



Constitution and Rules
of the
Lilydale Bowling Club Inc.



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Section 1: Name & Objects

1.1 The name of the Club is **LILYDALE BOWLING CLUB INC.**

1.2 Interpretation:

In these rules, unless the contrary intention appears –

- a) **Board** means the Board Of Management
- b) **Financial Year** means the year from 1st April to the following 31st March
- c) **General Meeting** means a General Meeting of members convened in accordance with Rule 13.1
- d) **AGM** means Annual General Meeting of members convened in accordance with Rule 13.3
- e) **Member** means a Full Member of the Club
- f) **Ordinary Member** of the Board means a Member of the Board who is not an Officer of the Board under rule 9.1
- g) **Bowls Vic.** means Bowls Victoria Incorporated, the governing body for lawn bowls in the state of Victoria
- h) The **Act** means the Associations Incorporated Act 1981
- i) The **Regulations** means Regulations under the Act
- j) The **singular** shall include the **plural** and vice-versa
- k) A reference to the **male gender** shall include the **female gender**
- l) The **Club** means the above-named Club

1.3 In these Rules, a reference to the Executive Officer 9.3, is a reference

- a) Where a person holds office under these Rules and Executive Officer of the Board to that person and
- b) In any other case, to the Public Officer of the Club

1.4 The Board shall interpret the meaning of any words or expressions contained in these Rules in any case where doubt arises subject to confirmation or contradiction by General Meeting called for the purpose.

Section 2: Statement of Purposes

2.1 The Objects for which the Club is established are:

- a) To maintain and conduct a Club of non-political, non-sectarian and non-racist character and to provide a Clubhouse, Bowling Green and other conveniences for the use of recreation of the members at such a place as is 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 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 Bowls Victoria
- g) To apply for, hold and renew a Club license pursuant to the Liquor Act and any permit or authority thereunder.
- h) To apply through a authorized 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 of 1977.
- i) To formulate and put into effect such other objects that the members shall determine, but always to have in mind the advancement and best interests of the game of bowls and 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 3: Membership

3.1 The Club shall consist of the following class of members

- a) Full Members
- b) Life Members
- c) Honorary Members
- d) Restricted Members
- e) Full-time Students
- f) Junior Members
- g) Non-playing Members
- h) First Year Bowlers
- i) Social Members

3.2 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, First-year, Restricted, Students, Non-playing, Junior and Social members, shall be entitled to privileges set out in these rules.

a) Full Membership

Any person over 18 years of age may be elected as a Full Member of the Club in accordance with the provision of Section 4 hereof.

b) Life Membership

1. Any person who shall have rendered special service of 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 ($\frac{3}{4}$) of the members present at such meeting, be elected a Life Member of the Club with full privileges without payment of any subscription. The number of Life Members shall be unlimited at the discretion of the Board.
2. A Life Member shall not be relieved of any financial obligation other than the annual subscription.
3. The Life Membership of any person may be revoked by a majority of members present entitled to vote at any General Meeting of the Club.

c) Honorary Members

1. Members of other Bowls Clubs present at the Club for the purpose of playing bowls, are Honorary Members for that day.
2. Any person who is a member or Official of any recognized Bowling Club and is attending at Club premises in connection with any bowling or official event, is an Honorary Member for that day.
3. Any member of any Bowls Club whose green is distant more than 20 kms from the Club premises may, on the introduction by a member of the Club, be elected by any two (2) members of the Board as an Honorary Member for a period not exceeding fourteen (14) consecutive days without payment of subscriptions

and the Board shall have power to extend the period for a further fourteen (14) consecutive days, if so desired. On conditions to be determined by the Board.

4. Honorary Members may be elected and the period of their membership fixed or extended by an Election Committee consisting of two (2) 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 responsible for the bonafides of the person introduced.
5. The Board shall have the 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.
6. No person shall be allowed to become an Honorary Member of the Club, or be relieved of the payment of subscription or other financial obligations except as provided for by these Rules.

d) **Restricted Members**

1. Any person over the age of eighteen (18) years who is or has been a full member of a Bowling Club for ten (10) years or more may be elected a Restricted Member if circumstances beyond his/her control prevents that person playing other than social bowls. Acceptance of the applicant will be at the discretion of the Board
2. Restricted Members shall be entitled to all the privileges of the Club, other than
 - a) to hold office or
 - b) selection in any Pennant side representing the Club
 - c) Entry to any outdoor Club Championship event
 - d) They shall be allowed to vote for the Board of Management Committee at the AGM
3. Restricted Members shall pay an annual Subscription being one half ($\frac{1}{2}$) the amount of the normal subscription fixed for Full Members (to the nearest \$)
4. The number of Restricted Members shall not exceed 20% of the total Full and Life Membership.

e) **Full-Time Student Members**

1. Any person of good character aged not less than eighteen (18) or more than twenty-four (24) years, and can show proof of being a full-time student, who is nominated and approved for Student Membership of the Club in accordance with these rules, is eligible to be a Student Member upon payment of the Annual Subscription, payable under these rules.
2. Student Members shall be entitled to participate in all activities offered by the Club
3. Student Members shall have full voting rights.

f) **Junior Members**

1. No person under the age of eighteen (18) years shall be admitted as a member, other than a Junior Member.
2. Any person of good character aged not more than eighteen (18) 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 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 to 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 eighteen (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.

g) **Non-Playing Members**

Persons possessing the following qualifications may be elected as Non-Playing Members of the Club

