

# Camden Men's Bowling Club

## Constitution



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## **1. DEFINITIONS**

### **1.1** In these rules:

- 1.1.1.** "BA" means Bowls Australia.
- 1.1.2.** "RNSWBA" means "Royal New South Wales Bowling Association Inc."
- 1.1.3.** "STDBA" or "District" means "Southern Tablelands District Bowling Association Inc."
- 1.1.4.** "CMBC" or "Club" means "Camden Men's Bowling Club Inc."
- 1.1.5.** "Registered Club" means "Camden Sports Club Limited".
- 1.1.6.** "AGM" means "Annual General Meeting".
- 1.1.7.** "Shall" and "Will" indicate that it is mandatory to undertake the related action.
- 1.1.8.** "Should" and "May" indicates that it is not mandatory to undertake the related action.
- 1.1.9.** References to the masculine shall be interpreted to include the feminine and references to the feminine shall be interpreted to include the masculine.

## **2. NAME**

- 2.1** The name of the Club is "Camden Men's Bowling Club Inc."

## **3. OBJECTS**

### **3.1** The objects of the Club are:-

- 3.1.1.** To play and promote the game of bowls.
- 3.1.2.** To engender by association, a fraternal feeling amongst bowlers and to preserve and promote the best traditions of the game.
- 3.1.3.** To conform at all times with the requirements of the laws of the game as adopted from time to time by the RNSWBA and the Articles of Association / Rules of the Registered Club.

#### **4. ATTAINING OBJECTS**

- 4.1** The Club shall be empowered to do all things necessary which are incidental to and necessary for the attainment of the objects of the Club.

#### **5. PROPERTY OF THE CLUB**

- 5.1** The Club must apply all property and income of the Club towards the promotion of the objects or purposes of the Club and no part of that property or income shall be paid or otherwise distributed, directly or indirectly, to Members of the Club, except in good faith in the promotion of those objects or purposes.

#### **6. POWERS OF THE CLUB**

- 6.1** To acquire, hold, deal with, and dispose of any real or personal property.
- 6.2** To open and operate bank accounts.
- 6.3** To invest it's money –
- 6.3.1.** in any security in which trust monies may be invested or
  - 6.3.2.** in any other manner authorised by the rules of the Club.
- 6.4** To borrow money upon such terms and conditions as the Club thinks fit.
- 6.5** To give such security for the discharge of liabilities incurred by the Club as the Club thinks fit.
- 6.6** To appoint agents and employees to transact any business of the Club on its behalf for reward or otherwise.
- 6.7** To build, construct, erect, maintain, alter and repair any premises building or other structure of any kind and to furnish equip and improve the same for use by the Club.
- 6.8** Accept donations and gifts in accordance with the objects of the Club.
- 6.9** Print and publish any information by any media including newsletters, newspapers, articles or leaflets for promotion of the Club.
- 6.10** Provide gifts and prizes in accordance with the objects of the Club.
- 6.11** Organise social events for Members and the promotion of the Club.
- 6.12** To enter into any other contract the Club considers necessary or desirable.

## **7. MEMBERSHIP**

- 7.1** Membership shall be open to any person who wishes to further the interests of the Club.
- 7.2** Any person seeking Membership shall make application to the Management Committee on the prescribed form, and the Management Committee shall determine whether the application is successful or not.
- 7.3** Each person admitted to Membership shall be:-
  - 7.3.1.** Bound by the Constitution and By-Laws of the Club.
  - 7.3.2.** Liable for such fees and subscriptions as may be fixed by the Club.
  - 7.3.3.** Entitled to all advantages and privileges of Membership.
- 7.4** A Member may, at any reasonable time, inspect the records and documents of the Club.
- 7.5** All Members of the Club must at all times be a financial Member of the Registered Club.
- 7.6** Only financial Members of the Club shall be entitled to stand for office and to vote at any meeting.

## **8. MEMBERSHIP CATEGORIES**

### **8.1 FULL MEMBER**

- 8.1.1.** Any person who shall meet the requirements of a "Full Member" as defined in the Constitution of the RNSWBA may become a Full Member. Full Members are entitled to hold any office and enjoy the privileges of the Club.

### **8.2 MULTIPLE MEMBER**

- 8.2.1.** Any person who shall meet the requirements of a "Multiple Member" as defined in the Constitution of the RNSWBA may become a Multiple Member. Multiple Members are entitled to hold any office and enjoy the privileges of the Club.

