



Constitution and Rules

of

Romsey Bowling Club Inc.

Revised OCTOBER 2009

SECTION 1

1. The name of the Club is: -
The Romsey Bowling Club Inc (in these rules called "the Club").

INTERPRETATION

2. (1) In these rules, unless the contrary intention appears: -
- (a) "Board" means the Board of Management of the Club.
 - (b) "Financial year" means the year ending on 31st May.
 - (c) "General Meeting" means a general meeting of members convened in accordance with Rule 31.
 - (d) "Member" means a full member of the Club.
 - (e) "Ordinary Member of the Board" means a member of the Board who is not an officer of the Board under Rule 44.
 - (f) "RVBA" means the Royal Victorian Bowls Association Inc.
 - (g) "VLBA" means the Victorian Ladies Bowling Association Inc.
 - (h) "The Act" means the Associations Incorporation Act 1981.
 - (i) "The Regulations" means regulations under the Act.
 - (j) The singular shall include the plural.
 - (k) A reference to the male gender shall include the female gender.
- (2) In these Rules, a reference to the Secretary of the Club is a reference: -
- (a) where a person holds office under these Rules as Secretary of the Board to that person; and
 - (b) in any other case, to the Public Officer of the Club.
- (3) The Board shall interpret the meaning of any words or expressions contained in these Rules in any case where doubt arises subject only to confirmation of contradiction by a general meeting called for the purpose.

STATEMENT OF PURPOSES

3. The objects for which the Club is established are: -
- (a) To maintain and conduct a Club of a non-political character and to provide a clubhouse, bowling green and other conveniences for the use and recreation of the members at such place or places as decided by the members.
 - (b) To raise and borrow any monies required for the purposes of the Club upon such terms and conditions and/or on such securities as may be determined.
 - (c) To purchase, take, lease, exchange, hire or otherwise acquire any real or personal property and other rights and privileges necessary or convenient for the purpose of the Club.
 - (d) To construct, alter, add to, or maintain all buildings and other property belonging to the Club.
 - (e) To sell, mortgage, improve, manage, develop, lease, dispose of, turn to account or otherwise deal with all or any part of the property of the Club except that the Club is prohibited from making any distribution whether in money, property or otherwise to its members.
 - (f) To affiliate with the RVBA and VLBA.
 - (g) To apply for, hold and renew a club licence pursuant to the Liquor Control Act and any permit or authority there under.
 - (h) To apply through an authorised officer of the Club to the Liquor Licensing Commission and the Raffles and Bingo Permits Board for a permit to conduct a game of Bingo in accordance with the Lotteries Gaming and Betting (Raffles and Bingo) Act 1977.
 - (i) To formulate and put into effect such other objects as the members shall determine, but always to have in mind the advancement and best interests of the game of bowls and the engendering by association of fraternal feeling amongst bowlers.
 - (j) To do all such things as are incidental or necessary for the purpose of the above objects.

SECTION 2

MEMBERSHIP

4. (1) The Club shall consist of the following classes of Members:-
- (a) Full Members.
 - (b) Life Members.
 - (c) Honorary Members.
 - (d) Social Members.
- | | |
|------------|----------------------|
| Categories | 1 Non Bowling |
| | 2 Restricted Bowling |
| | 3 Golf Club |
- (e) Junior Members.
- (2) Full and Life Members, who alone shall be eligible to vote at meetings and to hold office in the Club, shall be entitled to all the privileges of the Club, while Honorary, Social and Junior Members shall be entitled to the privileges set out in these Rules.

APPLICATION FOR MEMBERSHIP

5. (1) A person aged not less than 18 years who is nominated and elected to membership as provided in these rules is eligible to be a member of the Club on payment of the entrance fee and annual subscription payable under these Rules.
- (2) A person who is not a member of the Club at the time of the incorporation of the Club (or who was such a member at the time but has ceased to be a member) shall not be elected to membership: -
- (a) unless he is nominated as provided in sub-clause (3); and
 - (b) his admission as a member is approved by the Board.
- (3) A nomination of a person for membership of the Club: -
- (a) shall be made in writing in the form set out in Appendix 1; and
 - (b) shall be lodged with the Secretary of the Club.
- (4) As soon as is practicable after the receipt of a nomination the Secretary shall post it on the Club's notice board for exhibition at least seven days immediately preceding the day of election and an interval of not less than two weeks shall elapse between the date of nomination and election.
- (5) Members shall be elected by the Board by ballot and
- (a) three adverse votes shall exclude the applicant.
 - (b) the decision of the Board as to whether any candidate has been duly elected or not shall be final.
 - (c) a record shall be kept by the Secretary or members of the Board voting at any election of Members of any classification.
- (6) Upon a nomination being approved by the Board, the Secretary shall, with as little delay as possible, notify the nominee in writing that he is approved for membership of the Club and request payment within the period of 28 days after receipt of the notification of the sum payable under these rules as the entrance fee and the first year's annual subscription.
- (7) The Secretary shall upon payment of the amounts referred to in sub-clause (6) within the period referred to in that subclause, enter the nominee's name in the register of members kept by him and, upon the name being so entered, the nominee becomes a member of the Club.
- (8) If a newly elected member fails to pay his subscription within 28 days after his election, his election shall be void unless he justify the delay to the satisfaction of the Board.
- (9) The payment of the subscription or using the Club's property shall imply a member's acquiescence in the Rules, By-Laws and Regulations of the Club.
- (10) Any person whose application for membership is rejected or whose election is voided under Rule 5(8) shall not again be nominated for a period of at least six months from the date of the rejection or avoidance of membership.

- (11) A right, privilege, or obligation of a person by reason of his membership of the Club: -
 - (a) is not capable of being transferred or transmitted to another person;
 - (b) terminates upon the cessation of his membership whether by death or resignation or otherwise.

LIFE MEMBERS

6. (1) Any person who shall have rendered special service or services to the Club may at any General or Special General Meeting, on the unanimous recommendation of the Board and on receiving the votes of at least three-quarters of the members present at such meeting, be elected a Life member of the Club with full privileges without payment of any subscription provided always that there shall not be at any time more than five Life Members of the Club.
- (2) A Life Member shall not be relieved of any financial obligation other than the Annual Subscription.

