 minutes after the time appointed for the holding of the meeting, or is unwilling to act, the members present shall elect one of their number to be Chairperson of the meeting.
 - (c) the Chairperson must conduct the meeting in a proper and orderly way.

19 Voting at General Meeting

- (1) At a general meeting, each question, matter or resolution, other than a special resolution, must be decided by a majority of votes of the members present – 50% + one (1).
- (2) Each member present and eligible to vote is entitled to one (1) vote only.
- (3) A member is not entitled to vote at a general meeting if the member's annual subscription is in arrears at the date of the meeting.
- (4) The method of voting is to be decided by the Management Committee.
- (5) However, if at least 20% of the members present demand a secret ballot, voting must be by secret ballot.
- (6) If a secret ballot is held, the Chairperson must appoint two (2) members to conduct the secret ballot in the way the chairperson decides.
- (7) The result of a secret ballot as declared by the Chairperson is taken to be a resolution of the meeting at which the ballot was held.

20 Special General Meeting

- (1) The Secretary must call a special general meeting by giving each member of the Club notice of the meeting within 14 days after:
 - (a) being directed to call the meeting by the Management Committee; or
 - (b) be given a written request signed by:
 - (i) at least two (2) members of the Management Committee when the request is signed; or

- (ii) at least the number of members of the Club equal to double the number of members of the Club on the Management Committee when the request is signed plus one (1); or
- (c) being given a written notice of an intention to appeal against the decision of the Management Committee:
 - (i) to terminate a person's membership.
- (2) A request mentioned in sub-rule (1)(b) must state
 - (a) why the special general meeting is being called; and
 - (b) the business to be conducted at the meeting.
- (3) A special general meeting must be held within 3 months after the Secretary:
 - (a) is directed to call the meeting by the Management Committee; or
 - (b) is given the written request mentioned in sub-rule (1)(b); or
 - (c) is given the written notice of an intention to appeal mentioned in sub-rule (1)(c).
 - (d) If the Secretary is unable or unwilling to call the special meeting, the Chairperson must call the meeting.

21 Asset General Meeting

- (1) Any application, request motions or call to buy, sell, disburse, change ownership, control or deal in any way with any asset owned or proposed to be purchased by the Club including land, buildings, real estate, renovations, investments and funds where the transaction or related transactions exceed \$100,000 in value or a motion to amend or repeal this Rule 21 can only be made in accordance with this Rule 21 and must be made as follows :
 - (a) be in writing; and
 - (b) state the nature and intention of the motion; and
 - (c) explain why and how the request will benefit the Club; and
 - (d) be supported and signed by at least 75% of the members elected to the Management Committee as at the last Annual General Meeting or be supported and signed by a minimum of eight (8) Asset Members and one (1) Management Committee member; and
 - (e) be delivered to the Secretary.
- (2) If the Secretary receives a request as described in sub-rule (1) the Secretary must ensure that the request complies with all requirements as set out in sub-rule (1) (a) to (e). If the request is not compliant the Secretary must within fourteen (14) days return the request to the persons whom provided it and indicate what components of the request have not been complied with.
- (3) If the Secretary receives a request as described in sub-rule (1) and is satisfied that it complies with the requirements set out in sub-rule (1) (a) to (e), the Secretary must within 28 days update the list of Asset Members and call an Asset General Meeting by giving each Management Committee Member and each Asset Member of the Club an Asset General Meeting Notice that must :
 - (a) state the nature of the motion; and
 - (b) attach a copy of the valid written request; and
 - (c) state the requirements for the motion to pass as detailed in sub-rule (4) and sub rule (5); and
 - (d) state the location, date and time on which the Asset General Meeting will be convened that must not be less than one (1) month and not greater than three (3) months from the date of the Asset General Meeting Notice.
- (4) The quorum of an Asset General Meeting is at least four (4) Management Committee Members and eight (8) Asset Members. If there is no quorum within 30 minutes after the time fixed for the Asset General Meeting, the meeting lapses and :

