

CANBERRA CITY BOWLING CLUB

OBJECTS & RULES

together with

**BY-LAWS MADE BY THE
CLUB'S BOWLS COMMITTEE**

**OBJECTS & RULES OF THE
CANBERRA CITY BOWLING CLUB (“CCBC”)
AS A SUBSIDIARY COMMITTEE (BY DELEGATION) OF THE AINSLIE
FOOTBALL & SOCIAL CLUB INCORPORATED (“CLUB/AFSC”)**

THE DELEGATION

By instrument of delegation, the Committee (“the Committee”) of the Club appoints the CCBC (“the Sub-Committee or Bowls Committee”) and sets out its functions and rules relating to its conduct. This instrument comes into operation immediately upon the winding up of the Canberra City Bowling Club Incorporated.

A. MEMBER AND APPOINTMENTS

- (1) Authority:
The appointment of the Bowls Committee is made under Rule 15 of the Rules of the Club.
- (2) Appointments:
The members of the Bowls Committee remain appointed subject to this Delegation.

B. FUNCTIONS

The functions and powers that are delegated to the Bowls Committee are:

- (1) To control affairs of the CCBC in accordance with the Rules and Objects set out, wholly and in part, in the attached document marked “A”.
- (2) To make recommendations to the Committee in relation to:
 - (a) The payment of nomination fees and annual subscription by Members and any terms for the same;
 - (b) The structuring and payment of green fees by other persons using the Greens;
 - (c) The expenditure of revenue derived by the Club from the use of the Greens;
 - (d) Appointment of Greens employees in consultation with AFSC;
 - (e) Any policy of Bowls operation, conduct and maintenance program; and
 - (f) Matters affecting capital or operational Bowling Green budgets.

C. LIMIT

Nothing in this delegation shall confer upon the Bowls Committee any power which is not able to be conferred upon under the Rules of the Club and, in exercising any power of function; the Bowls Committee must comply with those Rules, the Association Incorporation Act and any other law of the Australia Capital Territory or the Commonwealth of Australia.

Dated this 27th day of July 2001

EXECUTED AS AN INSTRUMENT OF DELEGATION.

THE COMMON SEAL OF AINSLIE	}
FOOTBALL & SOCIAL CLUB INCORPORATED	}
was affixed by authority of the Board	}
of Directors in the presence of:	}

Signature of Director/Secretary

Signature of Director

Kevin Grace

David Lalor

Name of Director/Secretary

Name of Director

OBJECTS & RULES

of

CANBERRA CITY BOWLING CLUB

TITLE

The Club shall be named the Canberra City Bowling Club.

OBJECTS

The Objects of the Club are:

- (a) To foster Bowls in the district of Ainslie and the Inner North of Canberra in the Australian Capital Territory.
- (b) For the purpose of furthering this Object, but not otherwise, the Bowls Committee shall have the powers provided by the AFSC Instrument of Delegation.

RULES

PART 1 - PRELIMINARY

1. DEFINITIONS AND INTERPRETATIONS

- 1.1 Words and phrases defined in these Rules shall have the meanings there defined and the following words and phrases shall, except where there is something or some matter in the subject or context inconsistent therewith, for all purposes of the Object and these rules, having the meanings given to them as follows:

“Act” means the *Associations Incorporation Act 1991* (Australian Capital Territory).

“AFSC” means the Ainslie Football & Social Club Incorporated.

“Annual General Meeting” means a general meeting of Members held in accordance with Section 19.

“Annual Subscription” means the annual playing rights fee(s) payable by Members under these Rules.

“Applicant” means a person who is proposed and seconded for membership under Section 3.

“Bowls Club” means the Canberra City Bowling Club, or the CCBC.

“Bowls Club Year” means a period of twelve months ending on 30 June or any other date determined by the AFSC.

“Bowls Committee” means a Committee of AFSC members which is constituted under Rule 18 of the AFSC and, under these delegated Rules where the context admits, includes a Bowls Sub-Committee.

“Bowls Sub-Committee” means a Bowls Sub-Committee appointed by the Bowls Committee under Section 17.

“CCBC” means the Canberra City Bowling Club.

“Joining Fee” means the fee payable by an Applicant under these Rules as a condition of that person being eligible for membership.

“Notice Board” means a notice board to be placed by the CCBC in a position within the principal premises of the CCBC, accessible to all Members.

“Objects” means the objects of the CCBC as altered, from time to time, in accordance with these Rules.

“Office Bearer” means President, Vice Presidents, Secretary, Treasurer, Greens Director, Bowls Organisers of the Club appointed under Section 1.1.

“Register of Members” means the Register of Members to be kept in accordance with Rule 3.7.

“Rules” means these rules of the Canberra City Bowling Club.

“Secretary” means Secretary of the Bowls Committee.

“Section” means a Rule or group of Rules identified by a specified heading or by the same initial number.

