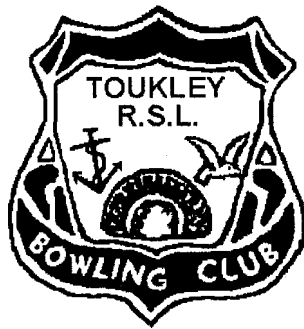


**TOUKLEY R.S.L.
BOWLING CLUB
CONSTITUTION
JUNE 2010**



As Amended June 2010

**TOUKLEY R.S.L. BOWLING CLUB
CONSTITUTION AS AMENDED JUNE 2010**

1. The Toukley RSL, Bowling Club is formed under Section 3 (z) of the Toukley RSI, Sub-Branch Club Limited.

All financial and social activities shall be in accordance with the Memorandum and Articles of the Toukley RSI, Sub-Branch Club Limited & control of the Board of Directors.

OBJECTS

2. The objects of the Club shall be:
 - (a) To advance and promote the game of bowls.
 - (b) To select and control players, teams and sides to represent the Club in Inter-Club District and RNSWBA Association events.
 - (c) To engender by association a fraternal feeling amongst bowlers and to promote & preserve the best interest and traditions of the game.
 - (d) To affiliate with the Central Coast District Bowling Association and the Royal NSW Bowling Association.

MEMBERSHIP

3. Membership will be open to Members of the Toukley R.S.L. Sub-Branch Club Limited on payment of an annual subscription as set down by the Management Committee - This includes Junior Members
 - (a) The application for membership shall be made on

the prescribed form together with appropriate subscription. Names addresses and occupations of every applicant for membership shall be posted on the Notice Board by the Secretary and shall remain posted for at least fourteen days prior to the application being considered.

- (b) The election of members shall be vested in the Toukley R.S.L. Bowling Club Management Committee. Applicants must be financial members of the Toukley R.S.L. Sub-Branch Club Limited.
- (c) Any member of the Club failing to pay his annual subscription as stated within one month after same becomes due shall cease to be a member.
- (d) Any member may, on severing his connection with the Club, apply for a clearance. Such member must be financial and all liabilities due by him must be filled before a clearance is issued. Any person who has been a member of a bowling club shall not be admitted to membership of this Club unless he lodges with the Secretary seven days prior to his election his clearance certificate issued by the Club of which he was last a member, and in the event of such certificate not being produced on request, consideration of his application for membership shall remain in abeyance until such time as the Management Committee has investigated the matter and given its decision.
- (e) Any member providing he has been a member of Toukley R.S.L. Bowling Club for ten (10) consecutive years, who has rendered meritorious

service to the Club, may on account of such service, have Life Membership conferred on him. Nominations for Life Membership shall be made in writing by a proposer and seconder, who shall be financial members of the Club. Such nomination if approved by the Management Committee and by the Board of Directors, shall be presented at the next Annual General Meeting of the Bowling Club for consideration by the members - 50% plus one, of the members at the AGM is required for approval.

RESIGNATIONS

4. Any member wishing to resign from the Club shall pay all monies then due and owing by him to the Club. He shall notify the Secretary in writing of his intention.

OFFICE BEARERS

5. (a) Officers of the Club shall consist of a President, Snr. and Jnr. Vice President, Secretary, Treasurer, Bowls Secretary and five Committeemen, who will be elected at each Annual General Meeting. Nominations for the aforesaid shall be made in writing and signed by two financial members of Toukley R.S.L. Bowling Club & by the nominee.
- (b) Selectors (3) - Nominations as per above.
- (c) The following positions shall be appointed by the Management Committee: - Greens Liaison Officer, Social Committee, Publicity Officer, Promotions Officer, Welfare Officer, Delegate to C.C.D.B.A. (2), Locker Officer, Disputes Committee, Assistant Bowls Secretary and the Match Committee.

Any member playing competition or Pennant Bowls for another Club will not be eligible to hold Office in the Toukley R.S.L. Bowling Club.

