

**REGULATIONS &
DUTIES OF OFFICERS (SCHEDULE A)
of the
ARMADALE BOWLS CLUB @
SOUTH CAULFIELD INC.**

DATED: 1st March 2018

**to be read in conjunction with the
Constitution**

of the

Armadale Bowls Club @ South Caulfield Inc.

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MEMBERS

1. (a) Any person wishing to become an Affiliated, Social, or Junior Member of the Club as defined in clauses 2, 3, 4 of the Regulations must be proposed by a member and seconded by another member on the official Club Nomination Form designated for this purpose. The Nomination Form should contain the name, address, telephone numbers, email, date of birth and occupation of the candidate and the date of application and must be accompanied by a Joining Fee as per Regulation 16.
- (b) The Nomination Paper, when properly completed, shall be delivered to the Honorary Secretary who shall :-
 - (i) Place a copy of the Nomination Form on a Notice Board at the Club for exhibition for at least seven (7) days;
 - (ii) Arrange for the nominee to be assessed as per Regulation 11
 - (iii) Once eligibility under Regulation 11 is met, arrange for the Nominee to be interviewed by an interviewing committee appointed by the Board;
 - (iv) When Regulation 1(b)(i), Regulation 1(b)(ii) and Regulation 1(b)(iii) have been completed, refer the Nomination to the next Board meeting.
 - (v) Any arrangement for special consideration shall be agreed upon by a Committee comprising the President, Membership Chairman and Treasurer. This committee's authority does not extend to any player payments. All special arrangements shall be reported to the Board.
- (c) Any objection by other Club Member(s) to the Nominee becoming a Member of the Club shall be in writing to the Honorary Secretary for consideration by the Board. All Applicants shall be elected by the Board and four adverse votes shall exclude the applicant and a record shall be kept by the Honorary Secretary. The Board need not give a reason for the non-acceptance of the Nomination.
- (d) Immediately on the election of a new Member the Honorary Secretary shall send to that member notice thereof. Such notice shall include a statement of the amount to be paid by the member within twenty eight (28) days after the date of the notice, for entrance fee (if any), subscription and any other amounts payable under the Rules and Regulations of the Club for the time being in force.
- (e) If a newly elected Member fails to pay their subscription and any other amounts due within the designated twenty eight (28) days (see clause 1(d) above), their election shall be void unless justification of the delay can be given to the Board.
- (f) The payment of the subscription or using the Club's property shall be deemed to a Member's acceptance of the Constitution and Regulations of the Club

- (g) Any person whose application for membership is rejected or whose election is voided under Regulation 1(e) shall not again be nominated for a period of at least six (6) months from the date of the rejection or voidance of membership.

AFFILIATED MEMBERS

- 2. (a) Any person 18 years or over is eligible to be an Affiliated Member of the Club in accordance with the Constitution on payment of an annual subscription for Affiliated Membership subject to the following conditions;
- (b) Affiliated Members shall have the right to vote at Annual Meetings, General Meetings and Special General Meetings and to hold office on the Board or Bowls Committee provided that;
 - (i) An Affiliated Member must serve a minimum of 1 (one) year on a Committee of the Armadale Bowls Club @ South Caulfield Inc. before being eligible to stand for election for the position of President or Vice-President of the Board.
 - (ii) An Affiliated Member must serve a minimum of 1 (one) year on a Committee of the Armadale Bowls Club @ South Caulfield Inc. before being eligible to stand for election for the position of Chairman or Vice-Chairman of the Bowls Committee.
- (c) Affiliated Members shall be entitled to take part in bowling on the Club Greens and are entitled to be selected for pennant competition, and participate in Club Championships subject to entry conditions as set by the Bowls Committee.
- (d) Any Affiliated Member wishing to transfer to Social Membership must have the approval of the Board

SOCIAL MEMBERS

- 3. (a) Any person 18 years or over is eligible, to be a Social Member of the Club in accordance with these Regulations and on payment of an annual subscription for Social Membership
- (b) Social Members shall not have the right to vote at Annual and Special General Meetings or to hold office on the Board or Bowls Committee.
- (c) Social Members shall be entitled to take part in bowling on the Club Greens but are not entitled to be selected for pennant competition, or participate in Club Championships.
- (d) Any Social Member who wishes to become an Affiliated Member will need to have the approval of the Board.