“Special Resolution:

- (a) of the Bowls Committee, means a resolution passed at a duly convened meeting of the Bowls Committee by a majority of at least three quarters of the members present at that meeting; and
- (b) of the Canberra City Bowling Club, means a resolution passed by three quarters of Members present and eligible to vote at a properly constituted general meeting.

“Sub-Committee” means a Committee of AFSC members, which is constituted under Rule 18 of the AFSC, and, under these delegated Rules where the context admits, includes a Bowls Sub-Committee.

“Sub-Committee Member or Bowls Committee Member” means each member of the AFSC Sub-Committee (including an Office Bearer) who is nominated and appointed under Section 11.

“Treasurer” means Treasurer of the Bowls Committee.

PART 2 – MEMBERSHIP

2. Membership of the Club

2.1 Members of the Club shall consist of:

- (a) Life Members;
- (b) Full members;
- (c) Honorary Members;

- (d) Associate Members;
- (e) Junior Members being under the age of 18 at the beginning of the bowls year and approved by the Bowls Committee.

2.2 A person is qualified to be a full member, if that person:

- (a) has reached the age of 18 years;
- (b) is a financial member of the AFSC;
- (c) has been proposed and seconded for membership in accordance with Section 3.
- (d) has been approved for membership by the Bowls Committee; and
- (e) pays the Joining Fee and any Annual Subscription then payable.

2.3 The President, the Bowls Committee or any two Bowls Committee members may from time to time admit to honorary membership any approved person subject to the conditions (if any) imposed by the Bowls Committee at the time of admittance and may in accordance therewith, issue to such person an honorary membership card. An honorary membership shall not be of a duration of more than six months but may be renewed at the expiration of that period. No honorary member shall be entitled to speak or vote at any meeting of the Club. An Associate Member is a non-playing member with no speaking or voting rights.

2.4 Life Membership:

The Club may, at an Annual General Meeting, on the recommendation of the Bowls Committee, which recommendation shall be stated in the notice convening the meeting, elect a member to be a life member in consideration of outstanding services rendered to the Club provided that the election shall not succeed unless supported by the votes of two thirds of the members present and entitled to vote. A life member shall be entitled to all the privileges of, and for the purposes of these rules, shall be deemed to be, a full member whose subscription has been paid. Not more than two life members may be elected in any year, nor shall there be more than six life members at any one time.

2.5 Dual Club Membership:

A member of CCBC who is a member of another bowling club and who has indicated an intention to play as a representative of that club in inter-club competitions in any year shall not be eligible to play as a representative of the CCBC in any inter-club competition conducted by Bowls ACT.

2.6 The By-Laws may determine the rights and privileges of Junior members but so that they shall not be entitled to speak or vote at any meeting of the Club.

3. Proposal for Membership Playing Rights.

3.1 An Applicant shall:

- (a) in the case of an application for admission as a Full Member, be proposed by one Full Member and seconded by another Full Member;
- (b) in the case of an application for admission as a Junior Member, be proposed by a Full Member and seconded by a Full Member.

3.2 Each proposal for membership shall be in writing, in a form prescribed by the Bowls Committee, from time to time, and lodged with the Secretary.

- 3.3 As soon as practicable, after receiving a proposal for membership, the Bowls Committee or its delegate shall:
- (a) determine that the Applicant, except a Junior Applicant, is a financial member of the AFSC;
 - (b) unless otherwise directed by the Bowls Committee, display on the Notice Board, particulars relating to that proposal, for a period of thirty days; and
 - (c) at the end of that period (or earlier, at the discretion of the Bowls Committee), refer the proposal to the Bowls Committee for determination.
- 3.4 An Applicant shall only be granted membership by a Special Resolution of the Bowls Committee.
- 3.5 If, at a duly convened meeting, the Bowls Committee approves a proposal for membership, the Bowls Committee or its delegate shall:
- (a) record the names of the Bowls Committee members present and voting at the meeting;
 - (b) as soon as practicable, notify the Applicant of that approval and request the Applicant to pay the AFSC, within fourteen days after receipt of that notification
 - (i) the Joining Fee and advise any terms for payment;
 - (ii) the Annual Subscription and advise any terms for payment.
 - (c) upon the due payment by the Applicant of those amounts, enter the Applicants name in the Register of Members (in the category in which that Applicant was proposed and approved).
- 3.6 If, after referral for determination, the Bowls Committee does not approve a proposal for membership, the Bowls Committee or its delegate shall, as soon as practicable:
- (a) notify the Applicant of that determination; and
 - (b) notify the AFSC of that determination, who will arrange a refund of any amount paid by the Applicant to the Club on account of anticipated Joining Fee and/or Annual Subscription. An Applicant whose application is not approved may not submit a further application within a period of 12 months of the notification without the express permission of the Bowls Committee.
- 3.7 The Bowls Committee or its delegate shall, on behalf of the Club:
- (a) keep a Register of Members; and
 - (b) record in the Register of Members, any notice of changes of addresses or other particulars relating to the Members.
- 3.8 The CCBC shall make the Register of Members available for inspection by members at reasonable times, or at such times and places as are specified by the unanimous decision of the Committee and unanimously endorsed by the Board of AFSC.