HONORARY MEMBERS

7. (1) Members of other Bowls Clubs present at the Club for the purpose of playing bowls are Honorary Members for that day.
- (2) Any member of any Bowls Club whose green is distant more than 20km from the Club premises may, on the introduction by a member of the Club, be elected by any two members of the Board as an Honorary Member for a period not exceeding fourteen consecutive days without payment of any subscription, and the Board shall have power to extend the period for a further fourteen consecutive days, if so desired, on conditions to be determined by the Board.
- (3) Honorary Members may be elected and the period of their membership fixed or extended by an Election Committee consisting of any two members of the Board and the name and address of each Honorary Member, together with the name of the introducing member and the names of the members of the Board by whom they are elected shall be entered in a book to be kept for that purpose, and the introducing member shall be responsible for the bona fides of the person introduced.
- (4) The Board shall have power to withdraw any or all privileges from Honorary Members and Honorary Members are not and shall not be entitled to take part in any annual or special meeting nor vote upon any subject thereat. They shall not have any right, title or interest in or to any of the property of the Club.
- (5) No person shall be allowed to become an Honorary or Temporary Member of the Club or be relieved of the payment of subscription or other financial obligations, except as provided for by these Rules.

SOCIAL MEMBERS

8. (1) Any person over the age of 18 years may be elected a Social Member of the Club.
- (2) Social Members: 3 Categories as defined
 - Category 1.* Shall be entitled to all the privileges of the Club other than the right to vote or to hold office or to take part in bowling on the Club green.
 - Category 2.* Shall be entitled to Bowl only in Club Social Bowls events.
 - Category 3.* Shall be financial members of the Romsey Golf Club Inc. Their membership is automatic and for the duration only of the Romsey Bowling Club Inc. six (6) month Liquor Licence. They shall not be entitled to hold office, vote or participate in bowling on the Club green. This Category exists only whilst the Romsey Golf Club Inc and the Romsey Bowling Club Inc. have dual occupancy of the Club rooms.

- (3) Subject to the provisions of Rule 10, Social Members shall pay an annual subscription as determined at the Clubs AGM.

JUNIOR MEMBERS

9. (1) No person under the age of 18 years shall be admitted as a member other than as a Junior Member.
- (2) Any person of good character aged not more than 18 years who is nominated and approved for Junior Membership of the Club in accordance with these Rules is eligible to be a Junior Member on payment of the entrance fee and Annual Subscription payable under these Rules.
- (3) Junior Members shall not be entitled to purchase or consume liquor on the premises of the Club nor shall they be eligible to hold office or vote at any meeting of the Club, but shall be entitled to participate in such Bowls activities on the greens as the Board shall determine.
- (4) On attaining the age of 18 years, Junior Members shall be ineligible to continue in such membership class but shall be eligible for nomination and election to other membership as provided in these Rules without delay.

ANNUAL SUBSCRIPTION

10. (1) The entrance fee is \$1
- (2) The annual subscription fees are to be set at the AGM for the following bowls season and are payable in advance on or before the first day of October in each year.
- (3) Any member transferring to another class of membership shall pay the difference between the entrance fees for the respective membership classes where a higher entrance fee is applicable.
- (4) The Board is empowered to prevent any member whose subscription is in arrear from exercising the whole or any of the privileges of the Club.
- (5) If any members fails to pay the Annual Subscription within Six (6) months of the commencement of the financial year in any year his membership shall thenceforth cease but should a sufficient explanation be made to the Board it shall have the power to restore his name to the register upon payment of the amount due.
- (6) Should any member of the Club from any cause whatsoever cease to be a member for one or more years he may be readmitted without paying back subscriptions, provided a majority of the Board consent thereto.
- (7) Any member contemplating absence for a period may on application to the Board be granted leave of absence for a period not exceeding two years, subject to the payment of a nominal amount fixed by the Board.
- (8) Financial Members of the Romsey Bowling Club Inc. shall automatically become a social member of the Romsey Golf Club Inc. for the term only of the Golf Clubs six(6) month liquor licence. This Category exists only while the Romsey Golf Club Inc and the Romsey Bowling Club Inc. have dual occupancy of the Club rooms.

REGISTER OF MEMBERS

11. (1) The Secretary shall keep and maintain, in a form approved by the Liquor Licensing Commission, a register of members in which shall be entered the full name, address and date of entry of the name of each member together with the date of the latest payment of his subscription and the register shall be available for inspection by members and officers authorised under the Liquor Control Act 1987 at the address of the Club.
- (2) Every member shall communicate in writing any change of his address to the Secretary who shall register same.

- (3) The Board shall ensure that Full and Life Members constitute at least 60 per cent of the total membership of the Club excluding Junior, and Honorary Members and persons who are members by reason only of reciprocal arrangements with another Club.

LIABILITY OF MEMBERS

12. If a member, by any breach of these rules, or by any unlawful act, causes the Club or any officer of the Club to pay any money, such member shall be civilly liable to the Club or such officer for the amount so paid.

RESIGNATION OF MEMBER

13. (1) A member of the Club who has paid all money due and payable by him to the Club may resign from the Club, by first giving one months notice in writing to the Secretary of his intention to resign and upon the expiration of that period of notice, the member shall cease to be a member.
- (2) Upon the expiration of a notice given under sub-clause (1), the Secretary shall make in the register of members an entry recording the date on which the member by whom the notice was given ceased to be a member.
- (3) Any member retiring from the Club, or ceasing for any reason whatever to be a member thereof, shall not have any right, title or interest in or to any property of the Club.

