



BERWICK BOWLING CLUB INC.

CONSTITUTION

ABN 12 988 947 083

(Founded 8th February 1930)

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Version Reference

Current Version No and Date Changes	Annual General Meeting or Special General Meeting
Version Reference 7.000 11 October 2013	Compiled by Constitutional Working Party
Version Reference 9.000	Constitution Approved at AGM May 2018
Version Reference 10.0	Resolution Approved at AGM December 2020

Government Legislation

Associations Incorporation Act 1981 (Vic)
Associations Incorporation Regulations 2009 (Vic)
Associations Incorporation Reform Act 2012 (Vic)
Liquor Control Act
Corporations Act 2001 (Cth)
Associations Incorporation Reform Act 2012
Privacy Act (1974) Regulations 2001 and 2006

Electronic Document Name

Constitution V10.0 2020 Final

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Part I - Purposes, Powers and Interpretation

1. Name

The name of the incorporated association is Berwick Bowling Club Inc.

2. Incorporation

The Club shall incorporate under the Act and shall remain incorporated.

3. Purposes of Association

The Club is established solely for these purposes:

- a) Conduct, encourage, promote, advance and administer Bowls throughout its local area;
- b) Act, at all times, on behalf of and in the interest of the Members and Bowls;
- c) Affiliate and otherwise liaise with Bowls Victoria (including, but not limited to, its Regions and Divisions), Bowls Australia and/or World Bowls and adopt their Rule and policy frameworks to further these purposes;
- d) Abide by, promulgate, enforce and secure uniformity in the application of the Rules of Bowls as may be determined from time to time by Bowls Victoria, Bowls Australia and/or World Bowls and as may be necessary for the management and control of Bowls and related activities in Victoria;
- e) Advance the operations and activities of the Club throughout the local area;
- f) Maintain and conduct a sporting and social Club and to build, maintain or otherwise provide facilities for the use and recreation of the Members;
- g) Raise and borrow any monies, and to buy, sell or otherwise deal with any real or personal property, required for the purposes of the Club upon such terms and conditions and/or on such securities as may be determined;
- h) Apply for, hold and renew any liquor or gaming licences;
- i) Have regard to the public interest in its operations; and
- j) Undertake and/or do all such things or activities which are necessary, incidental or conducive to the advancement of these purposes.

4. Powers of Association

Solely for furthering the purposes set out above, the Club has all the rights, powers and privileges conferred on it under the Act, in particular Part IV.

5. Interpretation and Definitions

5.1 Definitions

In this Constitution, unless the contrary intention appears:

Act means the Associations Incorporation Reform Act 2012 (Vic).

Administration Officer means the Board Secretary of the Club elected by the Members of the Club in accordance with Rule 17

AGM means an Annual General Meeting together with any meeting of Members convened in accordance with Rule 11 below.

Annual Subscriptions means the annual fees payable by each category of Member as determined by the Board under Rule 7.

Appointed Board Member means a Board Member appointed under Rule 16.4.

Board means the body consisting of the Board Members under Rule 16.2.

Board Chairman means the Board Chairman of the Club elected by the Members of the Club in accordance with Rule 17 from time to time.

Board Treasurer means the Board Treasurer of the Club elected by the Members of the Club in accordance with Rule 17.

Bowls means the sport and game of bowls as determined by World Bowls with such variations as may be recognised by Bowls Australia or Bowls Victoria from time to time.

Bowls Australia means Bowls Australia Incorporated, the governing body for Bowls in Australia, or its successors.

Bowls Victoria means Bowls Victoria Incorporated, the governing body for Bowls in Victoria, or its successors.

Club means Berwick Bowling Club Inc.

Club Colours means the Uniform and the Flag. See Rule 31

Committee means any committee of the Board created under Rule 21.4 from time to time.

Constitution means this constitution of the Club as amended from time to time.

Delegate means a person appointed by the Board to represent the Club at Bowls Victoria or other meetings.

Division means a cluster of Bowls Clubs designated by Bowls Victoria from time to time, brought together for the purpose of organizing competition within its boundaries and to carry out any other functions defined by Bowls Victoria from time to time.

Elected Board Member means a Board Member elected under Rule 17.

Financial Year means the year ending on 31 March.

Full Member means a natural person recognized by the Club as a Member under Rule 6.3 e) from time to time. For the avoidance of doubt, such members must meet and maintain any criteria set by Bowls Victoria from time to time for "Affiliated Members" (or equivalent) under its constitution.

Life Member means an individual elected as such under Rule 6.4 a).

Member means any person recognized as a member of the Club by the Board under Rule 6

Region means an area of Victoria having boundaries as approved by Bowls Victoria from time to time. A reference to "Region" also includes the committee or other body appointed to administer an approved area.

Register means the register of Members kept in accordance with Rule 8.1.

Regulations mean any regulations by-laws made by the Board under Rule 39.

Relevant Documents means the records and other documents, however recorded compiled or stored, that relate to the Club and management of the Club and includes membership records, financial statements, financial records, and records and documents relating to transactions, dealings, business or property of the Club.

Secretary means the executive officer of the Club appointed by the Board in accordance with Rules 16.4 and 21.1 a) for the purpose of dealing with Consumer Affairs Victoria (CAV) and/or the Australian Tax Office (ATO). This person may be a member of the Board, a Member of the Club or any other natural person (refer Rule 22.4).

Sections ~~means Bowls, Services and Membership Sections of the Club.~~ **Deleted at 2018 AGM** "means Sections as described in the Regulations." **Inserted at 2018 AGM**

Special Resolution has the same meaning as the Act.

World Bowls means World Bowls Limited, the international governing body for Bowls, or its successors.

