COOLUM BEACH BOWLS CLUB INCORPORATED

CONSTITUTION AND BY-LAWS

Incorporation Number: **IA05200**
Document Number: **3763669**
Passed: **19 June 2016**
Registered: **(1) 26 July 2016**
(2) 24 August 2017
(3) 11 December 2018
(4) 22 October 2020
(5) 22 June 2022
(6) 23 September 2025

AMENDMENTS

Date	Action
(2) 30.07.2017	1) Rule 29.6.5 amended 2) Rule 29.6.7 deleted
(3) 30.09.2018	1) Rule 47.1.2 amended 2) Rule 47.1.4 amended
(4) 27.09.2020	1) All rules containing 'Ordinary Member' changed to 'Full Member' 2) Rule 47.1.4 amended 3) Rules 47.1.5 added 4) Rules 47.1.5 to 47.1.10 re-numbered
(5) 23.08.2021	Rule 39.1 – Rule 46 changed to Rule 45 (typo)
(5) 15.05.2022	Rule amendments – bowls amalgamation
(6) 18.08.2022	By-laws 3.1.5, 4.2, 4.3 amended
(7) 21.09.2023	By-law 1.4 amended
(8) 15.08.2025	Rule 29.5 amended
(8) 1.10.2025	By-law 2.1 amended
(9) 20.11.2025	By-law 1.1 amended
(10) 27.09.2026	Rule 40 amended (Executive Committee)

TABLE OF CONTENTS

CONSTITUTION **4**

PART A – PRELIMINARY **4**

1 GENERAL DESCRIPTION 4
2 STRUCTURE OF THE DOCUMENT 4
3 DEFINITIONS 4
4 LEGAL RELATIONSHIPS 5
5 MANAGEMENT PRACTICES 6

PART B – THE CLUB **6**

6 NAME 6
7 OBJECTIVES OF THE CLUB 6
8 CLUB TO BE INCORPORATED 6
9 CLUB TO BE LICENSED 7
10 CLUB TO SUBSCRIBE TO BUSINESS ASSOCIATIONS 7
11 AFFILIATION 7
12 POWERS OF THE CLUB 7
13 RECIPROCAL CLUBS 9

PART C - THE MEMBERS **9**

14 MEMBERS 9
15 ELECTION OF MEMBERS 10
16 REGISTER OF MEMBERS 14
17 MEMBERS' SUBSCRIPTIONS 15
18 VISITORS 15
19 CONDUCT OF MEMBERS AND VISITORS 16
20 CONSIDERATION OF A COMPLAINT AGAINST A MEMBER 16
21 CONSIDERATION OF A COMPLAINT AGAINST A VISITOR 18
22 LEAVE OF ABSENCE 19
23 TERMINATION OF MEMBERSHIP 19
24 REMOVAL OF A MEMBER OF THE BOARD OF MANAGEMENT (DIRECTOR) 20
25 RESIGNATION OF A MEMBER 20
26 RESPONSIBILITY FOR OUTSTANDING MONIES 20
27 NOTICES 20
28 NOTICE BOARD 21

PART D – THE GOVERNANCE OF THE CLUB **21**

29 GENERAL MEETINGS 21
30 SPECIAL RESOLUTIONS 23
31 SPECIAL LEVIES 23
32 AN AUDITOR 24
33 PATRON 24
34 AMENDMENTS TO THE CONSTITUTION 24
35 DISSOLUTION OF THE CLUB 24
36 DISTRIBUTION OF SURPLUS ASSETS AFTER DISSOLUTION 24

PART E - THE ADMINISTRATION OF THE CLUB **25**

37 BOARD OF MANAGEMENT 25
38 TERM OF ELECTION OF THE BOARD OF MANAGEMENT 25
39 ELECTION OF THE BOARD OF MANAGEMENT 25
40 THE EXECUTIVE COMMITTEE 26
41 POWERS OF THE BOARD OF MANAGEMENT 26
42 DUTIES OF THE BOARD OF MANAGEMENT 27
43 RESIGNATION OF A DIRECTOR 27
44 VACANCIES ON THE BOARD OF MANAGEMENT 27
45 MEETINGS OF THE BOARD OF MANAGEMENT 28
46 BOWLS ADMINISTRATION 29
47 COMMITTEES OF THE BOARD OF MANAGEMENT 29

48 VALIDITY OF THE BOARD OF MANAGEMENT AND ITS RESOLUTIONS 29
49 BY-LAWS 30
50 THE FUNDS....30
51 MINUTES OF MEETINGS 31
52 DOCUMENTS 31
53 MANAGEMENT AND STAFF 31
54 MEDIA STATEMENTS....32
55 DISTRIBUTION OF THIS CONSTITUTION....32
56 REPORTS FOR MEMBERS 32

BY-LAWS....33

1. THE CLUB AND ITS MEMBERS 33
2. GOVERNANCE OF THE CLUB....34
4. BOWLS ADMINISTRATION 38
5. THE BY-LAWS....41
6. THE STANDING ORDERS 41

COOLUM BEACH BOWLS CLUB INCORPORATED

CONSTITUTION

PART A – PRELIMINARY

1 GENERAL DESCRIPTION

The Club described herein is a bowls club with its own legal entity which has as its primary objective the purpose, duty, and responsibility to provide facilities, programs, and events for the Game of Bowls and any other activities which are compatible with, and in no way prejudicial to the Game of Bowls.

The Club has ownership of portion of its property, leases the remainder from the local authority, and is totally responsible for the amenities and facilities provided for the Game of Bowls and for the conduct thereof.

The Club is responsible to all matters associated with the conduct of its business affairs and is free to sustain whatever classes of membership it considers appropriate to enable it to develop, maintain and market its property, programs, and products.

2 STRUCTURE OF THE DOCUMENT

This document is based upon the provisions of the Queensland Associations Incorporation Act 1981-1988 for an incorporated association and comprises the following parts:

Part A – Preliminary

The purpose, nature, format and use of the document.

Part B – The Club

The description of the Club, its legal entity, its purpose and its relationships with other clubs and sporting or business associations.

Part C – The Members

The matters associated with the Members and their privileges and responsibilities within the Club and to each other.

Part D – The Governance of the Club

The activities and responsibilities of the Members to control their own affairs within the Club and also the future destiny of the Club.

Part E – The Administration of the Club

The powers, processes, responsibilities, and obligations of those Members charged by their fellow Members with the task to manage the Club and the Game of Bowls effectively, efficiently, and economically and to develop programs to secure its future.

3 DEFINITIONS

- **"Affiliated Bowls Club"** means any bowls club which affiliates with any Bowls Association in common with the Club.
- **"Bowls Administration Manual'** means the manual, which is a dynamic document, providing all current practices and procedures for the effective administration and operation of bowls within the club.
- **"Bowls Association"** means the world lawn bowling associations (as they exist from time to time) and any National, State and/or District Bowls Association (which exists from time to time) affiliated directly or indirectly with a world lawn bowling association and which exercises valid jurisdiction for the Game of Bowls over the geographic area within which

the Club is situated and with which the Club may affiliate if it is properly qualified in accordance with the Conditions for Affiliation of the appropriate Bowls Association.

- **"Bowls Manager"** means that person employed or appointed by the Board of Management to manage the bowling activities of the club on its behalf in accordance with the terms and conditions prescribed from time to time by the Board of Management.
- **"The Club"** means the Coolum Beach Bowls Club Inc. being the subject of this Constitution, which has secure tenure over property, which it develops and sustains for the Game of Bowls.
- **"Club Manager"** means that person employed or appointed by the Board of Management to manage the Club on its behalf in accordance with the terms and conditions prescribed from time to time by the Board of Management, which may include those duties and responsibilities prescribed to be undertaken by "the Secretary" under the provisions of the Incorporation Act.
- **"Constitution"** means this document or any part of it.
- **"Director"** means a member of the Board of Management.
- **"Game of Bowls"** means the game (and the equipment and facilities required for the game) prescribed from time to time by the Bowls Associations with which the Club is qualified to affiliate.
- **"Incorporation Act"** means the Queensland Associations Incorporation Act together with the Associations Incorporation Regulations, 1982 and any subsequent amendments or legislation, which supersedes this Act.
- **"Liquor Act"** means the Queensland Liquor Act 1992 and Regulations and any subsequent amendments or legislation which supersedes this Act, and which includes therein the definitions for a Formal Reciprocal Arrangement and a Visitor whenever these terms are used in this Constitution.
- **"Gaming Machine Act"** means the Queensland Gaming Machine Act 1991 and Regulations and any subsequent amendments or legislation which supersedes this Act.
- **"Member"** or **"Members"** means a member of the Club.
- **"Reciprocal Club"** means any club with which there exists a Formal Reciprocal Arrangement with the Club in the terms prescribed by the Liquor Act.
- **"BQ"** means Bowls Queensland Ltd. or its successor(s).
- **"BA"** means Bowls Australia Inc. or its successor(s).
- **"Notice of Motion"** means a prior prepared resolution for any lawful purpose within the scope of the Club's activities.
- **"Special Resolution"** means a resolution that must be carried by not less than seventy-five (75) percent of the Members present and voting at a meeting.
- Reference to any gender includes the opposite gender unless the context indicates otherwise.
- Singular includes the plural unless the context indicates otherwise.
- Headings are for reference and not for interpretation.

4 LEGAL RELATIONSHIPS

The following are some of the legal relationships affecting the Club:

4.1 Tenure on Property

Since the Club leases portion of its property from the local authority, it is normally constrained by the time limits of the lease for which it can be eligible to enter into legal agreements.

4.2 Membership

A person becomes a Member of the Club by entering into a personal, individual contract with the Club (as a corporate body) whereby, in effect:

- the Club contracts to provide activities, services, and programs for the Member as a fulfillment of the purpose for which it exists, all in accordance with the Constitution; and
- the Member (in return for the provision of such activities, services, and programs) contracts to participate in and contribute to the welfare of the Club to the best of his or her ability – also, all in accordance with the provisions of the Constitution. The nomination form shall secure this contract by providing that when a person is nominated for membership, he or she signs an appropriate declaration.

5 MANAGEMENT PRACTICES

The management practices described in this document include:

a) procedures prescribed by the Incorporation Act, the Liquor Act, and the Gaming Machine Act as being “mandatory”.

b) procedures prescribed by the Incorporation Act, the Liquor Act and the Gaming Machine Act as having to be included in an acceptable form.

c) procedures acceptable for affiliation with Bowls Associations; and

d) procedures which the Club can develop to suit its own particular needs and situation.

PART B – THE CLUB

6 NAME

The name of the incorporated association is the Coolum Beach Bowls Club Incorporated herein referred to as “the Club”.

7 OBJECTIVES OF THE CLUB

The objectives of the Club are:

a) to provide facilities and activities for Members and for the social and competitive playing of the Game of Bowls as prescribed by the Bowls Associations which from time to time, exercise valid authority and jurisdiction in respect to the playing of the Game of Bowls by the Club and with which the Club is qualified to affiliate;

b) to promote and develop the Club, and its facilities and activities within the local community for the benefit of the Members and the Game of Bowls in particular and for the community within which the Club exists in general;

c) to support the integrity of the Game of Bowls and to provide programs to develop and maintain consistent high standards for the Game of Bowls; and

d) to provide, promote and develop such other programs, activities and use of property or assets as deemed necessary from time to time to generate and enhance good fellowship within and between Members, other bowls and sporting clubs and the community, and without prejudice to the Game of Bowls.

8 CLUB TO BE INCORPORATED

The Club shall be incorporated under the provisions of the Incorporation Act and shall comply with the provisions of this Act.

9 CLUB TO BE LICENSED

The Club shall sustain a license under the provisions of the Liquor Act and shall comply with the provisions of this Act.

No person shall receive any remuneration or benefit by the way of commission, allowance or in kind calculated by reference to the quantity of liquor sold or otherwise supplied by the Club or through the receipts by the Club for such liquor.

10 CLUB TO SUBSCRIBE TO BUSINESS ASSOCIATIONS

The Club may subscribe to any business association, which is able to contribute positively to, or otherwise enhance, the purpose, development, and business skills of the Club.

The Club shall not affiliate with, subscribe to nor seek membership of, any corporation or association, which has as one of its objectives a purpose for political or religious activity.

