

UNIFIED BOWLS BY-LAW

BOWLS SECTION

The Board of the Yarrawonga & Border Golf Club Limited, trading as Yarrawonga Mulwala Golf Club Resort (hereinafter in these By-Laws referred to as “YMGCR” or “the Club”) pursuant to powers conferred on it by Rule 101 of the Company’s Constitution hereby make the following by-laws.

GENERAL

These By-laws shall be called the Bowls Section By-Laws (hereinafter referred to as “the By-Laws”) and all reference to members apply to those persons who are full members or bowls members of the Club and have paid the Bowls affiliation fee. These members shall comprise the Yarrawonga Mulwala Golf Club Resort Bowls Section (hereinafter in these By-Laws referred to as “the Bowls Section”).

1) OBJECTS

- a) To promote and advance the game of bowls.
- b) To construct and control events conducted by the bowls Section, in accordance with Bowls Victoria Incorporated, Rules of Competition or such other body as determined under Clause 1)d).
- c) To consider and deal with any matter concerning the game, or its management, submitted by a member of the Bowls Section.
- d) To affiliate with Bowls Victoria Incorporated, and the Ovens and Murray Bowls Region, or such other bodies as the Members at a General Meeting shall from time to time determine,
- e) To do all things incidental to the furtherance of the above objects.

2) GENERAL COMMITTEE

The Annual General Meeting of Members of the Bowls Section will:

- a) Elect a General Committee to manage the affairs of the Bowls Section and to pursue the objects named.

- b) The elected General Committee shall comprise the following: President, Vice President (of opposite gender to President or as determined under Clause 2)c)), Honorary Secretary/Club Communications Officer, Assistant Secretary / Publicity Officer, Honorary Treasurer, Greens Director, Ladies Match Committee Chairperson (Female), Men's Match Committee Chairperson (Male), General Committee Member.
- c) Nominations for the position of Vice President will be accepted from persons of either gender in accordance with Clause 15. However candidates for the position of Vice President will:
- (1) In the first instant, be restricted to persons of the opposite gender to the newly elected President, and if there are multiple nominations of that gender, voting will ensue.
 - (2) In the second instant, if there are no nominees of the opposite gender, nominated candidates of the same gender as the newly elected President will be accepted, and if there are multiple nominations of that gender, voting will ensue.
 - (3) In the third instant, if there are insufficient written nominations for the position of Vice President, the chairperson may accept nominations for persons of either gender from the floor of the meeting and in the event there are multiple nominees, an election will ensue. However
 - (a) in the event nominations from the floor are of mixed gender, nominees of like gender to that of the newly elected President will be excluded from the vote and voting will ensue.
 - (b) in the event nominations from the floor do not include a person or persons of opposing gender to that of the newly elected President, those nominations will be accepted and voting will ensue.
- d) A Delegate shall be selected from within the General Committee to represent the Bowls Section as Delegate at all meetings at which the Bowls Section is entitled to representation. The name and address of the Delegate shall be forwarded to the Secretary of the Ovens and Murray Bowls Region or such other body as determined under Clause 1(d) within 14 days of his or her election.

- e) An office bearer may not hold more than any one office at any one time.
- f) The duty of the General Committee will be to carry out the directions given by any General Meeting of members to uphold the Constitution of the Club and the By-Laws of the Bowls Section, and to conduct the affairs of the Bowls Section between General Meetings.
- g) A President may attend any meeting of any sub-committee as ex-officio but shall not be entitled to vote at such meeting.

3) GENERAL COMMITTEE MEETINGS

A meeting of the General Committee shall be held each month unless otherwise resolved by that Committee. A quorum shall consist of five (5) members of the General Committee.

4) EXECUTIVE COMMITTEE

The executive Committee shall comprise the following members of the General Committee: the President, the Vice President, the Honorary Secretary/Club Communications Officer, and the Honorary Treasurer.

- a) The President of the General Committee may convene a meeting of the Executive Committee at any time to deal with urgent business of the Bowls Section which cannot be dealt with by the General Committee within the designated time frame.
- b) The Honorary Secretary/Club Communications Officer shall maintain minutes of the meetings of the Executive Committee and decisions by the Executive Committee are to be ratified by the General Committee of the Bowls Section at its next meeting.