EXPULSION OF MEMBER

14. (1) Subject to these rules, the Board may by resolution: -
- (a) expel a member from the Club;
 - (b) suspend a member from membership of the Club for a specified period; or
 - (c) fine a member in accordance with The Regulations, if the Board is of the opinion that the member: -
 - (i) has refused or neglected to comply with these rules; or
 - (ii) has been guilty of conduct unbecoming a member or prejudicial to the interests of the Club.
- (2) A resolution of the Board under sub-clause (1): -
- (a) does not take effect unless the Board at a meeting held not earlier than 14 and not later than 28 days after the service on the member of a notice under sub-clause (3) confirms the resolution in accordance with this clause; and
 - (b) where the member exercises a right of appeal to the Club under this clause does not take effect unless the Club confirms the resolution in accordance with this clause.
- (3) Where the Board passes a resolution under sub-clause (1), the Secretary shall, as soon as practicable, cause to be served on the member a notice in writing: -
- (a) setting out the resolution of the Board and the grounds on which it is based;
 - (b) stating that the member may address the Board at a meeting to be held not earlier than 14 and not later than 28 days after service of notice;
 - (c) stating the date, place and time of that meeting;
 - (d) informing the member that he may do one or more of the following: -
 - (i) attend that meeting;
 - (ii) give to the Board before the date of that meeting a written statement seeking the revocation of the resolution;
 - (iii) not later than 24 hours before the date of the meeting, lodge with the Secretary a notice to the effect that he wishes to appeal to the Club in a General Meeting against the resolution.
- (4) At a meeting of the Board held in accordance with sub-clause (2), the Board: -
- (a) shall give to the member an opportunity to be heard;
 - (b) shall give due consideration to any written statement submitted by the member; and
 - (c) shall by resolution determine whether to confirm or to revoke the resolution.

- (5) Where the Secretary receives a notice under sub-clause (3), he shall notify the Board and the Board shall convene a General Meeting of the Club to be held within 21 days after the date on which the Secretary received the notice.
- (6) At a General meeting of the Club convened under sub-clause (5): -
- (a) no business other than the question of the appeal shall be transacted;
 - (b) the Board may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution;
 - (c) the member shall be given an opportunity to be heard;
 - (d) the members present shall vote by secret ballot on the question whether the resolution should be confirmed or revoked.
- (7) If at the General Meeting: -
- (a) The majority of the members present vote in favour of the confirmation of the resolution, the resolution is confirmed; and
 - (b) In any other case, the resolution is revoked.
- (8) (a) At the expiration of any financial year in respect of which any person shall have paid the subscription the Board, if it is of the opinion that it is undesirable in the interest of the Club that such person should continue to be a member, may decline to accept any further subscriptions from such person.
- (b) The Secretary shall notify such person of this decision and he shall thereupon cease to be a member of the Club.
- (c) The member shall have the same right of appeal and on the same conditions as stated in sub-clause (2).

15. Disputes and Mediation

- (1) The grievance procedure set out in this rule applies to disputes under these rules between: -
- (a) a member and another member; or
 - (b) a member and the Club.
- (2) All disputes must, in the first instance, be referred to the Board in writing, must be duly signed and clearly set out the precise nature of the dispute.
- (3) The parties to the dispute, must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.
- (4) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend the meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.
- (5) The mediator must be: -
- (a) a person chosen by agreement between the parties; or
 - (b) in the absence of agreement-
 - (i) in the case of a dispute between a member and another member, a person appointed by the Board; or
 - (ii) in the case of a dispute between a member and the Club, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).
- (6) A member of the Club may be the mediator.
- (7) The mediator cannot be a member who is a party to the dispute.
- (8) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (9) The mediator, in conducting the mediation, must: -
- (a) give the parties to the mediation process every opportunity to be heard; and
 - (b) allow due consideration by all parties of any written statement submitted by any party; and
 - (c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.

(10) The mediator must not determine the dispute.

(11) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act otherwise at law.

SECTION 3

BOWLS SECTIONS

16. (1) There shall be two Bowls Sections one of which shall comprise the members of the Club who are affiliated with the RVBA and the other shall comprise the members of the Club who are affiliated with the VLBA.
- (2) The Sections shall each be responsible to the Board for the management and conduct of all Section Bowls activities including Pennant and Social Bowls, respective Club Championships, Association events and any other special events approved by the Board.
- (3) The Sections shall be jointly responsible to the Board for the conduct of such mixed events as are approved by the Board.
- (4) (a) The Sections shall seek affiliation with the RVBA and the VLBA as appropriate.
(b) in playing Bowls members shall observe the Laws and Rules of the respective Associations.
(c) failure to observe any such Laws and Rules will render the offending player liable to disqualification from the match or competition.
(d) For so long as **[The Romsey Bowling Club Inc.]** is a member of the RVBA or its successor and assigns it is a condition of membership of **[The Romsey Bowling Club Inc.]** that all members agree to and shall abide by the Constitution, Rules and By-Law as of the RVBA in force from time to time.
- (5) Not later than the 31st May of each year the Sections shall each submit to the Secretary of the Board a copy of its Annual Financial Statement showing details of all monies received and expended in connection with its activities. These statements shall have been audited by the Auditors and all funds shall be dealt with as provided in Rule 43.

SECTION ORDINARY AND ANNUAL MEETINGS

17. (1) Each Section may hold such ordinary meetings of its members as may be convened under these Rules, but shall hold a Section Annual Meeting at such date and place as the Section Committee determines not later than one month prior to the Annual General Meeting of the Club.
- (2) The business of the Section Annual Meetings shall be: -
(a) to confirm the minutes of the last preceding Section Annual Meeting and of any Section Ordinary Meetings held since that meeting.
(b) to receive from the Section President a report on the transactions of the Section during the last preceding year.
(c) to elect officers of the Section, the members of the Section Committee and the Club Delegates.
(d) to elect the Section Match Committee.
(e) to elect the Section Selection Committee.
(f) to determine the number of Pennant sides to be entered in Pennant Competitions but on the resolution of the members this matter may be referred to the Section Committee with power to act.
(g) to transact any other business of which notice has been given.
(h) to transact any other general business but any resolutions arising from such business shall be recommendations to the Section Committee only.
- (3) The rules for general meetings of the Club, suitably modified to provide for equivalent section office bearers and the like, and for a quorum of Half plus one of the section office bearers, shall apply to Section Ordinary and Annual Meetings.