1. Any ordinary Member who because of age or ill-health and is unable to continue as an active bowler, upon giving notice to the Board of the Club of their intention to retire as an active bowler, be elected by the Board of Management as a Non-Playing Member.
2. Upon the election of an ordinary member as a Non-Playing Member, their name shall be removed from the list of Ordinary Members and they shall cease to be an Ordinary Member
3. Non-Playing Members shall be subject to the following conditions and regulations:
 - (i) they shall be entitled to all the privileges of the club but shall not be entitled to take part in any discussions at any meeting of the Club without the permission of the Chairperson or to vote on any matter before the meeting
 - (ii) they shall not be entitled to be elected as officers of the Club or as members of committees of the Club, except that they shall be entitled to vote in the Annual Election of the General Committee
 - (iii) they shall not be entitled to use the Club bowling greens except with the permission of the Board's Executives.
4. A defined Annual Subscription of not less than \$10 or such lesser amount approved by the Liquor Licensing Commission for any particular class of members, shall be fixed from year to year by the members at the Club's AGM and shall be due and payable in advance and immediately after being fixed at such AGM.

h) **First Year Bowlers**

Any person over 18 years of age who is new to the sport of lawn bowls may be elected as a First Year Bowler of the Club in accordance with the provision of Section 4 hereof and shall pay an annual subscription of half ($\frac{1}{2}$) the amount of the normal subscription fixed for Full Members (to the nearest \$)

i) **Social Members**

1. Any person over the age of eighteen (18) years may be elected a Social Member of the Club
2. Social Members shall be entitled to all the privileges of the Club, other than the right to vote or to hold office or take part in bowling on the Club green or take part in any outdoor Club Championship event.
3. Social Members shall pay an annual Subscription being one quarter ($\frac{1}{4}$) amount of the normal subscription fixed for Full Members (to the nearest \$)
4. The number of Social Members shall not exceed 20% of the total Full and Life Membership.

j) **Nomination and Election of Members**

1. Application for Membership. A nomination of a person for Full, Restricted, Student or Junior membership of the Club
 - i. Shall be made in writing in the form set out in Appendix 1: and
 - ii. Shall be lodged with the Executive Officer of the Club
2. As soon as is practicable after the receipt of a nomination, the Executive Officer shall post it on the Club's notice board for exhibition at least seven (7) days immediately preceding the day of election and an interval of not less than two (2) weeks shall elapse between the date of nomination and elections.
3. Members shall be elected by the Board by ballot or a show of hands if agreed to and
 - i. Three (3) adverse votes shall exclude the applicant
 - ii. The decision of the Board as to whether any candidate has been duly elected or not shall be final
 - iii. A record shall be kept by the Executive Officer or members of the Board voting at any election of Members of any classification.
4. Upon a nomination being approved by the Board, the Executive Officer shall, with as little delay as possible, notify the nominee in writing that he/she is approved for membership of the Club and request payment within the period of twenty-eight (28) days after receipt of the notification of the sum payable under these Rules as the first years Annual Subscription.
5. The Executive Officer shall upon payment of the amounts referred to in sub-clause (6), enter the nominees name in the register of members kept by him/her and, upon the names being entered, the nominee becomes a member of the club

6. If a newly elected member fails to pay his/her subscription within twenty-eight (28) days after his/her election, his/her election shall be void unless he/she can justify the delay to the satisfaction of the Board.
7. The payment of the subscription or using the Club's property shall imply a member's acquiescence of the Rules, by-laws and Regulations of the Club.
8. Any person whose application for membership is rejected or whose election is voided under the Rule 3a.6, and shall not again be nominated for a period of at least six (6) months from the date of rejection and voidance of membership
9. A right, privilege or obligation of a person by reason of his membership of the Club
 - i. Is not capable of being transferred or transmitted to another person
 - ii. Terminates upon the cessation of his/her membership whether by death or resignation or otherwise.

Section 4: Entrance Fee & Annual Subscription

- 4.1** The entrance fee shall be determined by the Member's at the Annual General Meeting.
- 4.2** Any member transferring to another class of membership shall pay the difference between the subscription fees for the respective membership.
- 4.3** A defined Annual subscription of not less than \$10 or such less amount approved by the Liquor Licensing Commission for any particular class of Membership shall be fixed from year to year by the members at the Club's Annual Meeting and shall be due and payable in advance and immediately after being fixed at such Annual Meeting.
- 4.4** The financial year shall close as at March 31st each year.
- 4.5** Annual subscriptions for all memberships shall be as determined by the members at the Annual General Meeting.
- 4.6** If a member enters after the first day of January in any year, the subscription for the then remaining portion of the year shall be fixed at the discretion of the Board and shall be not less than that defined by the Liquor Control Act 1987.
- 4.7** The Board is empowered to prevent any member whose subscription is in arrears from exercising the whole or any of the privileges of the Club
- 4.8** If any member fails to pay the Annual Subscription within three (3) months of the commencement of the financial year in any year, his/her membership shall thenceforth cease, but should a sufficient explanation be made to the Board it shall have the power to restore his/her name to the register upon payment of the amount due.
- 4.9** Should any member of the Club from any cause whatsoever cease to be a member for one (1) or more years, he/she may be readmitted without paying back subscriptions provided a majority of the Board consent thereto.
- 4.10** Any member contemplating absence for a period, may on application to the Board, be granted leave of absence for a period not exceeding two (2) years, subject to payment of a nominal amount fixed by the Board.

Section 5: Register of Members

- 5.1** The Executive Officer shall keep and maintain in a form approved by the 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 last payment of his/her subscription and the register shall be available for inspection by members and officers authorized under the Liquor Control Act 1987 at the address of the Club.
- 5.2** Every member shall communicate in writing any change of his/her address to the Executive Officer who shall register same
- 5.3** Unless the Board shall otherwise decide, a maximum number of Full and Life Members of the Club shall be 350.
- 5.4** The Board shall ensure that Full and Life Members constitute at least 60% of the total membership and is to be made up by Student, Junior, Honorary, Restricted or members and persons who are members by reason only of reciprocal arrangements with another Club.
- 5.5** The Executive Officer shall keep displayed in a conspicuous place on the Club premises, a list containing the names and address of all financial members of the Club.