5) PRESIDENT

The President shall, if present preside at all Meetings of the members of the Bowls Section. He/She shall represent the members of the Bowls Section or shall appoint a member or members to represent the members of the Bowls Section on other occasions when he/she considers representation is desirable and will carry out such other duties as are determined by the General Committee from time to time.

6) VICE PRESIDENT

In the absence of the President, the Vice-President or in their absence a duly appointed member of the General Committee shall perform the duties imposed on the President by the last preceding Clause 5.

7) HONORARY SECRETARY / CLUB COMMUNICATIONS OFFICER

The duty of this officer will be to:

- a) keep a faithful record of the business transacted at all meetings and to issue all notices calling General Meetings;
- b) have charge, under the direction of the General Committee, of all correspondence;
- c) communicate between the Bowls Section, Bowls Victoria Incorporated and the Ovens and Murray Bowls Region, or such other bodies as the Members at a General Meeting shall from time to time determine, and
- d) carry out all the duties pertaining to this office.

8) HONORARY TREASURER

The duty of this officer will be to:

- a) maintain all accounting records for the Bowls Section and supply at each monthly General Committee meeting a Profit and Loss Statement and Statement of Assets and Liabilities detailing the financial position of the Bowls Section and at all times to act in accordance with the direction of the General Committee, and
- b) if required by the General Committee at any time the Honorary Treasurer shall present all financial records of the Bowls Section for independent review or audit.

9) ASSISTANT SECRETARY / PUBLICITY OFFICER

The duty of the Assistant Secretary/Publicity Officer will be to

- a) assist the Honorary Secretary/Club Communications Officer, and

- b) promulgate the activities of the Bowls Section, as directed by the General Committee.

10) GREENS DIRECTOR

The duty of the Greens Director will be to:

- a) liaise with the green keeping staff, and
- b) to control the use of the greens as directed by the General Committee.

11) LADIES' MATCH COMMITTEE and MEN'S MATCH COMMITTEE

- a) At each Annual General Meeting the Bowls Section shall elect:
 - (1) a Ladies' Match Committee of no less than four (4) female members, and
 - (2) a Men's Match Committee of no less than four (4) male members.
- b) The duties of the two Match Committees shall be as follows:
 - (1) to prepare for the consideration of the General Committee, a fixture programme for the season.
 - (2) to manage and control all fixtures and competitions held by the Bowls Section.
 - (3) to hear and settle all disputes and appeals in connection with fixtures and competitions of the Bowls Section.
- c) The quorum for a meeting of each Match Committee shall be three (3).

12) SELECTION COMMITTEES

- a) At each Annual General Meeting, the Bowls Section shall elect:
 - (1) a Weekend Selection Committee of five (5) members; and
 - (2) a Midweek Selection Committee of five (5) members.
- b) Following the Annual General Meeting the Midweek Selection Committee and the Weekend Selection Committee shall each elect a Chairperson and advise the General Committee the names of each duly elected Chairperson.

- c) The duties of the Selection Committees shall be to select persons or teams to represent the Bowls Section, as directed by the General Committee.
- d) A quorum for a meeting of each Selection Committee shall be three (3) members.
- e) In the event of an equality of votes the Selection Committee Chairperson shall have an additional or casting vote.

13) SPECIAL COMMITTEES

The General Committee or any General Meeting of the Bowls Section may elect a Special Committee for any special purpose.

14) PENNANT UNIFORM

The colour and design of the Pennant Uniform of the Bowls Section shall be as the members in a General Meeting from time to time determine. Any changes to the uniform must be provided to the Board of Yarrowonga Mulwala Golf Club Resort for approval and once approved be forwarded to Bowls Victoria Incorporated for registration.

15) NOMINATIONS

All nominations for office bearers and members of committees must be in writing, and be in the hands of the Honorary Secretary/Club Communications Officer at least sixteen (16) days prior to the Annual General Meeting. If there are insufficient written nominations the chairperson may accept nominations from the floor of the meeting.

16) VACANCIES

If during the period between Annual General Meetings, a vacancy occurs amongst the office bearers, or members of any committees, the General Committee may appoint any member to occupy the vacancy, until the next Annual General Meeting.

17) GENERAL MEETINGS

- a) The Annual General Meeting will be held each year, prior to the Annual General Meeting of the Ovens and Murray Bowls Region or such other body as determined under Clause 1 d).