11 AFFILIATION

The Club shall:

a) affiliate with BQ and accept and abide by the Rules and By-laws of BQ insofar as they apply to the Game of Bowls;

b) affiliate with District Bowls Associations and accept and abide by the Rules and By-laws of the District Bowls Associations insofar as they apply to the Game of Bowls;

c) renew its affiliation with BQ each year in accordance with the Articles of Association of BQ and pay the annual affiliation fees through the District Bowls Associations;

d) renew its affiliation with the District Bowls Associations each year in accordance with the Rules of the District Bowls Associations and pay annual affiliation fees to the District Bowls Associations;

e) elect delegates to the District Bowls Associations in accordance with the Rules and By-laws of the District Bowls Associations;

f) provide to BQ, and to the District Bowls Associations the returns that are required by those bodies;

g) provide advice to BQ and to the District Bowls Associations within thirty (30) days of any event which would affect the status of the Club's affiliation with BQ the legal status of the Club and/or any changes of amendments to the Club's Constitution; and

h) not make, amend, or repeal a Rule or By-law in relation to the playing of the Game of Bowls that conflicts with the Rules or By-laws of BA, BQ and the District Bowls Associations. No provision of this Constitution (nor any By-law made in accordance with Rule 49 of this Constitution) is to be in conflict with any Bowls Associations with which the Club is affiliated, but only in respect to any matter over which the Bowls Associations exercise valid jurisdiction in respect to the Game of Bowls.

12 POWERS OF THE CLUB

The Powers of the Club, in the furtherance of its objectives, are:

a) to subscribe to, become a Member of and co-operate with any other association, club or organisation, whether incorporated or not, whose objectives are altogether or in part similar to those of the Club provided that the Club shall not subscribe to nor support with its funds any Club, association or organisation which does not prohibit the distribution of its income and property among its Members to an extent at least as great as that imposed onto the Club under or by virtue of the provisions of this Constitution;

b) to buy, sell and deal in all kinds of articles, commodities, and provisions, both liquid and solid, and to operate gaming devices for the Members or persons frequenting the Club's premises;

c) to purchase, take or lease or in exchange, hire and otherwise acquire any lands, buildings, easements or property, real or personal, and any rights or privileges which may be requisite for the purposes of, or capable of being conveniently used in the connection with, any of the objectives – provided that in the case the Club shall take or hold any property which may be subject to any trusts the Club shall only deal with the same in such manner as is allowed by the law having regard to such trusts;

d) to enter into any arrangement with any Government or Authority that are incidental or conductive to the attainment of the objectives and the exercise of the Club's powers; to obtain from any such Government or Authority and rights, privileges, or concessions which the Club may think it is desirable to obtain, and to carry out, exercise and comply with any such arrangements, right, privileges and concessions;

e) to appoint, employ, remove, or suspend such managers, secretaries, employees, workers, and other persons as may be necessary or convenient for the purposes of the Club;

f) to remunerate any person or body corporate for service rendered, or to be rendered, and whether by way of brokerage or otherwise in placing or assisting to place or guaranteeing the placing of any unsecured notes, debentures, or other securities of the Club, or in or about the Club or promotion of the Club or in the furtherance of the objective;

g) to construct, improve, maintain, develop, work, manage, carry out, alter, or control any property, buildings, grounds, works or conveniences which may seem calculated directly or indirectly to advance the Club's interests, and to contribute to, subsidise or otherwise assist and take part in the construction, improvement, maintenance, development, working, management, carrying out, alteration or control thereof;

h) to invest and deal with the funds of the Club not immediately required in such manner as may from time to time be thought fit;

i) to take, or otherwise acquire, and hold shares, debentures or other securities of any company or corporate body;

j) to lend and advance funds or give credit to any person or corporate body, to guarantee and give guarantees or indemnities for the payment of funds for the performance of contracts or obligations by any person or corporate body, and otherwise to assist any person or corporate body;

k) to borrow or raise funds either alone or jointly with any other person or legal entity in such manner as may be thought proper and whether upon fluctuating advance account or overdraft or otherwise to represent or secure any funds and further advances borrowed or to be borrowed alone or with others as aforesaid by notes secured or unsecured, debentures or debenture stock perpetual or otherwise, or by mortgage, charge, lien or other security upon the whole or any part of the Club's property or assets present or future and to purchase, redeem or pay-off any such securities;

l) to draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments;

m) to sell, improve, manage, develop, exchange, lease, dispose of, turn to account, or otherwise deal with all or part of the property and rights of the Club;

n) to take or hold mortgages, liens, or charges, to secure payment of the purchase price, or any unpaid balance of the purchase price, or of any part of the Club's property of whatsoever kind sold by the Club or any funds due to the Club from purchasers or others;

o) to take or reject any gift or property donation or testamentary disposition whether subject to any special trust or not, for any one or more of the objectives, but subjects always to Rule 12.c;

p) to take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Club;

q) to take steps to procure funds for the Club in the shape of donations, annual subscriptions, green fees, entry fees, sponsorships, major and minor art unions or otherwise;

r) to print and publish any newspapers, periodicals, books, or leaflets that the Club may think desirable for the promotion of its objectives;

s) to amalgamate with any one or more incorporated associations having objectives altogether or in part similar to those of the Club and which shall prohibit the distribution of its or their income and property among its or their Members to an extent at least as great as that imposed upon the Club under or by virtue of the provisions of this Constitution;

t) to purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities, and engagements of any one or more of the incorporated associations with which the Club is authorised to amalgamate;

u) to transfer all or any or any part of the property, assets, liabilities, and engagements of the Club to any one or more of the incorporated associations with which the Club is authorised to amalgamate;

v) to make donations for patriotic, charitable or community purposes;

w) to transact any lawful business in aid of the Commonwealth of Australia in the prosecution of any war in which the Commonwealth of Australia is engaged;

x) to do all such other things as are incidental or conducive to the attainment of the objectives and the exercise of these powers; and

y) to establish ad hoc committees to perform particular tasks or duties associated with any Club activity.

13 RECIPROCAL CLUBS

The Club, through the Board of Management, may enter into a Formal Reciprocal Arrangement with any other club or clubs provided that any such arrangement is:

a) only with any club whose objectives are complementary to those of the Club;

b) for the mutual benefits of the Members of the clubs between which each Formal Reciprocal Arrangement exists; and

c) in accordance with the Liquor Act as, where and when applicable.

PART C - THE MEMBERS

14 MEMBERS

Only a person who is properly qualified shall be elected to be a Member of the Club.

14.1 New Members to be Elected

Each new Member shall be elected to membership of the Club in accordance with this Constitution.

14.2 Members Bound by Constitution and By-laws

Each person nominated for membership, by signing the nomination form, shall agree that, if elected to membership, he or she shall be bound by this Constitution and by the By-laws of the Club as they apply from time to time and at any time while that person continues to be a Member.

14.3 Commencement of Legal Action

No Member shall commence any action in Common Law or in Equity against the Club, the Board of Management (either collectively or as an individual Member or number of Members) or any Member in respect to the performance of any duty for or on behalf of the Club until all the processes provided by this Constitution have been exhausted.

14.4 Indemnifying Members

In the event of any proceedings being taken against a Member or Members in respect to any matter, or thing done in the proper performance of his, her or their duties or by the direction of, or with the proper authority of the Club through the administrative

processes provided for by this Constitution; then the Club shall indemnify such Member or Members so proceeded against in respect to their costs for such proceedings and/or in respect to all costs and/or damages and any other sums which they may be compelled to pay in the course of, or as a result of, such proceedings.

15 ELECTION OF MEMBERS

A new Member shall only be admitted to membership of the Club through election by the Board of Management.

15.1 Number of Members in Each Class of Membership

The number of Members within each class of membership shall be unlimited unless otherwise determined by the Club by means of a Special Resolution in a General Meeting.

15.2 Eligibility for Membership

To be eligible for membership each person must properly qualify for the class of membership for which he or she is nominated and must be:

a. over the age of eighteen (18) years;
b. prepared to support and promote the welfare of the Club and the Game of Bowls;
c. of good repute and character and compatible with other Members; and
d. free of any indebtedness to any bowls club, and District Bowls Association or any State Bowls Authority and not under an order notice of suspension or expulsion from any bowls club or Bowls Association.

15.3 Classes of Membership

A Member can only exist as a member within one (1) class of membership.

The classes of membership within the Club are:

- Full (Competition);
- Full (Social);
- Junior;
- Social;
- Life;
- Honorary.

A person may be elected to one of these in accordance with the following prescribed conditions.

15.3.1 Full Members (Competition)

An otherwise properly qualified person who wishes to be and continues to be a "**competition bowling member**" of the Club (which includes participation in, or else positive support for the Game of Bowls within, for and/or on behalf of the Club, may be elected to be a Full Member.

A Full Member shall only remain in that class of membership while he or she continues to remain properly qualified as a "bowling member" of the Club.

A Full Member is entitled to exercise all the privileges of membership and to enjoy all the benefits and responsibilities of membership for which the full subscription fee shall be paid.

15.3.2 Full Members (Social)

An otherwise properly qualified person who wishes to be and continues to be a "**social bowling member**" of the Club (which includes participation in, or else positive support for the Game of Bowls within the Club, may be elected to be a Full Member.

A Full Member shall only remain in that class of membership while he or she continues to remain properly qualified as a “bowling member” of the Club.

A Full Member is entitled to exercise all the privileges of membership and to enjoy all the benefits and responsibilities of membership for which the full subscription fee shall be paid.

15.3.3 Junior Members

An otherwise properly qualified person under eighteen (18) years of age who wishes to be and continue to be a “bowling member” of the Club and to participate in or otherwise positively support the Game of Bowls within, for and/on behalf of the Club may be elected to be a Junior Member.

A Junior Member of the Club is permitted to participate in the Game of Bowls within the Club to the same extent as a Full Member.

A Junior Member is not permitted to participate in the business activities of the Club and:

- participate or vote in the meetings or business of the Club;
- nominate or support the nomination of a person to any class of membership in the Club;
- nominate or support the nomination of any Member to the Board of Management of the Club; nor
- be elected to the Board of Management.

Junior Members shall be entitled to play bowls in any Club or District competition according to the conditions laid down for the playing of the event. On attaining the age of eighteen (18) years, a Junior Member shall apply in writing for Full Membership which application will be dealt with in the same manner as any application for Full Membership.

The subscription fee for a Junior “bowling” member shall be less than the fee for a Full Member.

The By-laws shall prescribe the provision of facilities and services for Junior Members to ensure compliance of the Club with the Liquor Act.

Junior Members shall not be allowed under any circumstances, to be served, to obtain or consume liquor from, or on the Club premises, or engage in any form of gambling on the premises.

15.3.4 Social Members

Any otherwise properly qualified person who wishes to enjoy and participate in the social activities of the Club may be elected to be a Social Member.

A Social Member is only entitled to participate in the social activities of the Club, as described in the By-laws, and cannot:

- participate or vote in the meetings or business of the Club:
- nominate or support the nomination of any person to any class of membership of the Club;
- nominate or support the nomination of any Member to the Board of Management of the Club; nor
- be elected to the Board of Management.

The subscription fee for a Social Member shall be less than that for a Full Member.

Social Members may only participate in the Game of Bowls as prescribed by the By-laws.

15.3.5 Life Members

The Club, by Special Resolution at a General Meeting, may elect to Life membership any Full Member who has rendered exceptional service within the Club for a continuous period of at least ten (10) years.

A Life Member is entitled to all the privileges and benefits of Full Membership without the requirement to pay Club or Bowls Association's subscription fees.

15.3.6 Honorary Members

The Club, at a General Meeting, may elect as an Honorary Member any person who is not otherwise a member and who has rendered service or benefit to the Club and fairly deserves recognition for providing this service or benefit.

An Honorary Member is only entitled to the same privileges of membership as those of a Social Member for a maximum period of one (1) year; but may be elected for successive one-year terms at the discretion of the Club.

Honorary Membership is by invitation and is free of any subscription fees.

15.4 Nominations for Full, Junior and Social Membership

Each nomination for Full, Junior and Social Membership shall be made in accordance with the provisions of this Rule.

The agreement of a person to be nominated for membership of the Club and the subsequent election of that person as a Member of the Club by the Board of Management constitutes the establishment of the "membership contract" between the Club and the Members.

1) Generally

Each nomination for Full, Junior and Social Membership shall be made by submission to the Secretary of a valid nomination on the form prescribed by the Board of Management and accompanied by the completed profile schedule and prescribed fee(s).

2) Nomination Form

The nomination form is the instrument by which the "membership contract" is established, whereby:

- the Club undertakes to fulfil its obligations to the Member in accordance with this Constitution; and
- the Member undertakes to fulfil his or her obligations of membership in accordance with this Constitution and such By-laws as are generated from time to time by the authority of the Constitution.

The nomination form shall be completed and executed in such manner as to enable a true and complete copy to be kept by the Club and a second true, and complete copy to be returned to the Member if requested as his or her copy of the "membership contract" of which he or she is a party.

The nomination form shall be completed by the Member proposing the new member, signed by the supporter of the proposal and submitted to the Secretary after the person being proposed for membership has signed the declaration thereon together with the prescribed fees.