4. Membership Entitlements

- 4.1 The membership categories of
- (a) Life Member;
 - (b) Full member;
 - (c) Honorary Member; and
 - (d) Junior Member

may play Bowls without payment of additional fees except when the facilities are in use for competition or are otherwise in use in accordance with the By-Laws.

- 4.2 An Honorary Member has playing rights as determined by the Bowls Committee from time to time.
- 4.3 An Associate Member has no playing rights.
- 4.4 A person (whether or not a Member) is not entitled, under these Rules or otherwise, to derive, directly or indirectly, any profit, benefit or advantage from the Club that is not available equally to all Members.
- 4.5 The rights, privileges and obligations that a person has, by reason of being a Member:
 - (a) are not capable of being assigned to another person; and
 - (b) terminate upon cessation of that person's membership; or
 - (c) terminate upon cessation of that person's AFSC membership.

5. Cessation of CCBC Membership

- 5.1 A person ceases to be a Member if that person:
 - (a) dies;
 - (b) resigns in accordance with Rule 5.3;
 - (c) is expelled from the CCBC; or
 - (d) fails to pay the Annual Subscription, within a period of thirty days after that Annual Subscription became due;
 - (e) is no longer an AFSC member.
- 5.2 The Bowls Committee shall record, in the Register of Members, the effective date of cessation of membership being:
 - (a) in the case of death, the date of death;
 - (b) in the case of resignation, the date of expiry of the notice of resignation;
 - (c) in the case of expulsion, the date determined by the Bowls Committee, being not earlier than the date that the Bowls Committee confirms that expulsion under Rule 8.4;
 - (d) in the case of failure to pay the Annual Subscription, the date determined by the Bowls Committee, being not earlier than the date that the Annual Subscription became due; and
 - (e) in the case of no longer being an AFSC member, the date the Bowls Committee is advised by the AFSC.
- 5.3 On resignation from membership, a member remains liable for payment of all fees that remain outstanding at the time the member's resignation is received by the Secretary.
- 5.4 In any event, a Member is not entitled to a refund of Joining Fees or Annual Subscriptions, pro-rata or otherwise.

6. Joining Fee and Annual Subscriptions

- 6.1 The Joining Fee, which shall be payable by Applicants for membership shall be the amount determined by the AFSC from time to time following a recommendation by the Bowls Committee.

- 6.2 Each Member shall pay an Annual Subscription which, for each category of membership, shall be determined by the AFSC from time to time following recommendation by the Bowls Committee.
- 6.3 All Annual Subscriptions shall be payable in advance on the first day of June each year. All other subscriptions, pro-rata or otherwise, shall be payable in advance on terms that shall be determined by the AFSC from time to time, following recommendation from the Bowls Committee.

7. Liability of Members

- 7.1 The liability of each Member to contribute towards the payment of debts and liabilities of the CCBC for the costs, charges and expenses upon the cessation of the CCBC, is limited to the amount, if any, unpaid by the Member for Annual Subscriptions or unpaid balance of the Joining Fee.

8. Discipline of Members

- 8.1 A reference in this Rule to Bowls Committee shall be read where a relevant delegation has been made under Rule 17, to a Bowls Sub-Committee.
- 8.2 Where the Bowls Committee considers a member may have:
- (a) refused or neglected to comply with any provision of these Rules; or
 - (b) acted in a manner prejudicial to the interest of the Club:
- It may investigate the facts and circumstances relevant to the possible offences.
- 8.3 Where the Bowls Committee considers it appropriate, it may in its discretion, authorise persons to conduct an investigation of the facts and circumstance of the alleged or possible offences.
- 8.4 When, in the opinion of the Bowls Committee, whether formed of its own initiative or upon the report of an investigating officer or by any other means, that a member:
- (a) has refused or neglected to comply with any provisions of these Rules; or
 - (b) has acted in a manner prejudicial to the interests of the Club;
- The Bowls committee may resolve to impose a penalty on the member the “discipline resolution”.
- 8.5 Where it is posed by a Bowls Committee to consider whether or not to form an opinion pursuant to Rule 8.4 of the Rules, then the Secretary shall cause a notice in writing to be served on the member:
- (a) giving not less than 7 days notice to the member concerned of the date, time and place of the meeting (the “discipline meeting”) at which to consider whether or not the member is guilty of an offence or offences referred to in Rule 8.4;
 - (b) setting out the grounds of the alleged offence or offences which will be considered by the Bowls Committee;
 - (c) inform the member that he or she may do either or both of the following:
 - (i) attend and speak at the disciplinary meeting;
 - (ii) submit to the Bowls Committee at, or prior to, the disciplinary meeting, written representation relating to the allegation.

