



Club Regulations

Date: 11 May 2013

Blackburn North Bowling Club Inc.

(Registration No: A0008706M)

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CLUB REGULATIONS

Section 1 – Delegation of Powers

1.1 Delegation - General

- (1) In accordance with Rule 43 of the Constitution, the Committee may delegate to a member of the Committee, a subcommittee or staff, any of its powers and functions other than:-
 - (a) this power of delegation; or
 - (b) a duty imposed on the Committee by the Act or any other law.
- (2) The delegation must be in writing and may be subject to the conditions and limitations the Committee considers appropriate
- (3) The Committee may, in writing, revoke a delegation wholly or in part.

1.2 Categories of Member

- (a) As set out in Rule 8 of the Constitution, the Members shall be divided into the following categories:
 - (i) Full Members
 - (ii) Life Members
 - (iii) Associate Members who are non-voting members.

1.3 Committees

- (a) As set out in Rule 43 of the Constitution, the Committee may establish and delegate any of its functions, powers or duties (except this power to delegate) to such committees as it thinks fit. The Committee may recall or revoke any such delegation or appointment and may amend or repeal any decision made by such committee.
- (b) The Committee shall determine in writing the duties and powers to any committee and the committee shall, in the exercise of such delegated powers, conform to any directions or Regulations that may be prescribed by the Committee.
- (c) A Committee Member, if appointed, shall be an ex-officio member of any committee so appointed.

1.4 Power to Make Regulations

- (a) The Committee may make Regulations and alter, amend or rescind the same as occasions may require, and enforce penalties for their breach. Such Regulations shall have the same force and effect as the Constitution, but shall not in any way oppose or be in conflict with the Constitution. Such Regulations shall be available for inspection in the Club premises.
 - (b) Amendments, alterations, interpretation or other changes to Regulations shall be advised to Members by means of notice approved by the Committee. Notices shall be binding upon all Members.
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Section 2 – Categories of Membership

2.1 Full Member

Full Members approved by the Committee under Rule 10 of the Constitution

- (a) shall be entitled to all benefits, advantages, privileges and services of their membership as determined by the Committee;
- (b) are eligible to hold office, be present, debate and vote at general meetings of the Club;
- (c) are eligible to play for the Club in bowls events sanctioned by Bowls Victoria and elsewhere in Australia; and
- (d) are eligible to play in Club Championship events.

2.2 Life Member

- (a) Nominations for Life Membership should be lodged with the Committee through the Secretary. The Committee may recommend to the annual general meeting that any natural person who has rendered distinguished service to the Club be appointed as a Life Member. A maximum of one (1) recommendation only is permitted in any one year.
- (b) A resolution of the annual meeting to confer life membership on the recommendation of the Committee must be a Special Resolution.
- (c) Life Members are entitled to the same rights and privileges as Full Members.
- (d) Life Members are exempt from payment of the annual club subscription but are liable to pay the annual affiliation fee to Bowls Victoria.

2.3 Associate Member

Associate members are not eligible to vote. The following categories of associate membership are approved:

(1) Persons under the age of eighteen (18) years – Junior Members.

Junior Members are eligible to play in social bowls activities arranged by the Club but are not eligible to play in Club Championship events. They are eligible to the use of social amenities of the Club except the bar. Subject to the specific approval of the Committee and payment of the affiliation fee to Bowls Victoria they may play for the Club in Pennant competition.

(2) Associate Members

Associate Members are eligible to play in social bowls events arranged by the Club. They are not eligible to play in official Pennant competitions except in case of emergency and are not eligible to play in Club Championship events. They are eligible to the full use of social amenities of the Club including the bar.

(3) Social Members

Social Members are non-playing members. They are eligible to the full use of social amenities of the Club including the bar. Social Members have the right at any time to upgrade their membership subject to the payment of the additional fee applicable to their new status. They are not entitled to attend general or special meetings.

(4) Special Members

(1) Honorary Members

- (a) Members of other bowling clubs present at the Club on days that bowls are played are Honorary Members for that day.

- (b) A member of a kindred club whose green is distant from the Club premises may, on the introduction of a member of the Club, be admitted as an Honorary Member for a period not exceeding one calendar month without payment of any subscription. The Committee shall have the power to extend the period by not more than one further calendar month if it thinks fit. There shall not at any time be more than ten (10) Honorary Members under the provisions of this clause.
- (c) The names and addresses of Honorary Members admitted under sub-clause (b) and the date upon which they were approved shall be recorded by the Secretary in a register kept for that purpose.
- (d) Honorary Members may not vote or hold office but shall be entitled to such rights and privileges as the Committee, subject to these regulations, from time to time prescribes.
- (e) The Committee may terminate the membership of an Honorary Member and expel him or her from the club premises at any time and shall not be obliged to specify any reason.