SECTION COMMITTEES

18. (1) The affairs of each of the Sections as provided in Rule 19(2) shall be managed by the respective Section Committees.
- (2) The officers of each Section shall be: -
(a) a President
(b) a Senior Vice President
(c) a Junior Vice President
(d) a Secretary
(e) a Treasurer
- (3) The provisions of Rule 26 so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the offices mentioned in the sub-clause (2).
- (4) Each officer of the Sections shall hold office for not less than 12 months and until his successor is elected but is eligible for re-election.
- (5) In the event of a casual vacancy in any office referred to in sub-clause (2), the Committee may appoint one of its members to the vacant office and the member so appointed may continue in office up to and including the conclusion of the Annual Meeting next following the date of his appointment.
19. (1) Each Section Committee shall consist of: -
(a) the Officers of the Section; and
(b) ten ordinary Committee members each of whom shall be elected at the Section Annual Meeting.
- (2) Each ordinary member of the Committee shall, subject to these rules, hold office for not less than 12 months and until his successor is elected but is eligible for re-election.
- (3) In the event of a casual vacancy occurring in the office of an ordinary member of the Committee, the Committee may appoint a member of the Club to fill the vacancy and the member so appointed shall hold office, subject to these rules, until the conclusion of the Section Annual Meeting next following the date of his appointment.

CLUB DELEGATES

20. (1) Two Delegates to the RVBA or VLBA (and Country Association), at least one of whom shall be a member of the Committee, shall be elected by the Section Annual Meeting.
- (2) Any Delegate absenting himself from two consecutive meetings of the RVBA or VLBA (or Country Association) without good and valid reason to satisfaction of the Committee shall be held to have vacated the office.
- (3) The Committee shall have the power to fill any vacancy.
- (4) The Delegates shall make regular reports to the respective Committees.

SECTION MATCH COMMITTEE

21. (1) A Match Committee comprising five financial members shall be elected by the members at the Annual Meeting of the Section.
- (2) The duties of the Match Committee shall be: -
(a) to arrange the Section fixture programme for the season;
(b) to arrange teams for and control all Section fixtures;
(c) to make the draw and determine handicaps for Section competitions.
- (3) In the event of any member or members of the Match Committee vacating his or their position for any reason whatsoever, then such vacancy or vacancies shall be filled by another financial member or members to be appointed by the Section Committee.

- (4) The Match Committee shall have power to co-opt any financial member to assist in conducting tournaments, but a final decision on any matter within its duties shall rest entirely with the Match Committee.

SECTION SELECTION COMMITTEE

22. (1) A Selection Committee comprising Five financial members shall be elected by the members at the Section Annual Meeting.
- (2) The duties of the Selection Committee shall be: -
(a) to select teams and sides to represent the Section in Pennant fixture; and
(b) to select or recommend other playing representatives of the Section.
- (3) In the event of a casual vacancy occurring on the Selection Committee, the Section Committee may appoint a financial member to fill such vacancy.
- (4) The Selection Committee shall have power to co-opt any financial member to assist in its duties but a final decision on any matter within its duties shall rest entirely with the Selection Committee.

GREENS COMMITTEE

23. (1) A Greens Committee comprising five financial members shall be elected by the members at the Club Annual Meeting.
- (2) The duties of the Greens Committee shall be: -
(a) to maintain to RVBA standards the playing area and the surrounds.
(b) in the event of the Green Directors absence the Green Committee shall have full control and supervision of the playing area and power to prevent play at any time when it is considered the area may be damaged.
- (3) In the event of a casual vacancy occurring on the Greens Committee, the Committee may appoint a financial member to fill such vacancy.

ELECTION OF OFFICERS, COMMITTEES AND VACANCY

24. (1) Nominations of candidates for election as officers of the Sections or as ordinary members of the Committees and nominations for the positions of Club Delegates to represent the Club at meetings of the RVBA or VLBA (and Country Association) and for the Match and Selection Committee: -
(a) shall be made in writing, signed by two members of the respective Section and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
(b) shall be delivered to the Secretary of the Section not less than 21 days before the date fixed for the holding of the Section Annual Meeting.
- (2) If insufficient nominations are received to fill all vacancies on the Committee, further nominations shall be received and a ballot held.
- (3) If the number of nominations received is equal to the number of vacancies to be filled, further nominations shall be received and a ballot held.
- (4) If the number of nominations exceeds the number of vacancies to be filled, further nominations shall be received and a ballot held.
- (5) The ballot for the election of officers and ordinary members of the Committee shall be conducted at the Section Annual Meeting by two scrutineers appointed by the members at such meetings.
(a) The method of voting shall be by crossing out the name of the member or members nominated not desired and leaving the correct number of members to fill the vacant offices.
(b) Ballot papers containing a greater or lesser number of persons to be elected shall be informal.

- (c) If two or more candidates receive an equal number of votes the Chairman shall, in such case, have a second or casting vote.

- (6) There shall be no restrictions on any member holding office on more than one Committee.

25. (1) For the purpose of these rules, the office of an officer of the Section or of an ordinary member of the Committee becomes vacant if the officer or member: -
(a) ceases to be a member of the Club;
(b) becomes an insolvent under administration within the meaning of the Companies (Victoria) Code;
(c) resigns his office by notice in writing given to the Section Secretary; or
(d) fails to attend for three consecutive Committee Meetings without leave or apology delivered at or prior to the meetings.
- (2) An officer or ordinary member of the Committee shall not be held to have resigned his office until his resignation has been accepted by the Committee.