- 8.6 For the avoidance of doubt, the Secretary, or other member or officer duly authorised, may draft the Notice and the terms of the offence or offences and the grounds in support thereof.
- 8.7 Subject to Section 50 of the Act, at the discipline meeting, the Bowls Committee shall:
- (a) consider whether or not the provision of Rule 8.5 have been complied with;
 - (b) where it appears there has been non-compliance with any of those provisions, the meeting shall not proceed further at that time unless the members are satisfied that prejudice would be caused to the member by so proceeding (such conclusion and decision thereon shall be included in the minute of the meeting);
 - (c) consider any application by the member for an adjournment;
 - (d) adjourn the discipline meeting to a later time and date (notification to the member to be provided in accordance with Rule 8.5);
 - (e) where the Bowls Committee proceeds to hear the matter:
 - (i) give the member who is the subject of the Notice an opportunity to make an oral representation;
 - (ii) give due consideration to any written representation submitted to the Bowls Committee by that member, at or prior to, the discipline meeting;
 - (iii) give every opportunity to put such relevant material before the Bowls Committee as the member so desires;
 - (iv) form an opinion whether or not the member is guilty of an offence or offences against Rule 8.2.
- 8.8 Where the member does not appear at the discipline meeting the Bowls Committee may hear and determine the matter in the absence of the member.
- 8.9 Where, at any stage, the Bowls Committee is of the opinion that it is necessary to the proper disposition of the matter to amend the offence or offences or the ground or grounds supporting them, as notified to the member, the following rules apply:
- (a) where the member can be notified orally of the amendments and the Bowls Committee is satisfied that no prejudice would be caused to the member, the Bowls Committee may make the amendments and proceed to hear and determine the allegations;
 - (b) where the Bowls Committee cannot notify the member of the amendment orally and/or the Bowls Committee is not satisfied that no prejudice would be caused to the member by proceeding, the Bowls Committee shall:
 - (i) adjourn the meeting to a date, time and place as determined by the Bowls Committee (or an officer designated with authority to so determine);
 - (ii) notify the member of the grounds of the amended allegations (notification to the member to be in accordance with Rule 8.5) and the date, time and place for the resumption of the discipline meeting.
- 8.10 A Bowls Committee which has formed an opinion under Rule 10.4 shall, before imposing a penalty, afford the member an opportunity of submitting to it any mitigating circumstances which should be considered.
- 8.11 The penalty which the Bowls Committee may resolve to impose on a member shall be:
- (a) a reprimand of the member;
 - (b) expulsion of the member from the Club;

- (c) suspension of the member;
 - (i) for such period, and
 - (ii) from enjoying such rights and privileges of membership, as the Bowls Committee may determine.

8.12 Where more than once discipline resolution is in respect of a member, the Bowls Committee may stipulate that the periods of suspension are to run concurrently or cumulatively or are to commence and cease at such times and dates as are specified at the Bowls Committee's discretion.

8.13 Within 14 days after a Bowls Committee has passed a discipline resolution, the Secretary shall notify the member in writing of the terms of the said resolution.

8.14 Except as provided by the Act, or at law, there shall be no appeal against a disciplinary resolution.

PART 3 – THE BOWLS COMMITTEE

9. Powers of the Bowls Committee

9.1 Subject to the AFSC Instrument of Delegation and these rules, the Bowls Committee:

- (a) shall control and manage the affairs of the CCBC;
- (b) may exercise all powers and functions of the CCBC that are not required to be exercised by the CCBC in general meeting; and
- (c) has the power to perform acts and do all other things that the Bowls Committee believes to be necessary or desirable for the proper conduct of the Bowls Club.

9.2 Exclusion of Particular Functions:

The Bowls Committee shall not exercise control of bowls programs or activities that are exclusively or predominantly part of the affairs and activities of Bowls ACT.

10. Constitution of the Bowls Committee

10.1 The Bowls Committee shall be selected from full members and consist of:

- (a) a President;
- (b) two Vice-Presidents (one male, one female);
- (c) a Secretary;
- (d) a Treasurer;
- (e) a Greens Director;
- (f) a Bowls Organiser, Male;
- (g) a Bowls Organiser, Female);
- (h) up to three other Committee members.

10.2 Only Full Members shall be eligible to be appointed as Office Bearers or Bowls Committee Members.

10.3 If there is a vacancy in the Bowls Committee, the Bowls Committee may nominate, subject to AFSC written approval, a Full Member to fill that vacancy.

10.4 Subject to these Rules, each Bowls Committee Member shall hold office until the AFSC has completed its obligations under Rule 11.5(h) following the date of the Bowls Committee member's appointment but is eligible for nomination (or re-appointment).