JUNIOR MEMBERS

4. (a) Any person under the age of 18 years is eligible, to be a Junior Member of the Club in accordance with these Regulations and on payment of an annual subscription for Junior membership.
- (b) Junior Members shall not have the right to vote at Annual and Special General Meetings or to hold office on the Board or Bowls Committee.
- (c) Junior Members shall be entitled to take part in bowling on the Club Greens and are entitled to be selected for pennant competition, and participate in Club championships subject to entry conditions as set by the Bowls Committee.
- (d) On attaining the age of 18 years Junior Members shall be ineligible to continue in such membership class but shall be eligible for election to another membership class as provided in this Constitution without delay.
- (e) Junior member shall not be permitted to purchase or drink alcoholic beverages in the premises occupied by the Armadale Bowls Club @ South Caulfield Inc. However, they may invite guests, provided that they are 18 years or over and have signed the Club's Guest Book - to enjoy the facilities of the Club.

LIFE MEMBERS

5. (a) Nominations for Life Membership must be lodged with the Board or Secretary at least 28 days prior to an AGM or SGM.
- (b) A person must accept or reject the Club's resolution to confer Life Membership in writing within 28 days. Upon written acceptance, the person's details shall be entered upon the Register, and from the time of entry on the Register the person shall be a Life Member, but remain subject to this Constitution.
- (c) The Board may reject any nomination for Life Membership without giving any reason.

HONORARY MEMBERS

6. (a) Persons who have been invited by the Board, Bowls Chairman or Committee Chairmen to participate in any Bowls activities on Club premises shall be Honorary members for the day on which they participate in Bowls activities on Club premises.

- (b) Any member of any Bowls Club whose green is distant more than 25 kilometers from the Club premises may, on the introduction by a Member of the Club, be admitted by any two Members of the Board/Bowls Committee as an Honorary Member for a period not exceeding twenty eight (28) consecutive days, if so desired, on conditions to be determined by the Board.
- (c) The Board shall have power to withdraw all or any privileges from Honorary Members.
- (d) Honorary Members shall not have any right, title or interest in or to any of the property of the Club, and shall not be entitled to take part in any Annual, General or Special General Meeting or vote on any resolution at such Meetings.
- (e) A person shall not
 - (i) be admitted as an Honorary Member of the Club, or
 - (ii) be exempted from the obligation to pay the ordinary subscription for membership of the Club, unless the person is of a class specified in these Rules and the admission or exemption is in accordance with these Rules.

SPECIAL MEMBERS

- 7. (a) The Board shall have the power to elect Special Members to the Club on such conditions as shall be fixed by the Board.
- (b) Special Members shall not be eligible to hold office or vote at any meeting of the Club.

NON-BOWLING MEMBERS

- 8. (a) The Board shall have the power to elect Non-Bowling Members to the Club on such conditions as shall be fixed by the Board.
- (b) Non-Bowling Members shall not be eligible to hold office or vote at any meeting of the Club

LIABILITY OF MEMBERS

- 9. 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 Officer for the amount so paid.

OVERDUE SUBSCRIPTIONS

10. Members may apply to the Honorary Treasurer for special consideration to waive or reduce subscriptions subject to Board approval.

DETERMINATION OF COMPETENCY TO PLAY BOWLS

11. Notwithstanding the provisions of rule 5.2 in the Constitution no person will be accepted into the membership of the Club until they have been assessed and approved as permitted to bowl by the person appointed by the Board to undertake such assessments. The assessment will be made on the following basis;

- (a) Approved to practice unsupervised on the synthetic green or,
- (b) Approved to participate in any organized social bowls or,
- (c) Approved to offer themselves for Pennant selection.

Notwithstanding the provisions of Regulation 11(a), 11(b) or 11(c) nothing shall preclude a person from practicing under the supervision of an Accredited Coach or an Experienced Club Member.

INDEMNITY

12. (a) Every Director and employee of the Club shall be indemnified out of the property and assets of the Club against any liability incurred by him/her in his/her capacity as Director or employee in defending any proceedings, whether civil or criminal, in which judgment is given in his or her favor or in which he or she is acquitted or in connection with any application in relation to any such proceedings in which relief is granted to him or her by the Court.
- (b) The Club shall indemnify its Directors and Employees against all damages and costs (including legal costs) for which any such Directors or Employee may be or become liable to any third party in consequence of any act or omission except willful misconduct:
- (i) in the case of a Director, performed or made whilst acting on behalf of and with the authority, express or implied of the Club; and
 - (ii) in the case of an Employee, performed or made in the course of, and within the scope of his or her employment by the Club.
- (c) Except to the extent of any negligence or deliberate act by any Director or Employee, the Club indemnifies and keeps indemnified the Directors or Employees from and against all claims for which the Directors or Employees will or may become liable arising from the Directors or Employees lawful and permitted use of the Club premises.