### **8.3 JUNIOR MEMBER**

- 8.3.1.** Any person who shall meet the requirements of a "Junior Member" as defined in the Constitution of the RNSWBA may become a Junior Member. Junior Members shall have no voting rights nor be entitled to hold any office.

#### **8.4 LIFE MEMBERSHIP**

- 8.4.1.** Any person who shall have rendered good service to the Club may be nominated by two (2) Members of the Club for Life Membership.
- 8.4.2.** Not more than two (2) Life Members shall be elected in any one (1) year.
- 8.4.3.** Nominations shall be submitted to the Management Committee for presentation at the next AGM. If more than two (2) nominations are received in any one (1) year, the Management Committee will determine which nominations shall be presented to the AGM.
- 8.4.4.** On the affirmative vote of at least three-quarters of the Members present at the AGM, the nominee/s shall be elected a Life Member of the Club.
- 8.4.5.** Every Life Member shall, during his Membership of the Club, be entitled to all the privileges of a Member, but without being liable for Membership Fees.

#### **8.5 PATRON**

- 8.5.1.** The Club may, at its discretion, elect a patron/s or vice patron/s of the Club for such period as may be deemed necessary. Such patron/s or vice patron/s shall not be eligible to vote unless they are current Members of the Club under another category of Membership.

#### **9. MEMBERSHIP FEES**

- 9.1** To be paid by all Members, excluding Life Members, on or before the due date as set out in the Club's By-Laws.

#### **10. TERMINATION OF MEMBERSHIP**

- 10.1** Any person's Membership may be terminated by any of the following events:-
  - 10.1.1.** Resignation.
  - 10.1.2.** Expulsion.
  - 10.1.3.** A Member's annual Membership fee remains unpaid after the due date as set out in the Club's By-Laws.
- 10.2** The Management Committee shall have the power to suspend or expel any Member of the Club for:-
  - 10.2.1.** Any of the events in paragraph 10.1.

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**10.2.2.** False or inaccurate statements made in the Member's application for Membership of the Club.

**10.2.3.** Breach of any rule, regulation or By-Law of the Club.

**10.2.4.** Any act detrimental to the Club.

**10.3** After having undertaken due inquiry:-

**10.3.1.** Any Member who is expelled, suspended or has their Membership terminated, shall have the right to appeal against their suspension or expulsion by presenting their case to an Executive Committee Meeting called for such purpose. The recommendation of the Executive Committee shall be submitted to the next available Management Committee meeting. The decision then made by the Management Committee shall be final.

## **11. MANAGEMENT COMMITTEE**

**11.1** Management of the Club shall be vested in the Management Committee elected by the Members at the AGM and consisting of:-

- President
- Two (2) Vice Presidents
- Secretary
- Treasurer
- Bowls Organiser
- Assistant Bowls Organiser
- Five (5) elected Members of the Match Committee
- Five (5) elected Selectors
- Publicity Officer
- Recruitment Co-ordinator
- Welfare Officer
- Representative to the Registered Club (refer paragraph 14.1.6.2)

**11.2** At every AGM of the CMBC the Office-Bearers shall retire from office but if nominated shall be eligible for re-election.

**11.3** A quorum of the Management Committee shall be five Members.

**11.4** The Management Committee shall meet on a regular basis but not less than once a month.

**11.5** A Member of the Management Committee may lose their seat on the committee for either of the following:-

**11.5.1.** Absence from three (3) or more meetings without leave of absence.

**11.5.2.** Found not to be a financial Member.

## **12. POWERS OF THE MANAGEMENT COMMITTEE**

**12.1** The Management Committee shall carry out the day-to-day running of the Club and shall have the power to:-

**12.1.1.** Administer the finances, appoint bankers, and direct the opening of banking accounts for specific purposes and to transfer funds from one account to another, and to close any such account.

**12.1.2.** Fix the manner in which such banking accounts shall be operated upon.

**12.1.3.** Fix fees and subscriptions payable by Members and decide such levies, fines and charges as is deemed necessary and advisable, and to enforce payment thereof.

**12.1.4.** Adjudicate on all matters brought before it which in any way affect the Club.

**12.1.5.** Cause minutes to be made of all proceedings at meetings of the Committee and General Meetings of Members.

**12.1.6.** Make, amend and rescind rulings and By-Laws.

**12.1.7.** Form and appoint any sub committee/s as required for specific purposes.

**12.1.8.** Employ a person or persons to carry out certain duties required by the Club, at salaries or remunerations for such period of time, as may be deemed necessary.