- (a) will be adjourned and the members of the Management Committee and Asset Members at the lapsed meeting who are present are to decide the day, time and place of the adjourned meeting, to be held not less than one (1) month and not greater than three (3) months from the lapsed meeting.
 - (b) within fourteen (14) days of the lapsed meeting the Secretary is to provide a new Asset General Meeting Notice in accordance with sub-rule (3).
 - (c) if at the adjourned meeting a quorum is still not present within 30 minutes from the time fixed for the meeting then the Asset General Meeting lapses again and must be adjourned in accordance with sub-rule (4) until such time as the quorum of at least four (4) Management Committee Members and eight (8) Asset Members is filled. No request under Rule 21 can be passed until the quorum is filled.
- (5) An Asset General Meeting must be decided by a majority vote of more than 50% of the members present and eligible to vote at the meeting. If the votes are equal then the appeal is unsuccessful.

22 Special Resolutions

Election of Life Members, suspension and/or Termination of Membership, alterations to this Constitution, removal of a Member of the Management Committee and such other matters that Members may not resolve by simple majority vote at a General Meeting to be "Special Resolutions" shall be resolved by the affirmative vote of at least three-quarters ($\frac{3}{4}$) of the Members present at the meeting and entitled to vote.

23 Minutes of General Meetings

- (1) The Secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each general meeting are entered in a minute book.
- (2) To ensure the accuracy of the minutes:
 - (a) the minutes of each general meeting must be signed by the Chairperson of the meeting, or the Chairperson of the next general meeting, verifying their accuracy; and
 - (b) the minutes of each Annual General Meeting must be signed by the Chairperson of the meeting, or
the Chairperson of the next meeting of the Club that is a general meeting or Annual General Meeting, verifying their accuracy.
- (3) If asked by an member of the Club, the Secretary must, within 28 days after the request is made:
 - (a) make the minute book for a particular general meeting available for inspection by the member at a mutually agreed time and place; and
 - (b) give the member a copy of the minutes of the meeting.
- (4) The Club may require the member to pay the reasonable costs of providing copies of the minutes.

SECTION D – MANAGEMENT OF THE CLUB

24 The Management Committee

- (a) The business and operations of the Club shall be controlled by a Management Committee comprising the following:
Chairperson, Deputy Chairperson, Secretary, Treasurer and four (4) Members of the Club. The four other members will be two members of the Men's Bowling Section and two members of the Ladies Bowling Section.
- (b) All officers shall be honorary and elective. Subject to all laws that apply to Clubs, every financial Ordinary and Life Member of the Club shall be eligible to hold any office. No officer shall receive financial payment from the Club for any duties performed unless it is the form of an honorarium.

25 Bar & Gaming Manager and/or Club Manager or Secretary/Manager.

The Management Committee may appoint a separate Bar & Gaming Manager and/or Club Manager or Secretary/Manager in the pursuit or harmony and efficiency to oversee the operations of the Club. The duties and responsibilities of the Club and the appointee shall be set out under seal in a separate Memorandum of Agreement that shall conform in all respects of this Constitution and the legislation of the State of Queensland.

26 The Management Committee To Be Elected Annually

Save as otherwise provided in this Constitution, and subject thereto, each Member of the Management Committee shall be elected at the Annual General Meeting of the Club and shall hold office from the conclusion of the election at which they were elected until the conclusion of the election held at the next ensuing Annual General Meeting of the Club, but shall be eligible for re-election. A contested election for any position shall be resolved by ballot in accordance with the By-laws.