11. Nomination of Office Bearers and Bowls Committee Members

11.1 The nomination of Office Bearers and Bowls Committee Members shall be conducted in the following manner:

11.2 Control of Election:

The election of the Bowls Committee shall be supervised and controlled by a Returning Officer, who is to be appointed by the Bowls Committee before nominations are called.

11.3 The Secretary shall call for nominations of Full Members entitled to vote as candidates for Office Bearer and Bowls Committee Members positions, by the display on the general notice board of a notice specifying the positions for which nominations are required and the closing date of such nominations, which shall be not less than fourteen days after the date that the notice is first displayed.

11.4 Nomination of candidates for appointment as Office Bearers and Bowls Committee Members shall be made in writing:

- (a) signed by two Full Members;
- (b) accompanied by the written consent of the candidate (which may be endorsed on the nomination form); and
- (c) delivered to the Secretary or his nominee at the address provided in the notice of nominations.

11.5 Procedure on Closing of Nominations

Upon closing of nominations the Returning Officer shall:

- (a) examine the nominations received and check the eligibility of candidates and nominators;
- (b) exhibit on the general notice board of the club particulars of all nominations received in alphabetical order against each position for which nominations are required together with an indication of the members retiring from such position nor office if such persons have been nominated for appointment;
- (c) cause to be prepared for all positions, for which a ballot is necessary, ballot papers showing the names of the candidates in alphabetical order under the office or position for which nomination has been made.

11.6 (a) The notice calling for nominations shall be displayed not less than 21 days before the Annual General Meeting. Closing date for nominations shall be not less than 7 days before the AGM.

(b) Selection of Nominees for appointment as Office Bearers and Bowls Committee Members shall be by secret ballot to be conducted at the CCBC at the Annual General Meeting.

(c) The CCBC shall prepare a list of members eligible to vote and forward to the Returning Officer to be used as a control list for the issue of ballot papers.

- (d) In respect of those candidates to be nominated for the positions of Office Bearer and the Bowls Committee, and subject to Rules 11.5(g) and 11.5(h), the following provisions shall apply:
 - (i) if there are fewer nominations than vacancies, those candidates shall be declared selected for appointment and further nominations for the remaining vacancies shall be called for, and may be received, at the Annual General Meeting;
 - (ii) if no candidates are nominated, nominations for the vacancies shall be called for, and may be received, at the Annual General Meeting;
 - (iii) if there are the same number of nominations as remaining vacancies, those candidates nominated shall be declared selected for appointment; and
 - (iv) if the number of nominations exceeds the number of remaining vacancies, a secret ballot for determining who, amongst those candidates, shall be selected for appointment to those vacancies, shall be held at the Annual General Meeting.
- (e) If sufficient further nominations are received, any vacant positions remaining may be filled in accordance with Rule 10.3
- (f) At the conclusion of the Annual General Meeting, the Returning Officer shall, in writing, see the approval of the AFSC Committee to the appointment of the selected nominees. Approval of the AFSC shall not be unreasonably withheld.
- (g) The AFSC shall, in writing, approve (or otherwise) the nominations of Office Bearers and Bowls Committee Members no later than fourteen (14) days after receiving notice to do so.
- (h) On receiving the AFSC approval, the Returning Officer shall prepare and display a notice advising the membership of all appointments.

11.7 A person is not eligible to contemporaneously hold more than one position on the Bowls Committee.

12. Secretary

12.1 A Secretary shall:

- (a) act in an honorary capacity; and
- (b) hold office until the AFSC has completed its obligations under Rule 11.5(h), but shall be eligible for re-appointment.

12.2 The Secretary shall:

- (a) give notice:
 - (i) to Bowls Committee Members, of all Bowls Committee meetings; and
 - (ii) to Members, of all general meetings;
- (b) keep minutes of:
 - (i) all nominations and appointments of Bowls Committee members;
 - (ii) the names of all Bowls Committee Members and Members present at Bowls Committee meetings or general meetings; and
 - (iii) all proceedings at Bowls Committee meetings and general meetings;
- (c) perform the functions of the Secretary as set out in these rules; and
- (d) carry out other duties as directed by the Bowls Committee.

13. Treasurer

13.1 A Treasurer shall act in an honorary capacity for the collection of all monies.

13.2 All monies and accounts shall be forwarded to AFSC.

13.3 A Petty Cash Float is required to be available.

14. Removal of Bowls Committee Members

14.1 Subject to the Act and Rule 14.2:

- (a) the Bowls Committee may, by Special Resolution, or
- (b) the Full Members may, by Special Resolution at a general meeting, remove any Bowls Committee member from office before the expiration of that Bowls Committee Members term of office.

14.2 On the passing of a Special Resolution to remove a Bowls Committee member, the Secretary shall write to the AFSC Committee seeking approval for this action. AFSC approval for the action shall not be unreasonably withheld.