- (d) This indemnity shall extend to any other lawful activity in which the Directors or Employees shall be engaged in his or her capacity as a Director or Employee of the Club.

LEAVE OF ABSENCE

13. 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 payment of a nominal amount fixed by the Board.

CLUB COLOURS AND UNIFORM

14. The Club Colors and Uniform shall be as determined by the Board subject to Bowls Victoria approval. If the Board determines that the Club Colors and Uniform be changed, at least 12 months' notice will be given to the Members.

AUTHORISATION OF EXPENDITURE

15. The Board of Management is limited to authorization of expenditure up to \$50,000 per annum per item.

JOINING FEE

16. The official Nomination Form for membership must be accompanied by a non-refundable joining fee of \$50 before the nomination can be accepted by the Honorary Secretary. The Board has the discretion to refund the joining fee

PRACTICE CONDITIONS

17. Any Affiliated Member eligible to play pennant for Armadale Bowls Club @ South Caulfield Inc. may practice if empty rinks are available while an organized game (Pennant or Club Tournament) is in progress, subject to the following conditions;
- (i) That any directives given by the convener are to be followed. This may include leaving a spare rink between the organized game and the practice.
 - (ii) That the dress code requirements are complied with if the practice is taking place on the same rink as the organized game. For daytime Pennant this will require Uniform. For Competition and Night Pennant, Mufti is acceptable

RINK PRIORITY

18. When using Greens at times approved by the Greens Director, rink priority shall be given to Armadale Bowls Club @ South Caulfield Inc. Pennant players.

HIRING OF CLUB PREMISES

19. Hiring of the Club premises shall be subject to hiring fees and conditions as set by the Board of Management.

CLUB TOURNAMENTS

20. The Tournaments Committee has the discretion to determine if a Tournament shall or shall not run if insufficient entries are received; Recommended Criteria;
- (a) Singles events to have 16 players as the minimum number of entries.
 - (b) Pairs events to have 16 sides as the minimum number of entries.
 - (c) Triples events to have 8 sides as the minimum number of entries.
 - (d) Fours events to have 8 sides as the minimum number of entries
 - (e) However, a minimum of 8 entries may be accepted to conduct the Minor Singles Championship.

MEMBER'S AGREEMENT AS A PENNANT PLAYER

21. Any Member of the Club who has agreed to play Pennant and then refuses to play in the team or position as assigned by the applicable Selection Committee without a reason acceptable to the Selection committee may be liable to be dealt with in accordance with Rule 9 of the Constitution or may exercise the Grievance Procedures under rule 22 of the Constitution.

SOCIAL GAME REQUIREMENTS

22. Any member or associate of the Club, who having put their name down for a social game, and who fails to appear without proper notice being given, shall on the first occasion be warned, on the second occasion be fined not more than \$10.00. Any further offence will lead to action under Rule 9 of the Constitution.

SELECTION

23. (a) A paid Coach is ineligible to be elected as a Selector.
- (b) Any Affiliated Member who has been a continuous and financial Member of the Club since the previous AGM will be eligible to stand for any of the Selection Committees.

- (c) Any Affiliated Member who is financial will be eligible to vote for Midweek and Saturday selectors.

DUTIES OF ELECTED OR APPOINTED OFFICERS AND COMMITTEES

- 24.** In addition to any statutory duties, the duties of elected or appointed officers and committees of the Club are as set out in in Schedule A to these Regulations.

VOTING AT THE AGM FOR THE APPOINTMENT OF OFFICERS

- 25.** (a) All nominations for the various positions to be in writing and in the hands of the Honorary Secretary fourteen (14) days before the advised date of the AGM. This will allow for the preparation of Ballot Papers if needed. If there are the same or a lesser number of nominations for the positions available, then those persons will be declared elected.
- (b) If there are more nominations than positions available, a ballot paper will be prepared listing the names of the people nominated and a ballot will be undertaken. If there are say, 8 nominations for 5 positions, then Members will be asked to tick the box against the 5 names of the persons they wish to vote for. Failure to vote for the prescribed number of positions will result in the vote being invalid.
- (c) The scrutineers will count the votes and declare the persons with the most votes as being elected.
- (d) If there are equal votes a further ballot will be conducted only between the names having equal votes.

SCHEDULE A

DUTIES OF ELECTED

or

APPOINTED OFFICERS AND

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of the

ARMADALE BOWLS CLUB @

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FORWARD

All Officers of the Armadale Bowls Club @ South Caulfield Inc. hold positions of trust and responsibility. The good standing of the Club and each individual holding Office included in this document is paramount. Where notoriety or unseemly behaviors are demonstrated, the continued status of that position held by the Member will be reviewed by the Board. Actions arising may result in being stood down from that position. Any further actions might also include suspension from that role or the Club according to the provisions of the Club's Constitution.