- (d) Election of Officers of the Club shall be elected by ballot. Nominations open twenty-one (21) days before the Annual General Meeting and displayed on the Notice Board closing date seven (7) days before the meeting.
- (e) Any person currently under suspension by the Board of Directors in accordance with the Articles of Association shall not be eligible to nominate, stand for, or be elected to any position in the Toukley R.S.L. Bowling Club.
- (f) Casual Vacancy:- The Management Committee shall within a period of not exceeding two (2) months of its occurring,, fill any vacancy thereon by conducting an election.

MANAGEMENT

- 6 (a) The Management and control of the Club subject to Clause 1 shall be vested in a Management Committee comprising the President, Snr. and Jnr. Vice Presidents, Secretary, Treasurer, Bowls Secretary and five (5) Committeemen and will be known as the Bowling Club Management Committee.
- (b) Any member of the Toukley R.S.L. Bowling Club who fails to abide by the Constitution and By-Laws of the Club, shall be dealt with by the said Management Committee, notwithstanding that any member shall have the right to appeal to the Board of Directors of the Toukley R.S.L. Sub-Branch Club Limited.

- (c) The Management Committee of the Toukley R.S.L. Bowling Club shall have the right to declare vacant the position of any Committeeman who, without reasonable excuse, fails to attend three (3) consecutive Management Committee meetings.
- (d) Any alteration or amendment to this constitution shall be subject, at all times, to confirmation by the Board of the Toukley R.S.L. Sub-Branch Club Limited.
- (e) All books and accounts are subject to audit by the Mother Club's Accounting Officer every three (3) months ending September, December, March and June - The financial year shall be 1st July to 30th June
- (f) The Management Committee shall appoint a Returning Officer and his Assistant for elections.
- (g) The President shall hold ex-officio membership of all Sub-Committees except the selectors.

MEETINGS

7. The Annual General Meeting of members shall be held in August or September of the year, or as directed by the Board of the Toukley R.S.L. Sub-Branch Club Limited provided however that not less than twenty-one (21) days notice be given members of the date fixed.

The business of the Annual General Meeting shall be as follows:-

- (a) To confirm the Minutes of the previous Annual General Meeting.
- (b) To receive Reports from the Committee.

- (c) To receive and consider the Statement of Income and Expenditure Account and Report of the Auditor.
 - (d) To elect the Office-bearers for the ensuing year.
 - (e) To appoint Patrons.
 - (f) To consider out-of-pocket expenses.
 - (g) To deal with any other business of which notice has been given in writing seven (7) days before the day of the meeting.
8. (a) A General Meeting of members shall be called giving at least twenty one (21) days notice, to be displayed on the Bowling Club's Notice Board by the President or Secretary on:
- (i) A resolution of a General Meeting of members.
 - (ii) Resolution of the Management Committee.
 - (iii) Receipt of a written requisition signed by at least fifteen (15) financial members, provided that such requisition shall set out fully the matters proposed to be dealt with.
 - (iv) By the Board of Directors of the Toukley RSI, Sub-Branch Club Limited.
- (b) The Management Committee shall have the right to call Committee Meetings which shall be held monthly. Notice shall be given to Committee members of the date of such meetings.
A special Committee Meeting may be called at any time by the Executive Committee.
Should any business present itself which is considered urgent and requiring immediate attention, the Executive members of the

Management Committee may act as an Emergency Committee with power to take action as it thinks advisable. The Chairman of such Committee meeting shall furnish a full report to the next meeting of the Management Committee.

- (c) The Executive shall be the President, Secretary, Treasurer and Sm. Vice President.

QUORUM

- 9. A quorum of all meetings of members shall be twenty (20) and at meetings of the Management Committee the quorum shall be five (5). If a quorum be not present within fifteen minutes of the time fixed for such meeting same shall be adjourned to the same day in the next week at the same time and place provided, however when such meetings has been convened on or by requisition of members same shall be dissolved. If-at the adjourned meeting a quorum is not present within fifteen minutes from the time fixed the members present shall form a quorum.

BUSINESS

- 10 (a) A Business Paper embracing the matters to be dealt with at each meeting shall be presented, to the Chairman by the Secretary at the commenment of meetings.
- (b) A Financial Statement shall be presented by the Treasurer at the monthly meeting of the Management Committee.