Section 6: Liability of Members

- 6** 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.

Section 7: Resignation & Expulsion of Member

- 7.1** A member of the Club, who has paid all money due and payable by him/her to the Club, may resign from the Club, by first giving notice in writing to the Executive Officer of his or her intention to resign. The member shall then cease to be a member.
- 7.2** Upon the expiration of a notice given under sub-clause 7.1, the Executive Officer 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.
- 7.3** Any member retiring from the Club, or ceasing for any reason whatsoever to be a Member thereof, shall not have any right, title or interest in or to any property of the Club.
- 7.4** 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
- 7.5** A resolution of the Board under Sub-clause 7.4 (a) –
- a) Does not take effect unless the Board at a meeting held not earlier than fourteen (14) days and not later than twenty-eight (28) days after the service on the member of a notice under sub-clause 7.6 confirms the resolution in accordance with this clause, and
 - b) Where the Member exercises a right of appeal to the Club under this clause, it does not take effect unless the Club confirms the resolution in accordance with this clause.
- 7.6** Where the Board passes a resolution under sub-clause 7.4, the Executive Officer 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 fourteen (14) days and not later than twenty-eight (28) days after serving the notice.
 - c) Stating the date, place and time of that meeting
 - d) Informing the member that he/she 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 a revocation of the resolution

- iii. Not later than twenty-four hours before the date of the meeting, lodge with the Executive Officer a notice to the effect that he/she wishes to appeal to the Club in a General Meeting against the resolution.

7.7 At a meeting of the Board held in accordance with sub-clause 7.5, 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

7.8 Where the Executive Officer received a notice under sub-clause 7.5, he/she shall notify the Board and the Board shall convene a General Meeting of the Club to be held within twenty-one (21) days after the date on which the Executive Officer received the notice.

7.9 At a General Meeting of the Club convened under sub-clause 7.6

- a) no business other than the question of the appeal shall be transacted
- b) the Board shall place before the meeting, details of the grounds for the resolution and the reasons for passing the resolution
- c) the member should be given the opportunity to be heard
- d) the members present shall vote by secret ballot on the question whether the resolution should be confirmed or revoked

7.10 If at the General Meeting

- a) two-thirds (2/3) or more of the members present vote in favour of the confirmation, the resolution is confirmed and
- b) in any other case, the resolution is revoked

7.11

- 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 Executive Officer shall notify such person of this decision and he/she 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 7.5

Section 8: Disputes & Mediation

- 8.1** 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
- 8.2** 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.
- 8.3** The parties to the dispute, must meet and discuss the matter in dispute and, if possible, resolve the dispute within fourteen (14) days after the dispute comes to the attention of a mediator
- 8.4** If the parties are unable to resolve the dispute at the meeting, or if a jury party fails to attend the meeting, then parties must within ten (10) days, hold a meeting in the presence of a mediator.
- 8.5** 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)
- 8.6** A member of the Club may be a mediator
- 8.7** The mediator cannot be a member who is in party with the dispute
- 8.8** The parties to the dispute must, in good faith, attempt to settle the dispute by mediation
- 8.9** The mediator, in conducting 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 dispute mediation process
- 8.10** The mediator must not determine the dispute
- 8.11** 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 9: Board of Management

9.1 Board of Management

- 9.1.1 a) The affairs of the Club shall be managed by a Board of Management, constituted as provided in Rule 9.1.2
- b) The Board
- i. Shall control and manage the affairs of the Club
 - ii. 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
 - iii. has subject to these Rules, the Regulations and the Act, the 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
 - iv. 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
 1. May call or revoke any such delegations or appointment
 2. 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 subordinate to such Board, provided always that the Board shall have no power to delegate their control of the supply of liquor to the Club
 - v. Shall on the authority of a General Meeting of the Club, impose levies on the members
 - vi. Shall authorize all expenditure and direct the method of dealing with monies received for an on behalf of the Club, and
 - vii. 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
 1. May alter, amend or rescind same as occasion may require
 2. All by-laws shall be recorded by the Executive Officer in written form and kept for the purpose and be available for inspection by the members

- 9.1.2
- a) The Office Bearers of the Board shall be
 - i. A Chief Executive Officer
 - ii. A Vice-Chair Person
 - iii. A Treasurer
 - iv. An Executive Officer
 - v. The immediate Past Chief Executive Officer
 - vi. A Bowls Vic. Club Communication Officer
 - b) The Office Bearers of the Board shall hold office for twenty-four (24) months and are eligible for re-election.
 - c) In the event of a casual vacancy referred to in sub-clause 9.1.2 (a), the Board may appoint one of it's members to the vacant office and the member so appointed shall continue in office for the completion of that term
 - d) Subject to Section 23 of the Act, the Board shall consist of
 - i. The Officers of the Board and
 - ii. Either the President or Section Committee Delegate of the Section Committees
 - e) 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 completion of the term.
 - f) The members of the Board shall be elected by the members of the Club who are eligible to vote.
 - g) The names and addresses of persons 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 three (3) weeks before the date of the election

9.1.3 Any four (4) members of the Board constitute a quorum for the transaction of business of a meeting of the Board

9.2 Chief Executive Officer

9.2.1 Except as otherwise provided in these Rules, the Chief Executive Officer (C.E.O.), shall preside at all meetings, regulate and keep order in all proceedings and carry into effect the Rules and By-Laws of the Club.