5.2 Interpretation

In this Constitution:

- a) A reference to a Rule, regulation, schedule or annexure is to a Rule, regulation, schedule or annexure of, or made under, this Constitution;
- b) Words inferring the singular include the plural and vice versa;
- c) Words inferring any gender include the other gender;
- d) Headings are for convenience only and shall not be used for interpretation;
- e) Words or expressions shall be interpreted in accordance with the provisions of the Act as they vary from time to time;
- f) References to persons include natural persons, corporations and bodies politic, and any legal personal representatives, successors and permitted assigns of that person;
- g) A reference to a statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them (whether of the same or any legislative authority having jurisdiction); and
- h) Expressions referring to "writing" shall unless the contrary intention appears, be construed as including references to printing, photography and other modes of representing or reproducing words in a visible form, including messages sent by electronic mail.

5.3 Enforceability

- a) If any provision of this Constitution or any phrase contained in it is invalid or unenforceable in any jurisdiction, the phrase or provision shall be read down for the purpose of that jurisdiction, if possible, so it is valid and enforceable. If it cannot be so read down the provision shall be severed to the extent of the invalidity or unenforceability. The remaining provisions of this Constitution and its validity or enforceability shall not be affected by the severance in any other jurisdiction.
- b) In the event of any doubt or difficulty arising as to the meaning of any Rule, Regulation or By Law or should a question arise as to their interpretation, the Board shall have the power to pronounce a decision thereon and its decision shall be final and binding on the members, subject only to affirmation or reversal by a Special General Meeting called for that purpose.

Part II - Membership

6. Members

6.1 Minimum Number of Members

The Club must have at least ten Members.

6.2 Categories of Membership

The Members shall be divided into, the following categories:

- a) Full Members who shall have the right to be present, debate and vote at Annual and Special General Meetings. Refer Rule 6.3 and 6.4;
- b) Life Members who shall have the right to be present, debate and vote at Annual and Special General Meetings. Refer Rule 6.4;
- c) Honorary members who shall not be eligible to hold elected office or to vote at any meeting of the Club. Refer. Rule 24.3;
- d) Such other Category or Categories of Members as determined by the Board from time to time. Refer Rule 6.3 b) c) d) e) f) and Regulation 40.1.

6.3 Application for Membership

- a) To be eligible for membership as a Full Member The applicant must be a natural person and meet any other criteria set by the Board from time to time. For the avoidance of doubt, such members also must meet and maintain any criteria set by Bowls Victoria from time to time for "Affiliated Members" (or equivalent) under its constitution.
- b) Subject to this Constitution or any procedures set by the Board from time to time, an application for membership must be in writing in the form prescribed by the Board from time to time.
- c) Any person wishing to become a member must be proposed by one member and seconded by another. A nomination paper shall be signed by the applicant, proposer and seconder and shall contain the name, address and occupation of the candidate, the class of membership and the date of the application accompanied by the appropriate fee or fees, if any and lodged with the Board or its nominee.
- d) The Board may, in its discretion, determine whether to approve or decline the application.
- e) If the Board does not approve an application for membership, it shall, as soon as practicable, notify the applicant in writing that their application for membership is not approved. The Board is not required to give reasons for its decision.
- f) If a person satisfies the criteria set by this Rule 6.3 and the Board accepts the application for membership subject always to this Constitution.
- g) Leave of Absence: Any member contemplating absence for a period may upon application to the Board be granted leave of absence for a period not exceeding 2 years, subject to payment of a nominal amount fixed by the Board.

6.4 Life Members

- a) Nominations for Life Membership must be proposed, and seconded by at least 3 members of the Club, and should be lodged with the Board or its nominee, citing the criteria, for Life Membership.

- b) The Board of Management will debate the nominations, consider the criteria below and make a decision which must be unanimous and is final.
- c) If approved by the Board, the nomination in the form of a Special Resolution, should then be put to an Annual General Meeting or to a Special General Meeting.
- d) At such Annual General Meeting or Special General Meeting, upon receiving the favorable vote of at least three quarters of the members present, the member shall be elected a Life Member.
- e) Criteria:
 - i) A Person who has held continuous membership and been an active contributor to the management of the Club for the majority of that time; and/or
 - ii) A Person who shall have rendered special service or services to the Club, may be nominated by any member of the Club to the Board of Management.
- f) A resolution of the Annual General Meeting or Special General Meeting to confer life membership on the recommendation of the Board must be a Special Resolution.
- g) A person must accept or reject the Club's resolution to confer Life Membership in writing. Upon written acceptance, the person's details shall be entered upon the Register, and from the time of entry on the Register the person shall be a Life Member but remain subject to this Constitution.
- h) There shall not be more than 8 Life Members of the Club.
- i) Being an Elected Life Member of the Club, the member shall not be relieved of any financial obligation other than the Annual Subscription

6.5 Renewal of Membership

- a) Affiliated Members must reapply for membership each Financial Year through the procedure set out in this Constitution or by the Board from time to time.
- b) Members other than Affiliated Members must reapply for membership as determined by the Board from time to time.

6.6 Deemed Membership

All persons who are, prior to the approval of this Constitution under the Act, Members of the Club shall be deemed Members from the time of approval of this Constitution under the Act. Such membership shall continue subject to the terms of this Constitution.

6.7 Effect of Membership

- a) Members acknowledge and agree that:
 - i) This Constitution constitutes a contract between each of them and the Club and that they are bound by this Constitution and the Regulations;
 - ii) They shall comply with and observe this Constitution and the Regulations;
 - iii) By submitting to this Constitution and the Regulations they are subject to the jurisdiction of the Club;
 - iv) This Constitution and Regulations are necessary and reasonable for promoting the purposes of the Club; and

- v) They are entitled to all benefits, advantages, privileges and services of their membership as determined by the Board.
- b) Members may by virtue of membership of the Club and subject to this Constitution:
 - i) Express in writing or otherwise their views and opinions in any meeting in respect of which they are entitled to participate in accordance with this Constitution;
 - ii) Make proposals or submissions to the Board;
 - iii) Engage and participate in any activity approved, sponsored or recognised by the Club; and
 - iv) Conduct any activity approved by the Club.
- c) A right, privilege or obligation of a person by reason of their membership of the Club: is not capable of being transferred or transmitted to another person and terminates upon the cessation of membership whether by death, resignation or otherwise.
- d) Liability of Members: A member by any breach of these Rules, or any unlawful act, causes the Club or any officer of the Club to pay any money, such a member shall be civilly liable to the Club or such officer for the amount so paid.