27 Election of the Management Committee

- (1) A member of the Management Committee may only be elected as follows:
 - (a) any two (2) members of the Club may nominate another member (the **candidate**) to serve as a member of the Management Committee subject to sub-rule (2);
 - (b) the nomination must be:
 - (i) in writing; and
 - (ii) signed by the candidate and the members who nominated him or her; and
 - (iii) given to the Secretary at least 14 days before the Annual General Meeting at which the election is to be held;
 - (c) each member of the Club present and eligible to vote at the annual general meeting may vote for one (1) candidate for each vacant position on the Management Committee;
 - (d) if, at the start of the meeting, there are no candidates nominated for a particular position nominations may be taken from the floor of the meeting for that position.
- (2) A person may be a candidate only if the person:
 - (a) is an adult;
 - (b) is eligible to be elected as a member by virtue of the Laws that apply to Clubs;
 - (c) is financial; and
 - (d) not under suspension or expulsion
- (3) A list of the candidates names in alphabetical order and nominated position, with the names of the members who nominated each candidate, must be posted on the Management Committee Board in full view of all members, for at least seven days immediately preceding the Annual General Meeting.
- (4) If required by the Management Committee, balloting lists must be prepared containing the names of the candidates in alphabetical order.
- (5) The Management Committee must ensure that, before a candidate is elected as a member of the Management Committee, the candidate is advised:
 - (a) whether or not the Club has public liability insurance; and
 - (b) if the Club has public liability insurance, the amount of the insurance.

28 Resignation, Removal or Vacation of Office of Management Committee Member

- (1) A member of the Management Committee may resign from the Committee by giving written notice of resignation to the Secretary.
- (2) The resignation takes effect at:
 - (a) the time the notice is received by the Secretary; or
 - (b) if a later time is stated in the notice, the later time.
- (3) A member will be requested to resign from office by the Management Committee if that member misses three meetings during their term of office unless they have a legitimate excuse. A legitimate apology must be notified to the Club Secretary at least 24 hours prior to a scheduled

meeting. The Management Committee will appoint a properly qualified member to fill the casual vacancy until the next Annual General Meeting

- (a) Allowance for a bowls delegate absence will be considered by the Committee provided that a proxy delegate is notified to the Club Secretary before the next scheduled meeting.
- (4) Before a vote of members is taken about removing the member from office, the member must be given a full and fair opportunity to show cause why he or she should not be removed from office.
- (5) A member has no right of appeal against the member's removal from office under this rule.
- (6) A member immediately vacates the office of member due to circumstances as mentioned in any section or clauses of Laws that affect Clubs.

29 The Management Committee to Fill Vacancies

The Management Committee (or the remaining member or members of the Management Committee) shall have power at any time to appoint any properly qualified member to fill any casual vacancy on the Management Committee until the next Annual General Meeting. The continuing member or members of the Management Committee may act notwithstanding any casual vacancy in the Management Committee, but if and so long as their number is not reduced below the number fixed by or pursuant to this Constitution as the necessary quorum of the Management Committee, the continuing member or members may act for the purpose of increasing the number of members of the Management Committee to that number prescribed as a quorum or for summoning a General Meeting of the Club, but for no other purpose.

30 Functions of The Management Committee

- (1) Subject to these rules or a resolution of the members of the Club carried at a general meeting, the Management Committee has the general control and management of the administration of the affairs, property and funds of the Club.
- (2) The Management Committee has authority to interpret the meaning of these rules and any matter relating to the Club on which the rules are silent, but any interpretation must have regard to the Act, including any regulation made under the Act.

Note: The Act prevails if the Club's rules are inconsistent with the Act or any laws that apply to Clubs

- (3) The Management Committee may exercise the powers of the Club to :
 - (1) To invest in such manner as the members of the Club may from time to time determine.
 - (2) To control its membership, finances, meetings, program and regulate the use of greens.
 - (3) To transact and authorise expenditure, provided that the Management Committee is not empowered to authorise any single item of expenditure in excess of \$20,000.00 without prior approval of a General Meeting of the Club.
- (4) To appoint sub-committees.
- (5) To call General Meetings of Members.
- (6) To arrange meetings of the Management Committee.
- (7) To charge fees.
- (8) To make, vary and revoke By-laws, Club and House Policies from time to time but not inconsistent with these rules. Until varied or revoked, the By-laws, Club and House Policies attached to this constitution will be the By-Laws, Club and House Policies of the Club.
- (9) To appoint assistants to Members of the Management Committee, such assistants not being able to exercise any power unless they have otherwise been elected on to the Management Committee by the Club.
- (10) To do anything required or permitted under this Constitution, including the Rules, By-laws, Club and House Policies or any laws that apply to Clubs.