(2) Practice Members

Practice Members are affiliated members of other clubs affiliated with Bowls Victoria who wish to practice on the greens of the Club.

- (a) The Committee shall have the power to approve written applications for Practice Membership at its sole discretion.
- (b) Practice Members approved by the Committee shall be required to pay a fee set by the Committee from time to time.
- (c) Practice Members may be granted membership for one season or part thereof only and must reapply each season.

(3) Promotional Members

- (a) Persons who attend Club premises as part of social bowls activities run by the Club to enhance use of Club facilities and attract new bowlers and new members are defined as Promotional Members. Activities covered by Promotional Membership include (but are not limited to) Try Bowls, Twilight and Barefoot Bowls, School Groups, Corporate and other Community groups.
- (b) Promotional Members are entitled to the use of Club greens and all other amenities only under the supervision of Club officials.
- (c) The Committee may, at its discretion, charge a fee to participants.

(4) Inactive Members

- (a) The Committee shall have the power to elect Inactive Members as a privilege reserved for Full Members who, through illness, disability or age can no longer participate as a full time active member.
- (b) The subscription fee shall be decided by the Committee on a case by case basis.
- (c) Inactive Members will be informed in writing by the Committee as to what privileges they are entitled.
- (d) Inactive Members are not eligible to hold office, attend or vote at any general meeting of the Club.

Section 3 – General Meetings

3.1 Annual General Meeting

- (a) The Committee must convene an annual general meeting of the Club to be held within five (5) months after the end of each financial year;
- (b) The Committee may determine the date, time and place of the annual general meeting;
- (c) The ordinary business of the annual general meeting is as follows –

- (i) to confirm the minutes of the previous annual general meeting and of any special general meetings held since then;
- (ii) to receive and consider –
 - (a) the annual report of the Committee on the activities of the Club during the preceding financial year; and
 - (b) the financial statements of the Club for the preceding financial year submitted by the Committee in accordance with Part 7 of the Act;
 - (c) to elect the members of the Committee, Sub-Committees and Officers;
 - (d) to confirm or vary the amounts (if any) of the annual subscription and joining fee in accordance with Rule 12 of the Constitution;
- (d) The annual general meeting may also consider any special resolutions which are required for the following items of business:
 - (i) proposed changes to the Constitution;
 - (ii) removal of a Committee member from office;
 - (iii) conferring of Life Membership;
 - (iv) creating any other category of non-voting membership under Rule 14.
 - (v) winding up of the Club.
- (e) The annual general meeting may also consider any other resolutions for which notice has been given.
- (f) Appointment of Auditor.
 - (i) Under the Associations Incorporation Reform Act 2012 the Club is in the Tier 1 Category (Gross income not exceeding \$250,000) for reporting to Consumer Affairs Victoria, and its financial statements do not have to be independently reviewed or audited unless specifically required by Consumer Affairs Victoria.
 - (ii) Notwithstanding Item (i) above, the Committee is required, under this regulation, to conduct an internal audit of the financial statements presented to members at the annual general meeting.
 - (iii) An auditor, appointed under Item (ii) above, may be a member of the Club who must not be a member of the Committee or other suitable person known to the Club. An auditor is appointed for one year only, but may be re-elected.

Section 4 – Duties of the Committee

4.1 Election of Committee

Election of Committee Members is to be carried out in accordance with the provisions of Division 3 of the Constitution.

4.2 Duties of Committee Members

(a) President

The duties of the President are as follows:

- (i) Ensure good governance of the affairs of the Club in accordance with the Constitution and Club Regulations;
- (ii) Act as Chairperson of all general meetings of members and of meetings of the Committee and ensure that correct meeting protocols are followed;
- (iii) Deliver a casting vote, or otherwise, in the case of an equality of votes on any matter voted upon at any meeting;
- (iv) Act as spokesperson for the Club to Bowls Victoria and to the greater community.