7. Subscriptions and Fees

- a) The Annual Subscriptions and any other fees payable by Members or categories of Members to the Club, the benefits which apply, the time for, and manner of payment, shall be determined by the Board from time to time.
- b) The date on which Annual Subscriptions shall fall due shall be determined by the Board from time to time.
- c) These clauses give the Board power to restrict the rights of Members who have failed to pay. It is up to the Club whether to include these as is, vary them or exclude them.
- d) The Board is empowered to prevent any Member whose Annual Subscription or any other fees are in arrears from exercising the whole or any of the rights or privileges of membership of the Club, including but not limited to the right to vote at General Meetings.
- e) An Annual Subscription and levies for annual Green Fees and Affiliation Fees and other charges as may be determined by the Board for any particular class of member shall be fixed from year to year no less than 1 month prior to the end of the Club's current financial year. Such subscriptions shall be due and payable within 31 days after the commencement of the next financial year. Payments over 31 days shall attract a late payment fee as determined by the Board.
- f) If any member enters after the first day of November in any financial year, the subscription for the remaining portion of the financial year shall be fixed at the discretion of the Board.
- g) The Board may determine fees to be charged for casual use of the Club's facilities where an annual fee is not applicable.

8. Registers

8.1 Club to Keep Register of Members

- a) The Club shall keep and maintain a Register of Members in which shall be entered:
 - i) The full name and address of the Member;
 - ii) The category of membership of the Member;
 - iii) The date on which the Member became a Member; whether the Member has been granted voting rights; any other information determined by the Board; and
 - iv) For each former Member, the date of ceasing to be a Member.

8.2 Inspection of Register

Inspection of the Register will only be available as required by the Privacy Act and in accordance with Rule 38 b).

9. Resignation of Members

9.1 Notice of Resignation

- a) Any Member who has paid all monies due and payable to the Club may resign from the Club by giving seven days' notice in writing to the Club of such intention to resign. Upon the expiration of that period of notice, the Member shall cease to be a member.
- b) No Office bearers shall be held to have resigned their office until his resignation in writing shall have been accepted by the Board. A replacement may be appointed by the relevant Board or Committee.

9.2 Expiration of Notice Period

Upon the expiration of a notice given under Rule 9.1, an entry, recording the date on which the Member who gave notice ceased to be a Member, shall be recorded in the Register.

9.3 Resignation by Failure to Pay Subscription

A Member is taken to have resigned if:

- a) The Member's Annual Subscription is outstanding more than 60 days after the due date determined by the Board in accordance with Rule 7 b); or
- b) If no annual subscription is payable:
 - i) The administration officer has made a written request to the Member to confirm that he or she wishes to remain a Member with the response in the negative; and
 - ii) The Member has not, within 30 days after receiving that request, confirmed in writing that he or she wishes to remain a Member.
- c) Should a sufficient explanation be made to the Board for the failure to pay subscription or reason for not responding to a request, the Board shall have the power to restore the Membership upon payment of the amount due (if any).

9.4 Forfeiture of Rights

A Member who ceases to be a Member, for whatever reason, shall forfeit all right in and claim upon the Club and its property.

10. Expulsion, Suspension or Fining of Members

10.1 Establishing a Disciplinary Committee

- a) Where the Board considers that a Member has:
 - i) Breached, failed, refused or neglected to comply with a provision of this Constitution or the Regulations;
 - ii) Acted in a manner unbecoming of a Member or prejudicial to the purposes and interests of the Club, or another Member; or
 - iii) Brought themselves, the Club, Bowls or another Member into disrepute,the Board may by resolution and in accordance with Rule 21.4, establish a Disciplinary Committee to convene to hear a matter against any Member and to determine what action, if any, to take against that Member (Disciplinary Hearing), and that Member will be subject to and submits unreservedly to the jurisdiction, disciplinary procedures, penalties and the appeal mechanisms (if any) of this Constitution.
- b) The grounds listed at Rule 10.1 a) do not constitute a grievance, and Rule 25 does not apply.

10.2 Provisional Suspension

- a) Upon establishing a Disciplinary Committee under Rule 10.1 a) the Board may by resolution provisionally suspend the Member subject to the Disciplinary Hearing until such time as the Disciplinary Committee makes a finding.
- b) The Disciplinary Committee may lift a provisional suspension prior to making a finding at the Disciplinary Hearing.

10.3 Disciplinary Committee Members

The members of the Disciplinary Committee:

- a) May be Members or anyone else; but
- b) Must not be biased against, or in favour of, the Member concerned; and
- c) Must not be a Board Member.

10.4 Notice of Alleged Breach

Where a Disciplinary Committee is established the Club shall serve on the Member not earlier than 28 days and not later than 14 days before the Disciplinary Hearing is to be held, a notice in writing:

- a) Setting out the alleged breach of the Member and the grounds on which it is based;
- b) Stating that the Member may address the Disciplinary Committee at the Disciplinary Hearing. The Member is not entitled to be legally represented at the Disciplinary Hearing;
- c) Stating the date, place and time of that Disciplinary Hearing;
- d) Informing the Member that he, she or it may do one or more of the following:

- i) Attend that Disciplinary Hearing;
- ii) Give the Disciplinary Committee prior to or at that Disciplinary Hearing a written statement regarding the alleged breach.

10.5 Determination of Disciplinary Committee

- a) At the Disciplinary Hearing the Disciplinary Committee shall:
 - i) Give the Member every opportunity to be heard;
 - ii) Give due consideration to any written statement submitted by the Member; and
 - iii) Determine whether the alleged breach occurred.
- b) If the Disciplinary Committee determines there was a breach of Rule 10.1a), it will determine what penalty (if any) shall be given to the Member and give notice of this to the Board.
- c) The penalties able to be given to the Member by the Disciplinary Committee include:
 - i) Expel a Member from the Club; or
 - ii) Suspend a Member from membership of the Club or accessing certain privileges of membership for a specified period; or
 - iii) Fine a Member; or impose such other penalty, action or educative process as the Disciplinary Committee sees fit.