15. Vacancy in the Committee

15.1 For the purposes of these Rules, a vacancy in the office of a Bowls Committee Member occurs if the Bowls Committee Member:

- (a) dies;
- (b) ceases to be an AFSC Member;
- (c) ceases to be a Full Member;
- (d) resigns from office;
- (e) is removed from office pursuant to Rule 14;
- (f) becomes insolvent under administration within the meaning of the *Corporations Act 2001* (Cth) or any other Corporation law, or becomes bankrupt under the *Bankruptcy Act 1996* (Cth);
- (g) is disqualified from office under subsection 63(1) of the Act;
- (h) is or becomes indebted in respect of outstanding subscriptions or levies and such indebtedness continues for six (6) weeks;
- (i) is or becomes an employee of the AFSC;
- (j) is directly or indirectly interested in any contract or proposed contract with the AFSC and fails to declare the nature of that interest;
- (k) is or becomes a person whose person or estate is liable to be dealt with under any law relating to mental health; or
- (i) without the consent of the Bowls Committee, is absent from three consecutive meetings of the Bowls Committee.

16 Bowls Committee Meetings

16.1 The Bowls Committee shall meet at least once in each calendar month at the place and time determined by the Bowls Committee, from time to time.

16.2 Additional meetings of the Bowls Committee may be convened by the President.

- 16.3 Oral or written notice of a meeting of the Bowls Committee convened under Rule 16.2 shall be given by the Secretary to each Bowls Committee Member at least 48 hours (or such other period as may be unanimously agreed upon by the Bowls Committee) before the time appointed for the holding of the meeting.
- 16.4 Any six Bowls Committee Members constitute a quorum for the transaction of the business of a meeting of the Bowls Committee.
- 16.5 No business shall be transacted by the Bowls Committee unless a quorum is present and if, within half an hour after the time appointed for the meeting, a quorum is not present, the meeting shall stand adjourned to the same day in the following week, at the same time and at the same place.
- 16.6 If, at the adjourned meeting, a quorum is not present within half an hour after the time appointed for the meeting, the meeting shall be dissolved.
- 16.7 At meetings of the Bowls Committee the President will preside over all meetings. In the absence of the President, either one of the Vice-Presidents shall preside.
- 16.8 Except as provided by the previous provisions of Section 16 and Section 18, the procedure to be followed at a meeting of the Bowls Committee shall be as determined by the Bowls Committee, from time to time, and the person presiding shall be responsible for the proper conduct of each meeting.

17. Delegation by Bowls Committee to Bowls Sub-Committees

- 17.1 The Bowls Committee may, in writing, delegate to one or more Bowls Sub-Committees (consisting of those Members nominated, from time to time, by the Bowls Committee) the exercise of any of the permitted functions of the Bowls Committee as specified in the AFSC Instrument of Delegation, other than:
- (a) this power of delegation; and
 - (b) a function which is a function imposed on the Bowls Committee by the AFSC, the Act or by any other law of the Australian Capital Territory or Commonwealth of Australia.
- 17.2 A function, the exercise of which has been delegated to a Bowls Sub-Committee under Rule 17.1, may, while the delegation remains unrevoked, be exercised f, from time to time, by the Bowls Sub-Committee in accordance with the terms of the delegation.
- 17.3 Any Member appointed to a Bowls Sub-Committee shall, unless appointed for a shorter period, or that person's appointment is revoked sooner by the Bowls Committee, hold office until the next Annual General Meeting following the date of appointment.
- 17.4 Except as provided by the previous provisions of this Section, a delegation under this Section may be made subject to any conditions or limitations as to:
- (a) the exercise of any function,
 - (b) time: or
 - (c) circumstances, that may be specified.

- 17.5 No delegation under this Section 17 will prevent the Bowls Committee from exercising any delegated function.
- 17.6 Any act or thing done or permitted by a Bowls Sub-Committee, acting in the exercise of a delegation under this Section 17, has the same force and effect as it would have if it had been done or permitted by the Bowls Committee.
- 17.7 The Bowls Committee may, by instrument in writing, revoke, wholly or in part, any delegation under this Section 17.
- 17.8 The procedure to be followed at a meeting of the Bowls Sub-Committee, and the frequency of those meetings, shall be as directed by the Bowls Committee and, failing any direction, as determined by the Bowls Sub-Committee.
- 17.9 The President shall be ex-officio to any Bowls Sub-Committee but shall not necessary preside.

