

HEATHERDALE RECREATION AND BOWLS CLUB INCORPORATED REGULATIONS

REGULATIONS FOR THE CONDUCT OF THE BOWLS SECTION

1. INTERPRETATION

The Bowls Section, its Committee and rules are subject and subordinate to the *Heatherdale Recreation and Bowls Club Inc. Board* and Rules in accordance with Rule 15.9 of the *Constitution*.

In these Regulations, unless otherwise stated:

Board means the body consisting of the Directors of the Club.

Club means the Heatherdale Recreation and Bowls Club Incorporated.

Section means the Bowls Section of the Heatherdale Recreation and Bowls Club Incorporated.

Committee means the General Committee of the Bowls Section, commonly referred to as the Bowls Committee.

Member means an Affiliated Member of the Bowls Section.

Financial Year means the year ending on 31st March.

General Meeting means a general meeting of the Bowls Section Members convened in accordance with Regulation 8.

Bowls Victoria means Bowls Victoria Incorporated, the governing body for Bowls in Victoria, or its successors.

Junior Member means an Affiliated Member of the Bowls Section under 18 years of age.

2. OBJECT

The sole object of the Bowls Committee is to arrange and organize all bowls activities as prescribed in Rule 28(4) of the Club.

3. MEMBERSHIP

Membership of the Section is open to all financial Members of the *Club* affiliated with Bowls Victoria.

4. RESIGNATION

In accordance with Rule 6 of the *Club*.

5. CONDUCT UNBECOMING

Subject to the rules of the *Club*, the Committee may by resolution, if it is of the opinion that a Member has refused or neglected to comply with the Sectional regulations, or has been guilty of conduct unbecoming a Member or prejudicial to the interest of the Section, refer the matter to the *Club* Committee with a recommendation for action under the *Club* rules.

6. MANAGEMENT AND CONTROL OF THE SECTION

The Bowls Section's affairs shall be controlled and managed by a committee elected by the Bowls Section Members at the annual general meeting of the Section. The officers of the Committee shall be in accordance with Regulation 11.

7. ANNUAL GENERAL MEETING

- (1) The Section shall in each calendar year, convene an Annual General Meeting of the Section at such place and on such day as the Committee determines. A notice to this effect shall be given to all Members of the Section not less than fourteen days prior to the meeting.
- (2) The ordinary business of the Annual General Meeting shall be:
 - (a) to read and confirm the minutes of the preceding Annual General Meeting and of any General Meeting held since
 - (b) to consider and adopt annual reports from the Committee
 - (c) to elect office bearers
 - (d) to consider the recommendation of the outgoing Selection Committee and determine the number of pennant and or roamer teams to be entered in the next year competition
 - (e) to elect the Selection Committee(s).
 - (f) to consider any other business affecting the Bowls Section of which due notice has been given under the rules.

8. SPECIAL GENERAL MEETINGS

- (1) All General Meetings other than the Annual General Meeting shall be called Special General Meetings.
- (2) The Committee may, whenever it thinks fit, convene a Special General Meeting.
- (3) Procedures and conduct of this meeting shall be in accordance with Rule 13 of the *Club*.

9. NOTICE OF MEETINGS

Notice of meetings shall be in accordance with rule 10 of the *Club*.

10. PROCEEDINGS AT GENERAL MEETINGS

Proceedings at general meetings shall be in accordance with Rule 11 of the *Club*.

11. OFFICERS OF THE SECTION

- (1) The officers of the Bowls Section shall be:

Bowls President

Bowls Vice President

Bowls Secretary

Finance

Assistant Bowls Secretary

- (2) The Committee shall consist of the Officers of the Section and three (3) ordinary Committee Members, each of which shall

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be elected at the Annual General Meeting in each year.

- (3) The position of President and Vice-President should be filled by one male and one female person.
- (4) The Committee shall consist of a minimum of 4 male and 4 female Members, if possible.
- (5) Subject to these Rules each Elected Committee Member shall take office from the conclusion of the General Meeting at which they are elected and shall hold office until the conclusion of the Annual General Meeting next following date of their appointment.
- (6) If a casual vacancy occurs on the committee, the committee may appoint a Member of the Section to fill the vacancy and he shall hold office, subject to these Rules, until the conclusion of the term of the Committee Member replaced.

12. ELECTION OF COMMITTEE AND VACANCIES

- (1) Procedures relating to the election of the committee and filling of vacancies shall be determined by the Board in accordance with Rule 14 (2) to (5) of the **Club**.
- (2) For the purpose of these rules, the office of a committee Member becomes vacant if the Member ceases to be a Member of the Section, resigns his office by written notice given to the secretary, or fails to attend 3 consecutive meetings without the Committee's leave or without delivering an apology to or before the meeting.

13. PROCEEDINGS AND POWERS OF THE BOWLS SECTION

- (1) The Committee shall meet periodically a minimum of 10 times each year, with no meeting more than 2 calendar months following the preceding meeting at such places and times as it may decide.
- (2) Special meetings of the committee may be convened by the President and/or Secretary, or by any 3 committee Members. Seven days notice shall be given to all Committee Members of any special meeting specifying the general nature of the bowls business to be transacted. No other business may be transacted at such a meeting.
- (3) Any 5 Committee Members constitute a quorum. No business shall be transacted unless a quorum is present. If no quorum is present within 30 minutes of the appointed time of the meeting, the meeting shall stand adjourned to the same day in the next week at the same time and place, unless it was a special meeting in which case it lapses.