DUTIES OF OFFICERS

11. The Secretary shall:-

- (a) Keep a record of the business transacted at all meetings and within seven (7) days post a copy of the Minutes and Financial Statements presented to that meeting on the Notice Board.
- (b) Keep a copy of all By-Laws posted on the Club Notice Board.
- (c) Keep a list of names and addresses of all Club members.
- (d) Perform all the usual duties pertaining to the position of Bowling Club Secretary.

12. The Treasurer shall:-

- (a) Keep a record of the receipts and expenditure of the Club and submit to audit in accordance with Clause 6 (e).
- (b) Bank all monies received by him with the Bank that is approved by the Board of Directors of the Mother Club and report the financial position of the Club at each meeting and seek approval for payment of accounts.
- (c) Perform all other duties pertaining to the position of Bowling Club Treasurer.
- (d) Submit a Financial Report to the Toukley R.S.L. Sub-Branch Club Limited upon request.

13. The Bowl's Secretary shall:-

- (a) Arrange all games of bowls.
- (b) Collect green fees & hand same to the Treasurer.
- (c) Invite by letter, other Clubs to Special Days.

- (d) Inform by letter visits to other Clubs.
- (e) Place nomination forms on Notice Board for weekly events seven (7) days prior.

NOTICES

14. A Notice Board shall be placed in a prominent position in the Club and it shall be the duty of the Secretary to see that all requisite notices are displayed thereon, and that notices which have fulfilled their purposes are removed. Committees and members desiring to display notices on the Club Notice Board may do so, subject to approval by the Management Committee.

Notice of all meetings shall be given by the Secretary as follows:

By posting on the Club Notice Board particulars regarding time, date and place and objects of such meetings.

CLUB COMPETITIONS

15. Club competitions shall be governed by the Management Committee and carried out by the Match Committee. All trophies presented to or offered by the Club for competition shall be played for under such conditions as the Management Committee may from time to time determine, subject to such other conditions as the donor may request and subject to the approval of the Management Committee.

All games drawn for play to be posted on the Notice Board.

TIME OF PLAY

16. The time of commencement of play shall be determined by the Match Committee.

RULES OF PLAY

17. The rules of play shall be those of the Royal N.S.W. Bowling Association Conditions of Play.

LOCAL EXEMPTIONS FROM PLAY

18. Shall be as laid down in the R.N.S.W.B.A. "Conditions of Play" and shall also include Official R.S.L. games.

VISITORS

19. Visitors approved by the Committee may play bowls and otherwise enjoy the amenities of the Club so long as they do not infringe the Regulations and By-Laws of the Toukley R.S.L. Sub-Branch Club Limited. Visitors shall not be eligible to compete for Club Championship trophies.

COMPLAINTS

20. All suggestions and complaints shall be made to the Secretary in writing and shall be submitted by him to the Management Committee to be dealt with.

ALTERATIONS

21. This constitution shall as far as practicable govern the affairs of the Toukley R.S.L. Bowling Club and no clause may be rescinded or altered except as per clause 6 and at a General Meeting of members.

The mover shall give the Secretary at least twenty eight (28) days notice of his intention and state the clause concerned and shall state clearly the proposed alteration. The Secretary shall place the Notice of Motion on the Bowling Club's Notice Board for at least twenty-one (21) days prior to the date of the meeting at which such Notice of Motion will be dealt with.

A motion of rescission, addition or alteration of the constitution shall not be effective unless carried by a majority of at least two-thirds of the members present and qualified to vote. Any alteration or alterations of the constitution shall be binding on all members.

Any intended alteration or alterations to the constitution must be sanctioned by the Board of Directors of the Toukley R. S.L. Sub-Branch Club Limited prior to calling of the General Meeting.

BOWLING DRESS

22. Bowling Dress shall be as approved by the Royal New South Wales Bowling Association By Laws for use in all Association, Championship and Weekend matches. - Dress rules for social and other special events not listed as above shall be as determined by the Management Committee

INDEMNITY INSURANCE

23. The Management Committee shall be covered for indemnity by the Toukley RSI, Sub-Branch Club Limited's Insurance Policy.

DISABLED BOWLERS

24. Encourage and support Disabled Bowlers in the game of bowls and provide facilities where possible under the jurisdiction of the Toukley RSI, Sub-Branch Club Limited.