10.6 Appeal to General Meeting

- a) Where the Disciplinary Committee makes a determination under Rule 10.5, the Member may appeal any part of that determination by providing the Administration Officer with notice setting out that they wish to appeal the determination to the Club in a General Meeting. Such notice of appeal must be provided within 48 hours of the Member receiving the determination of the Disciplinary Committee.
- b) Where the Administration Officer receives a notice under Rule 10.6 a), the Board shall convene a General Meeting to be held within 21 days (or longer period if the Board requires) of the date on which the Administration Officer received the notice.
- c) At the General Meeting of the Club convened under Rule 10.6 b):
 - i) No business other than the question of the appeal shall be transacted;
 - ii) The disciplinary committee may place before the meeting details of the grounds for its determination and the reasons for the passing of the determination;
 - iii) The member shall be given an opportunity to be heard; and
 - iv) The members present shall vote by secret ballot on the question whether the resolution should be confirmed or revoked.
- d) If at the General Meeting (refer Rule 10.6 c): Two-thirds of the Members present and entitled to vote, do vote, in favour of the revoking of the Disciplinary Committee's determination, that determination is overturned and in any other case, the determination is confirmed.

10.7 Procedures

Subject to this Rule 10 and any other relevant provision of this Constitution, the Board may regulate the procedures at a General Meeting convened under this Rule 10 as it thinks fit.

Part III - Meetings

11. Annual General Meetings

11.1 Annual General Meeting to be Held

- a) The Club shall convene and hold an Annual General Meeting of its Members annually in accordance with the Act.
- b) The Annual General Meeting of the Club shall, subject to the Act and to Rule 11.1 a), be convened at a time, date and venue to be determined by the Board.

11.2 Minutes of Annual General Meetings

- a) The Annual General Meeting will transact any business required by the Act and any other business of which notice is given in accordance with this Constitution.
- b) The Business to be transacted at the Annual General Meeting shall be in the following order:
 - i) Reading of the notice convening the meeting;
 - ii) Reading and confirmation of the Minutes of previous Annual General Meeting and /or Special General Meetings;
 - iii) Reading of Annual Report;
 - iv) Consideration and Adoption of Annual Report Presentation of Balance Sheet and Statement of Accounts;
 - v) Consideration and Adoption of Balance Sheet and Statement of Accounts Amendments and additions to the Constitution;
 - vi) Fix Amount of Annual Subscriptions Nomination and Election of Auditors;
 - vii) Reports from the Club Section Committees and reports from any other Committees are to be circulated prior to the Annual General Meeting and are to be taken as read at that meeting;
 - viii) Transact any other business affecting the interest and welfare of the Club of which due notice has been given according to the Rules;
 - ix) General Business, provided that no members shall propose any extraordinary expenditures of the Club's Funds unless notice of motion relating thereto, shall be given 30 days prior to such Annual Meeting of the Club and such notice of motion shall have been included in the notice of meeting referred to in Rule 15.6 b);
 - x) Election of Office Bearers "the results of voting for Elected Board Members by the method defined in Clause 17 d)" ***Inserted at 2018 AGM.***

11.3 Additional Meetings

The Annual General Meeting shall be in addition to any other General Meetings that may be held in the same year. Any General Meeting other than an Annual General Meeting is a Special General Meeting.

11.4 Auditors

- a) An Auditor or Auditors shall be appointed at each Board Annual General Meeting.
- b) An Auditor may not be a member of the Club.

- c) An Auditor shall have the power at all times to examine the books and documents of the Club and shall also, after the close of the financial year, audit a statement of receipts and expenditure and Balance Sheet, setting forth the Financial interests of the Club since the end of the previous financial year. These Statements shall be prepared by the Treasurer. All reports from the Auditor must be tabled at the Board Annual General Meeting.

12. General Meetings

12.1 General Meetings May Be Held

The Board may, whenever it thinks fit convene a General Meeting of the Club and, where but for this Rule more than fifteen months would elapse between Annual General Meetings, it shall convene a General Meeting before the expiration of that period.

12.2 Request for General Meetings

- a) The Board shall convene a General Meeting upon receiving a request in writing from not less than 15 Members of the Club or 3 Members of the Board.
- b) The request for a General Meeting shall be in writing and shall state the object(s) of the meeting and shall be signed by the all the Members making the request see 12.2 a) and be sent to the Administration Officer. The request may consist of several documents in a like form, each signed by one or more of the Members making the requisition.
- c) If the Board does not cause a General Meeting to be held within 40 days after the date on which the request is sent to the Club, the Members making the request, or any of them, may convene a General Meeting to be held not later than sixty days after that date.
- d) A General Meeting convened by Members under this Constitution shall be convened in the same manner, or as nearly as possible as that, in which General Meetings are convened by the Board. All reasonable expenses incurred in convening the meeting shall be refunded by the Club to the persons incurring the expenses.

13. Notice of Meetings

13.1 Notice to be Given for General Meetings

The Administration Officer shall, at least 21 days before the date fixed for holding a General Meeting, send to each Member entitled to vote at such meeting and each Board Member a notice in writing stating the place, date and time and the nature of the proposed business to be transacted at the meeting. Notice may be given in any form permitted under Rule 37.

13.2 Business - General Meeting

- a) No business other than that set out in the notice convening the meeting shall be transacted at the General Meeting.
- b) A Member desiring to bring any business before a meeting shall give at least 30 days' notice in writing of that business to the Club which shall include that business in a notice calling the next general meeting after receipt of the notice.