(b) Vice – President

The duties of the Vice–President are as follows:

- (i) Deputise for the President in his absence;

- (ii) In the absence of the President, act as Chairperson of all general meetings of members and of meetings of the Committee.
 - (iii) As Chairperson, deliver a casting vote, or otherwise, in the case of an equality of votes on any matter voted upon at any meeting;
 - (iv) Co-ordinate the activities of a Steering Committee of the Club to undertake strategic planning to achieve both the short term and long term objectives of the Club.
 - (v) Undertake special assignments requested by the President or the Committee.
- (c) Secretary
- The duties of the Secretary are as follows:
- (1) Statutory Matters
- (i) Maintain the register of members in accordance with Rule 18 of the Constitution.
 - (ii) Keep custody of the Common Seal (if any) of the Club and, except for the financial records referred to in Rule 70(3), all books, documents; and securities of the Club in accordance with Rules 72 and 75 of the Constitution; and
 - (iii) Subject to the Act and the Constitution, provide members with access to the register of members, the minutes of general meetings and other books and documents; and
 - (iv) Forward to Consumer Affairs Victoria in the required format the financial statements of the Club approved by the members at the annual general meeting; and
 - (v) Perform any other duty or function imposed on the Secretary by the Constitution.
- (2) Administrative Matters
- (i) Attend, where possible, all meetings of the Committee and general and special meetings of the Club and ensure that accurate minutes of all such meetings are recorded and confirmed in accordance with the requirements of the Constitution, particularly Rule 41.
 - (ii) Attend to all correspondence, on a timely basis, in connection with the general business of the Club, both in and out, whether delivered by hand, post or electronically.
 - (iii) Ensure the timely issue to members of notice of the time, date and place of general and special meetings, and of their right to a proxy vote.
 - (iv) Co-ordinate the preparation of the Social and Bowling Programme for the Club and the preparation of the official programme books issued to full and life members.
 - (v) Liaise with Bowls Victoria and Eastern Ranges Bowls Region to ensure the timely submission of matters required by them, particularly the entry of Club teams in pennant competitions and the register of affiliated members.
 - (vi) Deal promptly with all applications for membership, and requests for clearances of members to other clubs.
 - (vii) Co-ordinate the preparation of the annual report to members for the annual general meeting and prepare an agenda consistent with Regulation 3.1.
 - (viii) Perform all other secretarial tasks including, but not restricted to, issue of death notices, updating of honour boards, supply of Club bowl discs, and hiring of greens to other clubs.

- (d) Treasurer
 - (1) The Treasurer must –
 - (a) Receive all moneys paid to or received by the Club and issue receipts for those moneys in the name of the Club; and
 - (b) Ensure that all moneys received are paid into the account of the Club within five (5) working days after receipt; and
 - (c) Make any payments authorised by the Committee or by a general meeting of the Club from the Club's funds; and
 - (d) Ensure that cheques are signed by at least two (2) committee members.
 - (2) The Treasurer must –
 - (a) Ensure that the financial records of the Club are kept in accordance with the Act; and
 - (b) Coordinate the preparation of the financial statements of the Club and their certification by the Committee prior to their submission to the annual general meeting of the Club.
 - (3) The Treasurer must ensure that at least one other committee member has access to the accounts and financial records of the Club.
- (e) Ladies Co-ordinator

The Ladies Co-ordinator is responsible for the co-ordination of all bowls and social activities of particular interest to female members of the Club e.g. Ladies Championship events, ladies only social bowls events, and other social events such as fashion shows etc.
- (f) IT Co-ordinator
 - (1) The Information Technology Co-ordinator is responsible for the ongoing development of an effective internet website appropriate to the promotion of the aspirations and activities of the Club.
 - (2) The IT Co-ordinator is also responsible for the development of an intranet facility to provide members with interactive interface with the Club.
 - (3) Intranet facilities to be provided include, but are not restricted to;
 - (i) Constitution and Club Regulations;
 - (ii) Club Notice Board;
 - (iii) Team Selection Notices;
 - (iv) Club Newsletter; and
 - (v) Notices of meetings of members.
- (g) Bowls Co-ordinator
 - (1) The Bowls Co-ordinator is responsible for the co-ordination of all Bowls activities and bowls related events for the Club.
 - (2) The Bowls Co-ordinator is automatically chairperson of the Bowls Committee which is responsible for all Club bowls and bowls related events.
- (h) General Committee Members

There will be two (2) elected General Committee members whose duties will be as determined from time to time by the Committee.
- (i) Following a change of President of the Club, the Immediate Past President will be automatically appointed to the Committee until the next annual general meeting to give assistance and advice to the incoming President.