3) Obligations of the Member Nominating a Person for Membership

The Member nominating a person for membership, and the person supporting the nomination, must be financial Full or Life Members of the Club.

15.5 Particulars for Nomination for Membership

The Board of Management shall cause the following particulars of each nomination for Full, Junior or Social Membership to be entered in the Proposed Members' Register in order of receipt.

Each entry in the Register shall include:

- full name;
- date of birth;
- current residential address, postal address, telephone numbers and email address;
- occupation;
- membership of other bowls clubs; and
- date and time of receipt of the nomination form.

Each nomination shall be dealt with and determined in the order within which it is recorded in the proposed Members' Register.

15.6 Election to Membership

Members shall be elected by the Board of Management by the process described in this Rule.

15.6.1 Nomination Determined by the Board of Management

Each nomination for membership shall be determined by the Board of Management during the course of a regular meeting; and, upon considering all matters relevant to each nomination (including any written objections) shall resolve each nomination by a simple majority vote.

The Secretary shall, within seven (7) days of the meeting at which a nomination was determined by the Board of Management, advise the person nominated for membership, in writing, of the Board of Management's acceptance or rejection of the nomination.

Where a person has been accepted for membership, the Secretary shall advise the applicant of the process for admission to membership and introduction to the Club.

Where a nomination has been rejected, the Secretary shall advise the applicant how he or she may lodge an appeal against the Board of Management's decision and the date by which any appeal (if one is to be made) must be lodged in writing; which will be the date twenty-one (21) days after the date of the meeting at which the nomination was rejected by the Board of Management.

15.6.2 Determination of an Appeal against Rejection

Where an appeal is lodged against the Board of Management's decision to reject a nomination for membership, then the Board of Management shall, at the next regular meeting, direct the Secretary to convene a Special General Meeting to resolve the matter.

The Special General Meeting shall be held within twenty-eight (28) days of the regular meeting referred to immediately above.

The person whose appeal is the subject of the Special General Meeting shall be afforded full and proper opportunities and facilities to present his or her case in support of the nomination for membership. Each applicant must present his or her own case and must not be represented by legal or other agents unless such representation is desirable in the interest of natural justice.

A ballot shall be conducted and a majority vote of not less than seventy-five (75) percent of those actually voting in favour of the nominee must be obtained for the appeal to be successful.

In the event there is more than one (1) appeal at a Special General Meeting convened for this purpose, each appeal must be considered and voted upon separately.

15.6.3 Time Before Re-nomination for Membership

Any person whose nomination for membership has been rejected by the Board of Management or the Club, as applicable, cannot be re-nominated within one (1) year of the date upon which the nomination was rejected by the Board of Management or otherwise resolved by the Club after an appeal to a Special General Meeting, whichever date is the latter.

15.7 Sustaining Qualifications for Membership

A Member shall not be allowed to remain a Member of the Club or within that class of membership to which he or she was elected if that Member no longer continues, for any reason, to possess the qualifications for either membership of the Club or for that class of membership to which he or she was elected. The Board of Management is empowered to terminate (on its own initiative but subject to the process for appeal described in Rule 15.6) the membership of any person who no longer qualifies to be a Member of the Club.

The Board of Management is empowered (on its own initiative but subject to the process of appeal described in Rule 15.6) to transfer a member from one class of membership to another when that Member no longer qualifies to remain in the class of membership to which he or she was elected.

15.8 Transfer from One Class of Membership to Another

The Board of Management shall process the application of a Member to transfer from one class of membership to another as prescribed below.

15.8.1 Qualifications

A Member shall only transfer from one class of membership to another if he or she is properly qualified for the new class of membership to which he or she is to be transferred.

15.8.2 Upgrading Membership

A Member who wishes to upgrade his or her membership within the Club shall lodge with the Secretary a valid nomination proposed by two (2) Full or Life Members on the prescribed nomination form for consideration by the Board of Management during the normal course for considering nominations for membership as described in Rule 15.6.

15.8.3 Downgrading Membership

Where a Member wishes to downgrade his or her membership within the Club then that person shall make written application to the Secretary without having to offer any reason for the application.

The Board of Management shall grant such request provided the Member has fulfilled all of his or her existing membership commitments.

A Member whose membership classification has been downgraded shall only be considered for subsequent upgrading in accordance with Rule 15.8.2.

16 REGISTER OF MEMBERS

The Secretary shall sustain a Register of Members within which shall be entered details of each person who is or was a Member.

The details shall include:

- full name;
- date of birth;
- current residential address, postal address, telephone numbers and email address;
- date of admission to membership;
- class of membership and any adjustments thereto;
- details of any office or committee membership within the Club;

- details of any achievements, events or activities affecting the membership of the Member;
- date of resignation from, or termination of membership; and
- date of death.

Each Member shall advise the Secretary immediately of any change to the details of his or her membership as recorded in the Register of Members.

The postal address recorded in this Register of Members is the “official address” of the Member for the service of notices and other official activities.

The Register of Members shall be available for inspection, at a mutually convenient time, to any Member who applies to the Secretary for such inspection.

17 MEMBERS’ SUBSCRIPTIONS

Each Member, except a Life or Honorary Member, shall pay the prescribed annual membership subscription applicable to the class of membership to which he or she belongs.

17.1 Determination of Membership Subscriptions

The Board of Management shall determine the membership subscriptions for each class of membership each year during the course of determining the Club’s financial budget for the following year. Such determination shall be made in time to enable subscription notices to be issued to Members by 1 December each year.

17.2 Payment of Subscriptions

Membership subscriptions are to be paid annually in advance, the due date for payment being 31 December.

Any Member who has not paid his or her subscription in full by 1 January of any year shall be non-financial and not be permitted to participate in the business or recreation and social activities of the Club. Then that person shall be removed from the Register of Members.

A new Member who joins the Club during the second half of the calendar year shall be required to pay a subscription fee one-half of that for a full year.

17.3 Special Consideration for Subscriptions

The Board of Management may resolve to grant a rebate on the full subscription payable by Full and Junior Members, such rebate to be determined on an annual basis to take effect during the course of the full financial year following the resolution for any such rebate.

The Board of Management is empowered to reduce the subscription of a member in the case of difficult or indigent financial circumstances.

If such Member pays any adjusted subscription within twenty-eight (28) days of the Secretary’s advice of the Board of Management’s decision, then that Member shall be deemed to be “financial”.

Any action taken under the Rule shall apply only within any one (1) calendar year and any subsequent benefits are subject to consideration each subsequent calendar year.

17.4 Membership Cards

The Board of Management shall cause each Member to be issued with a membership card to confirm the Member’s current valid membership of the Club.

18 VISITORS

The Club may, at its own and absolute discretion, admit as a day visitor (hereinafter referred to as a “Visitor”) any properly qualified and attired person, such qualifications to be those prescribed by the Liquor Act and the By-laws. The admission of each Visitor shall be recorded/authorised as prescribed by the Liquor Act.

Each Visitor shall be subject to the control and discipline of the Club in accordance with the By-laws. The Club, through the authority delegated to the Club Manager or other authorised persons reserves the right to refuse or terminate admission of any Visitor without assigning any reason for such refusal or termination; and also, to regulate the attendance of Visitors within the course of a day for any period for which it is deemed advisable.

If a Visitor refuses a lawful direction, including a request to leave the Club, he or she shall be deemed to be trespassing and may be dealt with accordingly.

19 CONDUCT OF MEMBERS AND VISITORS

Any Member of the Club who fails to observe any of the Rules or By-laws of the Club or is deemed guilty of an act, practice, or conduct calculated to bring discredit on the Game of Bowls or to the Club or District Bowls Association, or its Members, or who on any club or District Bowls Association premises engages in illegal gambling, betting or uses obscene or abusive language renders himself or herself liable to expulsion or suspension. A written report of any such breach or misconduct shall be investigated by the Board of Management of the Club who shall have power to demand and direct apologies or to suspend or expel a Member. Visitors shall be bound by the same code of conduct and behaviour as that which applies to Members.

The Club Manager, or the Duty Manager then present, shall deal with any breach of discipline or decorum as promptly, efficiently, and effectively as possible to suit each situation.

Any person who is the subject of, or else witnesses, an alleged infringement of the Rule may make a complaint to the Secretary in writing. Any complaint must be made within seven (7) days of the date on which the alleged incident occurred and must be signed by the complainant. Each complaint shall be investigated by the Board of Management within fourteen (14) days of the date upon which the Secretary receives the written complaint, all as described in Rules 20 and 21 of this Constitution.

20 CONSIDERATION OF A COMPLAINT AGAINST A MEMBER

A complaint against a Member shall be resolved in accordance with the provisions of this Rule.

20.1 Powers of the Board of Management

The Board of Management has the power to demand and direct apologies of, reprimand, suspend, expel, or otherwise discipline a Member who on or within the Club, its premises or property or elsewhere, in the opinion of the Board of Management conducts himself or herself in a manner considered injurious or prejudicial to the interests, character or good repute and welfare of the Club.

The Board of Management is obligated to conduct an enquiry into any such complaint by whatever means it chooses subject always that any such means fulfill the requirements of this Constitution and provide full and fair opportunity for all parties involved in the complaint to present their case.

In the event that a matter may be or may become a matter to be resolved within the jurisdiction of a Court of Law then the Board of Management shall not resolve the matter as far as it affects the Club until it has been resolved by the Courts, but, in the meantime, may resolve, “Without Prejudice”, to ban the person, against whom the complaint is made, from entering the Club pending the outcome of the court action.

The Member Protection Policy contained in Bowls Queensland By-laws will cover child protection, anti-discrimination and harassment, sexual relationships, and transgender. No other complaint can be heard under this policy.

20.2 Notification to a Member of a Complaint

Any Member against whom a complaint has been lodged with the Secretary shall be notified of the complaint in writing.

This notice shall include:

- the details of the complaint;
- the arrangements being made by the Board of Management to consider the complaint, which will provide a fair and reasonable opportunity for each interested party to present its case to the Board of Management;
- the opportunity for each interested party to introduce and question witnesses; and
- the fact that each party must present its own case and not be represented by legal or other agents unless such representation is desirable in the interest of natural justice.

  In the case of a Junior Member being called before the Board of Management on a charge or complaint, such Member shall be entitled to the accompanied by a Parent or Guardian or an adult so nominated by the Junior Member.

20.3 Decision of the Board of Management

The Board of Management may at its own and absolute discretion dismiss or uphold the complaint.

If the complaint is upheld, the Board of Management shall:

- demand and/or direct an apology and/or issue a reprimand; and/or
- suspend a member for up to twelve (12) months; or
- expel a member; or
- issue any other appropriate orders.

The Board of Management shall, without undue delay, take such time and such advice as it considers necessary to decide upon the complaint properly and judiciously.

20.4 Notification of the Decision of the Board of Management

The complainant and the Member against whom the complaint was made shall be advised by the Secretary in writing of the Board of Management's decision on the complaint within seven (7) days of the date upon which the decision was resolved.

In the event of the Board of Management deciding to dismiss the complaint, each party, providing the complainant is a Member of the Club, shall be advised of the complainant's rights to appeal against the decision and of the conditions, procedures, provision of a bond and the time limit for lodgment of an appeal.

In the event of the Board of Management upholding a complaint, the Secretary shall advise the complainant and the Member against whom the complaint is made of:

- the date upon which any penalty is to take effect – subject to any appeal;
- the date upon which the effect of any penal decision would be due to expire;
- the terms and conditions associated with any penalty; and
- the processes and time limit for lodgment of any appeal by either party; or the bond required to be lodged in respect to any appeal.

Pending determination of such an appeal, the appellant shall be allowed all membership privileges. However, the Board of Management (under Liquor Act) still retains the authority to order that the Member be banned from the Club if deemed necessary.

In the event that a member ignores or breaches the terms and conditions of a penalty the Board of Management, at its own and absolute discretion is empowered to impose a more severe penalty forthwith – including an immediate ban on the Member, but with the right of appeal as described below.

20.5 Appeal against a Decision of the Board of Management

If within thirty (30) days of the date of the Secretary's advice of the Board of Management's decision, the Secretary has not received an appeal then the matter shall have been resolved and notice thereof shall be placed on the notice board.

If an appeal is received by the Secretary, then the Secretary shall forthwith give notice for a Special General Meeting to resolve the matter. This meeting shall be held within thirty (30) days of the receipt of the appeal by the Secretary.

The same procedures and conditions shall generally apply for the conduct of an appeal as those for the initial enquiry into the complaint by the Board of Management.

Either party to a complaint (provided each is a Member of the Club) may appeal the decision or the terms and conditions associated therewith by giving notice of an appeal to the Secretary in writing within fourteen (14) days of the date upon which the Secretary issued advice of the Board of Management's decision.