14. Proceedings at Meetings

14.1 Quorum General Meeting

- a) No business shall be transacted at any General Meeting unless a quorum is present at the time when the meeting proceeds to business. A quorum for General Meetings of the Club shall be 20% of Members who are eligible to vote.
- b) If within half an hour after the appointed time for the commencement of a General Meeting, a quorum is not present, the meeting:
 - i) If convened upon the requisition of Members, shall be dissolved and in any other case, shall stand adjourned to -
 - The same day in the next week at the same time and (unless Members are notified of an alternate venue) at the same place; or
 - Any date, time and place determined by the Chairman;
 - ii) And if at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the meeting shall lapse.

14.2 Board Chairman to Chair

The Board Chairman shall chair each General Meeting of the Club. If the Board Chairman is absent from a General Meeting or is unwilling to act, then the Board Members present shall elect one of their number to preside as Chairman at the meeting.

14.3 Chairperson May Adjourn Meeting

- a) The Chairman of a General Meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- b) Where a meeting is adjourned for 14 days or more, a notice of the adjourned meeting shall be given as in the case of the General Meeting. Except as provided in this Rule, it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting.

14.4 Use of Technology

- a) A Member not physically present at a General Meeting may participate in the meeting by the use of technology that allows that Member and the Members present at the meeting to clearly and simultaneously communicate with each other.
- b) A Member participating in a General Meeting as permitted under Rule 14.4 a) is taken to be present at the meeting and, if the Member votes at the meeting, is taken to have voted in person.

15. Voting at General Meetings

15.1 Voting Rights

Subject to any other provision of this Constitution, each Affiliated Member and Life Member shall be entitled to one vote at General Meetings.

15.2 Voting Procedure

- a) Subject to this Rule 15.1, votes at a General Meeting shall be given in person by those present and entitled to vote.
- b) Subject to Rule 15.4, all questions arising at a General Meeting shall be determined on a show of hands.
- c) In the case of an equality of votes on a question, the motion shall fail. Neither the Board Chairman nor the Chairman of the meeting is entitled to exercise a second or casting vote.

15.3 Recording of Determinations

When a declaration is made by the Chairman that a resolution has, on a show of hands, been carried, carried unanimously, carried by a particular majority or lost, then an entry to that effect in the Minute Book of the Club is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

15.4 Poll at General Meetings

If a poll is demanded by the Chairman or any two Members, it shall be taken in such a manner and either at once or after an interval or adjournment or otherwise as the Chairman directs. The result of the poll shall be the resolution of the meeting.

15.5 Proxy and Postal Voting

Unless otherwise determined by the Board, there shall be no proxy or postal voting on any matter.

15.6 Minutes of General Meetings

- a) The Board must ensure that Minutes are taken and kept of each General Meeting.
- b) The Minutes must record:
 - i) The business considered at the meeting;
 - ii) Any resolution on which a vote is taken and the result of the vote;
 - iii) The results of voting for elected board members by the method defined in clause 17 d); and
 - iv) The names of persons present at all meetings recorded in appropriate register.

Part IV - Board

16. Board

16.1 Powers of Board

- a) The affairs of the Club shall be managed by the Board constituted under Rule 16.2.
- b) Subject to this Constitution and the Act, the Board:
 - i) Shall control and manage the business and affairs of the Club;
 - ii) May exercise all such powers and functions as may be exercised by the Club other than those powers and functions that are required by this Constitution to be exercised by the Members in General Meeting; and
 - iii) Has power to perform all such acts and things as appear to the Board to be essential for the proper management of the business and affairs of the Club.

16.2 Composition of Board

- a) The Board shall consist of:
 - i) Nine Elected Board Members who must all be Affiliated Members and who shall be elected in accordance with Rule 17; and
 - ii) Up to three Appointed Board Members who must be appointed by the Elected Board Members.
- b) The Board may allocate portfolios to Board Members if required.

16.3 Elected Board Members

- a) Subject to Rule 17, each Elected Board Member shall take office from the conclusion of the Annual General Meeting at which they are elected.
- b) Subject to a) above, the Board Chairman and Board Vice-Chairman will normally hold office for a term of two years following their election. As far as is possible, the Board Chairman and Board Vice-Chairman will normally be elected in alternate years.
- c) Subject to a) above, the Board Treasurer and the Administration Officer will normally hold office for a term of two years following their election. As far as is possible, the Board Treasurer and the Administration Officer will normally be elected in alternate years.
- d) Subject to a) above, all other Board Members will normally hold office for a term of one year following their election.

16.4 Appointed Board Members

- a) The Elected Board Members may appoint up to three Appointed Board Members. An Appointed Board Member may have specific skills in commerce, finance, marketing, law or business generally or such other skills, which complement the Board composition, but need not have experience in or exposure to Bowls. The Appointed Board Member does not need to be an Affiliated Member.
- b) The Appointed Board Member may be appointed by the Elected Board Members in accordance with this Constitution for a term of up to two years.

16.5 Casual Vacancy

In the event of a casual vacancy in the office of any Elected Board Member, the Board may appoint an appropriate Full Member to the vacant office and the person so appointed may continue in office up to the end of the term of the Elected Board Member they are replacing.

16.6 Transitional Arrangements

Notwithstanding any other Rule of this Constitution, the transitional arrangements set out in this Rule 16.6 shall apply from the date of adoption of this Constitution.

17. Election of Elected Board Members

- a) The Administration Officer shall call for nominations at an appropriate time determined by the Board. All Members shall be notified of the call for nominations in a manner determined by the Board.
- b) Candidates must:
 - i) Be aged 18 years or over; and
 - ii) Reside in Australia.