9.2.2 The Chief Executive Officer shall have the right to attend meetings of any Committee of the Club, and speak to any item being discussed at that meeting, but will not have voting rights, except as is provided for any member of the Club

9.3 Vice Chairperson

The Vice Chairperson shall

- a) Deputize for the Chief Executive Officer in his/her absence
- b) Carry out duties as directed by the Chief Executive Officer

9.4 Executive Officer

- 9.4.1 The Executive Officer of the Club shall
- a) be the PUBLIC OFFICER of the Club
 - b) keep minutes of the resolutions and proceedings of each General Meeting and each Board Meeting in the manner stated by the Club, together with a record of the names of persons present at Board Meetings
 - c) conduct all correspondence in connection with the general business of the Club
 - d) Prepare for submission to the Annual General Meeting the report of the Board and on the activities of the Club during the year.
 - e) In any other respect, carry out the duties usually associated with the office of Secretary
 - f) Ensure that there are kept proper accounts and records of transactions and affairs of the Club and
 - g) Keep in his/her custody or under his/her control, all books, records, documents and securities of the Club, except as otherwise provided in the Rules

9.5 Treasurer

- 9.5.1 The Treasurer of the Board shall
- a) collect and receive all monies due to the Club and make all payments authorized by the Board
 - b) 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) arrange for the deposit of all monies belonging to the Club with the Club's bankers
 - d) prepare and submit financial statements to each Annual General Meeting and
 - e) submit a statement of cash transactions and of the financial position of the Club including bank balances at each ordinary meeting of the Board
- 9.5.2 The accounts and books referred to in sub-clause 9.4.1 shall be available for inspection by the members
- 9.5.3 Allocate and supervise the duties of the Section Treasurers who shall be answerable to the Treasurer of the Board

9.6 Public Officer

- 9.6.1 There shall be a Public Officer qualified under the provision of the Act who shall be appointed by the Board and who may hold office until he/she 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 which may occur.
- 9.6.2 The Public Officer shall have and perform any duties conferred or imposed upon a Public Officer by the Act.

9.7 Removal of a Member of the Board

- 9.7.1 The Club in General Meetings may by resolution, remove any member of the Board before the expiration of his/her term of office and appoint another Member in his/her stead to hold office until the expiration of the term of the first-mentioned member
- 9.7.2 Where the member to whom proposed resolution referred to in sub-clause 9.6.1 makes representations in writing to the Executive Officer or Chief Executive Officer of the Board and requests that these be notified to the members of the Club, the Executive Officer or Chief Executive Officer 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.
- 9.7.3 Clauses 9.6.1 and 9.6.2 will apply to all positions in the Club unless otherwise provided for within these Rules

9.8 Indemnity of Officers

If the Executive Officer or Treasurer in his/her 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/her by the Club, or be paid by the Club

Section 10: Bowls Sections

10.1 Bowls Sections

- 10.1.1 There shall be two (2) Bowls Sections, one of which shall be the Men's Section and the other shall be the Ladies Section and both shall comprise members who are affiliated with Bowls Victoria.
- 10.1.2 The Sections shall each be responsible to the Board for the management and the 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.
- 10.1.3 The Sections shall be jointly responsible to the Board for the conduct of such mixed events approved by the Board.
- 10.1.4
 - a) The Sections shall seek affiliation with Bowls Victoria
 - b) In playing Bowls, members shall observe the Laws and Rules of Bowls Victoria
 - c) Failure to observe any such Laws and Rules will render the offending player liable to disqualification from the match or competition.
- 10.1.5 Not later than the 14th April of each year, the Sections shall each submit to the Executive Officer 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 9.1

10.2 Ordinary & Annual Meetings

- 10.2.1 Each Section may hold 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 (1) month after the Annual General Meeting of the Club.
- 10.2.2 The business of the Section Annual Meeting 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 and members of the Section Committee and Club Delegates.
 - d) To elect the Section Tournament 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 is given
- h) To transact any other general business but any resolutions arising from such business shall be recommendations to the Section Committee only.

10.2.3 The Rules for General Meetings of the Club, suitably modified to provide for equivalent Section office bearers and the like and for a quorum for General Meetings be twenty-five (25) and for Annual General Meetings a quorum be thirty (30) members.

10.3 Section Committees

10.3.1 The affairs of each of the Sections as provided in Rule 10.1.2 shall be managed by the respective Section Committees.

10.3.2 The Officers of each Section shall be

- a) President
- b) Vice President
- c) Secretary
- d) Treasurer

10.3.3 The Provision of Rule 11.1 so far as they are applicable and with the necessary modifications, apply to and in relation to the elections of persons to any of the office mentioned in the sub-clause 10.3.2

10.3.4 Each of the Sections shall hold office for twenty-four (24) months but is eligible for re-election.

10.3.5 The President of the Section Committee shall

- a) Preside at all meetings, regulate and keep order in all proceedings and carry into effect the Rules and By-Laws of the Club as they apply to the Section and as directed by the Board.
- b) Have the right to attend any meeting of the Section Sub-committees without voting rights

10.3.6 The Vice-President shall

- a) Deputize for the President in his/her absence
- b) Carry out duties as directed by the President of the Section Committee
- c) Together, the Section Vice-Presidents will direct and co-ordinate the activities of the Social Committee

10.3.7 The Secretary of the Section Committee shall

- a) Keep minutes of the resolutions and proceedings of each General Meeting and each Section Committee Meeting in a manner deemed appropriate by the Board of Management together with a record of the names of persons present at the above meetings.
- b) Conduct all correspondence in connection with the general business of the Section Committee
- c) Prepare for submission to the Section Committees Annual General

Meeting, the report of the committee and on the activities of the Section during the year

- d) In any other respect carry out the duties usually associated with the office of Secretary of the Section
- e) Ensure that there are kept accounts and records of the transactions and affairs of the Section

10.3.8 The Section Treasurer will perform all duties as directed by the Treasurer of the Board of Management

10.3.9 Each Section Committee shall consist of

- a) the Officers of the Section and
- b) four (4) ordinary Committee members each of whom shall be elected at the Section Annual Meeting
- c) the Bowls Secretary

10.3.10 Each ordinary member of the Section Committee shall, subject to these Rules, hold office for twenty-four (24) months and is eligible for re-election. Half the ordinary members of the Committee shall complete their term every twelve (12) months.