1.0 DUTIES OF OFFICERS

1.1 President

The duties of the President shall be to preside at Board and Annual or Special General Meetings, to regulate and keep order at all proceedings and to carry into effect the Constitution and Regulations of the Club.

1.2 Vice-President

In the absence of the President or if the President is unable to act, the duties of the Vice- President shall be to preside at Board and Annual or Special General Meetings, to regulate and keep order at all proceedings and to carry into effect the Constitution and Regulations of the Club.

1.3 Honorary Secretary

The duties of the Honorary Secretary shall be:

- (a) To attend all meetings of the Board and Annual or Special General Meetings of the Club, and record minutes of all meetings in a book to be kept for that purpose.
- (b) To conduct all correspondence in connection with the general business of the Board.
- (c) To prepare for submission to the Annual General Meeting of the Club the report of the Board on the activities of the Club during the year.
- (d) To keep a Register of the Members at the Club-house, setting forth the name in full, address, telephone numbers, date of birth and e-mail address of each Member of the Club, such Register to be open for inspection by Members of the Club.

- (e) Except as otherwise provided in this Constitution, to keep in custody or under control all the books, documents and securities of the Club.
- (f) In any other respect, to carry out those duties usually associated with the office of Honorary Secretary.
- (g) On resignation or termination of a Member, give notice in writing to the Sandbelt Region.
- (h) In the event that the Secretary is unavailable or unable to carry out the Secretary's duties, the Board shall be entitled to appoint a person to carry out such duties in the interim.

1.4 Honorary Treasurer

The duties of the Honorary Treasurer shall be:

- (a) To receive all monies belonging to the funds of the Club and, within reasonable time, to deposit or arrange for the deposit of such monies with the Club's bankers.
- (b) To pay all accounts as authorized by the Board.
- (c) To keep correct accounts of all monies received and expended.
- (d) To prepare and submit financial statements to each Board meeting and Annual Meeting.
- (e) To produce a statement of financial transactions and of the financial position of the Club, including the Bank balance at each ordinary Meeting of the Board.
- (f) To prepare and submit financial statements and returns as required by regulatory authorities.
- (g) To keep proper books of accounts which shall be open for the inspection by the Board at any time.
- (h) To provide the financial records of the club to the appointed auditors for annual audit or review in accordance with the Act as determined by the Board.
- (i) To prepare an annual budget of anticipated income and expenditure for submission and approval of the Board.

2.0 BOWLS COMMITTEE

- 2.0.1** The Bowls Committee jointly represents the two Bowls Sections known as the Saturday Pennant and Midweek Sections (refer to 20.6(a) in the Constitution)
- 2.0.2** The Officers of the Bowls Committee shall consist of a Chairman, Vice-Chairman, Secretary, Treasurer, Social Director and four (4) Committee Members drawn from eligible Members.
- 2.0.3** The Immediate Past Chairman shall continue to be a member of the Committee after expiration of the term of office as Chairman.
- 2.0.4** The Bowls Committee shall meet at least monthly. At all of these meetings if the votes are equal, the Chairman shall have a second or casting vote.
- (a) The Officers and Committee of the Bowls Committee shall be elected by the Members at the Annual General Meeting of the Club and shall be responsible to the Board for the Management of the day to day running of the Bowls and associated activities, (including the organization of Social Events and Special Tournaments), arranging rosters and working bees, and to give support to all sub-Committees and appointed Officers, to instigate or assist in various fund-raising activities, to receive reports from sub-Committees for presentation to the Board, and to enter Pennant teams.
 - (b) To be eligible for a position on the Bowls Committee, Members must be a financial Affiliated Member or a Life Member.
 - (c) Co-opted Members of the Bowls Committee have an entitlement to vote at all meetings of the Bowls Committee. Those who are co-opted have been asked to join to provide advice to Committee Members or, if having less experience, will contribute while learning in this role.

2.1 DUTIES OF OFFICERS OF THE BOWLS COMMITTEE

2.1.1 Bowls Committee Chairman

The duties of the Chairman shall be to preside at Bowls Committee Meetings to regulate and keep order at all proceedings and to carry into effect the Constitution and Regulations of the Club and Association.

The Chairman is a Member of the Board of Management.

The Chairman communicates relevant information between the Bowls Committee and the Board.

Details of the functions and responsibilities of the Bowls Committee is contained in a separate document which will be reviewed and kept updated by the Bowls Committee on a regular basis.