**12.1.9.** Appoint an officer/s or agent of the Management Committee to have custody of the Club's records, documents and securities.

**12.2** If a vacancy occurs on the Management Committee, the Management Committee may appoint a successor until the next AGM.

**12.3** Specific duties and responsibilities of the office-bearers shall be as stated in the By-Laws as deemed necessary.

## **13. PRESIDENT**

**13.1** The President, if present, shall take the chair at all meetings. In his absence, one of the Vice Presidents shall take the chair. If the President or Vice President is unable to attend, then a chairperson nominated by the meeting shall chair that meeting.

**13.2** If the President is unable or unwilling to carry out his duties for any reason, one of the Vice Presidents shall be elected by the Management Committee and shall act as Deputy President.



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**13.3** If the office of President becomes vacant less than six (6) months prior to the AGM, an Acting President shall be appointed at a Special Meeting called for that purpose. He shall have the powers and privileges of a duly elected President. In any other case, a President shall be elected under the terms of this constitution.

**13.4** By virtue of his office, the President shall be a Member of all Committees.

### **14. MEETINGS**

#### **14.1 ANNUAL GENERAL MEETING**

**14.1.1.** The AGM of the Club must be held within four (4) months of the end of the Club's financial year.

**14.1.2.** The Secretary shall give Members at least fourteen (14) days notice of the date of the AGM.

**14.1.3.** All eligible, financial Members may attend and vote at the AGM.

**14.1.4.** The quorum at the AGM, shall be a minimum of fifteen percent (15%) of the eligible Membership. If, at the end of thirty (30) minutes after the time appointed in the notice for the opening of the Meeting, there be no quorum the meeting shall stand and adjourn for one (1) week. If at such meeting there is no quorum those Members present shall be competent to discharge the business of the meeting.

**14.1.5.** The agenda for an AGM shall be;

- Opening of Meeting
- Apologies
- Confirmation of Minutes of previous AGM
- Correspondence
- Presentation of Annual Reports
- Adoption of Annual Reports
- Presentation of the Treasurer's Report and Statement
- Nomination of a Returning Officer and two assistants
- Election of New Management Committee, consisting of;
  - President
  - Two (2) Vice Presidents
  - Secretary
  - Treasurer
  - Bowls Organiser
  - Assistant Bowls Organiser
  - Five (5) Match Committee Members
  - Five (5) Selectors
  - Publicity Officer

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- Representative to the Registered Club (refer paragraph 14.1.6.2)
  - Recruitment Co-ordinator
  - Welfare Officer
- 
- Election of Club Patron
  - Election of Delegates to the District
  - Appointment of Auditor
  - Notice/s of Motion
  - To decide any Honoraria (if any) to be paid
  - General business (at the discretion of the chairman)
  - Closure

### **14.1.6. REPRESENTATIVE TO THE REGISTERED CLUB**

**14.1.6.1.** The Representative to the Registered Club automatically becomes a Member of the Board of Directors of the Registered Club and as such will remain in that office for the term as required by the Registered Club.

**14.1.6.2.** The Representative to the Registered Club shall be elected at the AGM or the General Meeting that best coincides with the Registered Club's nomination requirements. Nominations for the position must be in the hands of the Club Secretary no later than 4.00pm, 14 days prior to that AGM or General Meeting.

### **14.2 GENERAL MEETINGS**

**14.2.1.** General Meetings may be called by the Management Committee, or at the request of the President and Secretary.

**14.2.2.** The Secretary shall give at least fourteen (14) days notice, in writing, of the date of the General Meeting to the Members.

**14.2.3.** The quorum at General Meetings shall be a minimum of five (5) Members of the Management Committee.

### **14.3 SPECIAL MEETINGS**

**14.3.1.** Special Meetings may be called by the President on receipt of a written notice by twenty (20) Members of the Club stating the specific object for which the meeting is to be held.

**14.3.2.** Special Meetings are to be held within twenty one (21) days of such notice.

**14.3.3.** The Secretary shall give at least fourteen (14) days notice, in writing, of the date of the Special Meeting to the Members.

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**14.3.4.** Notice of Special Meetings shall set out clearly the business for which the meeting has been called. No other business shall be dealt with at that Special Meeting.