(11) To engage or dismiss labour, greenkeepers and assistants, any of whom shall not hold more than one paid position within the Club.

(12) To otherwise act in the interest of Members.

31 Executive Committee

The Executive Committee of the Club shall consist of the Chairperson, Deputy Chairperson, Secretary, Treasurer, three (3) Members thereof to constitute a quorum.

The Executive Committee shall transact any urgent business of the Club that may arise between Management Committee meetings, and submit a report of any such business transacted by it to the next meeting of the Management Committee, provided always that the Executive Committee shall not incur expenditure in excess of \$1,000.00 between meetings of the Management Committee, nor deal with the property of the Club. All business transacted by the Executive Committee shall be ratified and approved by the Management Committee at the next Management Committee meeting.

32 Meetings of Management Committee

- (1) Subject to this rule, the Management Committee may meet and conduct its proceedings as it considers appropriate.
- (2) The Management Committee must meet at least monthly to exercise its functions.
- (3) The Management Committee must decide how a meeting is to be called.
- (4) Notice of a meeting is to be given in the way decided by the Management Committee.
- (5) A question arising at a committee meeting is to be decided by a majority vote of members of the committee present at the meeting and, if the votes are equal, the question is decided in the negative.
- (6) A member of the Management Committee must not vote on a question about a contract or proposed contract with the Club if the member has an interest in the contract or proposed contract and, if the member does vote, the members vote must not be counted.
- (7) The Club's Chairperson is to preside as Chairperson at a Management Committee meeting.
- (8) In the absence of the Chair, the Deputy Chair shall preside or if the Chair or the Deputy Chair is not present within 10 minutes after the time appointed for the holding of the meeting or is unwilling to act, the members present shall elect one of their number to be Chairperson of the meeting.

33 Quorum for, and Adjournment of, Management Committee Meeting

- (1) 50% of the Management Committee plus one (1) will constitute a quorum for a Management Committee meeting.
- (2) If there is no quorum within 30 minutes after the time fixed for a Management Committee meeting called on the request of members of the committee, the meeting lapses.
- (3) If there is no quorum within 30 minutes after the time fixed for a Management Committee meeting called other than on the request of the members of the committee:
 - (a) the meeting is to be adjourned for at least 1 day; and
 - (b) the members of the Management Committee who are present are to decide the day, time and place of the adjourned meeting.
- (4) If, at an adjourned meeting mentioned in sub-rule (3), there is no quorum within 30 minutes after the time fixed for the meeting, the meeting lapses.

34 Special Meeting of Management Committee

- (1) If the Secretary receives a written request signed by at least 3 members of the Management Committee, the Secretary must call a special meeting of the committee by giving each member of the committee notice of the meeting within one (1) day after the Secretary receives the request.
- (2) If the Secretary is unable or unwilling to call the special meeting, the Chairperson must call the meeting.

- (3) A request for a special meeting must state:
 - (a) why the special meeting is called; and
 - (b) the business to be conducted at the meeting.
- (4) A notice of a special meeting must state:
 - (a) the day, time and place of the meeting; and
 - (b) the business to be conducted at the meeting.
- (4) A special meeting of the Management Committee must be held within seven (7) days after notice of the meeting is given to the members of the Management Committee.

35 Minutes of Management Committee Meetings

- (1) The Secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each Management Committee meeting are entered in a minute book.
- (2) To ensure the accuracy of the minutes, the minutes of each Management Committee meeting must be signed by the Chairperson of the meeting, or the Chairperson of the next Management Committee meeting, verifying their accuracy.