PROCEEDINGS OF COMMITTEES

26. (1) The Committee shall meet periodically at least 10 times in each year at such place and such times as the Committee may determine.
- (2) Special meetings of the Committee may be convened by the President or by any 5 of the members of the Committee.
- (3) Notice shall be given to members of the Committee of any special meeting specifying the general nature of the business to be transacted and no other business shall be transacted at such a meeting.
- (4) Half plus one members of the Committee constitute a quorum for the transaction of the business of a meeting of the Committee.
- (5) No business shall be transacted unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present the meeting shall stand adjourned to the same place and at the same hour of the same day in the following week, unless the meeting was a special meeting in which case it lapses.
- (6) At meeting of the Committee: -
(a) the President or in his absence the Vice-President shall preside; or
(b) if the President and the Vice-President are absent, such one of the remaining members of the Committee as may be chosen by the members present shall preside.
- (7) Questions arising at a meeting of the Committee or of any sub-committee appointed by the Committee shall be determined on a show of hands or, if demanded by a member, by a poll taken in such manner as the person presiding at the meeting may determine.
- (8) Each member present at a meeting of the Committee or of any sub-committee appointed by the Committee (including the person presiding at the meeting) is entitled to one vote and, in the event of an equality of votes on any question; the person presiding may exercise a second or casting vote.
- (9) Written notice of each Committee Meeting may be served on each member of the Committee by delivering it to him at a reasonable time before the meeting or by sending it by prepaid post addressed to him at his usual or last known place of abode at least two business days before the date of the meeting.
- (10) Subject to sub-clause (4), the Committee may act notwithstanding any vacancy on the Committee.

SECTION 4

NOTICE OF MEETING

GENERAL MEETINGS

ANNUAL GENERAL MEETING

27. (1) The Club shall in each calendar year convene an Annual General Meeting of its members.
- (2) The Annual General Meeting shall be held at such date and place as the Board determines; but not later than the 30th day of June.
- (3) The Annual General Meeting shall be specified as such in the notice convening it.
- (4) The ordinary business of the Annual General Meeting shall be: -
 - (a) to confirm the minutes of the last preceding Annual General Meeting and of any General Meeting held since that meeting;
 - (b) to receive from the Board the Annual report upon the transactions of the Club during the last preceding financial year;
 - (c) to receive and consider the statement submitted by the Club in accordance with Section 30(3) of the Act;
 - (d) to elect officers of the Board and the ordinary members of the Board;
 - (e) to elect Auditors;
 - (f) to fix the amount of Annual Subscriptions;
 - (g) to elect such sub-committees as the Board shall determine;
 - (h) to transact any other business affecting the interest and welfare of the Club, of which due notice has been given according to the Rules; and
 - (i) to transact any other general business, but any resolutions arising from such business shall be recommendations to the Board only.
- (5) The Annual General Meeting shall be in addition to any other General Meetings that may be held in the same year.

SPECIAL GENERAL MEETING

28. All General Meetings other than the Annual General Meeting shall be called Special General Meetings.
29. (1) The Board may, whenever it thinks fit, convene a Special General Meeting of the Club and, where, but for this sub-clause, more than 15 months would lapse between Annual General Meetings, shall convene a Special General Meeting before the expiration of that period.
- (2) The Board shall, on the requisition in writing of not less than 5 members whose subscriptions are not in arrear, convene a Special General Meeting of the Club.
- (3) The requisition for a Special General Meeting shall state the objects of the meeting and shall be signed by the members making the requisition and be sent to the address of the Secretary and may consist of several documents in a like form, each signed by one or more of the members making the requisition.
- (4) If the Board does not cause a Special General meeting to be held within one month after the date on which the requisition is sent to the address of the Secretary, the members making the requisition, or any of them, may convene a Special General Meeting to be held not later than 3 months after that date.
- (5) A Special General Meeting convened by members in pursuance of these rules shall be convened in the same manner as nearly as possible as that in which those meetings are convened by the Board and all reasonable expenses incurred in convening the meeting shall be refunded by the Club to the persons incurring the expenses.

30. (1) The Secretary of the Club shall except as provided in paragraph (5), at least 14 days before the date fixed for holding a General Meeting of the Club and subject to Rule 33, cause to be sent to each member of the Club at his address appearing in the register of members, a notice by pre-paid post stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
 - (2) A copy of the notice shall be posted on the notice board of the Club.
 - (3) No business other than that set out in the notice convening the meeting shall be transacted at the meeting.
 - (4) A member desiring to bring any business before a meeting may give notice of that business in writing to the Secretary, who shall include that business in the notice calling the next General Meeting after the receipt of that notice.
 - (5) In accordance with the Act twenty one (21) days notice of a General Meeting must be given to members on matters which require a resolution to be passed by three quarters of the members present and voting.

NOTICES

31. (1) A notice may be served by or on behalf of the Club upon any member either personally or by sending it by post to the member at his address shown in the Register of Members.
- (2) Where a document is properly addressed pre-paid and posted to a person as a letter, the documents shall, unless the contrary is proved, be deemed to have been given to the person at the time at which the letter would have been delivered in the ordinary course of post.

PROCEEDINGS AT MEETINGS

32. (1) All business that is transacted at a Special General Meeting and all business that is transacted at the Annual General Meeting with the exception of that specially referred to in these Rules as being the ordinary business of the Annual General Meeting shall be deemed to be special business.
 - (2) No item of business shall be transacted at a General Meeting unless a quorum of members of The Board entitled under these rules to vote is present during the time when the meeting is considering that item.
 - (3) Half plus one members of The Board personally present constitute a quorum for the transaction of the business of a General Meeting.
 - (4) If within half an hour after the appointed time for the commencement of a General Meeting, a quorum is not present, the meeting if convened upon the requisition of members shall be dissolved and in any other case shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the President at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place and if at the adjourned meeting the quorum of half plus one (being Members entitled under these rules to vote at a General Meeting) are not present another date is to be set to convene that meeting.
33. (1) The President or in his absence the Vice-President shall preside as Chairman at each General Meeting of the Club.
 - (2) If the Chairman and the Vice-Chairman are absent from a General Meeting, the members present shall elect one of their number to preside as Chairman at the meeting.