10.3.11 In the event of a casual vacancy in any office referred to in sub-clause 10.3.2, the Committee may appoint one of its members to the vacant office and the member so appointed shall continue in office until the completion of the term.

10.3.12 The immediate Past President shall be a member of the respective committee for a period of twenty-four (24) months.

10.3.13 Fifty percent (50%) plus one (1) members of the Committee must be in attendance to constitute a quorum for the transaction of business at a Section Committee meeting.

10.4 Section Bowls Secretary

10.4.1 The Section Bowls Secretary shall

- a) Be elected by the Section members at their Annual General Meeting, shall hold office for twenty-four (24) months and is eligible for re-election
- b) Co-ordinate the activities of the Section Tournament Committee and represent that Committee on the Section Committee
- c) Co-ordinate all tournaments and Club Championship events held at the Lilydale Bowling Club Inc.
- d) Co-ordinate the organization and running of events agreed to with the relevant affiliated body and or associated group

10.5 Section Tournament Committee

- 10.5.1 The decision of the Section Tournament Committee shall be subject to the approval of the Board of Management
- 10.5.2 The Tournament Committee comprising four (4) financial members and the Bowls Secretary, shall be elected by the members at the AGM of the Section for twenty-four (24) months. Half the ordinary members of the Committee shall complete their term every twelve (12) months. The Bowls Secretary shall be the chair of the Tournament Committee
- 10.5.3 The duties of the Tournament 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
 - d) Assist the Bowls Secretary as requested
- 10.5.4 In the event of any member or members of the Tournament Committee vacating his/her of their positions 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
- 10.5.5 The Tournament Committee shall have power to co-opt any financial members to assist in conducting tournaments, but a final decision on any matter within its duties shall rest with the Tournament Committee

10.6 Section Selection Committee

- 10.6.1
- a) a Section Committee comprising five (5) financial Full or Life members shall be elected by the members at the Annual General Meeting for a period of two (2) years as in 10.6.1 (b)
 - b) Positions will be off-set by three (3) members completing their term of office one (1) year and two (2) the next year
- 10.6.2 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
 - c) To control and manage Pennant fixtures with regard to all matters relating to the game
 - d) Ensure all results are forwarded to the appropriate controlling body and local paper by the prescribed time
- 10.6.3 In the event of a vacancy occurring on the Selection Committee, the Section Committee may appoint a financial member to fill such vacancy
- 10.6.4 The Selection Committee shall have the power to co-opt any financial member to assist in the duties but a final decision on any matter within its duties shall rest entirely with the Selection Committee

- 10.6.5 After each election, the Selection Committee shall appoint a Chairperson who shall represent the Selection Committee on the appropriate Section Committee
- 10.6.6 The elected Chairperson has the responsibility of ensuring the following operational procedures are followed
- a) All players are selected on merit
 - b) A time is made available when players are able to have discussions with the selectors
 - c) After selection is completed, further changes are not to be made without agreement of at least three (3) members of the Selection Committee except when late withdrawals require immediate action
 - d) When changes are made after the selection night the players affected must be notified
 - e) When players are moved down a member of the Selection Committee must contact that player and advise him/her as to why this action was taken
- 10.6.7 Prior to the Sectional AGM, the Selection Committee shall recommend to the Section Committee the number of Pennant sides to be entered for the following Season
- 10.6.8 In all matters relating to the performance of duties the Selection Committee is responsible to the appropriate Section Committee
- 10.6.9 In the event of a member or members vacating their positions for any reason whatsoever, or absenting themselves for three (3) consecutive meetings, then a vacancy or vacancies shall be deemed to have occurred. Such vacancy or vacancies shall be filled by another financial member or members to be appointed by the relevant Section Committee

10.7 Club Delegates

- 10.7.1 Two (2) Delegates for Bowls Victoria shall be members of the men's and ladies sections respectively and elected by their committees.
- 10.7.2 Any Delegate absenting him/herself from (2) consecutive meetings of Bowls Vic. (or country Association) without good and valid reason to the satisfaction of the Committee, shall be held to have vacated the office
- 10.7.3 The Committee shall have the power to fill any vacancy
- 10.7.4 The Delegates shall make regular reports to the respective Committees

Section 11: Election of Officers, Committees & Vacancy

- 11.1** Nominations and candidates for election as officers of the Board of Management, Sections, or as ordinary members of the Board or Committees and for the Tournament and Selection Committee
- a) Shall be made in writing, signed by two (2) relevant Full or Life members of the respective Section and accompanied by the written consent of the candidate (which may be enclosed on the form of nomination) and
 - b) Shall be delivered to the Executive Officer for Board elections, or the Secretary of the Section not later than twenty-one (21) days before the date fixed for the holding of the relevant AGM
 - c) No member shall be eligible for election to the Board of Management or a Section Committee unless he/she has been a member of the Club for a period in excess of twelve (12) months. A member is not eligible for election to the position of Chief Executive Officer or Vice Chairperson of the Board or Section Committee President or Vice President unless he/she has served on the Committee at any time for a period of not less than one (1) year or has been a member of the Club for a period of not less than three (3) years.
- 11.2** If insufficient nominations are received to fill all vacancies on the Committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at the relevant Annual General Meeting
- 11.3** If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected
- 11.4** If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held
- 11.5** The election of officers and ordinary members of the Board and Section Committees shall be by ballot which shall be conducted by a Returning Officer and two (2) Scrutineers appointed by the Executive Officer one (1) month prior to the Annual General Meeting.
- a) All financial members shall receive ballot papers with notice of such meeting fourteen (14) days prior to the AGM
 - b) The method of voting shall be by numbering in order of preference
 - c) Ballot papers on which all nominated members are not numbered as per Rule 11.5 (b) shall be deemed informal
 - d) If two (2) or more candidates receive an equal number of votes, the Chairperson shall in such case have a second or casting vote.