36 Appointment of Subcommittees

- (1) The Management Committee may appoint a subcommittee consisting of members of the Club considered appropriate by the Committee to help with the conduct of the Club's operations.
- (2) A member of the subcommittee who is not a member of the Management Committee is not entitled to vote at a Management Committee meeting.
- (3) A subcommittee may elect a chairperson of its meetings.
- (4) If a chairperson is not elected, or if the chairperson is not present within 10 minutes after the time fixed for a meeting, the members present may choose one of their number to be chairperson of the meeting.
- (5) A subcommittee may meet and adjourn as it considers appropriate.
- (6) A question arising at a subcommittee meeting is to be decided by a majority vote of the members present at the meeting and, if the votes are equal, the question is decided in the negative.
- (7) All subcommittees must report back to the Management Committee.

37 Acts not Affected by Defects or Disqualifications

- (1) An act performed by the Management Committee, a subcommittee or a person acting as a member of the Management Committee is taken to have been validly performed.
- (2) Sub-rule (1) applies even if the act was performed when:
 - (a) there was a defect in the appointment of a member of the Management Committee, subcommittee or person acting as a member of the Management Committee; or
 - (b) a Management Committee member, subcommittee member or person acting as a member of the Management Committee was disqualified from being a member.

38 Resolutions of Management Committee Without Meeting

- (1) A written resolution signed by each member of the Management Committee is as valid and effectual as if it had been passed at a committee meeting that was properly called and held.
- (2) A resolution mentioned in sub-rule (1) may consist of several documents in like form, each signed by one or more members of the committee.

39 By-laws, Club Policy and House Policy

- (1) The Management Committee may make, amend or repeal By-laws, Club or House Policies not inconsistent with these rules, for the internal management of the Club. Any such changes must be ratified by a majority of members at a General Meeting or Annual General Meeting of the Club.

- (2) By-laws, Club or House Policies can be set aside by a vote of members at a General Meeting or Annual General Meeting of the Club.

40 Common Seal

- (1) The Management Committee must ensure the Club has a common seal.
- (2) The common seal must be:
- (a) kept securely by the Management Committee; and
 - (b) used only under the authority of the Management Committee.
- (3) Each instrument to which the seal is attached must be signed by a member of the Management Committee and countersigned by:
- (a) the Secretary; or
 - (b) another member of the Management Committee; or
 - (c) someone authorised by the Management Committee.

41 Alterations to This Constitution

Subject to the provisions of any Laws that apply to Clubs, these Rules may be amended, rescinded, or added to from time to time by a special resolution carried at any general meeting.

However, an amendment, repeal or addition, is valid only if it is registered with the Chief Executive of the Department responsible for the administration of Laws applicable to Clubs.

The Club shall provide advice to B.Q. within thirty (30) days of any changes or amendments to the Constitution.

42 Validity Of Actions

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

43 Indemnity Of Members

In the event of any proceedings being taken against a Member or Members of the Club in respect of any matter, or thing done by them in the proper performance of their duties, or by the direction, or with the authority of the Club, the Club shall indemnify such Member, or Members, of the Club so proceeded against in respect of their costs of such proceedings, and in respect of all costs and damages and other sums which they may be compelled to pay in the course or as a result of such proceedings.

44 Finance

(a) Financial Year

The Financial Year of the Club shall end on **30th September** each year.

(b) Annual Subscriptions

- (i) An entrance fee and Annual Subscription shall be payable by all members irrespective of class, except as provided by this Constitution.
- (ii) Such Fees and Subscriptions shall be determined at an Annual General Meeting. The Annual Subscription shall be deemed to be due and payable on the first day of the commencement of the new financial year and shall apply for that financial year.
- (iii) Annual Fees shall be payable (in advance) on 1st October each year with a one month grace period.
- (iv) The fees, as fixed, shall be payable by new members joining the Club. Any person taking up membership subsequent to the commencement of the financial year shall pay a pro-rata Club subscription from the date of acceptance as a Member to the end of the Club's financial year, plus pro-rata affiliation and capitation fees where applicable.
- (v) Unfinancial – If Members fail to pay their Annual Subscriptions by the 31st October they shall be deemed to be unfinancial.