The notice of an appeal shall be in writing and shall set forth the grounds, facts, and circumstances upon which a genuine appeal will be based.

A copy of the appeal shall be provided by the Secretary to the other party at the time that party is advised of the appeal and of the procedures for the conduct of the appeal.

The notice of appeal shall be accompanied by the bond assessed by the Board of Management to cover the administrative costs associated with the appeal.

The appeal shall be determined by the Club in a Special General Meeting. In the event that the appeal is upheld, the party that lodged the appeal shall have the bond refunded. If the appeal is lost, then the bond shall be forfeited.

A ballot shall be conducted only of the Members present at the Special General Meeting to hear the appeal and a majority vote of not less than seventy-five (75) percent (of those actually voting) in favour of the appellant must be obtained for appeal to succeed.

A notice of the outcome of an appeal shall be posted on the notice board.

20.6 Loss of Rights and Privileges of Membership

A Member who has been suspended forfeits all rights, privileges, and responsibilities for the full term of the special levies, fees, and other charges applicable to his or her membership for the duration of the suspension.

A Member who has been expelled is no longer a Member of the Club and is not entitled to any refunds.

20.7 Expelled Members

Any person who has been expelled from membership of the Club cannot apply again for membership until the expiration of at least one (1) year after all processes associated with the expulsion were finished.

21 CONSIDERATION OF A COMPLAINT AGAINST A VISITOR

A complaint against a Visitor shall be resolved by whichever of the following processes is most appropriate.

The provisions of Rule 19 shall be the general criteria for the application of this Rule to suit the circumstances.

A complaint against a Visitor shall only be considered by the Board of Management when it has been lodged by a Member in writing to the Secretary within seven (7) days of the occurrence of the alleged matter, which is to be the subject of the complaint.

Any person in such matter shall only be permitted to present his or her own case and cannot be represented by any legal or other agents unless such representation is desirable in the interest of natural justice.

21.1 Where the Visitor is a Player or Official in a Visiting Sporting Team

The complainant and the person against whom the complaint is made shall be invited (and afforded every fair and reasonable opportunity) to attend the meeting of the Board of Management to present each side of the complaint properly and fairly.

The Board of Management may, upon due consideration and at its own and absolute discretion, dismiss or uphold the complaint.

If the complaint is upheld the Board of Management shall:

- demand and/or direct an apology; and/or
- direct some other action within its power including to ban the person from entering the Club for any time for which the Board of Management decide.

In the event that the Board of Management resolves to take disciplinary action against a Visitor from a Reciprocal Club or an Affiliated Bowls Club then the Secretary shall forthwith advise the Visitor's club in writing of such action.

In the event that a matter may be, or may become, a matter to be resolved within the jurisdiction of a Court of Law then the Board of Management shall not resolve the matter until it has been resolved by the Courts; but may resolve "Without Prejudice", to ban the person against whom the complaint is made from entering the Club pending the outcome of the Court action.

In the event that the complainant and/or the person against whom the complaint is made does not attend the meeting of the Board of Management at which the complaint is considered, the matter shall be resolved in his, her or their absence without any further rights to have the matter reconsidered; provided that the course of natural justice, shall always prevail.

21.2 Where the Visitor is the Guest of a Member

The complainant, the person against whom the complaint is made, and the Member who introduced the Visitor shall be invited to attend the meeting of the Board of Management where the matter will be considered and resolved by the Board of Management generally as described in Rule 21.1.

In resolving such matter, the Board of Management has the power to caution the Member concerned in respect to the behaviour expected of a Visitor introduced into the Club.

21.3 Where the Visitor is a Person Other than Above

The complainant and the person against whom the complaint is made shall be invited to attend the meeting of the Board of Management where the matter shall be resolved generally as described in Rule 21.1.

The decision of the Board of Management is final in respect to any matter resolved under the provisions of this Rule.

The Secretary shall forthwith notify the parties in any such matter, in writing, of the Board of Management's decision, and notice thereof shall be posted on the notice board.

22 LEAVE OF ABSENCE

A Member may apply for leave of absence in writing to the Secretary for consideration by the Board of Management.

Leave of absence may be granted for periods of between three (3) and twelve (12) months on account of ill health, incapacity, absence from the locality or a similar reason, on such terms and conditions considered appropriate by the Board of Management.

23 TERMINATION OF MEMBERSHIP

If a member:

- is convicted of an indictable offence;
- becomes a patient within the meaning of the current Queensland Mental Health Act; or
- fails to fulfill his or her obligations for membership or to comply with this Constitution or the By-laws;

then the Board of Management shall determine whether or not the Member should have his or her membership terminated and, where it is prescribed by this Constitution that the membership shall be terminated, then the Board of Management shall affect such termination forthwith.

The Board of Management shall take such time and such advice as it considers necessary to decide any matter properly and judiciously under this Rule and shall give due notice and follow appropriate processes like those described in Rule 20. Any decision of the Board of Management shall be also subject to an appeal process equivalent to that described in Rule 20.

A notice of any action taken by the Board of Management in respect to this Rule and the result thereof be posted on the notice board.

24 REMOVAL OF A MEMBER OF THE BOARD OF MANAGEMENT (DIRECTOR)

A Member of the Board of Management (Director) who is proven to be negligent in his or her duties, responsibilities, or loyalty to the Club, may be removed from the Board of Management by Special Resolution of the Club at a General Meeting.

The Director who is the subject of such an action shall have due notice of the matter and shall be afforded the opportunity to make fair and reasonable representations at the meeting, including the calling of referees, but shall not be represented by legal or other agents, unless such representation is desirable in the interest of natural justice. The decision of the meeting shall be final.

A Director of the Club who becomes a Full Member of another Affiliated Bowls Club within the same District Bowls Association who accepts a position on a committee of such a club is automatically disqualified from being on the Board of Management.

25 RESIGNATION OF A MEMBER

A Member may resign at any time by notice in writing to the Secretary without offering any reason for the resignation.

The resignation shall take effect immediately it has been received by the Secretary unless some later time is stated in the resignation. The Secretary, without reference to the Board of Management shall acknowledge the receipt and acceptance of each resignation and undertake any necessary activities in association with the resignation, subject to Rule 26.

26 RESPONSIBILITY FOR OUTSTANDING MONIES

The resignation of a Member or the termination of membership shall not relieve any person from the payment of any subscriptions or other monies due or payable by that person at the time of that resignation or termination, including subscriptions, fees or charges paid or due to be paid on that person's behalf to an association to which the Club subscribes or is affiliated.

A Member who resigns or has his or her membership terminated after the commencement of a new financial year is liable for the full year's subscription together with all other subscriptions, fees, charges required to be paid by the Club on his or her behalf.

A Member who fails to give notice prior to the conclusion of a financial year of his or her intention to resign at the end of the year is likewise liable for the subscription fees and charges for the full year.

27 NOTICES

Any notices posted or delivered to a Member at the address contained in the Register of Members shall be deemed to have been duly given or delivered to that Member.

An omission to give notice or to send a circular to any Member or Members shall not, on that account, invalidate the proceedings of any meeting. A meeting shall not be invalid by virtue of any Member or Members not receiving a notice of the meeting.

28 NOTICE BOARD

A notice board shall be erected in a conspicuous location in the clubhouse upon which shall be posted all club notices whether any such notice is also subject to general distribution by mailing or other means.

Any notice issued by the Club, the Board of Management or their representatives shall include the date of issue of the notice and the name of the club official issuing it.

PART D – THE GOVERNANCE OF THE CLUB

29 GENERAL MEETINGS

The Club shall have an Annual General Meeting of the Members each year. The Annual General Meeting shall be held within six (6) months of the close of each financial year.

Special General Meetings shall be held as required on notice from the Secretary for the purpose(s) specified in the notice for each meeting.

29.1 Notification of General Meetings

At least fourteen (14) days' notice is required for any General Meeting.

The Board of Management shall appoint a date for the Annual General Meeting within six (6) months of 30 June each year. The Board of Management or, where prescribed, the Secretary will appoint dates for any Special General Meeting by:

- resolution of the Board of Management to resolve any matter which must, or else should properly, be resolved by the Club in a General Meeting;
- by written request for such a meeting from not less than ten (10) percent of the Full and Life Members of the Club stating the purpose(s) for the meeting and the resolution(s) to be placed before the meeting;
- by notice of appeal in respect to a Board of Management's decision not to accept a nomination for membership pursuant to Rule 15 of this Constitution; or
- by notice given by the Secretary in response to an appeal pursuant to Rule 20 or 23 of this Constitution.

Where one (1) or more Members seeks to formulate a petition for a General Meeting in accordance with Rule 29.1.2, above, then the Secretary is obliged to provide such reasonable assistance as is required to ensure that such petition is valid in accordance with this Constitution.

A meeting shall be held within twenty-eight (28) days of:

- the resolution of the Board of Management for such a meeting;

the receipt by the Secretary of a request from Members for such a meeting;

- the date of the regular meeting of the Board of Management at which an appeal is received against a decision to refuse a nomination for membership; or
- the receipt by the Secretary of an appeal in respect to an action undertaken by the Board of Management.

Each notice for a General Meeting shall be in writing, posted or delivered to each Full and Life Member, and posted on the notice board at least fourteen (14) days prior to the date of the meeting.

If the Club does not have a Secretary and action is required by the Secretary; then notices can be given on the initiative of, and by notice from two (2) Directors.

29.2 The Business of General Meetings

Each General Meeting shall receive and confirm the Minutes of the previous General Meeting, whether it be an Annual or Special General Meeting.

The agenda for a General Meeting shall incorporate the normally prescribed business for such meetings, including:

29.2.1 Annual General Meeting

The business of an Annual General Meeting shall be to:

- receive and consider the printed annual report of the Board of Management, the printed financial report and balance sheet and the auditor's report;
- deal with notices of motion;
- elect Members to the Board of Management;
- appoint an auditor who shall be a person properly qualified in accordance with the provisions of the Incorporation Act; and
- consider any general business proposed for the good and welfare of the Club.

29.2.2 Special General Meeting

The business of any Special General meeting shall only be the matter(s) for which notice has been given.

29.3 Quorum for General Meetings

A quorum shall comprise not less than ten (10) percent of the Full and Life Members of the Club or double the number of Members on the Board of Management plus one (1) whichever is greater.

Should a quorum not be present within thirty (30) minutes of the appointed time for the meeting, the meeting shall stand adjourned to some other day, time, and a place within fourteen (14) days of the date of the adjourned meeting; and the Secretary shall, within four (4) days, give notice to Members to this effect.

Should a quorum not then be present within thirty (30) minutes of the appointed time for the adjourned meeting, the meeting shall still consider the business for which it was called.

29.4 Conduct of a General Meeting

Each General Meeting shall be conducted as in accordance with the provisions of this Rule:

29.4.1 The Chairperson of the Board of Management shall be the Chairperson for the meeting; or if there is no Chairperson or if he or she is not present within ten (10) minutes after the appointed time for the meeting or is otherwise unwilling to act, then the Deputy Chairperson shall be Chairperson for the meeting; or if the Deputy Chairperson is not present or else unwilling to act, the Members present shall appoint a Member to be the Chairperson for the meeting. If no Member is willing to act as Chairperson then the Members may invite a non-member who is willing to act as the Chairperson to be the for the sole purpose of conducting the business of the meeting.

29.4.2 The Chairperson shall maintain order and conduct the meeting accordance with the Standing Orders.

29.4.3 Each resolution, ballot or other matter shall be resolved by a majority vote of the Members voting.

29.5 Voting at General Meetings

29.5.1 At a General Meeting, each question, matter or resolution, other than a special resolution, must be decided by a majority of votes of the members present.

29.5.2 Each member present and eligible to vote is entitled to 1 vote only and, if the votes are equal, the Chairperson has a casting vote as well as a primary vote.

29.5.3 A member is not entitled to vote at a general meeting if the member's annual subscription is in arrears at the date of the meeting.

29.5.4 The method of voting is to be decided by the Board of Management.

29.5.5 However, if at least 20% of the members present demand a secret ballot, voting must be by secret ballot.

29.5.6 If a secret ballot is held, the Chairperson must appoint 2 members to conduct the secret ballot in the way the Chairperson decides.

29.5.7 The result of a secret ballot as declared by the Chairperson is taken to be a resolution of the meeting at which the ballot was held.

29.6 Adjournment of a General Meeting

The Chairperson may, with the consent of the meeting at which a quorum is present and at the discretion of the meeting, adjourn the meeting from time to time and from place to place.

No new business shall be transacted at the adjourned meeting until all the business left unfinished from the meeting, which was adjourned, has been disposed of.