SECTION 5

BOARD OF MANAGEMENT

34. (1) The Chairman of a General Meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourn meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) Where a meeting is adjourned for 14 days or more, a like notice of the adjourned meeting shall be given as in the case of the General Meeting.
- (3) Except as provided in sub-clauses (1) and (2), it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting.
35. A question arising at a General Meeting of the Club shall be determined on a show of hands and unless before or on the declaration of the show of hands a poll is demanded, a declaration by the Chairman that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, and an entry to that effect in the Minute Book of the Club is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.
36. (1) Upon any questions arising at a General Meeting of the Club, a member has one vote only.
- (2) All votes shall be given personally.
- (3) In the case of an equality of voting on a question, the Chairman of the meeting is entitled to exercise a second or casting vote.
37. (1) If at a meeting a poll on any question is demanded by not less than ten members, it shall be taken at the meeting in such manner as the Chairman may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.
- (2) A poll that is demanded on the election of a Chairman or on a question of an adjournment shall be taken forthwith and a poll that is demanded on any other question shall be taken at such time before the close of the Meeting as the Chairman may elect.
38. (1) At any Annual General Meeting, or Special General Meeting between the close of the previous financial year and the Annual General meeting, only those members who were financial at the close of the previous financial year shall be entitled to vote.
- (2) A member is not entitled to vote at any other Special General Meeting unless all monies due and payable by him to the Club have been paid.
39. (1) Proxy voting shall be permitted. Each member shall be entitled to appoint another member as his proxy by notice given to the Secretary in writing no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
- (2) All resolutions of the Annual Meeting of members or of any Special Meeting of the Club shall be conclusive and binding on all members, whether they shall have been present at such meeting or not.
40. Non-compliance with any of the Rules shall not render any proceeding void unless the members at a General Meeting so direct.
41. (1) The affairs of the Club shall be managed by a Board of Management constituted as provided in Rule 44.
- (2) The Board: -
- (a) shall control and manage the business and affairs of the Club;
- (b) may, subject to these rules, the Regulations and the Act, exercise all such powers and functions as may be exercised by the Club other than those powers and functions that are required by these rules to be exercised by General Meetings of the members of the Club;
- (c) subject to these rules, the Regulations and the Act, has power to perform all such acts and things as appear to the Board to be essential for the proper management of the business and affairs of the Club;
- (d) may from time to time delegate any of their powers to such Sub-Committees consisting of members of the Club as they shall appoint and
- (i) may recall or revoke any such delegation or appointment;
- (ii) all Sub-Committees shall, in the exercise of the powers delegated, conform to any regulation that may be prescribed by the Board; and shall be subject and sub-ordinate to such Board, provided always that the Board shall have no power to delegate their control of the supply of liquor to the Club.
- (e) shall on the authority of a General Meeting of the Club impose levies on the members;
- (f) shall authorise all expenditure and direct the method of dealing with monies received for or on behalf of the Club; and
- (g) shall have power from time to time to make by-laws and regulations not inconsistent with these Rules for the efficient working of the Club, and
- (i) may alter, amend or rescind same as occasion may require;
- (ii) all by-laws shall be entered by the Secretary in a book to be kept for the purpose, and be available for inspection by the members.
42. (1) The office bearers of the Board shall be: -
- (a) a President;
- (b) a Senior Vice President;
- (c) a Junior Vice President;
- (d) a Treasurer;
- (e) a Secretary;
- (f) the Immediate Past President.
- (2) Each member of the Board shall hold office for not less than 12 months and until his successor is elected but is eligible for re-election.
- (3) In the event of a casual vacancy in any office referred to in sub-clause (1), the Board may appoint one of its members to the vacant office and the member so appointed may continue in office up to and including the conclusion of the Annual General Meeting next following the date of his appointment.
43. (1) Subject to Section 23 of the Act, the Board shall consist of: -
- (a) the officers of the Board; and
- (b) ten ordinary members.
- (2) Each ordinary member shall hold office for not less than 12 months and until his successor is elected but is eligible for re-election.
- (3) In the event of a casual vacancy occurring in the office of any member of the Board, the Board may appoint an eligible member of the Club to fill the vacancy and the member so appointed shall hold office, subject to these rules, until the conclusion of the Annual General Meeting next following the date of his appointment.

NON-COMPLIANCE WITH RULES

40. Non-compliance with any of the Rules shall not render any proceeding void unless the members at a General Meeting so direct.

- (4) The members of the Board shall be elected by members of the class of members that constitutes not less than half plus one of the total membership of the Club, excluding temporary or honorary members and persons who are members by reason only of reciprocal arrangements with another Club.
- (5) The names and addresses of persons proposed for election as members of the Board of Management of the Club shall be displayed in a conspicuous place in the Club premises for not less than one week before the date of the election.
44. The rules for election of officers, committees and vacancy and for the proceedings of committees so far as they are applicable and with the necessary modifications shall apply to and in relation to the Board of Management.
45. Half plus one member of the Board constitutes a quorum for the transaction of business of a meeting of The Board.

PRESIDENT

46. Except as otherwise provided in these Rules the President shall preside at all meetings, regulate and keep order in all proceedings, and carry into effect the Rules and By-Laws of the Club.

SECRETARY

47. The Secretary of the Board: -
- (a) shall be the Executive Officer of the Board;
 - (b) shall keep minutes of the resolutions and proceedings of each General Meeting and each Board Meeting in books provided for this purpose together with a record of the names of persons present at Board Meetings;
 - (c) shall conduct all correspondence in connection with the general business of the Club;
 - (d) shall prepare for submission to the Annual General Meeting the report of the Board and on the activities of the Club during the year;
 - (e) shall in any other respect carry out the duties usually associated with the office of Secretary;
 - (f) shall ensure that there are kept proper accounts and records of the transactions and affairs of the Club and such other records as will sufficiently explain the financial operations and financial position of the Club; and
 - (g) shall keep in his custody or under his control all books, documents and securities of the club, except as otherwise provided in these Rules.

