

**HEADLAND BOWLS CLUB INC.  
T/A HEADLAND PACIFIC SPORTS CLUB**

# **By-Laws**

**OCTOBER 2023**

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**HEADLAND BOWLS CLUB INC.**  
**T/A HEADLAND PACIFIC SPORTS CLUB**

**BY-LAWS**

**SECTION A – Board of Management**

**1. Returning Officer**

A Returning Officer shall be appointed for each annual and general meeting where a vote by eligible members is likely to be conducted. The duties of the Returning Officer shall include controlling the issuing of ballot papers and subsequent collection and counting of these at these meetings. The returning Officer shall advise the Chairperson of the precise number of eligible members in attendance at the commencement of the meeting.

The returning officer must liaise with the Secretary regarding the preparation of ballot boxes. He or she must ensure that only those entitled to vote are issued with the necessary ballot papers by checking against a list of entitled members and that the ballot boxes are correctly located for the lodgement of same.

The returning officer will enlist the assistance of such number of scrutineers as required to conduct the ballot. The returning officer or any scrutineer must not be a candidate in such ballot.

The returning officer must advise the Chairperson of the meeting the result of the count and the Chairperson must announce the result to the meeting.

The ballot material must not be destroyed without the authority of a motion passed at the meeting and it must be the duty of the returning officer to carry out such instruction.

**2. Election and Ballot Procedures**

The Secretary must call each annual and general meeting at least 35 days before the scheduled date and where board members are to be elected, produce nomination forms for each of these positions and make them available to members.

Elections and Voting will be held in accordance with the Constitution, rules 6.1 & 8.6.

Voting must be by secret ballot. Every financial full member and any life member in attendance must be supplied with Ballot papers.

The results of each ballot shall be determined on the first past the post principle.

If a candidate nominates for more than one position, the election for the higher position will be determined first. If that candidate is successful, that candidate's name will be withdrawn from the list of candidates for the lower position."

Where any member is nominated from the floor in accordance with Rule 6.1.1.h of the constitution and that member is not present at the meeting, the member must indicate in writing his or her willingness to accept the nomination for the position.

Ballot papers may be issued to those entitled to vote not more than 30 minutes prior to the meeting being opened. Before commencing the ballot the Returning Officer must introduce to the meeting all candidates for election. The Returning Officer must not collect the votes until the Chairperson of the meeting announces the closing of the ballots. All votes will be deemed to have been made after the opening of the meeting and before the closure of the ballots.

In the case of a ballot being necessary to resolve a matter other than election, members must indicate their choice on ballot papers in a manner specified by the Chairperson of the meeting.

### **3. Duties of Board of Management Members**

The Chairperson shall be responsible, subject to the direction for the overall administration of the Club. The Chairperson must preside at all meetings and functions of the Club or delegate another Board member to carry out the duties. The Chairperson must attend to the carrying out of the decisions of the Club and the Board of Management and generally see that members are properly accommodated and the rules are fully adhered to by all members.

The Chairperson will ensure that all substantive motions have been received as a notice of motion within the prescribed time frames, and will also ensure that discussions and debates on all motions are conducted within accepted rules of meetings procedure with speakers for and against a motion alternating and the proposer of a motion accorded a right of reply.

The Secretary of the Club is pivotal to the functioning of the Club. The Secretary must be familiar with Club, State Authority and District Constitutions, By-Laws and provisions of the relevant Acts of Parliament. The Secretary must be familiar with all matters of the Club for the information of the Chair. The Secretary's functions shall include calling meetings of the Club, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the Chairperson of the Club; keeping minutes of each meeting; keeping copies of all correspondence and other documents relating to the association and the management of the Club's Register of Members.

The Secretary will ensure that all notices of motion are in writing and received no later than 21 days before any meeting of members to which the motion will be discussed.

The Secretary will ensure that notice of all general meetings of the Club and nomination forms for all office bearer positions are produced and made available to members no later than 35 days before the meeting at which the elections will occur and at least 14 days prior to that meeting produce and promulgate to all members, the agenda and the names of candidates.

The Treasurer must keep a record of the receipts and expenditure and keep correct accounts and books showing the financial affairs of the Club and the particulars usually shown in the books of account of a like nature, report the financial position of the Club at each meeting of the Board of Management, and present accounts for payment if necessary at each meeting of the Board of Management for ratification. He/she must also advise the Board of Management of any unfinancial members.

The Treasurer will ensure that in accordance with rule 10.1.8 of the constitution the limits to expenditure as detailed hereunder are observed:

Board Limit: \$20000; Individual Board Member's Limit: \$1000 and Bowls Divisions' Limit: \$100.

The Treasurer must also submit to the annual general meeting an audited statement of accounts for the preceding year.

Should the Treasurer be absent or ill, or neglect or refuse to do anything required by these by-laws, the Board of Management must invite and appoint any other financial full or life member of the Club to act in that capacity.

The Board may allocate budgets and delegate authority in writing to sub-Committees from time to time.

## **SECTION B - Membership**

### **1. Classes of Full Membership**

In accordance with Section 3.1 (a) (iv) of the constitution the club shall have two sub-classes of full members as defined under section 3.1.1 (a) of the constitution.