- b) The ordinary business to be considered at an Annual General Meeting shall be:
 - (1) to confirm the minutes of the previous Annual General Meeting and any subsequent General Meetings held since the previous Annual General Meeting;
 - (2) to receive and consider the President's report;
 - (3) to receive and consider the Honorary Treasurer's report;
 - (4) to receive any other reports the chairperson may consider appropriate;
 - (5) to elect the office bearers and committee members for the ensuing year;
 - (6) to consider any other business of which due notice has been given.
- c) A General Meeting shall be held if so directed by the General Committee, or if the General Committee receives a request for such a meeting, signed by at least fifteen (15) members.
- d) The object of the General Meeting must be clearly stated on the requisition and no other business can be undertaken except that on the requisition.
- e) Notices of all General Meetings will be posted on the Bowls Section notice board not later than twenty one (21) days prior to the date of the meeting.
- f) A quorum shall consist of forty (40) members
- g) The President or in her/his absence the Vice President shall occupy the Chair at all General Meetings, but if these officials are unavailable, the meeting shall elect a chairperson.
- h) All members in attendance at a General Meeting shall be entitled to vote on any matter that requires a resolution at that meeting.
 - (1) A vote put to a General Meeting may be decided by a show of hands unless a poll is demanded by five (5) members. A demand for a poll may be made either before a vote is taken or before the voting results on a show of hands is declared or immediately after the voting results when a show of hands is declared. Any demand for a poll may be withdrawn.

- (2) In the case of an equality of votes whether on a show of hands or on a ballot, the Chairman shall have a second or casting vote.
- i) A Notice of Motion or a requisition for the convening of a General Meeting may be given by members, providing it is received in writing by the Honorary Secretary/Chief Communications Officer, not less than twenty-one (21) days prior to the date of the meeting.

18) ALTERATION OF BY-LAWS

None of these By-Laws shall be repealed or altered, and no new rule shall be added, except by a 75% majority vote at a General Meeting of the Bowls Section, and after due Notice of Motion has been given and the relevant resolution has been subsequently ratified by the Board of YMGCR.

19) USE OF GREENS

Permission for the use of our bowling greens, for any event other than a Bowls Section event for members of the Bowls Section, must first be obtained from the General Committee.

20) VISITORS

Members introducing visitors must comply with the Club rules relating to eligibility of visitors. Every Member shall be allowed to introduce visitors to the Club, provided that no person shall be introduced as a visitor who has been expelled from Membership of another Club or whose conduct or presence on the Club Premises may be considered objectionable to the interests of YMGCR.

21) MEMBERSHIP AND CLEARANCES

The General Committee may from time to time recommend to the Board of YMGCR that an application for bowls membership be approved or rejected.

22) RULINGS AND POLICIES

From time to time the General Committee may make rulings or develop policies relevant to the activities of the Bowls Section. These rulings and policies which do not form part of these By-Laws shall be documented and annexed to these By-Laws for the edification of members of the Bowls Section and updated from time to time provided that such rulings and policies are consistent with and do not contravene

these By-Laws or any other policies, rulings, by-laws or constitution of the Club or the NSW Registered Clubs Act.

----- END of UNIFIED BOWLS BY-LAW

The following page (page 10) depicts the structures of the various Executive Committee, General Committee, and Sub-Committees as described within this By-Law

YMGCRC UNIFIED BOWLS SECTION

EXECUTIVE COMMITTEE

President

Vice President

(of opposite gender to President or as determined under Clause 2)c) of the UNIFIED BOWLS BY-LAW)

**Hon. Secretary / Chief
Communications Officer**

Hon. Treasurer

GENERAL COMMITTEE

**Asst. Secretary/Publicity
Officer**

Greens Director

**Ladies' Match Committee
Chairperson (Female) ***

**Men's Match Committee
Chairperson (Male) ***

**General Committee
Member**

SUB COMMITTEES

**Midweek Pennant Selection
Committee (5 Members)**

**Weekend Pennant Selection
Committee (5 Members)**

Ladies' Match Committee *
(min. 4 Females)

Men's Match Committee *
(min. 4 Males)

** Both Match Committees have
joint responsibility for Mixed Match Events*

**Social Committee
Chairperson plus any
number of Volunteers**