It is necessary for a notice to be given for the adjourned meeting except when a meeting is adjourned for twenty-eight (28) days or more in which case a notice of the adjourned meeting shall be given by the Secretary to Members as described in Rule 29.1.

30 SPECIAL RESOLUTIONS

Special Resolutions are required for matters including:

- limiting of membership within a class;
- the election of Life Members;
- appeals against rejection of a nomination for membership;
- appeals against decisions of the Board of Management under the provisions of Rules 21 and 24
- the striking of special levies;
- removal of a Director;
- amendments to this Constitution;
- dissolution of the Club; and
- any such matter that the Members resolve by a simple majority vote at a General Meeting to be a Special Resolution, shall be resolved by an affirmative vote of a least seventy-five (75) percent of the Members voting.

31 SPECIAL LEVIES

A special levy may be struck on all Full, Junior and Social Members by Special Resolution of a General Meeting.

The levy for Life Members shall be voluntary.

The levy for Junior and Social Members shall be in the same proportional relationship to the levy for Full Members as is the proportion between the subscription fees for the different classes of membership at the time the levy was struck.

A notice advising Members of the levy shall be issued within seven (7) days of the meeting at which the levy was struck.

If a Member fails to pay the levy within twenty-eight (28) days of the date of the notice, then he or she shall be deemed to be non-financial as described in Rule 17.2 of this Constitution. The Board of Management is empowered to consider a request from a member for payment of the levy on mutually agreeable terms.

32 AN AUDITOR

A properly qualified Auditor, as required by the provisions of the Incorporation Act, shall be appointed at each Annual General Meeting to undertake an annual audit of the Club's financial affairs, to fulfill all the duties prescribed by the Incorporation Act and to undertake other tasks as may be required by the Board of Management from time to time.

All auditors' reports shall be in writing to the Secretary.

The Auditor shall have full access to all financial records and all materials associated with those records irrespective of the form and manner by which they are kept and shall be given explanations by any person holding office or employment in the Club to any relevant matter in order to fulfill the responsibilities prescribed by the Incorporation Act.

The Auditor may be a Member of the Club but cannot be a Director and may not be associated in any way with the Club's firm of accountants.

33 PATRON

The Club may appoint at a General Meeting an eminent lady and/or gentleman to be the Club's Patron(s) under such terms and conditions, and to fulfill such duties, as are contained in the By-laws.

A Patron need not be a Member and shall not be a Director.

34 AMENDMENTS TO THE CONSTITUTION

Subject to the provisions of the Incorporation Act these Rules may be amended, rescinded, or added to from time to time by Special Resolution carried at any General Meeting.

However, each such amendment, rescission or addition shall be submitted to the relevant Government department within one (1) month after it has been passed as a Special Resolution at a General Meeting of the Club. It will become valid on being registered by such Government department.

35 DISSOLUTION OF THE CLUB

The Club shall be dissolved when it no longer desires to continue to exist.

The Club may be dissolved by Special Resolution of Members at a Special General Meeting for which notice was given for this purpose.

The Club, also, shall consider whether it should or should not be dissolved when it:

- comprises fewer than twenty (20) Full and Life Members; or
- is unable to sustain a properly constituted Board of Management in accordance with this Constitution. The Special General Meeting at which the dissolution of the Club is to be considered shall be held, following proper notice, within twenty-eight (28) days of the abovementioned events.

36 DISTRIBUTION OF SURPLUS ASSETS AFTER DISSOLUTION

When the Club is dissolved in accordance with the Incorporation Act and there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the Members but shall be given or transferred to some other association or associations having similar objectives to those of the Club which include, among other things, the prohibition of the distribution of its or their income, assets and/or property among its or their Members the same as this Constitution prevents any such distribution to the Members of the Club.

It is further provided that any association or associations referred to immediately above shall be such that is or are approved by the Commonwealth Commissioner of Taxation as an association or associations referred to in paragraph 78(1)(a), section 23 of the Income Assessment Act 1936.

PART E - THE ADMINISTRATION OF THE CLUB

37 BOARD OF MANAGEMENT

The management and business of the Club shall be vested in a Board of Management comprising the following:

- Chairperson;
- Deputy Chairperson;
- Finance Director;
- Bowls Director;
- Three (3) Directors.

The Secretary and Club Manager shall attend meetings of the Board of Management in that capacity but shall have no vote.

All offices shall be honorary and elective.

38 TERM OF ELECTION OF THE BOARD OF MANAGEMENT

Each Director shall be elected for a term of one (1) year.

38.1 Persons Who Fill a Vacancy on the Board of Management

Where any Member has been appointed by the Board of Management to fill a casual vacancy in accordance with Rule 44 of this Constitution then that Member shall only serve until the next Annual General Meeting.

38.1 Commencement of Board of Management's Term of Office

Each newly constituted Board of Management shall commence office at the conclusion of the meeting at which it was elected and shall, in its normal course, continue in office with the conclusion of the next Annual General Meeting.

39 ELECTION OF THE BOARD OF MANAGEMENT

All candidates for election shall have been a Full or Life Member for at least one (1) year. Each candidate shall be nominated in writing on a form provided by the Secretary by two (2) financial Full or Life Members: and each nomination shall bear the signatures of the nominator, the person supporting the nomination and the person being nominated.

The Secretary shall arrange for the calling of nominations for a period of at least twenty-one (21) days by a notice displayed on the notice board. The arrangements shall ensure that nominations close not less than twenty-one (21) days prior to the date of the election.

The list of candidates' names shall be included in a notice about the meeting at which an election is due to take place; whether an election is required or not.

Ballot papers shall be prepared (if necessary) with the names of candidates in the order as determined by a ballot; and each Member is entitled to one (1) ballot paper which shall clearly describe how a valid ballot shall be made.

If more nominations are received at the time of the closing of nominations than there are vacancies, then the matter shall be resolved by a ballot at the meeting. If an insufficient number of nominations is received at the time of closing, then those Members so nominated shall be declared elected at the meeting. The remaining vacancies shall be filled from nominations called at the meeting. If more nominations are received than are required, the remaining vacancies shall be filled by a ballot of the nominations thus received.

The procedures for the conduct of elections are those contained in the By-laws.

40 THE EXECUTIVE COMMITTEE

The Executive Committee shall comprise:

- Chairperson;
- Deputy Chairperson;
- Finance Director;
- Bowls Director

The Executive Committee (as a committee of the Board of Management) shall be delegated such of the authorities of the Board of Management as are deemed necessary for the proper and expedient operation of the Club.

The duties and delegated authorities of the Executive Committee are those contained in the By-laws and any use of such authorities shall be submitted, in the form of Minutes, to the subsequent meeting of the Board of Management.

A quorum for any meeting of the Executive Committee is three (3) Members.

41 POWERS OF THE BOARD OF MANAGEMENT

Except as otherwise provided by this Constitution, and subject to the resolutions of the membership of the Club, carried at any General Meeting of the Club, the Board of Management shall exercise all the powers of the Club to:

a. ensure the Club is managed properly and efficiently in accordance with all lawful requirements of the Commonwealth, State and Local Governments and other Statutory Authorities having any jurisdiction over any aspect of the Club's properties and activities;
b. borrow or raise or secure the payment of money in such manner as considered fit and secure the same or the payment or performance of any debt, liability, contract, guarantee, or other engagement incurred or to be entered into by the Club in any way and, in particular, by the issue of debentures, perpetual or otherwise, charged upon all or any of the Club's property, both present and future, and to purchase, redeem or pay off any such securities;
c. borrow money from Members at the current bank lending rate in Queensland for overdrawn accounts, whether the term of the loan be short or long, and to mortgage or change its property or any part thereof and to issue debentures and other securities, whether outright or as security for any debt, liability, or obligation of the Club, and to provide and pay off any such securities;
d. prepare financial plans and budgets and determine subscription fees and all other fees and charges;
e. enter any contract for goods and services provided always that the powers of the Board of Management to act on its own authority without the approval of the Club is limited to a sum equivalent to five (5) percent of the Club's 'Net Assets' as identified in the most recent audited report;
f. invest in such manner as may from time to time be determined, provided always that such investments shall be equivalent to those approved by the Queensland Government for charitable institutions;
g. effect insurances against fire, burglary, public risk, and all such other risks as from time to time are deemed necessary and/or prudent by the commercial environment to properly protect the property of the Club and the corporate and individual interests of the Members as a whole and the Directors in particular;
h. subscribe to business associations in accordance with Rule 11 of this Constitution;
i. enter Formal Reciprocal Arrangements with one (1) or more clubs in accordance with Rule 13 of this Constitution;
j. establish committees in accordance with Rule 47 of this Constitution and to appoint any person or persons to perform duties or tasks;

k. undertake all other activities needed to secure the maximum benefits for Members within the Club;
l. appoint, employ, remove, suspend, or dismiss such managers, secretaries, employees, workers, and other persons as may be necessary or convenient for the purposes of the Club (the decision of the Board of Management to suspend or dismiss an employee is final);
m. call General Meetings of the Club;
n. arrange meetings of the Board of Management;
o. elect new Members as provided herein;
p. promote and advertise Club activities, obtain sponsorship, and fund activities as it deems appropriate;
q. fill casual vacancies on the Board of Management;
r. grant leave of absence to Members;
s. hire or let premises;
t. set dress rules as laid down in the By-laws;
u. investigate and deal with complaints as provided herein; and
v. make or amend By-laws that are consistent with this Constitution or rescind By-laws that are not consistent with this Constitution.

42 DUTIES OF THE BOARD OF MANAGEMENT

Except as otherwise provided in the Constitution and subject to the resolution of the Members of the Club, carried at any General Meeting, the Board of Management shall -

- Have general control and management of the administration of the affairs, property, and funds of the Club.
- Interpret the meaning of any matter in this Constitution and any matter relating to the Club on which Constitution is silent. However, any such interpretation shall be posted on the Club's notice board within fourteen (14) days of the Board of Management's decision and remain so posted for a period not less than twenty-one (21) days.
- Appoint or employ a properly qualified person to be the Club Manager, to fulfill all the responsibilities for the proper, efficient, effective, and economic management of all the business affairs, property and funds of the Club as directed by the Board of Management.

Should any Director for any reason, be unable, unwilling or refuse to fulfill any lawful duty or direction of this Constitution or of the Board of Management, then the Board of Management shall appoint, on its own initiative and without delay, another properly qualified Director or Member of the Club to act instead of that Director.

43 RESIGNATION OF A DIRECTOR

A Director may resign at any time by giving notice in writing to the Secretary without offering any reason for the resignation.

The resignation shall take effect immediately it has been received by the Secretary unless some other time is stated.

A Director can be removed from office as provided in Rule 24 of this Constitution.

A Director must immediately resign his or her position on the Board of Management if he or she becomes in breach of the Incorporation Act.

44 VACANCIES ON THE BOARD OF MANAGEMENT

The Board of Management shall appoint without undue delay a properly qualified Full or Life Member who has had at least one (1) year's membership to fill any casual vacancy on the Board of Management until the next election for Directors.

However, a casual vacancy occurring between the close of the financial year and the Annual General Meeting need not be filled.

Continuing Directors may act notwithstanding a casual vacancy on the Board of Management; but, if and so long as the number of Directors is less than five (5) the continuing Members may act for the purpose of increasing the number of Directors to at least five (5) or for summoning a Special General Meeting, but for no other purpose.

45 MEETINGS OF THE BOARD OF MANAGEMENT

The Board of Management shall have regular meetings, at least once each month, for the purpose of fulfilling its responsibilities as prescribed by this Constitution.

Special meetings may be called, with at least two (2) days' notice by the Secretary on the initiative of the Chairperson or on the written request of at least three (3) Directors.

45.1 Notification of Meetings

Notice shall be given, as practicably as possible, verbally or in writing to each Member for each Board of Management meeting.

The notice for a special meeting shall include the purpose for the meeting.

45.2 Business of Meetings

The business shall be conducted in accordance with the Standing Orders to a prepared comprehensive agenda.

45.3 Quorum for Meetings

The quorum for any Board of Management meeting is five (5) Members.

45.4 Conduct of Meetings

The Chairperson shall preside as Chairperson at each meeting of the Board of Management. If there is no Chairperson or if, at any meeting he or she is not present within ten (10) minutes of the appointed time for the meeting, the Deputy Chairperson shall be Chairperson, or if the Deputy Chairperson is also absent or else unwilling to be the Chairperson, then the meeting may choose any one (1) of its Members to be the Chairperson.

If within thirty (30) minutes from the time appointed for the commencement of a meeting a quorum is not present, the meeting will lapse if it is convened upon the requisition of Members. In any other case it shall stand adjourned to a day, time, and a place within fourteen (14) days of the date of the adjourned meeting; and a notice shall be given to that effect.