Section 5 – Election of Sub-Committees

The following sub-committees will be elected at the Annual General Meeting;

(1) Bowls Committee

- (a) A Bowls Committee of a maximum of five (5) persons will be elected by members to co-ordinate all bowls and bowl related events.
- (b) The Bowls Co-ordinator elected to the main Committee will be Chairperson of the Bowls Committee.
- (c) Nomination and election of eligible members for the four (4) remaining positions on the Bowls Committee will be subject to the same procedures as required under Rule 51 of the Constitution for the election of Committee Members.
- (d) The Bowls Committee is responsible for the following bowls and bowls related events;
Pennant Competitions, Club Championships, Social Inter Club Bowls, Indoor Bias Bowls, Winter Social Bowls, Season Opening Day, Presidents Guest Day, Trophy Presentation Day.
- (e) The Bowls Committee will have the power at any time to co-opt any member or members to assist them in carrying out their duties.
- (f) If any member of the Bowls Committee vacates his or her position for any reason, then such vacancy or vacancies shall be filled by another financial member or members appointed by the Committee.

(2) Pennant Selection Committees

- (a) Two Pennant Selection Committees, each of a maximum of five (5) members, will be elected by members to co-ordinate selection of teams to participate in Pennant Competitions entered into by the Club.
- (b) Pennant Selection Committees are answerable to the Bowls Committee for the performance of their duties to select and arrange all pennant teams and keep records of all pennant matches..
- (c) There will be separate selection committees for Saturday and Tuesday pennant competitions.
- (d) Nomination and election of eligible members for Pennant Selection Committees will be subject to the same procedures as required under Rule 51 of the Constitution for the election of Committee Members.
- (e) Each Pennant Selection Committee will elect its own Chairperson from the five (5) elected members.

(3) Indoor Bias Bowls Committee

- (a) All Full, Life, Associate and Social members are eligible to take part in indoor bias bowls activities.
- (b) Participant members of indoor bias bowls activities will elect from their number an Indoor Bias Bowls Co-ordinator who shall have the power to co-opt participant members to assist with Indoor Bias Bowls activities.
- (c) The Indoor Bias Bowls Co-ordinator will be Chairperson of the Indoor Bias Bowls Committee.
- (d) The Indoor Bias Bowls Committee will be responsible to the Bowls Committee for the co-ordination of all indoor bias bowl activities of the Club.

(4) Greens Director

(a) A Greens Director will be elected by members to co-ordinate all activities relating to the maintenance of the playing area and external surrounds.

(b) Nomination and election of eligible members for the position of Greens Director will be subject to the same procedures as required under Rule 51 of the Constitution for the election of Committee Members.

(c) The Greens Director will be responsible for the upkeep of the grounds within the perimeter of the Club.

(d) The Greens Director will have the power at any time to co-opt any member or members to assist him or her in carrying out his or her duties.

(e) The Greens Director shall have control of the playing area and power to prevent play when he or she considers the area may be injured thereby. Notice posted by the Greens Director shall be sufficient advice to members.

(f) No person shall be allowed to play on the playing area unless barefoot or wearing smooth soled and heel-less shoes.

(g) In the absence of the Greens Director, any two members of the Committee, or in their absence, the Manager of the Senior Pennant Team for that day, playing at home, shall have power to prevent play at any time.

(h) In all other respects the supervision and control of the playing area and surrounds shall be in the hands of the Committee, whose rulings thereon shall be final.

(5) Bar Committee

(a) A Bar Committee will be appointed by the Committee to co-ordinate the operation of the Club's bar in accordance with the licence approved by the Gaming and Liquor Control Commission of Victoria and liquor licensing laws in Victoria.

(b) The Bar Committee shall comprise of the Licence Nominee, a Bar Manager and one (1) other eligible member.

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

(d) The Bar Committee shall have the power to appoint volunteer bar stewards subject to completion of all requirements of the Liquor Control Act.

(e) A visitor to the Club must not be supplied with liquor in the Club premises unless in the visitor is a guest in the company of a member.

(f) A person can not:

(i) be admitted as an honorary member or temporary member of the Club: or

(ii) be exempted from the obligation to pay the ordinary subscription for membership of the Club

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

(g) Where a guest in the company of a member is admitted to any part of the licensed premises, the Secretary shall keep on the Club premises a register of such a guest and such register must contain the:

- (i) name and address of each guest: and
- (ii) date on which each guest attended the premises.