TREASURER

48. (1) The Treasurer of the Board: -
- (a) shall collect and receive all moneys due to the Club and make all payments authorised by the Board;
 - (b) shall keep correct accounts and books showing the financial affairs of the Club with the particulars usually shown in books of a like nature and full details of all income and expenditure connected with the activities of the Club;
 - (c) shall arrange for the deposit of all moneys belonging to the Club with the Club's bankers;
 - (d) shall prepare and submit financial statements to each Annual General Meeting; and
 - (e) shall submit a statement of cash transactions and of the financial position of the Club, including bank balances, at each ordinary meeting of the Board.
- (2) The accounts and books referred to in sub-clause (1) shall be available for inspection by members.

PUBLIC OFFICER

49. (a) There shall be a Public Officer qualified under the provisions of the Act who shall be appointed by the Board and who may hold office until he vacates in accordance with the provisions of the Act, or the Board at any time removes the Public Officer from office. The Board shall forthwith fill any vacancy occurred.
- (b) The Public Officer shall have and perform any duties conferred or imposed upon a Public Officer by the Act.

REMOVAL OF MEMBER OF BOARD

50. (1) The Club in General Meeting may by resolution remove any member of the Board before the expiration of his term of office and appoint another member in his stead to hold office until the expiration of the term of the first-mentioned member.
- (2) Where the member to whom a proposed resolution referred to in sub-clause (1) makes representations in writing to the Secretary or Chairman of the Board (not exceeding a reasonable length) and request that they be notified to the members of the Club, the Secretary or the Chairman may send a copy of the representations to each member of the Club or, if they are not so sent, the member may require that they be read out at the Meeting.

INDEMNITY OF OFFICERS

51. If the Secretary or Treasurer in his office as such has paid or is liable to pay money for any act, default or omission of any other person, such money shall be refunded to him by the Club or be paid by the Club.

SECTION 6

FINANCIAL

BANKING ACCOUNT

52. (1) The banking account of the Club shall be kept with such Bank as shall from time to time be appointed by the Board.
- (2) All cheques drawn on the account and all drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by two of the President, the Treasurer, or Secretary, provided that should any of these officers be absent through illness or other cause and a substitute or acting appointment be made by the Board, then such person acting in the place of any one of the officers, mentioned shall be empowered to sign in like manner.

ACCOUNTS

53. No expenditure exceeding \$150 shall be entered into without the consent of the Board and all accounts against the Club shall be passed by the Board before payment is made unless otherwise authorised by the Board.

CONTROL OVER PROPERTY

54. (1) Except that the negotiation of a loan, the issuing of debentures, the giving of any security over any property of the Club, the selling or purchasing any realty, the leasing of any land or buildings the property of the Club for any term exceeding three years, and all other measures in any way extending the liabilities of the Club beyond the assets and estimated revenue of the Club shall require the previous sanction of a General or Special General Meeting of the Club, the property of the Club shall be subject to the control and disposition of the Board who are empowered to negotiate loans, issue debentures and sell or purchase any realty and lease any land or buildings of the Club for any term exceeding three years, subject to such sanction as aforesaid.
- (2) The orders in writing of a quorum of those assembled at the meetings, and signed by the Chairman of the day, and attested by the Secretary, shall vindicate anything done or purported to be done by them in pursuance of such direction, and no person not being a member of the Club shall be entitled to enquire into the regularity of such direction beyond the verification of the signature of the Secretary.

BORROWING POWERS

55. (1) If at any time the Club in General Meeting or Special General meeting shall pass a resolution authorising the Committee to borrow money, the Board shall thereupon be empowered for the purpose of the Club to borrow such amount of money, either at one time or from time to time and at such rate of interest, and in such form or manner and upon such security as shall be specified in such resolution and thereupon the Board shall make all dispositions of the Club property, or any part thereof and enter into such agreements in relation thereto as the Board may deem proper for giving security for such loans and interest.
- (2) All members of the Club shall be bound by the decision of the meeting.

AUDIT

56. (1) An auditor who shall not be office-bearers of the Club shall be appointed at each Annual General Meeting.
- (2) Nominations for such office shall be taken at the Annual General Meeting in each year.
- (3) The Auditors shall have power at all times to examine the books and documents of the Club, and shall, as soon as conveniently may be after the close of the financial year in each year audit a Statement of Income and Expenditure and Balance Sheet, setting forth the financial business of the Club since the end of the preceding financial year prepared by the Treasurer.
- (4) Any report of the auditors shall be submitted to the Annual General Meeting.

FUNDS

57. (1) The funds of the Club shall be derived from entrance fees, Annual Subscriptions, green fees, competition entry fees, donations and such other sources as the Board determines.
- (2) The Club shall provide and maintain its facilities from the joint funds of the Club.

APPLICATION OF PROFIT

58. (1) The Club is a non-proprietary Club.
- (2) The profits and other income of the Club shall be applied to the promotion of the purposes for which the members of the Club are associated together and no payment of any dividends or distribution of profits or income to or amongst the members of the Club shall be made.
- (3) No person shall receive a greater profit benefit or advantage from the Club than that received by every member thereof other than a remuneration or honorarium approved by the Liquor Licensing Commission for work done by the Secretary, Treasurer or other officer of the Club or salary or wages paid to employees.

SECTION 7

GENERAL

COLOURS OF THE CLUB

59. The colours of the Club shall be as the Board from time to time may determine, subject to approval or rejection by the Royal Victorian Bowls Association.

HONORARY SOLICITOR

60. There may be an Honorary Solicitor to the Club, who may be appointed by the Board upon such terms and for such period as such Board shall direct.

GREEN OR PLAYING AREA DIRECTOR

61. (1) The Board shall have power to appoint a Green or Playing Area Director.
- (2) The Green Director shall have full control and supervision of the playing area and power to prevent play at any time when it is considered the area may be damaged thereby and notice posted by the Director shall be sufficient.
- (3) No member shall be allowed to play on the playing area unless wearing approved smooth soled and heel-less bowling shoes.
- (4) In the absence of the Green Director, any three members of the Greens Committee shall have power to prevent play at any time.
- (5) In all other respects the supervision and control of the playing area and lawns shall be in the hands of the Greens Director and his Committee whose ruling thereon shall be final.