If a quorum is not present within thirty (30) minutes of the time appointed for the adjourned meeting, then the Members present shall have the power to proceed with the business for which the meeting was called.

45.5 Voting at Meetings

All matters required to be resolved by a vote shall be decided by a majority of votes by the Members present and voting. In the case of an equal number of votes, the Chairperson does not have a casting vote, and the matter shall be resolved in the negative.

A Member shall not vote in respect to any contract or proposed contract with the Club in which he or she has a personal, family, business, or any other vested interest; and if he or she does so vote, then his or her vote shall not be counted.

45.6 Failure of a Director to attend Meetings

If a Director is absent from regular meetings for three (3) consecutive months without reasonable excuse then he or she shall be deemed to have resigned from the Board of Management, and the vacancy resulting from this resignation shall be filled by the Board of Management.

46 BOWLS ADMINISTRATION

46.1 Games Committee

46.1.1 The Games Committee will be responsible for the control of all games.

46.1.2 The Games Committee will be chaired by the Bowls Director.

46.1.3 The Board of Management may appoint or employ a person as Bowls Manager on such terms and conditions as are deemed appropriate for the position from time to time.

46.1.4 The Games Committee will comprise the positions as provided in By-law 4.1 and will be dependent on the employment of a Bowls Manager.

46.1.5 The positions referred to in By-law 4.1 will be elected at the Annual General Meeting of the Club, the duties of which are set out in the Bowls Administration Manual.

46.1.6 In the event of a vacancy occurring in any position referred to in By-law 4.1, the Games Committee may appoint a member to fill such vacancy until the next Annual General Meeting.

46.1.7 No Rule or By-law in relation to the playing of the Game of Bowls shall conflict with the Rules and By-laws of BA, BQ or the DBA.

46.1.8 Any Member referred to in Rule 46.1.6 may resign from such position at any time by giving notice in writing to the Secretary of the Games Committee and such resignation must take effect at the time such notice is received by the Secretary unless a later date is specified in the notice when it shall take effect at that later date.

46.1.9 Any such Member may be removed from office by a seventy-five (75) percent majority of Members of the Club present and entitled to vote at a Special Meeting of the Club. The Member affected must have due notice of such meeting and must be afforded reasonable opportunity for making representations to the meeting as thought fit. There will be no further right of appeal.

47 COMMITTEES OF THE BOARD OF MANAGEMENT

The Board of Management may establish or abolish as it deems necessary standing and ad hoc committees to advise it on matters concerning the conduct and activities of the Club and to undertake functions and activities or projects on its behalf, all in accordance with the By-laws. Each committee constituted under this Rule shall usually have a least three (3) Members.

The Board of Management shall provide a clear brief for the work of each committee and shall appoint the Chairperson of each committee.

The Board of Management shall appoint or remove as it deems necessary, suitably qualified people to carry out each task, who may or may not be Members of the Club.

Each Committee shall appoint a Secretary from within itself, meet and adjourn as it thinks proper and shall maintain comprehensive Minutes of its proceedings, a copy of which shall be sent to the Board of Management.

A majority of the Members appointed to a committee shall constitute a quorum for each committee meeting. Questions arising at a committee meeting shall be determined by a majority of votes of the committee Members present and voting, and, in the event of an equality of votes the Chairperson does not have a casting vote and the matter shall be resolved in the negative.

The Chairperson of the Board of Management is an ex-officio Member of each Committee.

48 VALIDITY OF THE BOARD OF MANAGEMENT AND ITS RESOLUTIONS

All actions taken during the course of a meeting of the Board of Management or any committee thereof or any person acting as a Director shall (notwithstanding that it is afterwards discovered that there was some defect in the election or appointment of any such Member of the Board of

Management or person acting as aforesaid, or that the Directors or any of them were disqualified) be as valid as if every such person has been duly appointed and was qualified to be a Director.

A resolution in writing signed by all Directors entitled to receive notice of a meeting of the Board of Management shall be as valid and effectual as if it had been passed at a meeting of the Board of Management duly convened and held. Any such resolution may consist of several documents in like form, each signed by one (1) or more Directors. Such a resolution need only be agreed to by the majority of the Directors as required for a properly convened meeting, provided that all the Directors have had the opportunity to participate in this process.

49 BY-LAWS

The Board of Management shall from time to time and as required, make, or amend By-laws that are consistent with this Constitution or rescind By-laws that are not consistent with this Constitution.

A General Meeting of the Club Members may make, amend, or set aside any By-laws through a Notice of Motion.

50 THE FUNDS

The Board of Management has ultimate responsibility for the control of the Club's funds.

50.1 The Financial Year

The financial year shall conclude on 30 June each year.

50.2 The Funds, Generally

The Club's funds shall be deposited in the name of the Club in such bank, permanent building society or other financial institution as the Board of Management shall from time to time direct, provided however that any such financial institution shall be one whose borrowings are guaranteed by the Government of the Commonwealth of Australia or the Government of the State of Queensland.

Proper books and accounts shall be kept and maintained in either written or printed form in the English language correctly showing the whole of the financial affairs of the Club in accordance with the best current business practice to comply with the provision of the Incorporation Act

All monies shall be deposited as soon as practicable after the receipt thereof.

All amounts of such sum or more as, prescribed from time to time by the Incorporation Act, shall be paid by cheque or EFT (Electronic Funds Transfer) signed or verified by any two (2) of the Chairperson, Deputy Chairperson and Finance Director, or other person authorised by the Board of Management from time to time for that purpose.

All expenditure must be approved or ratified by a meeting of the Board of Management.

50.3 Finance Director's Report

The Finance Director shall furnish a competent written report of the Club's current financial affairs to each regular meeting of the Board of Management.

The Finance Director shall furnish a competent, complete, and fully audited report to the Annual General Meeting as required by Rule 29 of the Constitution. This report shall include all particulars associated with:

- the income and expenditure of each financial year concluded on 30 June;
- a comparison of the estimates of income and expenditure with actual income and expenditure for the past financial year;
- the budget for the ensuing financial year; and
- the assets and liabilities and of all mortgages, charges and securities affecting the Members and the property at that time.

The written report of the Auditor shall be provided to the Secretary for presentation to the Annual General Meeting.

50.4 Use of Funds

The income and property of the Club whenever derived shall be used and applied solely in promotion of its objectives and in the exercise of its powers as set out herein and no portion thereof shall be distributed, paid, or transferred directly or indirectly by way of dividends, bonus or otherwise by way of profit to or among the Members.

Nothing herein contained shall prevent the payment in good faith of interest to any such Member in respect to monies advanced by him or her, or of remuneration to any Director or employee of the Club or any Member or other person in return for any service actually rendered to the Club and provided further that nothing herein contained shall be construed so as to prevent the payment or repayment to any Member of out-of-pocket expenses, money lent, reasonable and proper charges for goods bought or hired by the Club or reasonable and proper rent for premises leased or let to the Club.

50.5 Members Enjoy Equal Benefits

Except where a specific provision may be included in this Constitution to meet specific circumstances associated with the distress of a Member, no Member is entitled to any benefit or advantage from the Club, which is not shared, equally with every other Member.

51 MINUTES OF MEETINGS

The Secretary shall cause full and accurate Minutes of all questions, matters resolutions and other proceedings of every Board of Management and General Meeting to be entered into a book to be open for inspection at all reasonable times by any financial Member who previously applies to the Secretary for that inspection.

For the purposes of ensuring the accuracy of the recording of such Minutes, the Minutes of every Board of Management meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding Board of Management meeting verifying their accuracy.

Similarly, the Minutes of every General Meeting shall be signed by the Chairperson of the meeting or the Chairperson of the next succeeding General Meeting.

However, the minutes of any Annual General Meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding General Meeting or Annual General Meeting.

The Secretary may arrange for a system of recording the Minutes of a meeting by means of audiotapes which shall only be retained for one (1) year after the meeting to which they refer. The agreed minutes shall be the only evidence acceptable for the resolution of any issue.

52 DOCUMENTS

The Board of Management, through the Secretary, shall provide for and ensure the safe custody of the Club's portable property, records, historic possessions, books, documents, instruments and title and securities.

53 MANAGEMENT AND STAFF

The Board of Management shall appoint or employ a person as Club Manager on such terms and conditions as are deemed appropriate for the position from time to time.

In the event that the Club Manager is on leave or not able to perform the duties of Club Manager or in the event that there is no Club Manager then the Board of Management shall appoint or employ a person as the Acting Club Manager to perform all the duties of the Club Manager.

The Club Manager shall be given the responsibility for all matters associated with the day-to-day operations of the Club, for development programs to enhance the amenities and activities of the Club, to promote its facilities and programs for the benefit of Members and to implement the policies and decisions of the Board of Management.

Unless otherwise decided by the Board of Management, the Club Manager shall be the Nominee for the Club under the provisions of the Liquor Act and the Gaming Machine Act.

The Club Manager shall be responsible for the supervision of all staff required to properly service the Club and shall implement the terms and conditions of employment determined by the Board of Management in accordance with the general remuneration arrangements applicable to the licensed club industry at that time.

The Club Manager shall report to each regular meeting of the Board of Management.

Employees of the Club shall not be entitled to club membership except as prescribed by the By-laws.

Any remuneration to any person shall preclude any sum by way of commission, allowance, goods, or kind calculated by reference to the quantity of liquor sold or supplied by the Club or the receipts of the Club for such liquor. Likewise, no person shall receive remuneration by way of commission or allowance in respect to the receipts of the Club in respect to having gaming machines, other devices for legal gaming or any other trading activity or financial based program.

54 MEDIA STATEMENTS

Only the Chairperson of the Board of Management, the Club Manager or any person authorised by the Board of Management as a course of a duty or responsibility shall issue or make any statement to any media agency on any matter or activity associated with the Club.

Any Member who acts contrary to the provisions of this Rule may be subject to the disciplinary action of the Club as prescribed in Rule 20 of this Constitution.

55 DISTRIBUTION OF THIS CONSTITUTION

Any Member, upon request, shall be issued with a copy of each new edition of the Constitution and By-laws, and with the subsequent amendments from time to time as they are approved.

56 REPORTS FOR MEMBERS

Each Full and Life Members shall be provided with a copy of each written annual report of the Club’s business and financial affairs at least seven (7) days prior to the meeting.

COOLUM BEACH BOWLS CLUB INCORPORATED

BY-LAWS

1. THE CLUB AND ITS MEMBERS

1.1 Club Uniform

Any decision relating to alterations to the design of the club uniform (shirt and pants), shall be determined by a Board of Management Subcommittee (uniform approval), pursuant to Clause 47 and By Law 3.3 of the Club Constitution.

The recommended make up of this Subcommittee is as follows:

- Bowls Director
- Two (2) female members
- Two (2) male members

The brief applicable to this committee includes the requirement to consult with club members and review a variety of unform options.
The final design selected is to be submitted to the Board of Management for approval.

1.2 Dress Standard

1.2.1 Bowls Attire

Consistent with regulations published by BA Laws of the Game of Bowls, bowling attire shall be in accordance with BA guidelines. The relevant Controlling Bodies shall cause details of BA regulations (and any amendments thereto) regarding bowling attire to be posted on the notice board in the Club and shall ensure that dress standards are adhered to.

1.2.2 Other than Bowling Attire

The Board of Management shall determine the standard of dress (other than bowling attire) for Members and Visitors within the Club. The dress standard so determined shall be prominently displayed throughout the Club.

1.3 Social and Honorary Members' Bowling Privileges

All Social and Honorary Members shall be equally afforded all the social privileges offered by the Club to the same extent as that offered to Full and Life Members and may be offered opportunities to participate in selected bowling activities only by invitation.

1.4 Conduct of Members and Visitors

The conduct of Members and Visitors in the Club shall be in accordance with the provisions of the Constitution.

The Club Manager or his or her representative/nominee shall ensure that harmony and decorum in the Club is maintained at a high standard.

The Club Manager or his or her representative/nominee shall deal lawfully, promptly, efficiently, and effectively with any breach of discipline or decorum within the Club by any Member or Visitor, to suit each situation.

Complaints will be categorised as 'Informal' or 'Formal'.

1.4.1 Informal Complaints

These complaints will be generally 'verbal' in nature, reported to Club staff. The staff member must then complete a 'Record of Informal Complaint' document (Attachment A), to be presented to the Club Manager, if unrelated to bowls activity, and the Bowls Director, if related to bowls activity, for investigation and possible resolution.

1.4.2 Formal Complaints

These complaints will be generally 'written' in nature. The Club Secretary must then complete a 'Record of Formal Complaint' document (Attachment B).