Candidate nominations must:

 - iii) Be made in writing on the form provided by the Club from time to time (if any), signed by two Affiliated Members as nominees and accompanied by the written consent of the nominee. The candidate must be an Affiliated Member; and
 - iv) Delivered to the Administration Officer or person nominated by the Board by the date specified on the call for nominations.
- c) If the number of nominations received is equal to the number of vacancies to be filled or if there are insufficient nominations received to fill all vacancies on the Board, then those nominated shall be declared elected.
- d) If there are insufficient nominations received to fill all vacancies on the Board the remaining positions will be deemed casual vacancies under Rule 16.5.
- e) If the number of nominations exceeds the number of vacancies to be filled, voting papers shall be prepared containing the names of the candidates in random order for each vacancy on the Board.
- f) Voting for an Elected Board Member - ~~Voting shall be conducted at the Annual General Meeting in such a manner and by such a method as determined by the Board from time to time.~~ **Deleted at 2018 AGM.** *“Voting shall be conducted prior to the Annual General Meeting in such a manner and by such a method as determined by the Board from time to time.*
- g) *Members may cast their vote either by electronic means using an on-line voting system approved by the Board, or by hand in a ballot box at times determined by the Board.*
- h) *The results of elections for Elected Board Members by votes cast by electronic means and/or by hand shall be subject to Rule 14.1. Results shall be deemed to stand if the number of Members attending the Annual General Meeting does not achieve a quorum as defined by Rule 14.1.”* **Inserted at 2018 AGM.**

18. Vacancy on the Board

18.1 Grounds for Termination of Board Member

For the purposes of this Constitution, the office of a Board Member becomes vacant if the Board Member:

- a) In the case of an Elected Board Member, ceases to be an Affiliated Member;
- b) Becomes bankrupt;
- c) Resigns their office by notice in writing given to the Club;
- d) Is subject to any sanction by the Board, which sanction is confirmed by the Members, under Rule 10;
- e) Is directly or indirectly interested in any contract or proposed contract with the Club and, in the opinion of the Board, has deliberately, recklessly or negligently failed to declare the nature of his interest;
- f) Is removed from office in accordance with this Constitution;
- g) Dies or becomes of unsound mind or a person whose person or estate is liable to be dealt with in anyway under the law relating to mental health;
- h) Would be prohibited from being a Board Member of a company under the Corporations Act 2001 (Cth); or
- i) Fails to attend three consecutive meetings of the Board without having previously obtained leave of absence in accordance with Rule 16.5 or provided reasonable excuse for such absence.

18.2 Removal of Board Member

- a) The Club in a General Meeting may by Special Resolution remove any Board Member, before the expiration of their term of office and appoint another Member in their place to hold office until the expiration of the term of the first mentioned Board Member.
- b) Where the Board Member to whom a proposed resolution referred to in Rule 18.2 a) makes representations in writing to the Administration Officer or the Board Chairman and requests that such representations be notified to the Members, the Administration Officer or the Board Chairman may send a copy of the representations to each Member or, if they are not so sent, the Board Member may require that they be read out at the meeting, and the representations shall be so read.

19. Quorum and Procedure at Board Meetings

19.1 Convening a Board Meeting

- a) The Board shall meet as often as is deemed necessary for the dispatch of business. Subject to this Constitution, in particular Rule 12, the Board may regulate its meetings as it thinks fit.
- b) Unless all Board Members agree to hold a meeting at shorter notice (which agreement shall be sufficiently evidenced in writing or by their presence) not less than two days' written notice of Board meeting shall be given to each Board Member.

- c) Written notice of each Board meeting, specifying the general nature of the time, date and place of the Board meeting and the business to be transacted, shall be served on each Board Member by:
 - i) Delivering it to that Board Member personally;
 - ii) Sending it in writing, by facsimile or other means of electronic communication (subject to receiving appropriate confirmation that the notice has been effectively dispatched);in accordance with the Board Member's last notified contact details.
- d) Notice may be given of more than one Board meeting at the same time.

19.2 Urgent Board Meetings

- a) In cases of urgency, a meeting can be held without notice being given in accordance with Rule 19.1 provided that as much notice as practicable is given to each Board Member by the quickest means practicable.
- b) Any resolution made at an urgent Board meeting must be passed by an absolute majority of the Board.

19.3 Quorum at a Board Meeting

- a) As the Board consists of Nine voting rights then Five Board Members shall constitute a quorum for the transaction of the business of a meeting of the Board.
- b) No business shall be transacted unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present, the meeting shall stand adjourned to the same place and at the same hour of the same day in the following week, or any date, time and place determined by the Board Chairman.
- c) The Board may act notwithstanding any casual vacancy. However, if there are casual vacancies in the office of a Board Member such that the number of remaining Board Members is not sufficient to constitute a quorum at a meeting of the Board, those Board Members may act only for the purpose of increasing the number of Board Members to a number sufficient to constitute such a quorum.

19.4 Procedures at Board Meetings

- a) At meetings of the Board, the Board Chairman shall chair the meeting. If the Board Chairman is absent or unwilling to act, the Board shall appoint one of its members to chair the meeting.
- b) Questions arising at a meeting of the Board shall be determined on a show of hands or, if demanded by a Board Member, by a poll taken in such manner as the person presiding at the meeting may determine.
- c) Each Elected Board Member and Appointed Board Member present at a meeting of the Board (including the person presiding at the meeting) is entitled to one vote. In the event of an equality of votes on any question, the motion shall fail; neither the Board Chairman nor Chair may exercise a second or casting vote.
- d) Voting by proxy is not permitted.

- e) A resolution in writing signed or assented to by facsimile or other form of electronic communication by all the voting Board Members, shall be as valid and effectual as if it had been passed at a meeting of the Board duly convened and held. Any such resolution may consist of several documents in like form each signed by one or more of the Board Members.
- f) Without limiting the power of the Board to regulate its meetings as it thinks fit, a meeting of the Board Members may be held where one or more of the Board Members is not physically present at the meeting, provided that:
 - i) All persons participating in the meeting are able to communicate with each other effectively, simultaneously and instantaneously whether by means of telephone or other form of communication;
 - ii) Notice of the meeting is given to all the Board Members entitled to notice in accordance with the usual procedures agreed upon or laid down from time to time by the Board;
 - iii) In the event that a failure in communications prevents condition i) above from being satisfied by that number of Board Members which constitutes a quorum, and none of such Board Members are present at the place where the meeting is deemed by virtue of the further provisions of this Rule to be held then the meeting shall be suspended until condition i) above is satisfied again. If such condition is not satisfied within fifteen Minutes from the interruption the meeting shall be deemed to have terminated; and
 - iv) Any meeting held where one or more of the Board Members is not physically present shall be deemed to be held at the place specified in the notice of meeting provided a Board Member is there present and if no Board Member is there present the meeting shall be deemed to be held at the place where the Chairman of the meeting is located.