(c) Green Fees

The Management Committee shall have the power to set minimum green fees.

(d) Special Levies

The Club may at any time strike a Special Levy on all Members at an Annual or Special General Meeting of the Club, of which prior notice of at least 14 days has been given by the Management Committee.

- (ii) The levy shall only be payable to the Club if it has been passed by not less than three fourths majority of the members present and entitled to vote at that meeting.
- (iii) Each member shall be advised by letter delivered to the Member or posted to his address of any levy struck as aforesaid. If a member fails to pay the levy within one month of the day following the posting of the letter of advice, they shall be deemed unfinancial.

(e) Unfinancial Members

Any member who becomes unfinancial shall forthwith be deprived of all privileges of membership of the Club, including

- (1) The right to hold office
- (2) The right to speak or vote at any meetings of the Management Committee or at any General Meeting of the Club.
- (3) The right to nominate any person for office or be nominated for office in the Club
- (4) The right to enter for and play in Club matches or social play; and

All privileges shall be restored to a previously unfinancial Member upon the payment of all subscriptions and monies due to the Club.

45 General Financial Matters

A detailed financial report, as well as monthly bank balances, shall be presented to each regular monthly Management Committee meeting.

As soon as practicable after the end of each financial year the Treasurer shall cause to be prepared for presentation to the Club, and for incorporation into the accounts of the Club, a statement containing particulars of the income and expenditure for the financial year just ended. All such statements shall be examined by the Auditor, who shall present a report upon such audit to the Secretary prior to the holding of the Annual General Meeting next following the financial year in respect of which the audit was made.

- (a) The funds of the Club shall be deposited in the name of the Club in such bank or financial institution decided by the Management Committee.
- (b) Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the Club.
- (c) All moneys shall be deposited in the Club's account as soon as practicable after receipt thereof.
- (d) A payment by the association of \$100 or more must be made by cheque or electronic funds transfer.
- (e) If a payment is made by cheque, the cheque must be signed by any two (2) of the following – Chairman, Secretary or Treasurer or any one (1) of three (3) other members of the Club who have been authorised by the Management Committee to sign cheques on behalf of the Club
- (f) Cheques shall be crossed "not negotiable" except those in payment of wages, allowances or petty cash recoupment which may be open .
- (g) The Management Committee shall determine the amount of petty cash to be kept on the imprest system.
- (h) All expenditure must be approved or ratified at a Management Committee meeting.
- (i) The income and property of the Club must be used solely in promoting the Club's objectives and exercising the Club's powers.

- (j) No officer or employee of the Club shall receive any monies by way of commission or allowance calculated by reference to the quantity of liquor sold or supplied by the Club or the receipts of the Club for such liquor.
- (k) No member shall be entitled to any benefit or advantage from the Club which is not shared equally of every member thereof, provided however, that honoraria may be paid to members in appreciation of services, provided the same has been recommended by the Management Committee and approved by resolution of the Club at the Annual General Meeting.

46 Documents

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

47 Distribution of Surplus Assets

If the Club be wound up in accordance with the Laws that apply to Clubs, and there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid or distributed among the Members of the Club, but shall be given or transferred to some other institution/s having objects similar to the objects of the Club, being Bowls Clubs then affiliated with BQ, or a successor body, and which shall prohibit the distribution of its income and property among its members to an extent at least as great as is imposed on the Club under or by virtue of subclause 38(d), such institution/s to be determined by the members of the Club, provided the institution/s to which the property of the Club is transferred, is an institution approved by the Commissioner of Taxation under the current Income Tax Assessment Act.

