

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 20.6 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 the 31st March.

"**General Meeting**" means a general meeting of the Affiliated Members convened in accordance with Regulation 10

"**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 Section is to arrange and organize all bowls activities as prescribed in Rule 20.6 (c) of the **Club**.

3. 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.

4. MEMBERSHIP

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

5. RESIGNATION

In accordance with Rule 8 of the **Club**

6. 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.

7. ANNUAL GENERAL MEETING

(1) The Section shall at least seven days prior to the Annual General Meeting of the **Club** convene the Annual General Meeting of the Section. 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 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 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) The Committee shall convene a General Meeting upon receiving a request in writing from not less than 10% of Members who would be entitled to vote at such General Meeting. The request and the convening of the meeting shall be in accordance with Rule 11.2 of the Club.

(4) 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 12 of the Club.

10. PROCEEDINGS AT GENERAL MEETINGS

Proceedings at general meetings shall be in accordance with Rule 13 of the Club.

11. OFFICERS OF THE BOWLS SECTION

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

(a) Bowls President

(b) Bowls Vice President

- (c) Bowls Secretary
 - (d) Bowls Treasurer
 - (e) Assistant Bowls Secretary
- (2) (a) two (2) ordinary Committee Members, each of whom shall be elected at the Annual General Meeting in each year.
- (b) a representative appointed by the Selection Panel
- (c) The Elected Committee may appoint two representatives from sub-committees under the control of the **Section**.
- (3) Subject to Rule 17 of the **Club**, each Elected Committee Member shall take office from the conclusion of the Annual General Meeting at which they are elected and shall hold office until the conclusion of the next Annual General Meeting following their election.
- (4) If a casual vacancy occurs on the Committee, the Committee may appoint a Member of the Section to fill the vacancy and 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 election of Committee and filling of vacancies shall be in accordance with Rule 14 (2) to (5) of the **Club** except that any ballot shall be conducted by two (2) Scrutineers appointed by the Committee.
- (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 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 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/her 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 meeting of the Committee shall be determined on a show of hands or, if demanded by a Committee Member, by a poll taken in such manner as the person presiding at the meeting may determine.
- (6) Each Member present is entitled to one vote. In the event of an equality of votes on any motion, the motion shall fail; neither the President nor Chair may exercise a second or casting vote.
- (7) Notice of each Committee meeting shall be served on each Committee Member at least 2 days before the meeting.
- (8) The Section in general meeting may by resolution remove a Committee Member before the expiration of his/her term of office and appoint another Member in his/her 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.

14. POWERS OF THE BOWLS COMMITTEE

The Committee:

- (1) 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.
- (2) may from time to time as it sees fit delegate any of its powers to sub-committees. These sub-committees shall conform to any responsibility prescribed by the Committee.
- (3) shall interpret the Rules and Regulations of the Section so as to fairly represent the purpose and Rules of the **Club**.
- (4) shall carry out all resolutions passed at General meetings.
- (5) shall deal with all other bowls matters which may arise or which are not specifically provided for in these Rules.

15. 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 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 **Bowls Treasurer** shall receive all monies due to the Section and arrange them to be banked in the Club's Accounts. Liaise with the Finance Director of the Club and make all authorised payments, keep proper accounts and records of affairs in detail, produce regular statement of receipts and payments and prepare and submit financial statements for income received to the Club Finance Director.
- (5) The **Assistant Bowls Secretary** shall assist the Bowls Secretary as required and perform such tasks consistent with this office.

16. NOTICES

A notice may be served by and on behalf of the Section to a Member similarly to Rule 12 of the Club.

17. FUNDS

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

18. 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.

19. SELECTION PANEL

- (1) The Bowls Committee shall at its first meeting after the Annual General Meeting appoint a Selection Panel comprising of seven Members of the Section.

(a) Expressions of interest for the Pennant Selection Panel will open at the same time as nominations for Committee

- (b) The Bowls Committee shall appoint from amongst the Selection Panel a Chairperson who shall record all decisions of the

Selection Panel and maintain all necessary records.

- (c) On request from the Selection Panel the Bowls Committee may appoint Members to assist Selectors as required.

- (2) The Selection Panel is responsible to the Bowls Committee for its operations.

- (3) The duties of the Selection Panel shall be:

- (a) to select, control and manage all Sectional Pennant teams engaged in seasonal competition.
- (b) to arrange the handicapping, drawing and playing of all Bowls Section Championship events.
- (c) in the event of any Member of the Selection Panel vacating his/her position for any reason whatsoever, the vacancy shall be filled by another Member appointed by the Bowls Committee.
- (d) The Selection Panel shall at its first meeting appoint a Selector to represent the Selection Panel on the Bowls Committee.

20. DELEGATES OF CLUB

- (1) The Bowls Committee shall at its first meeting after the Annual General Meeting appoint two Members of the Section to attend meetings on its behalf. This shall include but not be limited to, Bowls Victoria meetings and Eastern Ranges Bowls Region meetings.
- (2) The Bowls Committee shall advise Bowls Victoria and Eastern Ranges Bowls Region of the President, Delegates and Club Communications Officer. If the Committee does not provide notification to Bowls Victoria, the President and Secretary of the Committee shall be deemed to be the Delegates.
- (3) The Bowls Committee shall advise the Chief Executive who its delegates will be.

21. SECTION REPRESENTATIVES ON CLUB BOARD

The Committee shall at its first meeting after the Annual General Meeting nominate two Members to represent the Section on the Club Board

22. 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.

23. COLOURS OF THE CLUB

The colours of the Club shall be "Purple and Gold" or such other colours as the Board from time to time may determine subject to acceptance by any bodies with which the Club is affiliated.