Section 6 – Election of Officers

The following officers of the Club shall be elected by the members at the annual general meeting. Nomination and election of officers will be subject to the same procedures as required under Rule 51 for the election of Committee Members:

(a) Buildings Manager

The Buildings Manager is responsible for the co-ordination of all activities necessary for the efficient operation of the Club's buildings. The Buildings Manager shall consider all building projects referred by the Committee and submit recommendations and quotations therefor to the Committee.

The Buildings Manager shall organise and/or supervise all works relating to new projects, repairs and alterations as approved by the Committee.

(b) House Manager

The House Manager shall be responsible for the tidiness and cleanliness of the Clubrooms. The House Manager is authorised to co-opt members to carry out these duties by way of a roster system.

(c) Business Manager

The Business Manager shall be responsible for liaison with Club sponsors, seeking new Club sponsorships, and negotiating signage and other promotional exposure for sponsors.

(d) Catering Officer

The Catering Officer is responsible for the planning, purchasing and supply of all provisions for catering purposes.

The Catering Officer is authorised to co-opt members to assist with catering duties.

(e) Social Secretary

The Social Secretary is responsible for the organisation of all social activities held in the name of the Club.

The Social Secretary will liaise with the Catering Officer where social activities require catering supplies.

The Social Secretary is authorised to co-opt members to assist with social activities.

(f) Almoner

The Almoner is responsible for maintaining contact with members who are absent from the Club due to illness, injury or other reasons and keeping the Committee and members informed.

Section 7 – Club Championships

(a) Club Championships will be held each year in the following events:

- Ladies Club Singles Championship
- Presidents Handicap Ladies Singles (Proportional)
- Ladies Pairs Championship
- Ladies Triples Championship
- Men's Club Singles Championship
- Presidents Handicap Men's Singles
- Men's Novice Singles Championship
- Men's Two-Bowl Singles Championship
- Men's Pairs Championship
- Men's Triples Championship
- Mixed Pairs Championship

(b) Closing dates for entries and scheduling of matches in all events will be as determined by the Bowls Committee.

(c) Any match may, by agreement of the opponents, be played on a day prior to the scheduled date. Matches are to commence at 9.30 a.m. unless another time is arranged by the opponents.

(d) Matches not played by the scheduled date will be forfeited by both players unless:

- (i) Inclement weather on the date shown for a match to be played by results in play being called off or not started. The match must then be played as soon as practicable and the playing of the next round must not be delayed.
- (ii) Prior approval of the Bowls Committee to defer a match to a later date has been received. Both sides must be agreeable to the change of date.
- (iii) The Bowls Committee, on appeal, agrees that to be fair to both parties a match may be deferred.

(e) Substitutes are allowed. For definition of a substitute the Law Book or an umpire should be consulted. A substitute may play in any other position other than Skipper.

(f) All matches are knock out. Singles events are won by the player first reaching 25 shots. Pairs and triples are to be played over eighteen (18) ends unless a team is in a winning position before then. A handicap (proportional) event is won by the player first reaching one hundred (100) points. No scoring is allowable in any match until an end is completed.

(g) Correct bowling attire (Whites) is required for both players and markers for all club championship matches.

(h) A player committed to a Bowls Victoria event on the scheduled day of a club championship will not be penalised because of that commitment. Bowls Victoria Rules for Competition 1H "Protection" should be referred to if the need arises. The Bowls Committee requires advice of such commitment as soon as practicable.

(i) Entries for the Champion of Champions event close on 1st January each year.

Section 8 – Bowls Related Events

(1) Season Opening Day

(a) The Bowls Committee is responsible for the organisation of a Season Opening Day on a Saturday as close as practicable to the 1st day of September each year.

(b) All members are invited to attend the ceremony and correct bowling attire (Whites) must be worn.

(c) The Secretary will invite the Mayor of Whitehorse City Council or his representative to formally declare the opening of the new season. A representative from Eastern Ranges Bowls Region will also be invited to attend.

(d) Following the opening declaration the reigning Club Ladies and Men's Singles Champions will roll the first bowls of the new season.

(e) Visitors and members will be entertained to afternoon tea.

(2) Trophy Presentation Day

(a) The Bowls Committee is responsible for the organisation of an event for the presentation of trophies before the official end of the bowling season.

(b) The date for the Trophy Presentation Day will be determined by the Bowls Committee.

(c) The presentation ceremony is preceded by a sit down lunch to which all members are invited.

(d) Trophies to be presented will be determined by the Bowls Committee.

Section 9 – Alterations to Club Regulations

No amendments, alterations or other changes to these Club Regulations are permitted unless approved by members as a Special Resolution at the annual general meeting or a special general meeting.