- 11.6** There shall be no restrictions on any member holding office on more than one Committee
- 11.7** For the purpose of these Rules, the office of an officer of the Board, or an ordinary member of the Committee becomes vacant if the officer or member
- a) Ceases to be a member of the club
 - b) Becomes insolvent under administration within the meaning of the Companies (Victoria) Code
 - c) Resigns his/her office by notice in writing to the Executive Officer of the Board, the Section Secretary or
 - d) Fails to attend three (3) consecutive meetings without leave of apology delivered at or prior to the meetings
- 11.8** An officer or ordinary member of the Board or any Committee shall not be held to have resigned his/her office until his/her resignation has been accepted by the Board of Management
- 11.9** All questions for decision of the members at an Annual or Special General meeting shall be duly proposed and seconded and shall be determined by a show of hands, unless a ballot is asked for by ten (10) members present. The ballot may then be taken at the meeting. When a ballot is taken at a meeting two (2) Scrutineers shall be appointed by those present to conduct the ballot. The result of each ballot shall be deemed to be a resolution of the Club adopted at such meeting.
- 11.10** The Chief Executive Officer of the meeting shall be entitled to vote and when the votes are equal, except in the case of the election of officers, the motion or amendment as the case may be shall pass in the negative.

Section 12: Proceedings of the Board

- 12.1** The Board shall meet periodically at least ten (10) times in each year at such place and such times as the Board may determine
- 12.2** Special meeting of the Board may be convened by the Chief Executive Officer or by any five (5) members of the Board
- 12.3** Notice shall be given to the members of the Board of any Special Meeting specifying the general nature of the business to be transacted and no other business shall be transacted at such meeting
- 12.4** Any four (4) members of the Board constitute a quorum for the transaction of the business of a meeting of the Board
- 12.5** 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.
- 12.6** At meetings of the Board
- a) The Chief Executive Officer or in his/her absence the Vice-Chairperson shall preside or
 - b) If the Chief Executive Officer or the Vice Chairperson are absent, one of the remaining members of the Committee may be chosen by the members present and shall preside
- 12.7** Questions arising at a meeting of the Board or of any sub-committee appointed by the Committee shall be determined by 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
- 12.8** Each member present at the meeting of the Committee or of any sub-committee appointed by the Board (including the person at the meeting) is entitled to one (1) vote and in the event of an equality of votes on any question the person presiding may exercise a second casting vote.
- 12.9** The date of the next meeting of the Board shall be agreed to as the last item of Business. This shall be displayed on the notice board no later than fourteen (14) days before the meeting
- 12.10** Subject to sub-clause 11.4, the Board may act notwithstanding any vacancy on the Committee
- 12.11** Sectional Committees and all other Committees within the Club will follow the format as outlined for the Board's Proceedings in Section 12 unless otherwise specified

Section 13: Meetings

13.1 Notice of Meetings

- a) The Executive Officer of the Club shall at least fourteen (14) days before the date fixed for holding an Annual General Meeting or Special General Meeting of the Club and subject to Rule 12.2, cause to be sent to each member of the Club at his/her 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
- b) A copy of the notice of all meetings shall be posted on the Notice Board of the Club
- c) No business other than that set out in the notice convening the meeting shall be transacted at the meeting
- d) A member desiring to bring any business before a Special or General meeting may give notice of that business in writing to the Executive Officer, who shall include that business in the notice calling the Meeting after the receipt of that notice
- e) This process will be adopted by the Sectional Committees where the Secretary shall assume the responsibilities for the Executive Officer

13.2 Notices

- a) 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/her address shown in the Register of Members
- b) Where a document is properly addressed, pre-paid and posted to a person as a letter, the documents shall, unless the contrary is proved have been given to the person at the time at which the letter would have been delivered in the ordinary course of the post.

13.3 Annual General Meeting

- a) The Club shall in each calendar year, convene an Annual General Meeting of its members
- b) The AGM shall be held at such a date and place as the Board determines, but no later than the 31st May
- c) The AGM shall be specified as such in the notice convening it
- d) The business to be transacted at the Annual Meeting shall be in the following order
 - i. Reading of the notice convening the meeting
 - ii. Reading and confirmation of minutes of previous Annual and/or Special meetings
 - iii. Reading of Annual Report
 - iv. Consideration and adoption of Annual Report
 - v. Presentation of the Balance Sheet and Statement of Accounts

- vi. Consideration and adoption of the Balance Sheet and Statement of Accounts
 - vii. Election of Office Bearers
 - viii. Nomination and election of Auditor
 - ix. Determination of Entrance Fee and Annual Subscription
 - x. To elect such sub-committees as the Board shall determine
 - xi. 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
 - xii. To transact any other General Business, but any resolutions arising from such business shall be recommendations to the Board only
- e) The Annual General Meeting shall be in addition to any other General Meetings that may be held in the same year

13.4 Special General Meeting

- 13.4.1 All General Meetings other than the Annual General Meeting, shall be called Special General Meetings
- a) The Board may, whenever it thinks fit, convene a Special General Meeting of the Club and, but for this sub-clause, more that fifteen (15) months would elapse between Annual General Meetings, shall convene a Special General Meeting before the expiration of that period
 - b) The Board shall, on the requisition in writing of not less that fifteen (15) members whose subscriptions are not in arrears, convene a Special General Meeting of the Club
 - c) 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 delivered to the Executive Officer and may consist of several documents in a like form each signed by one (1) or more of the members making the requisition
 - d) If the Board does not cause a Special General Meeting to be held within one (1) month after the date of which requisition was delivered to the Executive Officer the members making the requisition or any of them, may convene a Special General Meeting to be held no later than three (3) months after that date.
 - e) 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.