(4) The President or in his absence the Vice-President shall chair meetings of the Committee. If both are absent then the Members present shall elect one of their number to preside.

(5) Motions arising at a Bowls Committee meeting shall be determined on a show of hands. Each Member present is entitled to one vote. In the event of an equality of votes on any question, the motion shall fail; neither the President nor chair may exercise a second or casting vote.

(6) Notice of each Committee meeting shall be served on each Committee Member at least 2 days before the meeting.

(7) The Section in general meeting may by resolution remove a Committee Member before the expiration of his term of office and appoint another Member in his stead for the remainder of the term. Where such Member makes written representation to the President or Secretary and requests that this be notified to the Members, the Secretary may send a copy to each Member or, if a copy of the representation has not been sent, the meeting may request that it be read out at the meeting.

(8) The Committee:

(a) shall have the power to fill vacancies, make appointments, create sub-committees dealing with matters relating to bowls and do all such acts and things that it deems necessary for carrying out and managing the stated business and affairs of the Section.

(b) may from time to time as it sees fit delegate any of its powers to sub-committee/s consisting of Members of the Section and may recall or revoke any such delegation at any time. Any such Sub-committee shall in the powers so delegated, conform to any regulation prescribed by the Committee.

(c) shall interpret the rules and regulations of the Section so as to fairly represent the purpose and rules of the **Club**.

(d) shall carry out all resolutions passed at General meetings.

(e) shall deal with all other bowls matters which may arise or which are not specifically provided for in these rules.

14. DUTIES OF OFFICERS

(1) The **Bowls President** shall preside at all Bowls Section Meetings, regulate and keep order in all proceedings in accordance with the accepted rules of debate and carry into effect the Rules of the Section.

(2) The **Bowls Vice President** shall act in the place of the President when that person is

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absent. On a notice that the Chair Person's ruling be disagreed with, the Vice President shall take the chair whilst that motion is dealt with.

- (3) The **Bowls Secretary** shall be the executive officer of the Committee. The person shall attend all meetings and keep minutes of the resolutions and proceedings of these meetings in books provided for that purpose together with a record of the name of the persons present, conduct all Sectional correspondence, cause annual and other reports and notices of Sectional meetings and proceedings to be prepared and issued in accordance with the rules and control and maintain all the necessary books, documents and records.
- (4) The **Finance Officer** shall receive all monies due to the Section and arrange them to be banked in the Club's Accounts. The person shall liaise with the Finance Director of the Club and shall produce regular statement of receipts and payments of the Section.
- (5) The **Assistant Bowls Secretary** shall assist the Bowls Secretary as required and perform such tasks consistent with his office.

15. NOTICES

A notice may be served by and on behalf of the Section to a Member similarly to Rule 21 of the **Club**.

16. FUNDS

The funds of the Section shall be derived from green fees, donations and such other sources as the **Club** Board determines.

17. REGULATIONS

The Committee may from time to time make regulations for the proper management of the Bowls Section, providing these regulations are consistent and not in conflict with the Constitution, Rules and By-laws of the **Club** and/or Bowls Victoria Rules. The Secretary shall inform each Member of such regulations and they shall be binding on the Member.

18. SELECTION COMMITTEE

- (1) A Selection Committee comprising ten Members of the Section shall be elected at the Annual General Meeting. The Selection Committee shall comprise of a minimum of five male and five female Members, if possible. The procedure for the nomination and election of the Selectors shall be the same as that for office bearers of the Section.
- (2) The duties of the Selection Committee shall be:

- (a) to select, control and manage all Sectional pennant and/or roamer teams engaged in seasonal competition.
 - (b) to arrange the handicapping, drawing and playing of all Bowls Section championship events.
 - (c) to make recommendations to the Annual General Meeting of the Section with respect to the number of pennant and or other teams to be entered in the next Season competition.
- (3) In the event of any Member of the Selection Committee vacating his position for any reason whatsoever, the vacancy shall be filled by another Member of the Section appointed by the Committee.
 - (4) The Selection Committee shall appoint from amongst its own Members a Chairperson(s) who shall record all the decisions of the Selection Committee and maintain all necessary records.
 - (5) The Selection Committee is responsible to the Committee for its efficient operation.

19. REGION REPRESENTATION

The Committee shall at its first meeting after the Annual General Meeting elect two Members of the Section to represent the **Club** as delegates to the Eastern Ranges Region of Bowls Victoria Inc., one male and one female, if possible.

20. SECTION REPRESENTATIVES ON CLUB BOARD

The Committee shall at its first meeting after the Annual General Meeting nominate two Members of the Committee, one male and one female, if possible, to represent the Section on the **Club** Board.

21. LAWS OF THE GAME OF BOWLS

The laws of the game of bowls as adopted by Bowls Victoria shall apply to all games played under the control of the Section, except where otherwise stated. Failure to observe these laws will result in disqualification from the competition or match.

22. TRANSITIONAL ARRANGEMENTS

- (1) Notwithstanding any other Rule of the Constitution or Regulation, the transitional arrangements set out in this Regulation 22 shall apply from the date of adoption of these Regulations.
- (2) The current Bowls Sections shall continue to manage the affairs of the Bowls Sections until the election of a new Bowls Section Committee on 25 May, 2011.
- (3) The election of the Bowls Section shall be held at the Annual General Meeting of the Club on 25 May, 2011.

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- (4) The President of the Club shall conduct the election of positions in the Bowls Committee and Selection Committee.