2.1.2 Bowls Committee Vice-Chairman

In the absence of the Bowls Committee Chairman or if the Bowls Committee Chairman is unable to act, the duties of the Vice-Chairman shall be to preside at Bowls Committee Meetings to regulate and keep order at all proceedings and to carry into effect the Constitution and Regulations of the Club and Association.

2.1.3 Bowls Committee Secretary

The duties of the Secretary shall be:

- (a) To attend all meetings of the Bowls Committee and to record minutes of all meetings in a book to be kept for that purpose.
- (b) To deal with the relevant Affiliated Associations on all current matters related to Pennant and Championship competitions.

2.1.4 Bowls Committee Treasurer

The duties of the Treasurer shall be:

- (a) On behalf of the Bowls Committee to receive all monies belonging to the funds of the Club, and within a reasonable time arrange for such funds to be banked in the Club's bank account.

3.0 SELECTION COMMITTEES

- (a) The Committees called the Selection Committees shall comprise five (5) members from the Midweek Pennant players and five (5) members from the Saturday Pennant players and these Committee members shall be elected by the Members at the Annual General Meeting of the Club.
- (b) At the first meeting after their election, the members of each Selection Committee shall elect a Chairman from among themselves.
- (c) The duties of the Selection Committees shall be to arrange and select all teams, and control and manage all Pennant fixtures and practices.

- (d) In the event of any Member or Members of the Selection Committees vacating their position for any reason whatsoever then such vacancy shall be filled by another affiliated Member or Members to be appointed by the Bowls Committee.
- (e) Subject to any agreement with the Club Coach, a final decision on any matter within the Selection Committee's power shall rest entirely with the Selection Committee.
- (f) It is the responsibility of the Selection Committee to ensure that each new season each Pennant player completes and signs the Form agreeing to playing Pennant and playing where selected.
- (g) The teams selected by the Saturday Pennant Selection Committee shall be finalized and displayed by Wednesday morning prior to Pennant.
- (h) The teams selected by the Midweek Pennant Selection Committee shall be finalized and displayed by Thursday morning prior to Pennant.

4.0 TOURNAMENTS COMMITTEE

- (a) All Club Tournaments are to be run by the Tournaments Committee
- (b) A Tournaments Director will be appointed by the Board. This role is not eligible for election. The Tournaments Director reports to the Board
- (c) The Tournaments Committee comprises up to 5 representatives
- (d) Others can assist the Committees in running Tournaments without representation on the Tournaments Committee.
- (e) The Tournaments Committee will formulate, document and govern the Rules for Club Tournaments. It has the authority to arrange for the handicapping where required.
- (f) The Tournaments Director will present the Rules to the Bowls Committee for discussion and adoption prior to publication in the forthcoming years Fixture Book subject to clause (i) below.
- (g) Once adopted, responsibility for decision-making regarding disputes, exemptions or any contentious issues arising will be ruled upon by the Tournaments Committee.
- (h) The Tournaments Director and Tournaments Committee has the authority to act and make all necessary decisions in relation to the smooth running of all Club Tournaments, based on the adopted Rules.

- (i) No further review is required by the Bowls Committee annually if no new rules are proposed.

5.0 SUB-COMMITTEES AND APPOINTEES

5.1 Greens Director

- (a) The Board shall have the power to appoint a Greens Director who shall have full control and supervision of the Greens including the power to prevent play at any time. Notice displayed by the Greens Director at the Clubhouse shall be sufficient.
- (b) The Greens Director shall form a Greens Committee which shall be empowered to assist the Greens Director in the exercise of his duty to maintain the Greens in optimum condition and use.
- (c) In the absence of the Greens Director, a Member of the Greens Committee, if present, or otherwise the Manager of the day's event, shall be delegated the authority of the Greens Director.
- (d) The Green-keeper shall be directly responsible to the Greens Director who shall direct the Green-keeper in his duties.
- (e) The Greens Director shall report to the Board at each meeting on the conditions of the greens and on any other matters relevant to the greens and greens equipment.
- (f) The direction of play, days and times of day when play is permitted for the various classes of member shall be approved and posted on the Notice Board by the Greens Director.

6.0 ASSOCIATION DELEGATES

- (a) Two (2) delegates shall be appointed by the Board to represent the Club to the Association controlling the game of Bowls and shall attend Association meetings.
- (b) Any delegate absenting themselves from two consecutive meetings of the Association without good and valid reason to the satisfaction of the Board shall be held to have vacated their office.
- (c) The Board shall have the power to fill any vacancy

7.0 AFFILIATED COMMITTEES

- (a) All Committees appointed or elected under Section 20.5 of the Constitution may also be known as Affiliated Committees.