13.5 Proceedings at Meetings

- 13.5.1
- a) 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 specifically referred to in these Rules as being the ordinary business of the AGM shall be deemed to be special business
 - b) No item of business shall be transacted at a General Meeting unless a quorum of members entitled under these Rules to vote, is present during the time when the meeting is considering that item
 - c) Thirty (30) members personally present (being members entitled under these Rules to vote at a General Meeting) constitute a quorum for the transaction of the business of a General Meeting
 - d) 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 Chairperson) at the same place and if at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present, being not less than twenty (20) shall be a quorum
- 13.5.2
- a) The Chief Executive Officer in his/her absence the Vice Chairperson shall preside as Chairperson at each General Meeting of the Club
 - b) If the Chief Executive Officer and the Vice Chairperson are absent from a General Meeting the members present shall elect one (1) of their number to preside as Chairperson at the meeting
- 13.5.3
- a) The Chairperson 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 adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place
 - b) Where a meeting is adjourned for fourteen (14) days or more, a like notice of the adjourned meeting shall be given as in the case of the General Meeting
 - c) Except as provided in sub-clause (a) and (b) it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting
- 13.5.4
- 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 Chairperson that a resolution has, on a show of hands, been carried or carried unanimously, or carried by a majority or lost, and an entry to that effect in the Minutes of the Club is evidence of the fact, without proof of the number or proportion of the votes recorded in the favour of, or against that resolution.

- 13.5.5 a) Upon any questions arising at a General Meeting of the Club, a member has one (1) vote only
b) All votes shall be given personally
c) In the case of an equality of voting on a question, the Chairperson of the meeting is entitled to exercise a second or casting vote.
- 13.5.6 a) If at a meeting a poll on any question is demanded by not less than ten (10) members, it shall be taken at the meeting in such a manner as the Chairperson may direct and the resolution of the poll shall be deemed to be a resolution of the meeting of that question
b) A poll that is demanded on the election of a Chairperson or on a question of adjournment shall be taken forthwith and a poll that is demanded on any other question shall be taken at such time before the close of the meeting as the Chairperson may elect
- 13.5.7 a) At any Annual General Meeting or Special General Meeting between the close of the previous financial year and the AGM only those members who were financial at the close of the previous financial year shall be entitled to vote
b) A member is not entitled to vote at any other Special General Meeting unless all monies due and payable by him/her to the Club have been paid
- 13.5.8 Proxy voting shall not be permitted
All resolutions of the Annual Meeting of members or of any Special Meeting of the Club shall be conclusive and binding on all members, they shall have been present at such meeting or not,

13.6 Non-Compliance with the Rules

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

Section 14: Banking Account

14.1 Banking account

- 14.1.1 The banking account of the club shall be kept with such bank as shall from time to time be appointed by the Board
- 14.1.2 All cheques drawn on the account and all drafts, bills of exchange, promissory notes and other negotiable instruments, shall be signed by two (2) of the following. The Chief Executive Officer, the Treasurer or Executive Officer, provided that should any of these officers be absent through illness or other cause, a substitute or acting appointment may 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 the like manner

14.2 Accounts

No capital expenditure exceeding \$100.00 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 authorized by the Board

14.3 Control over Property

- 14.3.1 Except that the negotiation of the loan, the issuing of debentures, the giving of any security over any property of the Club, selling or the purchase of any realty, the leasing of any land or buildings, the property of the Club, for any term exceeding three (3) 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.
- 14.3.2 The orders in writing of a quorum of those assembled at the meetings and signed by the Chief Executive Officer of the day and attested by the Executive Officer shall vindicate anything done or purported to be done by them in pursuance of such direction and no other 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 Executive Officer.

14.4 Borrowing Powers

- 14.4.1 If at anytime, the Club in General Meetings or Special General Meetings, shall pass a resolution authorizing the Board 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.

14.4.2 All members of the Club shall be bound by the decision of the meeting

14.5 Audit

14.5.1 An auditor, who shall not be an office-bearer of the Club, shall be appointed at each Annual General Meeting.

14.5.2 Nominations for such office shall be taken at the AGM in each year.

14.5.3 The auditor shall have power at all times to examine the books and documents of the Club and shall as soon as convenient 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, as prepared by the Treasurer

14.5.4 Any report of the auditor shall be submitted to the AGM

14.6 Funds

14.6.1 The funds of the Club shall be derived from entrance fees, Annual Subscriptions, green fees, donations and such other sources as the Board determines

14.6.2 The Club shall provide and maintain its facilities from the joint funds of the Club

14.7 Application of Profit

14.7.1 The Club is a non-proprietary Club

14.7.2 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 payments of any individuals or distribution of profits or income to, or amongst the members of the Club shall be made.

14.7.3 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 Executive Officer, Treasurer or other officer of the Club or salary or wages paid to employees.

Section 15: General

15.1 Colours of the Club

The colours of the Club shall be as the Board, after consultation with members, from time to time may determine, subject to approval or objection by the appropriate Association.