18. Voting and Decisions

- 18.1 Questions arising at a meeting of the Bowls Committee shall be determined by a majority of the votes of the Bowls Committee Members present at the meeting.
- 18.2 Each Bowls Committee Member present at a meeting of the Bowls Committee (including the person presiding at the meeting) is entitled to one vote, but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- 18.3 A resolution in writing, signed by all Bowls Committee Members, shall be as valid and effectual as if it had been passed at a duly convened meeting of the Bowls Committee. The said resolution in writing must be tabled at the following Bowls Committee meeting and be endorsed.
- 18.4 Subject to Rule 16.5, the Bowls Committee may act notwithstanding any vacancy on the Bowls Committee.
- 18.5 Any act or thing done or permitted, or purporting to have been done or permitted, by the Bowls Committee, or by a Bowls Sub-Committee, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any Bowls Committee Member, or member of that Bowls Sub-Committee.

PART 4 – GENERAL MEETING

19. Annual General Meetings

- 19.1 The Bowls Committee shall, at least once in each calendar year and within the period of five months after the expiration of each Club year, convene an Annual General Meeting of Members.
- 19.2 The Annual General Meeting shall, subject to the Act and Rule 19.1, be convened on the date and at the place and time determined by the Bowls Committee.

- 19.3 In addition to any other business which may be transacted at an Annual General Meeting, the business of an Annual General Meeting shall be:
- (a) to confirm the minutes of the last preceding Annual General meeting and of any general meeting held since that Meeting;
 - (b) to receive from the Bowls Committee, reports on the activities of the Club during the last preceding Club Year;
 - (c) Nominate Bowls Committee members and Office Bearers for AFSC appointment; and
 - (d) to receive and consider the statements of accounts.

20. General Meetings

20.1 The Bowls Committee:

- (a) may, whenever it thinks fit; and
- (b) shall, on the requisition in writing of not less than 50 Full Members, convene a general meeting of the CCBC.

20.2 A requisition of Full Members for a general meeting shall:

- (a) state the purpose of the meeting;
- (b) be signed by the Full Members making the requisition; and
- (c) be lodged with the Secretary.

20.3 If the Bowls Committee fails to convene a general meeting within thirty (30) days after the date on which a requisition for the meeting is lodged with the Secretary, any one or more of the Full Members who made the requisition, may convene a general meeting to be held not more than ninety (90) days after that date of lodgements.

20.4 A general meeting convened under Rule 20.3 shall be convened, as nearly as practicable, in the same manner as general meetings are convened by the Bowls Committee and each Full Member is entitled to be reimbursed by the CCBC for any reasonable expense incurred in convening that meeting.

21. Notice of General Meetings

21.1 The Secretary shall display upon the Notice Board:

- (a) where the nature of the business to be dealt with at a general meeting requires a Special Resolution, at least twenty-one (21) days; and
- (b) otherwise, at least seven days, before the date fixed for the holding of the general meeting, a notice, specifying the place, date and time of the meeting, the nature of the business proposed to be transacted at the meeting and (if applicable), notice of the intention to propose a resolution as a Special Resolution.

21.2 No business other than that specified in the notice convening a general meeting shall be transacted at the meeting except, in the case of an Annual General Meeting, business which may be transacted under Rule 19.3.

22. Procedure at General Meetings

- 22.1 No item of business shall be transacted at a general meeting unless a quorum is present at the time the meeting is open for the transaction of business.
- 22.2 Twenty-five (25) Full Members in person constitute a quorum for the transaction of the business of a general meeting.
- 22.3 A Full Member is not entitled to vote at any general meeting unless all money due and payable by that Full Member has been paid.
- 22.4 If, within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present, the meeting:
- (a) if convened upon the requisition of Full Members, shall be dissolved; and
 - (b) in any other case, shall stand adjourned to the same day in the following week, at the same time and at the same place.
- 22.5 If, at the adjourned meeting, a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the Full Members present (being not less than three) shall constitute a quorum.
- 22.6 At general meetings:
- (a) the President, or in that person's absence, the Vice President shall preside; or
 - (b) if the President and the Vice President are absent, the Full Members present shall elect one of their number to preside at the Meeting.
- 22.7 The person presiding at a general meeting at which a quorum is present may, with the consent of the majority of Full Members present at 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.

23. Voting

- 23.1 Subject to Rule 23.2, upon any question arising at a general meeting of the CCBC, each Full Member present in person has one vote but is not entitled to vote by proxy.
- 23.2 In the case of an equality of votes on a question at a general meeting, the person presiding is entitled to exercise a second or casting vote.
- 23.3 A question arising at a general meeting shall be determined on a show of hands unless a poll is demanded and:
- (a) a declaration by the person presiding; or
 - (b) an entry to that effect in the Minute Book of the CCBC, that a resolution has, on a show of hands, been carried, carried unanimously, carried by a particular majority or lost its evidence of that, fact without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

- 23.4 At a general meeting, a poll may be demanded by the person presiding or by not less than ten (10) Full Members present in person at the Meeting.
- 23.5 Where the poll is demanded at a general meeting the poll shall be taken:
- (a) immediately, in the case of a poll which relates to:
 - (i) the election of the person to preside at the meeting; or
 - (ii) the question of an adjournment; and
 - (b) in any other case, in the manner and at the time, before the close of the meeting, as the person presiding directs.