The complaint, in the first instance, to be presented to the Club Manager, if unrelated to bowls activity, and the Bowls Director, if related to bowls activity, for investigation and possible resolution.

If resolution is achieved, the complaint to be presented to the Board of Management, along with all other documentation, for endorsement by the Board of Management and formal reply to complainant and respondent.

If resolution is not achieved, the complaint to be presented to the Board of Management, along with all other documentation, to be addressed under the provisions of the Constitution.

Informal Complaints that are escalated to formal complaints will be dealt with by the Board of Management under the provisions of the Constitution.

The Board of Management will deal with all formal complaints under the provisions of Rule 20 of this Constitution by **'whatever means it chooses'** (Rule 20.1). Where extraordinary circumstances prevail, the Board of Management may consider the following actions:

- if a Director is directly or indirectly involved in a complaint, that Director must recuse him/herself from any adjudication;
- if the Board of Management determines that there is a conflict of interest in relation to a Director, perceived or real, that Director must recuse him/herself from any adjudication;
- if the Board of Management determines that the complaint is of such a serious nature or sensitivity, it may engage the services of the Club's Honorary Solicitor to provide advice or conduct interviews to provide a recommendation to the Board of Management for a fair and just resolution to the complaint.

Where Directors recuse themselves from the adjudication of a complaint, this does not preclude them providing evidence in relation to a fair and just adjudication.

1.5 Conduct and Control of Minors

The Duty Manager has full responsibility to ensure that the Club is not prejudiced under the provisions of the Liquor Act and Gaming Machine Act by the actions of a minor, a Member who is a minor, or a Member who is responsible for a minor.

A minor is only permitted to enter the Cub in the company of a Member (other than a Junior Member) who shall be fully responsible for the minor's conduct and behaviour in compliance with the Rules prescribed from time to time by the Board of Management to ensure compliance with the Liquor Act and Gaming Machine Act.

In the event that a minor is in the company of a Member in the Club, and either the minor or the Member is removed or excluded from the Club for a period of time, then the accompanying minor or Member must also leave the Club in each other's company and remain away from the Club for whatever time the offending minor or Member is excluded from the Club.

2. GOVERNANCE OF THE CLUB

2.1 Election of the Board of Management and Games Committee

The election of the Board of Management and Games Committee shall be conducted as prescribed in the Constitution, including electronic voting. Other elections shall be conducted in a similar manner unless it is stated otherwise in the Constitution.

2.1.1 Returning Officer

- The Board of Management shall appoint reputable persons, other than a Member of the Board of Management or a candidate for an election, to act as Returning Officer to arrange, conduct and control an election.
- Where electronic voting is being used, the representative of the firm engaged will act as the independent Returning Officer for that ballot.
- The Returning Officer has sole and independent authority to conduct an election and is only responsible to the Members at the meeting at which the election is to be conducted.
- The Returning Officer shall arrange for the safe custody of all notices, papers, instruments, materials and equipment required for the election.
- The Returning Officer can initiate and implement systems and rules for a ballot, which are consistent with the Constitution and these By-laws, and can appoint no more than two (2) other properly qualified Members to assist him or her with the ballot.

2.1.2 Nomination Forms

The Board of Management shall arrange for suitable nomination forms to be available for issue to any Full or Life Member. The nomination form may be in electronic form where electronic voting is being used.

The nomination form shall include information in respect to:

- closing date and time for nominations; and
- date of the election, and any conditions relating to the eligibility for a person nominating for election.

2.2 Conduct of the Ballot

2.2.1 Place for the Ballot

The ballot shall be conducted in the clubhouse or electronically.

2.2.2 Time for the Ballot

- The ballot shall be conducted from a time of approximately one (1) hour prior to the appointed time for the commencement of the meeting at which the election is to be declared until the closure of the ballot by the Chairperson of the meeting, at a time to be determined by the Chairperson after the meeting has commenced.
  Upon closure of the ballot, the Chairperson shall instruct the Returning Officer to count the ballot and to report back to him or her with the result(s) in writing.
- Where electronic voting is being used, the ballot will be closed at the appointed time for the commencement of the meeting.

2.2.3 Members Entitled to participate in the Ballot

Unless otherwise provided in the Constitution, all Full or Life Members present may participate in ballots for the election of the Board of Management.
Each Member participating in the ballot shall firstly register with the Returning Officer prior to being given a ballot paper. Upon proper completion of each ballot paper, it shall be placed in the ballot box. A replacement ballot paper can be issued by the Returning Officer upon return of a ballot paper.

2.2.4 Ballot papers to be retained and then Destroyed

- Upon declaration of the ballot by the Chairperson, a motion shall be put in effect to have the ballot papers retained in a locked and sealed box by the Returning Officer for twenty-eight (28) days, after which, if there is no appeal or dispute for which they are required, they shall be destroyed.
- A record of the ballot count will be compiled, announced at the meeting, and made available to any member, upon request to the Secretary.
- In the event there is an appeal or dispute, then the ballot papers may be used by the Returning Officer to assist in the resolution of such appeal or dispute and then destroyed at the conclusion of the resolution of that appeal or dispute.

- Where electronic voting is used, the voting count, as supplied by the firm engaged, will be announced at the meeting, and the report electronically distributed to all members.
- Where electronic voting is used, the voting report, as supplied by the firm engaged, shall be deemed final.

3. ADMINISTRATION OF THE CLUB

3.1 Role Descriptions of the Board of Management

The Board of Management shall provide high levels of professional services, skills, and expertise for the benefit of the Club as a whole, and the Members in particular.

3.1.1 The Chairperson

Generally, the Chairperson shall:

- preside at all meetings of the Club and the Board of Management and attend as many as possible of the meetings of committees;
- attend to the carrying out of the decisions of the Club and the Board of Management, and be responsible for all matters between the Board of Management, the Club Manager, and the staff;
- oversee the initiation and development of new and innovative programs to provide for the enhancement of the Club for the benefit of all Members;
- be a signatory for the Club's bank accounts;
- ensure that the Constitution, By-laws, Standing Orders, and other Rules of the Club are properly and fairly enforced;
- unless otherwise provided for in the Constitution, diligently represent the Club on all occasions requiring official representative and be the Club's spokesperson for all matters associated with the media;
- present to Members at the Annual General Meetings of the Club a report which fairly and comprehensively describes and identifies the state of the Club's business, social and financial affairs, and records its events and achievements; and
- all other activities, which, from time to time, are proper and reasonable to undertake for and on behalf of the Club.

3.1.2 The Deputy Chairperson

Generally, the Deputy Chairperson shall:

- assist the Chairperson in performing his or her duties;
- fulfill the functions of Chairperson in his or her absence;
- be a signatory for the Club's bank accounts.

3.1.3 The Secretary

Generally, the Secretary shall:

- issue notices of all meetings of the Club and of the Board of Management in accordance with the Constitution;
- keep a faithful record of all business transacted at all meetings of the Club and of the Board of Management;
- receive all correspondence and reply thereto as the Board of Management may direct;
- provide nomination forms for elections;
- assist in preparing the Club's annual report.

3.1.4 The Finance Director

Generally, the Finance Director shall:

- undertake all the duties and responsibilities described in the Constitution and By-laws and ensure that all the financial and legal obligations of the Club are diligently fulfilled;

- prepare budgets and financial plans in conjunction with the Club Manager, to facilitate intelligent decision-making by the Board of Management;
- be responsible for preparation and presentation of all necessary reports for the Board of Management, the Club, and financial and statutory authorities; and
- be a signatory to the Club's bank accounts.

3.1.5 Bowls Director

The Bowls Director, apart from any other responsibilities which may be allocated by the Chairperson, shall:

- chair the Games Committee and liaise between the Games Committee and the Board of Management;
- provide the Games Committee with a detailed report of all Board of Management meetings;
- provide the Board of Management with a detailed report of all Games Committee meetings;
- act as Club Representative to relevant Bowls Associations or delegate such authority to a member of the Games Committee or suitable member.
- be responsible for ensuring that all arrangements including budgets and catering for bowls carnivals run by the Games Committee meet the requirements of the Board of Management and that a full report be tabled at the next appropriate Board of Management meeting detailing financial and other relevant results of each such event;
- be responsible for all communication between the Games Committee and the Club Manager and Greenkeeper with respect to all social, championship, tournament and barefoot bowls proposed to be conducted at the Club.

3.1.6 Director

Generally, undertake all the duties and responsibilities described in the Constitution and By-laws subject to this Constitution.

3.2 Authority Limits for Spending Funds

The following limits apply to the spending of funds:

3.2.1 The Club in General Meeting

Unlimited, subject to proper feasibility studies determined by financial viability and finance available through a financial institution whose borrowings are guaranteed by the Government of the Commonwealth of Australia or the Government of Queensland.

3.2.2 The Board of Management

As stated under Rule 41(e) of the Club Constitution.

3.2.3 The Chairperson of the Board of Management

Any item of work or Board of Management related entertainment expenses, not previously approved by the Board of Management for which the cost does not exceed $1,000 in any one (1) calendar month.

3.2.4 The Bowls Director

Any item relating to bowls equipment, bowls related entertainment expenses or Games Committee operating expenses not previously approved by the Board of Management for which the cost does not exceed $500 in any one (1) calendar month.

3.2.5 The Club Manager

Any item, work, or provision of goods and/or services accepted as a normal function within a budgeted line item for the development, sustenance and maintenance of the established services, programs and infrastructure of the Club and its activities, together with any other item, work or service approved by the Board of Management for the enhancement and extension of established programs.

3.2.6 Any Committee

A Committee shall only have authority to spend funds if such an authority is included in the brief established by the Board of Management.

3.3 Committees of Board of Management

The Board of Management shall establish committees in accordance with the Constitution and shall provide (and subsequently amend from time to time) the brief for each committee's activities.

3.3.1 Ad hoc Committees

The Members during the course of a General Meeting of the Club and the Board of Management may separately or collectively from time to time and at any time establish a committee for any particular and valid purpose associated with the fulfillment of the objectives of the Club, and for that purpose only.

Any such Committee shall only be established upon the provision of a clearly defined brief and a sensible time frame to fulfill its particular task. The reporting procedures for each Committee and any authorities shall also be clearly defined.

The number of ad hoc committees at any time shall be maintained to a minimum commensurate with the need to implement the Club's programs effectively and economically.

3.4 Reimbursement of Expenses

No person shall be paid an honorarium by the Club.

Any person who undertakes any authorised activity for and/or on behalf of the Club, and who incurs an expense in association with that activity shall have fair and reasonable reimbursement of that expense without provision of any payment by way of commission or profit.

Travelling expenses per kilometer as determined by the Board of Management, shall be paid to drivers for Pennant fixtures, Champion of Champion events, delegates to Association meetings and compulsory Association events. Travelling expenses to Umpires' and Coaches' seminars shall be at the discretion of the Board of Management. The reimbursement of any such expenditure must be authorised by the Club's Finance Director.

The Chairperson shall have an entertainment allowance not exceeding $1,000 per annum.

3.5 Hiring of Clubhouse, Greens, Facilities and Equipment

The Club shall sustain a positive approach in having its facilities and equipment available for hire (at times when it is not otherwise required for Club use) to Members, people recommended by Members and local community groups and associations.

All hiring shall be arranged through the Club Manager in accordance with the hiring policy approved by the Board of Management.

The hiring policy shall contain the conditions upon which hiring shall be made, and a schedule of rates and charges, which shall be reviewed every twelve (12) months.

4. BOWLS ADMINISTRATION

4.1 Games Committee

Bowls will be administered by the Games Committee under Rule 46.

The composition of the Games Committee will be:

4.1.1 where a Bowls Manager **IS NOT** employed by the Club:

- Secretary;
- Social Bowls Coordinator;
- Championship Coordinator;
- Tournament Coordinator;
- Selection Coordinator;
- Umpiring Coordinator;
- Coaching Coordinator.

4.1.2 where a Bowls Manager **IS** employed by the Club:

- Secretary;
- Bowls Manager;
- Selection Coordinator;
- Umpiring Coordinator;
- Coaching Coordinator.

4.1.3 Such election shall be as set out in Rule 39 applied with any necessary modification.

4.1.4 The Bowls Manager shall attend meetings of the Games Committee but shall have no vote.

4.2 Role Descriptions of the Games Committee

4.2.1 Secretary

Generally, the Secretary shall:

- call for expressions of interest for Assistant Secretary position after the Club's Annual General Meeting for approval by the Games Committee;
- issue notices of all meetings of the Games Committee in accordance with the Constitution;
- keep a faithful record of all business transacted at all meetings of the Games Committee;
- receive all correspondence from Bowls Controlling Bodies, both ladies' and men's and reply thereto as the Games Committee may direct;
- assist in preparing the Games Committee monthly report to the Board of Management;
- assist in preparing the annual bowls-related expense report for inclusion the Club's annual financial budget;
- assist in preparing the Games Committee annual report to the Annual General Meeting of the Club.