48 Men's and Ladies Bowls Sections

- 1) To control the playing of bowls in the Club all male bowling members will automatically be members of the Men's Bowls Section and all female bowling members of the Club will automatically be members of the Ladies Bowls Section.
- 2) Affiliation fees to the respective Governing Bodies shall be based on the membership of the relevant section. Pomona Bowls Club Inc shall be responsible for the payment of affiliation fees collected from ordinary and life members.
- 3) Within two (2) weeks prior to the Annual General Meeting of the Club, the respective Bowls Sections must meet to elect their Committees referred to in the Club's Bowls Policy.
- 4) The President of each Bowls Section must act for the Club's Chairperson on days that involve bowls events only.

49 Affiliation

The Club must:

- (1) affiliate with BQ and accept and abide by the rules and by-laws of BQ in so far as they apply to the sport of Bowls;
- (2) be a member of a DBA and accept and abide by the rules and by-laws of the DBA in so far as they apply to the sport of Bowls;
- (3) submit BA and BQ affiliation fees and levies direct to BQ. BQ will notify the DBA of the payment.
- (4) renew its membership with the DBA each year in accordance with the rules of the DBA and forward annual membership fee, as collected from ordinary and life members, to the DBA;
- (5) elect a delegate or delegates to the DBA in accordance with the rules and by-laws of the DBA;
- (6) provide to BQ and to the DBA the returns that are required by those bodies;
- (7) provide advice to BQ and to the DBA within 30 days of any event which would affect the status of the Club's affiliation with BQ, the legal status of the Club and/or any changes or amendments to the Club's constitution; and
- (8) not make, amend or repeal a rule or by-law in relation to the playing of the sport of Bowls that conflicts with the rules and by-laws of BA, BQ or the DBA.

50 Conduct of Members

Members and visitors shall, at all times, maintain a proper discipline and decorum, and shall not conduct illegal gambling, betting on games, speak obscene or abusive language or indulge in unseemly conduct. Any alleged infringement of this clause, on report in writing to the Management Committee shall be investigated by the Management Committee, which shall have power to demand and direct apologies, and, if necessary, if the offending person be a Member, to deal with that person under the provisions of Clause 50 or if that person be a Member of another Club to report that persons conduct to such Club, to the DBA, and to BQ. If the person is a visitor, who is not a Member of a Bowls Club, the Senior Officer present at the time shall have authority to have that person removed from the Club premises.

Any infringement of this provision and any complaints or protests lodged by a Member or Members of the Club in respect of any Member or Members of the Club shall be in writing to the Secretary, and shall be dealt with in the first place by the Management Committee who may, if deemed necessary, call a Special General Meeting. The Member or Members in respect of whom such complaints or protests have been lodged shall be entitled to attend the Management Committee meeting personally to state their case(s).

51 Disciplinary Provisions

- (1) Any member of the Club who fails to observe any rules, by-laws, club or house policies of the Club or who is deemed guilty of an act, practice or conduct calculated to bring discredit on the game of bowls or to the Club, DBA or BQ or its members, or who on any club, DBA or BQ premises engages in illegal gambling, betting or uses obscene or abusive language renders themselves liable to expulsion or suspension.
- (2) All discipline and complaint related procedures be governed by the Bowls Queensland Member Protection Policy.
- (3) Any member of the Club who is suspended, or expelled, shall be ineligible to:
 - (a) play bowls in any club, district, state or national event; or
 - (b) play bowls at any affiliated club, during the period of suspension, or expulsion, as the case may be.
 - (c) hold office or act as a delegate at club, district, state or national level.
- (4) In the case of a junior member being called before the Management Committee on a charge or complaint such member shall be entitled to be accompanied by a parent or guardian.
- (5) Pending determination of any appeal (as per the Member Protection Policy) the appellant must be allowed all membership privileges.

52 Activities to be Lawful

The Club must comply with all lawful requirements of the commonwealth, state and local governments and statutory authorities having jurisdiction over any activity of the Club.