19.5 Leave of Absence

- a) The Board may grant a Board Member leave of absence from Board meetings for a period not exceeding three months.
- b) The Board must not grant leave of absence retrospectively unless it is satisfied that it was not feasible for the Board Member to seek the leave in advance.

20. Board Members' Interests

20.1 Material Personal Interests

- a) A Board Member who has a material personal interest in a matter being considered at a Board meeting must disclose the nature and extent of that interest to the Board.
- b) A Board Member with such a material personal interest must not:
 - i) Be present while the matter is being considered at the meeting; and
 - ii) Must not vote on the matter.
- c) This Rule 20.1 does not apply to a material personal interest that:
 - i) Exists only because the Board Member belongs to a class of persons for whose benefit the Club is established; or
 - ii) That the Board Member has in common with all, or a substantial proportion of the Members.

- d) A general notice that a Board Member is to be regarded as having a material personal interest in a matter being considered is sufficient declaration for such Board Member and the said matter. After such general notice it is not necessary for such Board Member to give a special notice relating to the said matter.
- e) It is the duty of the Administration Officer to record in the Minutes any declaration made or any general notice as aforesaid given by a Board Member in accordance with this Rule 20.1 a).

20.2 Financial Interest

- a) A Board Member is disqualified from:
 - i) Holding any place of profit or position of employment in the Club, or in any company or incorporated association in which the Club is a shareholder or otherwise interested; or
 - ii) Contracting with the Club either as vendor, purchaser or otherwiseExcept with express resolution of approval of the Board. Any contract or arrangement in which any Board Member is in any way interested which is entered into by or on behalf of the Club without the approval of the Board, will be voided for such reason.
- b) The nature of the financial interest of such Board Member must be declared by the Board Member at the meeting of the Board at which the contract or arrangement is first taken into consideration if the interest then exists, or in any other case at the first meeting of the Board after the acquisition of the interest.
- c) A general notice that a Board Member is a member of any specified firm or company and is to be regarded as interested in all transactions with that firm or company is sufficient declaration under Rule 20.2 b) for such Board Member and the said transactions. After such general notice it is not necessary for such Board Member to give a special notice relating to any particular transaction with that firm or company.
- d) It is the duty of the Administration Officer to record in the Minutes any declaration made or any general notice as aforesaid given by a Board Member in accordance with Rule 20.2.

20.3 Conflicts of Interest

A Board Member, notwithstanding the interest, may be counted in the quorum present at any meeting but cannot vote in respect of any contract or arrangement in which the Board Member is interested. If the Board Member votes; the vote shall not be counted.

21. Delegated Powers

21.1 Board May Delegate Functions

- a) The Board may, by instrument in writing, create, establish or appoint special committees, individual officers and consultants to carry out specific duties and functions. In the establishing instrument, the Board may delegate such functions as are specified in the instrument, other than:
 - i) This power of delegation; and
 - ii) A function imposed on the Board or the Executive Officer by the act, any other law, this Constitution, or by resolution of the Club in a General Meeting.

- b) At any time the Board may, by instrument in writing, revoke wholly or in part any delegation made under this clause. It may amend or repeal any decision made by a body or person under this clause.
- c) The Board may appoint a Solicitor to the Club upon such terms and period as the Board directs. The Solicitor shall not be a member.

21.2 Exercise of Delegated Functions

- a) A function, the exercise of which has been delegated under this clause, may, while the delegation remains unrevoked, be exercised from time to time in accordance with the terms of the delegation.
- b) A delegation under this clause may be made subject to certain conditions or limitations regarding the exercise of any function. These may be specified in the delegation.

21.3 Procedure of Delegated Entity

The delegated entity shall also provide any other reports, Minutes and information required by the Board. A Club can appoint an unrestricted number of Committees. Such Committees may include technical committees, selection committees, judicial committees and social committees.

21.4 Committees

- a) As set out in Rule 21.1, the Board may establish and delegate any of its functions, powers or duties (except this power to delegate) to such committees as it thinks fit. The Board may recall or revoke any such delegation or appointment and may amend or repeal any decision made by such committee.
- b) The Board shall determine in writing the duties and powers afforded to any committee and the committee shall, in the exercise of such delegated powers, conform to any directions or Regulations that may be prescribed by the Board.
- c) A Board Member or the Administration Officer shall be ex-officio members of any committee so appointed.

21.5 Sections

- a) The Board shall establish Committees to be known as "Sections" that will be responsible for day to day management of the Club.
- b) The number of Sections and their responsibilities shall be determined by the Board from time to time.
- c) Each Section shall have a Chairman that is a Board Member or is a Member nominated or approved by the Board.
- d) Each Section shall establish its own committee structure made up of Members who volunteer to participate in the operations of these Committees.
- e) The Chairman of the Section shall coordinate the activities of the Committees and shall report to the Board as required by the Board.
- f) The Board shall determine in writing how the duties and powers afforded to the Sections shall be exercised. As for any Committee, the exercise of such powers and duties must conform to any directions or Regulations that may be prescribed by the Board.
- g) Refer Regulation 41.2 Section Structure.

21.6 Delegates of Clubs

- a) The Board shall appoint Delegates to attend meetings and events on its behalf from time to time. This shall include, but not be limited to, Bowls Victoria meetings and Region and Division meetings.
- b) The Club shall advise Bowls Victoria prior to a relevant meeting or event who its Delegates will be. If the Club does not provide notification to Bowls Victoria, the Board Chairman and Administration Officer of the Club shall be deemed to be the Delegates.