PART 5 – MISCELLANEOUS

24. By-Laws

- 24.1 The Bowls Committee shall have power, from time to time, to make by-laws, not inconsistent with these Rules and the AFSC Instrument of Delegation, prescribing all matters which, by these Rules, are required or permitted to be prescribed or which may be necessary, expedient or convenient for the proper conduct and management of the CCBC and, in particular, and exclusively, they may make by-laws regulating:
- (a) the use of the greens and the management of bowls;
 - (b) the imposition of fines for the breach of any by-law or Rule;
 - (c) the procedure at general meetings and meetings of the Bowls Committee;
 - (d) the conduct of Members in relation to one another; and
 - (e) generally, all other matters that are commonly the subject of CCBC by-laws.
- 24.2 The Bowls Committee shall have power, from time to time, to amend or repeal any by-laws.
- 24.3 All by-laws shall be displayed on the Notice Board as soon as practicable after they are made.
- 24.4 A by-law shall, so long as it is in force, be binding upon all Members and all persons entitled to use the greens but may be set aside by a resolution of a general meeting.

25. Funds

- 25.1 The funds of the CCBC shall be derived from permitted sources determined by the AFSC.
- 25.2 All money received by the CCBC shall be forwarded to AFSC as soon as practicable after receipt.
- 25.3 The funds used by CCBC shall be applied solely towards the promotion of the Objects and no part of those funds shall be paid or transferred, directly or indirectly, to the Members, by way of profit.

26. Accounts and Audit

- 26.1 The Bowls Committee shall present to the Annual General Meeting a financial statement as prepared by AFSC.

27. Records

27.1 Subject to these Rules, the books, records and other documents relating to the CCBC shall be kept in the custody of the Secretary.

28. Service of Notices

28.1 For the purposes of, and except as otherwise provided by these Rules, a notice may be served by, or on behalf of, the CCBC upon any Member:

- (a) by being served personally upon the Member; or
- (b) by being delivered to, or sent by, prepaid post, to the Member at his or her address shown in the Register of Members; or
- (c) by facsimile communication if shown in the Register of Members; or
- (d) by email communication if an email address is shown in the Register of Members.

29. Alteration of Objects and Rules

29.1 The CCBC may:

- (a) with the consent of the Bowls Committee given in accordance with; and
- (b) the consent of the AFSC given in accordance with Rule 29.3, alter its Objects or these Rules by a Special Resolution of Full Members.

29.2 A consent of the Bowls Committee under 29.1 may only be given by a Special Resolution of the Bowls Committee.

29.3 A consent of the AFSC under 29.1 may only be given by a Special Resolution of the AFSC Committee.

30. Transitional Rule

30.1 On the making of these rules financial members of the CCBC at that date will be financial members of the club for the same category for the remainder of the period of their subscription.

30.2 The Committee elected under the rules of the former club shall be the Bowls Committee for the purpose of Part 3 of these rules until the next Annual General Meeting.

Delegation by Bowls Committee under Rule 17

1. Club bowling activities, competitions and tournaments shall be managed and controlled by the Bowls Organisers.
2. The Bowls Organisers shall be bound by any resolution relating to their functions that may be adopted by male or female full members, as the case may be, at a General Meeting and shall have due regard to decisions or policies adopted by the Bowls Committee.

Made by the Bowls Committee on the fourteenth day of October 2001.

Amended by Bowls Committee February 2010.

Hilary Merritt, Hon Secretary

By-Laws made by the Bowls Committee under Rule 24.1

1. The Canberra City Bowling Club (CCBC) shall maintain affiliation with Bowls ACT.
2. CCBC and its members shall comply at all times with the spirit and intention of requirements that are met by clubs affiliated with Bowls ACT.
3. The laws and by-laws of the game of bowls as adopted by Bowls ACT shall be and are the laws of CCBC in that behalf and in all matters relating to play; where no other course has been specifically prescribed, the rules and practices of the Bowls ACT shall apply with such adaptations and modifications as the Bowls Organisers may prescribe.
4. The colours of CCBC are cardinal red and navy blue.
5. CCBC's delegates to the Bowls ACT shall be appointed by the Bowls Committee from full members..
7. A member is not eligible to participate in a club championship unless clear of all financial duties to CCBC at the time of closing of entries for that event.
8. (a) Selectors. Election should take place prior to the AGM at a date set by the Committee and shall follow the procedures set out in Rules 11.3, 11.4 and 11.5.

(b) The selectors in office at the commencement of these by-laws shall remain in office until the next Annual General Meeting.

Made by the Bowls Committee on the fourteenth day of October 2001.

Amended by the Bowls Committee February 2010.

Graeme Barrow, Hon. Secretary