SEAL

62. (1) The Common Seal of the Club shall be kept in the custody of the Secretary.
- (2) The Common Seal shall not be affixed to any instrument except by the authority of the Board and the affixing of the Common Seal shall be attested by the signatures either of two officers of the Club or of one officer of the Club and of the Public Officer of the Club.

SUPPLY OF LIQUOR

63. (1) A visitor shall not be supplied with liquor in the Club premises unless in the company of a member.
- (2) No persons shall be allowed to become honorary or temporary members of the Club or be relieved of the payment of the regular subscription except those possessing the qualifications defined in these Rules and subject to the conditions and regulations prescribed herein.
- (3) No liquor shall be supplied to any person less than 18 years of age unless such person is accompanied by a spouse, a parent or a guardian and the liquor is supplied as part of a meal on the premises of the Club.
- (4) No liquor shall be supplied or sold for consumption elsewhere than on the Club premises unless such liquor is removed from the premises of the Club by the member purchasing the same.
- (5) No persons under 18 years of age except persons who are being trained as waiters and are not allowed to serve behind the bar shall be employed by the Club.
- (6) No payment or part payment shall be made to any Secretary Manager or other Officer or servant of the Club by way of commission or allowance from or upon the receipts of the Club for liquor supplied.

VISITORS

64. (1) Members of the Club may bring five guests to the Club during the hours in which it is lawful to supply the guests to a licensed Club with liquor provided that no person shall be introduced as a visitor who has been expelled from membership of a bowling club or whose conduct or presence on the Club's premises shall be considered objectionable or prejudicial to the interests of the Club.
- (2) The names of all guests and the names of members introducing them shall be recorded in a book kept for that purpose, and the introducers shall be responsible for their conduct and any damage they may cause while in the Club. Such visitors may only remain in the Club during the pleasure and in the presence of the member introducing them to the Club.

WINDING UP OR CANCELLATION

- (3) The foregoing restrictions shall not apply to visitors attending a particular function or particular occasion conducted on the licensed premises in respect of which a limited licence has been obtained under the relevant liquor legislation.
- (4) Any member may object to the presence of any guest, and in such case, the guest must immediately retire from the Club.
- (5) The privileges of this rule may be withdrawn by a majority decision made at a Board or Special Board Meeting called for such purpose.
- (6) Guests may be allowed to take part in games, but not to the exclusion of members of the Club.
- (7) Members introducing guests are held responsible for any debts contracted by them to the Club.
- (8) The number of persons that can adequately be accommodated at any one time on the Club licensed premises will be determined by the committee, taking into consideration the type of function being held and the comfort and health and safety requirements as stipulated by the Government and Local Government bodies.

OBJECTIONABLE BEHAVIOUR

65. (1) On the Club premises no objectionable language or unlawful gambling or betting shall be allowed.
- (2) Any infringement of this rule may be brought under the notice of the Board, who for each offence shall have power to inflict a fine not exceeding \$20 on the member so offending, and no member so fined shall be permitted to enjoy the privileges of membership until such fine has been paid.

DAMAGE TO PROPERTY

66. (1) No member shall remove from the Club House or deface or injure any article, the property of the Club.
- (2) Members removing, breaking or damaging any article, the property of the Club, shall pay for the same at a price fixed by the Board.

CLUB-HOUSE OPEN

67. The Club-House shall be open to members for such times, and on such conditions, as may be decided by the Board from time to time.

68. In the event of the winding up or cancellation of the incorporation of the Club, the assets of the Club, both real and personal, after payment of all debts and liabilities of the Club and of all costs, charges and expenses properly payable in connection with the sale and realisation of the Club's property shall be divided up and amongst and between such charitable or kindred organisations in such manner and proportions confirmed by three quarters of the membership in a ballot conducted under Rule 71(2)(a).

ALTERATION OF RULES AND STATEMENT OF PURPOSES

69. (1) These rules and the Statement of Purposes of the Club shall not be altered except in accordance with the Act.
 - (2) (a) No new rule shall be made nor any existing rule nor the statement of purposes of the Club altered or repealed except at a Special General Meeting called for that purpose, and then only upon the motion being carried by a majority of three-fourths of the members present at the meeting.
(b) A by-law may be repealed by a simple majority of the members present at the meeting called for that purpose.
 - (3) A copy of the proposed new rule, alteration or repeal shall be delivered to the Secretary at least 21 days before such meeting, and shall be inserted in the Notice convening the meeting at which such proposed new rule, alteration or repeal is to be brought and notice thereof shall be posted on the notice board of the Club ten clear days before such meeting.
 - (4) (a) In the event that the Board shall be advised that for the purpose of complying with the provisions of legislation which requires rule or rules to be introduced, altered, amended or repealed the Board shall have power to act accordingly and notwithstanding anything else contained in these rules shall forthwith take full effect.
(b) The Board shall cause every such alteration to be exhibited in the Club premises within 14 days after it has made the same.
(c) The Board shall cause every such alteration to be included in the rules and Statement of Purposes of the Club as required in sub clause (2)(a).
70. The Club shall adopt and comply with the Member Protection Policy as agreed to by the RVBA and VLBA and published as effective 1st December, 2003, and amended by these authorities from time to time.

APPLICATION FOR MEMBERSHIP OF The Romsey Bowling Club Inc.

To The Hon. Secretary
..... Club Inc.
Address

I,
of
..... Post Code Telephone Number
Occupation (or former occupation)
desire to become a Member
a Junior Member
a Social Member

of the The Romsey Bowling Club Inc.

In the event of my admission as such a member, I agree to be bound by the Rules of the Club for the time being in force.

I have not previously been a member of a Bowls Club/I have previously been a member of the following Bowls Club(s): -

.....
.....
.....

Date last affiliated

.....
Signature of applicant
Date

We and
members of the Club, nominate/second the nomination of the Applicant who is personally know to us, for membership of the Club.

.....
Signature of Proposer, Date

.....
Signature of Seconder, Date

Date of lodgement of application

Date of election Result

Date of payment of - entrance fee amount \$
- annual subscription amount \$

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