4.2.2 Social Bowls Coordinator

The Social Bowls Coordinator shall:

- call for expressions of interest for all Social Bowls Sub-committee positions after the Club's Annual General Meeting for approval by the Games Committee;
- be responsible for the coordination of all social bowls within the Club under the direction of and in conjunction with, the Games Committee;
- coordinate all volunteers necessary for the conduct of all social bowls within the club;
- provide a report of all bowling activities to every regular meeting of the Games Committee.
- Arrange roster for volunteer raffle sellers on days determined by the Games Committee.

4.2.3 Championship Coordinator

The Championship Coordinator shall:

- call for expressions of interest for all Championship Sub-committee positions after the Club's Annual General Meeting for approval by the Games Committee;
- be responsible for the coordination of all club championships, both ladies' and men's, within the Club under the direction of and in conjunction with, the Games Committee;
- coordinate all volunteers necessary for the conduct of all club championships within the club;
- provide a report of the progress of all club championships to every regular meeting of the Games Committee.

4.2.4 Tournament Coordinator

The Tournament Coordinator shall:

- call for expressions of interest for all Tournament Sub-committee positions after the Club's Annual General Meeting for approval by the Games Committee;
- be responsible for developing the format and budget for all major tournaments conducted by the club for consideration by Games Committee and funding by the Board of Management;
- coordinate all volunteers for the conduct of all major tournaments;
- provide a financial breakdown of all major tournaments after conclusion of the events.

4.2.5 Selection Coordinator

The Selection Coordinator shall:

- call for expressions of interest for all Selection Sub-committee positions after the Club's Annual General Meeting for approval by the Games Committee;
- chair all meetings of the Selection Sub-committee;
- be responsible the coordination of the Club Selectors for the selection of all club representative events, both ladies' and men's;
- be responsible for the timely announcement, display, or distribution of all club representative teams;
- communicate with players regarding selection/non- selection prior to announcement of any teams;
- be responsible for the coordination of practice or training activities pertaining to representative games.

4.2.6 Umpiring Coordinator

The Umpiring Coordinator shall:

- coordinate all umpiring resources for the conduct of all club championships and tournaments conducted by the club;
- be responsible for the maintenance of all umpiring equipment;
- request any new or replacement umpiring equipment for consideration by the Games Committee and funding by the Board of Management.

4.2.7 Coaching Coordinator

The Coaching Coordinator shall;

- coordinate all coaching activities within the club;
- recommend any coaching activities, beneficial to the club, for consideration by the Games Committee and funding by the Board of Management;
- recommend any coaching equipment or resources for consideration by the Games Committee and funding by the Board of Management.

4.2.8 Bowls Manager

The Bowls Manager, when engaged, shall:

- be responsible for the coordination of all bowls within the Club under the direction of and in conjunction with, the Games Committee;
- will provide a report of all bowling activities to every regular meeting of the Games Committee;
- will be engaged for such hours/week as the Board of Management has determined;
- will seek prior approval from the Bowls Director, where reasonably possible, for all expenditure and hours to be worked in excess of those determined by the Board of Management.

4.3 Sub-committees of Games Committee

The Games Committee shall establish sub-committees for the effective operation of all bowls activities. These may include, but not limited to, social bowls,

championships, tournaments, selection, coaching, and umpiring and shall provide (and subsequently amend from time to time) the brief for each sub-committee's activities.

4.3.1. Where a sub-committee is to be established, the relevant Coordinator shall, immediately after the Club AGM, call for expressions of interest for each position.

4.3.2. Expressions of interest will be open for two (2) weeks and presented to the next meeting of the Games Committee for approval. A Special Meeting of the Games Committee may be called to expedite this approval.

4.3.3. Should expressions of interest exceed the number of positions available, the Games Committee will vote to determine the successful applicants.
It must be noted that where such a vote is required, all members of the Games Committee <u>MUST</u> be present.

4.4 Bowls Administration Manual

The Games Committee shall maintain the Bowls Administration Manual, which is a dynamic document, providing all current practices and procedures for the effective administration and operation of bowls within the club.

The Bowls Administration Manual will define all duties and responsibilities of Games Committee members.

The Bowls Administration Manual may be amended at any time by the Games Committee.

The Bowls Administration Manual will be maintained/controlled by the Games Committee Secretary.

5. THE BY-LAWS

By-laws shall be made, amended, or repealed as provided in the Constitution, to assist with:

- the proper and diligent business and administration of the Club; and
- the clarification of procedures for the management and administrative arrangements required for the Club about which the Constitution may be silent.
  The procedure for making, amending, or repealing a By-law shall be as follows:
- the Board of Management, on its own initiatives or from representation from a Member or number of Members, may decide to make, amend or repeal one (1) or more By-laws;
- each proposal accepted by the Board of Management for consideration shall be posted on an appropriate notice board for a period of not less than fourteen (14) days for comment by Members, to be made in writing to the Secretary of the Club, before the Board of Management resolves any change to the By-law(s);
- the Board of Management shall decide upon each new By-law which they shall then cause to be posted on an appropriate notice board for a period of not less than fourteen (14) days;
- By-laws may also be made, amended, or repealed by the Notice of Motion at a General Meeting of the Club;
- the Secretary of the Club shall ensure an adequate supply of current printed By-laws is available for issue to Members upon request; and
- the Board of Management shall exercise its responsibility to provide By-laws with the same skill and diligence as that required for the maintenance of a competent and up-to-date Constitution.

6. THE STANDING ORDERS

a) These Standing Orders are applicable for all meetings of the Club, the Board of Management and (as far as appropriate) for meetings of committees and shall be construed subject to the provisions of the Constitution.

b) Where a meeting lapses due to the lack of a quorum and an arrangement is made for another meeting in its stead, then all the business of the lapsed meeting shall take precedence on the agenda for the subsequent meeting.
c) Any Member desiring to speak during the course of a meeting shall rise in his or her place and, only when called upon by the Chairperson, shall address the meeting. If two (2) or more Members rise simultaneously, the Chairperson shall call upon the Member who first caught his or her attention.
d) When the Chairperson rises to speak, any Member standing shall sit down.
e) Subject to these Standing Orders, the mover of a motion shall be limited in time for his or her speech to five (5) minutes, and all subsequent speakers, including the mover of any amendment and the right of reply, shall be limited in time to five (5) minutes.
f) No Member other than the mover of a motion or an amendment to a motion shall speak to it until it has been seconded. A motion or an amendment lapsing for want of a seconder shall not be recorded in the Minutes.
g) A motion or amendment before the Chairperson shall not be withdrawn except by its mover and by leave of the meeting. No motion shall be withdrawn while any amendment is under discussion or after any amendment has been adopted.
h) The proposer of any motion or amendment shall submit it in writing unless otherwise agreed by the Chairperson.
i) A motion or amendment being considered by the meeting may be reworded by the mover subject to the leave of the meeting.
j) No Member shall speak more than once to any question, except that the mover of the motion (but not of an amendment) shall have a right of reply, which shall close the debate. An amendment shall constitute a separate question from the original motion and from any other amendment.
k) A Member moving a motion or amendment shall be deemed to have spoken to it. A Member seconding it without speaking to it may reserve the right to speak to it subsequently.
l) When an amendment is before the Chairperson, discussion shall be confined to that amendment. No further amendment shall be proposed until the amendment before the Chairperson has been disposed of.
m) The Chairperson shall, as far as practicable, call on speakers for and against the motion or amendment alternatively, subject to the right of the seconder to speak immediately after the mover. If two (2) consecutive speakers have both argued for and against a motion or amendment, and there is no Member wishing to argue the opposite views, or in the case of a motion, to move an amendment, the motion or the amendment shall, subject, in the case of a motion, to the mover's right of reply, be put without further debate.
n) Any Member may rise on a point of order, which shall take precedence over all other business. The point of order must be raised at the time the alleged irregularity occurred. An explanation or question shall not constitute a point of order. The Chairperson shall immediately rule on any point of order.
o) Any Member disagreeing with the Chairperson's ruling on a point of order may move dissent. Such motion shall be put forthwith without debate.
p) A Member who has not already participated in the debate may at any time, whether another speaker has the floor or not, move "That the question be now put", which motion, if accepted by the Chairperson, shall be put without amendment or debate. The Chairperson shall have absolute discretion to accept or refuse the motion. The Chairperson may, without requiring a motion, put the question if he or she feels that adequate discussion has taken place. In either case, the mover of a motion shall retain the right of reply. If an amendment is before the Chairperson, the closure motion shall be deemed to close the debate on the amendment only.
q) A Member may at any time move "That the speaker be no longer heard" or "That the speaker be heard for a further limited period only". Such motion shall be put without amendment or debate. No other motion, except a motion dealing with the speaker's time, shall be moved while the speaker has the floor.

r) A motion to alter or rescind a resolution of a previous meeting can only be moved after the circulation of a Notice of Motion, which cannot occur until a period of at least two (2) months has elapsed since the original resolution was passed.
s) A Member may move “That the debate (or meeting) be now adjourned”. Discussion shall be in order but only amendments as to time and/or place shall be permitted. The motion shall take precedence over other business before the Chairperson except for points of order or personal explanations.
t) Any of Standing Orders (a) to (s) may be suspended on a majority vote of Members present. A motion to this effect shall be open to debate.
u) Notwithstanding anything hereinbefore contained, any decision made by a validly constituted meeting shall not be void by reason only of a departure from these Standing Orders which was not detected until after the matter was resolved.
v) These Standing Orders can only be altered by a General Meeting of the Club for which due notice is given to Members.
w) Any matter not dealt with in these Standing Orders shall be governed by the customary procedure at meetings.

Attachment A : **RECORD OF INFORMAL COMPLAINT**

Date received:	…….. / …….. / ……..	
Name of person receiving complaint:	……..	
Name of Complainant:	……	
Role/status of complainant:	☐ Full Member ☐ Social Member ☐ Visitor ☐ Other ……..	
When/where did incident take place?	…… ……	
What are the facts relating to the incident, as stated by complainant?	…… …… …… …… …… ……	
What is the nature of the complaint? *(Tick more than one box if necessary).*	☐ Harassment ☐ Sexual/sexist ☐ Race ☐ Religion ☐ Discrimination ☐ Personality clash	☐ Bullying ☐ Disability ☐ Verbal abuse ☐ Physical abuse ☐ Victimisation ☐ Other ……
What does the complainant want to happen to resolve the issue (if any)?	…… …… ……	
What other information has the complainant provided?	…… …… ……	
What is the complainant going to do know?	…… …… ……	
Resolution (if any)?	…… …… ……	

This record and any notes must be kept confidential and secure. If the issue becomes a formal complaint, this record is to be given to Club Secretary.

Attachment B: **RECORD OF FORMAL COMPLAINT**

Date received:	…….. / …….. / ……..	
Name of person receiving complaint:	…….	
Name of Complainant:	…….	
Complainant's contact details:	…… …… …….	
Role/status of complainant:	☐ Full Member ☐ Social Member ☐ Visitor ☐ Other ……..	
Name of respondent:	…….	
Role/status of respondent:	☐ Full Member ☐ Social Member ☐ Visitor ☐ Other ……..	
When/where did incident take place?	…… …….	
What are the facts relating to the incident, as stated by complainant?	…… …… …… …… …… …….	
What is the nature of the complaint? *(Tick more than one box if necessary).*	☐ Harassment ☐ Sexual/sexist ☐ Race ☐ Religion ☐ Discrimination ☐ Personality clash	☐ Bullying ☐ Disability ☐ Verbal abuse ☐ Physical abuse ☐ Victimisation ☐ Other ……
Informal resolution procedures by Club Manager or Bowls Director:	…… …… …… …….	
Formal investigation procedures by Board of Management:	☐ Formal Complaint letter (attached) ☐ Complainant interviewed (record attached) ☐ Respondent interviewed (record attached) ☐ Witnesses interviewed (record attached)	
Board of Management decision:	☐ Penalty applied: ..…… …… …… ☐ Mediation (refer below)	

If mediated:	Date of mediation …….. / …….. / …….. Both/all parties present …… …… …… …… Agreement …… …… …… …… Any other action …… …… …… ……
If decision was appealed:	Decision …… …… …… …… Action recommended …… …… …… ……
Resolution:	☐ Less than 3 months to resolve ☐ Between 3-6 months to resolve ☐ More than 6 months to resolve
Completed by:	Name ……. Position ……. Signature ……. Date …….. / …….. / ……..
Signed by:	Complainant ……. Respondent …….

This record and any notes must be kept confidential and secure.