15.2 Social Committee

15.2.1 At the Annual General Meeting there shall be elected ten (10) members, who shall comprise the Social Committee.

15.2.2 The Social Committee shall have charge of and supervise all social events.

15.2.3 The Vice-President of each Section Committee shall co-ordinate the Social Committee and its activities.

15.2.4 The Vice-President of each Section shall ensure that

- a) All activities are costed so that unless agreed to by the Board of Management, each operates at a profit.
- b) By the end of March each year, a report on the Committee's activities be given to the Executive Officer of the Board of Management

15.3 Off-Season Activities

- a) A meeting shall be convened no later than the end of February in each year of financial members desirous of participating in organized indoor activities between the end of one bowling season and the commencement of the next bowling season
- b) At this meeting, which shall be chaired by the Chief Executive Officer of the Club, a Committee shall be elected comprising
 - i. A Chairperson
 - ii. A Secretary
 - iii. A Treasurer
 - iv. Four Committee members
- c) Nominations for these positions shall be accepted from the floor of the meeting and elections determined by a show of hands of those members eligible to vote unless a ballot is asked for the ten (10) members present
- d) The above Committee shall be responsible as a duly constituted sub-committee of the Lilydale Bowling Club Inc., for the organization, co-ordination and control of all indoor activities such as indoor bias bowls (Pennant and Championship), pool tournaments, visitors nights, social evenings etc.
- e) Where necessary for the proper conduct of such activities for the Club

to be affiliated with a body controlling competitions involving other Clubs, the above Committee shall arrange such affiliation and appoint any necessary delegate.

- f) No later than the end of March in the year of formation the above elected Committee shall submit to the Board of Management details of its proposed programme for the period referred to in (a) above
- g) The Committee shall have the power to co-opt any member to assist in their activities

15.4 Honorary Solicitor

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

15.5 Green or Playing Field Director

15.5.1 The Board shall have power to appoint a Green or Playing Field Director

15.5.2 The Green Director or his Deputy 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 injured thereby, and notice posted by the Director shall be sufficient

15.5.3 No member shall be allowed to play on the playing area unless wearing approved smooth-soled and heel-less bowling shoes

15.5.4 In the absence of the Green Director or his Deputy, any two (2) members of the Board shall have the power to prevent play at any time

15.5.5 In all other respects, the supervision and control of the playing area and lawns shall be in the hands of the Board whose rulings thereon shall be final

15.6 Seal

15.6.1 The Common Seal of the Club shall be kept in the custody of the Executive Officer

15.6.2 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 (2) officers of the Club or of one officer of the Club and the Public Officer of the Club

15.7 Supply of Liquor

- 15.7.1 A visitor shall not be supplied with liquor in the Club premises unless in the company of a member
- 15.7.2 No person shall be allowed to become an Honorary or temporary member 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
- 15.7.3 No liquor shall be supplied to any person under eighteen (18) years of age
- 15.7.4 No liquor shall be supplied or sold for consumption elsewhere than on the Club premises unless liquor is removed from the premises of the Club by the member purchasing the same
- 15.7.5 No persons under eighteen (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
- 15.7.6 No payment or part-payment shall be made to any Secretary, Manager of other Officer or Servant of the Club, by way of commission or allowance from or upon the receipts of the Club for liquor supplied

15.8 Visitors

- 15.8.1 Members of the Club may bring four (4) guests to the Club during the hours in which it is lawful to supply the guests to a licensed Club 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 objectionable or prejudicial to the interests of the Club
- 15.8.2 The names of all guests and the names of members introducing them shall be recorded in a book kept for the 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
- 15.8.3 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 license has been obtained under the Liquor Control Act 1987
- 15.8.4 Any member may object to the presence of any guest and in such case the guest must immediately retire from the Club
- 15.8.5 The privileges of this Rule 15.8.4 may be withdrawn by a majority decision made at a Board or Special Board Meeting called for such purpose.

- 15.8.6 Guests must be allowed to take part in games, but not to the exclusion of members of the Club.
- 15.8.7 Members introducing guests are held responsible for any debts contracted by them to the Club.
- 15.8.8 No more than 248 persons being such number as the licensed premises can adequately accommodate, will be permitted on the licensed premises at any one time

15.9 Objectionable Behaviour

- 15.9.1 On the Club premises, no objectionable behaviour language or unlawful gambling or betting shall be allowed
- 15.9.2 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 \$100 on the member so offending and no member so fined shall be permitted to enjoy the privileges of membership until such time as the fine has been paid

15.10 Damage to Property

- 15.10.1 No member shall remove from the Clubhouse or deface or injure any article that is the property of the Club
- 15.10.2 Members removing, breaking or damaging any article, the property of the Club, shall pay for the same at a price fixed by the Board

15.11 Clubhouse Open

The Clubhouse shall be open to members for such time and on such conditions as may be decided by the Board from time to time

15.12 Winding Up or Cancellation

In the event of the winding up 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 realization of the Club's property, shall be divided up in such manner and proportions confirmed by three quarters ($\frac{3}{4}$) of the membership in a ballot conducted by the Club

15.13 Alteration of Rules & Statement of Purposes

- 15.13.1 These Rules and Statement of Purposes of the Club shall not be altered except in accordance with the Act
- 15.13.2
- a) No new rule shall be made, or any existing Rule or Statement of Purposes of the Club be 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
- 15.13.3 A copy of the proposed new Rule, alteration or repeal shall be delivered to the Executive Officer at least twenty-one (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 (10) clear days before such meeting
- 15.13.4 While so long as the Club licensed under the Liquor Control Act the Executive Officer of the Club shall within one (1) month from the making of any amendment or alteration in the Rules of the Club forward to the Secretary of the Liquor Licensing Commission, a certified copy of each such amendment or alteration
- 15.13.5
- a) In the event that the Board shall be advised that for the purpose any application to the Liquor Licensing Commission, any Rule or Rules required to be altered, amended or repealed for the purpose of complying with the Liquor Control Act 1987, or any subsequent amending or corresponding enactment of the policy of the said Commission, the Board shall have such alteration, amendment or repeal shall notwithstanding anything elsewhere contained in these Rules forthwith, take full effect.
 - b) The Board shall cause every such alteration to be exhibited in the Club premises within fourteen (14) days after it has made the same.