**14.3.5.** The quorum at Special Meetings shall be a minimum of five (5) Members of the Management Committee.

### **15. NOMINATION AND ELECTION OF OFFICE-BEARERS**

**15.1** Any eligible Member may be nominated for more than one (1) position.

**15.2** Nominations for the position to hold office must be in the hands of the Secretary no later than 4.00pm, fourteen (14) days prior to the AGM.

**15.3** Nominations for the election shall be made in writing by the nominee and shall be signed by two (2) Members who are entitled to vote at the AGM.

**15.4** If required, a secret ballot shall be conducted for all positions.

**15.5** A Returning Officer and two (2) Assistant Returning Officers shall be appointed at the AGM to conduct the election of officers.

**15.6** Nominations shall be called from the floor for all unfilled positions.

### **16. VOTING**

**16.1** Voting powers at the AGM, General Meetings and Special Meetings:

**16.1.1.** The President shall be entitled to a deliberate vote and, in the event of a tied vote, the President shall exercise a casting vote.

**16.1.2.** Each individual financial Member present shall have one (1) vote.

**16.2** Voting powers at Management Committee Meetings;

**16.2.1.** The President shall be entitled to a deliberate vote, and, in the event of a tied vote, the President shall exercise a casting vote.

**16.2.2.** Each individual committee Member present shall have one (1) vote.

### **17. FINANCE**

**17.1** The financial year of the Club shall be as stated in the By-Laws.

**17.2** All funds of the Club shall be deposited into the Club's accounts at such bank or recognised financial institution as the Management Committee may determine.

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- 17.3** All accounts due by the Club shall be paid by cheque and the action endorsed at the next Management Committee Meeting.
- 17.4** The limit of the petty cash float will be determined by the Management Committee as deemed necessary from time to time. Access to the float is restricted to the Treasurer who will record all entries in the petty cash book. Only reasonable out of pocket expenditure will be paid from the float. The float is to be reimbursed when considered necessary by the Treasurer. Should the Treasurer be unavailable to make a petty cash payment, the President or Secretary may make a petty cash payment but shall have the petty cash book countersigned by one other of the Management Committee.
- 17.5** A statement showing the financial position of the Club shall be tabled at each Management Committee Meeting by the Treasurer.
- 17.6** A statement of Income and Expenditure, Assets and Liabilities shall be submitted to the AGM. The Auditor's report shall be attached to such financial report.
- 17.7** The accounts, books and all financial records of the Club shall be audited each year.
- 17.8** The signatories to the Club's account/s will be any two (2) from the following;
- President
  - Vice Presidents
  - Secretary
  - Treasurer

### **18. AUDITOR**

- 18.1** An Auditor or Auditors shall be elected and appointed at the AGM.
- 18.2** The Auditor/s shall examine and audit all the books and accounts of the Club annually, and have the power to call for all books, papers, accounts, receipts etc., of the Club and report thereon to the AGM.

### **19. ALTERATIONS TO THE CONSTITUTION AND BY-LAWS**

- 19.1** No alteration, repeal or addition shall be made to the Constitution except at the AGM, or Special General Meeting called for that purpose and notice of all motions to alter, repeal or add to the Constitution shall be given to Members twenty one (21) days prior to the AGM or Special General Meeting called for such purpose.
- 19.2** The Secretary shall forward such notices of motion to each Management Committee Member at least twenty one (21) days prior to the AGM or Special General Meeting.

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- 19.3** Alterations to the By-Laws can be made only at Management Committee Meetings provided that notice of the proposed alteration/s has been duly notified to Committee Members.
- 19.4** Such motions and alterations, or any part thereof, shall be of no effect unless passed by a seventy five percent (75%) majority (Special Resolution) of those present and entitled to a vote at the AGM, Special General Meeting or Management Committee Meeting, as the case may be.
- 19.5** Within one month of the passing of a Special Resolution, the Secretary shall notify the NSW Office of Fair Trading of the amendment.

## **20. DISSOLUTION**

- 20.1** If, on the winding up of the Club, any property of the Club remains after satisfaction of the debts and liabilities of the Club and the costs, charges and expenses of that winding up, that property shall be distributed:-
- 20.1.1.** to another incorporated Club having objects similar to those of the Club; or
  - 20.1.2.** for charitable or benevolent purposes, which incorporated Club or purposes, as the case requires, shall be determined by resolution of the Members.

## **21. GENERAL**

- 21.1** The rules of the RNSWBA take precedence over this Constitution. In the event of issues arising that are not covered by this Constitution, the rules of the Registered Club shall apply.