Pomona Bowls Club Inc

By-laws

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1 Election and Ballot Procedures

- (1) Nominations for members of the Management Committee must be accordance with the rules.
- (2) A returning officer and scrutineers shall be appointed to undertake the distribution of the ballot papers and conduct the counting of the ballot papers however they must not be a candidate in that ballot.
- (3) If requested by the members present at the meeting, voting must be by secret ballot. Every ordinary financial and life member must be supplied with ballot papers.
- (4) The method of voting must be to delete the name or names of the candidate or candidates not required by the voter.
 - (a) If more than two (2) candidates nominate for the same two (2) positions the ballot for the higher position to be conducted first. The ballot for the lower position is then conducted after deletion of the successful candidate in the higher position.
- (5) The results of each ballot shall be determined on the *first past the post* principle. If there be an equal number of votes for two or more candidates for the last remaining position in a ballot a further ballot must be conducted between the two candidates who tied.
- (6) If insufficient nominations are received for the positions of elected Management Committee members the candidates so nominated shall be declared elected and the meeting shall proceed to fill any remaining vacancies and, if necessary conduct a ballot but with nominations from the floor of the meeting. Any member not present must indicate in writing his or her willingness to accept nomination from the floor for any unfilled position.
- (7) Ballot papers may be issued to those entitled to vote not more than 30 minutes prior to the meeting being opened. The returning officer must not collect the votes until the chairperson of the meeting announces the closing of the ballots. All votes will be deemed to have been made after the opening of the meeting and before the closure of the ballots. Before closing the ballot the chairperson of the meeting must introduce to the meeting any candidate for election who is not well known to the members if such candidate be present at the meeting.
- (8) In the case of a ballot being necessary to resolve a matter other than election, members must indicate their choice on ballot papers in a manner specified by the Chairperson of the meeting.
- (9) The ballot material must not be destroyed without the authority of a motion passed at the meeting and it must be the duty of the returning officer to carry out such instruction.

2 Attire

The Management Committee must determine the dress standards as the minimum requirement in relation to members and visitors within the confines of the Club's premises. Such requirements must be displayed in a prominent position within the club's premises. The Club must apply any requirements of BQ for the attire of bowls players.

3 Notice Board

A notice board, upon which all notices shall be posted, must be placed in a conspicuous position in the Club's premises.

4 Club Colours

The colours are blue and gold.

5 Club Flag

The flag will be in the club colours with the lettering **PBC** dominant and be of a style approved by the Management Committee. The bowls divisions will fly the flag on playing days.

6 Club Logo

The Management Committee will determine the use of the logo on badges and documents and will be in the shape and form as attached to this document..

7 Bowls Section Presidents

The Presidents of the respective Bowls Sections must preside on days that involve bowling events only. They must carry out the decisions of the Management Committee and generally ensure that the respective Bowls Section members are properly accommodated. They will be responsible for and carry out the duties expected of persons holding such positions.

8 Bowls Section Secretaries

The Secretaries of the respective Bowls Sections must deal with all correspondence and communications with the relevant DBA, other clubs or organisations in relation to bowling matters only. They shall issue all notices and keep minutes for all general meetings of members of the division, display notices on the notice board, and otherwise carry out all proper duties associated with the office.

9 Bowls Section Treasurers

The Treasurers of the respective Bowls Sections must be responsible for the collection and transfer of all funds accumulated from the relevant Bowls Sections activities including nomination fees for games, green fees and any other revenue incidental to bowling events.

10 Bowls Section Games Directors

The Games Director of the respective Bowls Section must:

- (1) be responsible for the conduct of all club championships and inter-club visits at home and away;
- (2) abide by the rules of procedure set out for club championships;
- (3) arrange for an umpire for games under their control and appoint markers for all singles games including DBA games;
- (4) prepare cards for all games;
- (5) arrange for the collection of green fees applicable to any games being played, and remit to the treasurer or representative before the conclusion of the day's play; and
- (6) collect nomination fees for club events and lodge nominations by the due date.
- (7) forward results of all DBA games to the relevant Club, as required

11 Bowls Sections Selectors

The Selectors of the respective Bowls Sections must:

- (1) select teams for pennant matches, super challenge matches, interclub games and, where required, social play;
- (3) select individuals, teams and sides for any representative games;