The two sub-classes of full members shall be:

- a. Fully affiliated members - full members as defined in section 3.1.1 (a) of the constitution who have also paid such fees and have met such conditions that are required by Bowls Queensland for them to be fully affiliated with Bowls Queensland and its associated districts.
- b. Local club members - full members as defined in section 3.1.1 (a) of the constitution who chose not to be affiliated with Bowls Queensland or any of its associated districts.

## **2. Eligibility for club championships**

All full members – whether fully affiliated members as defined in (a) above or local club members as defined in (b) above - will be eligible to play in any local club championship event.

All local club championship events will be restricted to such full members as defined under section 3.1.1(a) of the constitution.

## **3. Payment of membership fees**

All membership fees for classes of membership of the club will become due for payment on 31<sup>st</sup> December of each year and non-payment of membership fees by 1 January of each year will make any member unfinancial and no longer entitled to any rights or privileges pertaining to membership of the association.”

# **SECTION C – The Bowls Committee**

## **1. Formation of committee**

The management, control and administration of playing of bowls games at the club will be the responsibility of a sub-committee of the club established under section 5.5 of the constitution and to be known as the " Bowls Committee" .

The Bowls Committee will hold an annual general meeting within 30 days of the annual general meeting of the club - which all members of the club are eligible to attend - to elect a President and Secretary as well as whatever other office holders are considered necessary by members attending the annual meeting to be committee members.

The duly elected President of the Bowls Committee shall automatically be appointed to the Board of the Club as Deputy Chairman of the Board.

The duly elected Secretary of the Bowls Committee shall be automatically appointed to the Board of the Club as Assistant Secretary of the Club.

## **2. Duties of committee**

The President or a member/s elected or they have delegated for the purpose, will be responsible for working closely with the Board's Secretary to ensure all correspondence and communications with the relevant DBA, and other Clubs or organisations in relation to bowling matters are dealt with adequately. They shall issue all notices and keep minutes for all general meetings of the committee, display notices on the notice board, collect

nomination fees for Club events, lodge nominations by the due date and otherwise carry out all proper duties as required.

The President will also be responsible for arranging the selection of suitable players for all representative games. The President may seek assistance from suitable experienced players to act as selectors.

Duties which the President may delegate to club members include:

- collect green fees applicable to any games being played and remit to the appropriate officer or body.
- determine the catering requirements for representative bowls events.
- other duties as required for the successful functioning of the Bowls committee.

### **3. Games co-ordinators**

The Club Games Co-ordinators shall be answerable to the President of the Bowls Committee.

The Games Co-ordinators will work together cooperatively to:

- ensure that the game of bowls is promoted at every opportunity to encourage participation and the gaining & retention of bowls members;
- maintain a high professional image to members and visitors alike;
- ensure that policy decisions of the President are promptly carried out & that the President is kept fully informed of all matters that may affect the financial performance of the Club and the well-being of its members;
- develop together the annual bowls program for the Club;
- collect and balance all fees applicable to any bowls games being played.
- ensure policies as to game fees, game prize money allocations, trophies etc., are adhered to.
- plan & manage:
  - Yearly calendar and weekly social bowls program including winter visitors' programs;
  - Daily bowls organisers;
  - Special bowls days (Presidents days, Presentations, Club championships);
  - Pennant, and other such competitions;
  - Player Development;
  - New player mentoring;
  - Junior development;
  - Visiting Bowlers Groups;
  - Barefoot & Corporate Bowls;
  - Umpires and markers as required.

#### **4. Bowls Committee Meetings**

The Bowls Committees shall meet monthly, or as often as deemed necessary and a quorum for such meetings shall be at least equal to 50% plus one (1), of the current committee members.

General Meetings of the bowls committee shall be called by the President when the committee requires or when a minimum of 10 financial or life members of the club so request. This request must be in writing given to the President and state the purpose of such request.

At least 28 days prior to the meeting notice of the meeting must be given to members and details of the agenda must be given to members at least 14 days before the meeting.

A Notice of Motion to be considered at a general meeting must be received the Presidents or a member elected or delegated for the purpose at least twenty-one (21) days prior to the date of the meeting.

### **SECTION D – Miscellaneous**

#### **1. Alteration to By-laws**

The Board of Management may make or amend by-laws in accordance with Rule 11.5 of the Constitution

Any changes to the By-Laws by the Board of Management shall be displayed on the Club notice Boards no later than seven (7) days following the change.

#### **2. Laws of the Game**

All matches shall be played in accordance with the Laws of the Game and any rules and regulations adopted from time to time by BA, BQ and DBAs and in accordance with the By-Laws and Constitution of the Club.

#### **3. Controlling Body**

The Controlling Body for all events controlled by the Club shall be the appropriate Division Games Co-ordinator.

The Controlling Body for all other events, such as SCDMBA, SCDLBA, BQ and BA shall be in accordance with their Conditions of Play.



#### **4. Attire**

The Board of Management must determine the dress standards as the minimum requirement in relation to members and visitors within the confines of the Club's premises.

Subject to changes from time to time required by any amendments to BA Laws of the Game, BQ, DBA clubs shall be responsible for ensuring that all players, markers and umpires participating in games on an affiliated green, wear the correct playing attire as set out by BQ By-Law.

#### **5. Notice Board**

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

#### **6. Club Colours**

The club colours are Green, Gold, and Blue