22. Duties

22.1 General Duties

- a) As soon as practicable after being elected or appointed to the Board, each Board Member must become familiar with this Constitution and the Act.
- b) The Board is collectively responsible for ensuring that the Club complies with the Act and that individual Board Members comply with this Constitution.
- c) In addition to any duties imposed by this Constitution, a Board Member must perform any other duties imposed from time to time by resolution at a General Meeting.
- d) The Board must ensure that the Club complies with all requirements in the Act regarding financial statements.

22.2 Board Chairman

Duties of the Chairman:

- a) To preside at all meetings;
- b) To regulate and keep order in all proceeding; and
- c) Carry into effect the Rule and Regulations / By Laws of the Club.

22.3 Administration Officer

- a) The Administration Officer shall be responsible to the Board for the management of the affairs of the Club, and for this purpose may exercise all powers of the Club which are not, under the Act or this Constitution, required to be exercised by the Board or by the Members.
- b) Duties of the Administration Officer:
 - i) To act as the Board Secretary;
 - ii) If possible to attend all meetings of the Board, Special General Meetings and the Annual General Meeting of the Club;
 - iii) To record or cause to be recorded, the Minutes of all meetings in a record kept for that purpose and display a copy of those confirmed Minutes on the Notice Board within 7 days of the General Meeting of the Board, provided however, that the Board may use its discretion regarding divulging information of a confidential nature;
 - iv) To conduct all correspondence in connection with general business of the Club;

- v) To prepare for submission to the Annual General Meeting of the Club the report of the Board on the activities of the Club during the year, and in any other respect to carry out these duties associated with the office of Administration Officer;
- vi) To keep a register which shall contain the name, addresses and occupations of all members of the Club with the date of payment by each member of his current year subscriptions. Such register to be open to the inspection of members at reasonable times;
- vii) Every member shall communicate in writing his address, or any change thereof, to the Administration Officer who shall register the same. All notices posted or delivered to such address shall be deemed to have been duly received. If no address be given, notices left at the clubhouse shall be deemed to have been delivered; and
- viii) Except as otherwise provide in these Rules, the Administration Officer shall keep in his custody or under his control all books, documents and securities of the Club.

22.4 Secretary

- a) The Board of Management shall have the right to appoint any natural person as the Secretary (refer to Rule 5.1).
- b) The Board of Management must appoint a person to fill the position within 14 days of the position of Secretary becoming vacant
- c) The Board of Management shall record in its General Meeting Minutes that the person appointed:
 - i) Agrees to act as the Secretary of Berwick Bowling Club Inc satisfies the Act requirements for being a Secretary, and
 - ii) Agrees to notify the Board of Management of Berwick Bowling Club Inc if any of these matters or contact details change.
- d) The Secretary must report to Consumer Affairs Victoria about:
 - i) The organisation's financial information in its annual statement; and
 - ii) Decisions made by the organisation's members which must be approved by CAV before they can become official (such as changes to the rules or statement of purposes).
- e) The Secretary must notify a change in Secretary within 28 days following the change to Consumer Affairs Victoria and to the Australian Taxation Office.

22.5 Board Financial Duties

- a) The Board must:
 - i) Receive all moneys paid to or received by the Club and issue receipts for those moneys in the name of the Club;
 - ii) Ensure that all moneys received are paid into the account of the Club within 5 working days after receipt;
 - iii) Make any payments authorised by the Club or by a General Meeting of the Club from the Club's funds;

- iv) Ensure that the financial records of the Club are kept in accordance with the Act;
 - v) Coordinate the preparation of the financial statements of the Club and their submission to the Annual General Meeting of the Club;
 - vi) Ensure that at least two Board Members have access to the accounts and financial records of the Club; and
 - vii) Keep in their custody or under their control the financial records for the current financial year and any other financial records as authorised by the Board.
- b) The Board may allocate responsibility for the financial duties described at Rule 22.5 a) to a portfolio or Board Member in accordance with Rule 16.2 b).

22.6 Board Treasurer

Duties of the Treasurer:

- a) To receive all monies belonging to the funds of the Club and within reasonable time to deposit or arrange to deposit of such monies with the Club's bankers;
- b) To pay all accounts;
- c) To keep correct accounts of all monies received and expended;
- d) To prepare and submit audited Statement of Income and Expenditure and Balance Sheet in respect to the financial year just completed, to each Annual General Meeting;
- e) To produce a statement of all transactions and the financial position of the Club, including the bank balance at each General Meeting of the Board; and
- f) To provide members of the Club with financial data displaying the Club's balance sheet on the Notice Board within 7 days of the General Meeting of the Board.

23. Minutes of Board Meetings

- a) The Board must ensure that Minutes are taken and kept of each Board meeting.
- b) The Minutes must record:
 - i) The business considered at the meeting; and
 - ii) Any resolution on which a vote is taken and the result of the vote and any interest declared under Rules 20 or 20.2.

Part V - Miscellaneous

24. Liquor Licence (Liquor Only, No Gaming)

24.1 Receipts for the Supply of Liquor (Liquor)

The Club must not pay any amount to an officer or servant of the Club by way of commission or allowance from the receipts of the Club for the supply of liquor.

24.2 Management of the Club (Liquor)

In accordance with Rule 16, the Board Members constitute the Management Committee of the Club and have responsibility for the affairs of the Club.

24.3 Honorary Members >20kms from the Club (Liquor)

- a) Any member of any Bowls Club whose **green (should this be home?)** is more than 20kms from the Club premises may, on the introduction by a member of the Club, be elected by any 2 members of the Board as an Honorary Member for a period not exceeding 14 consecutive days on conditions determined by the Board.
- b) In a register for such a purpose the following information will be collected:
 - i) Name and address of Honorary Member;
 - ii) Period of Membership (start and finish dates);
 - iii) The name of the election committee consisting of 2 board members; and
 - iv) Names of the introducing member. The introducing member is responsible for the bona-fides of the person introduced by him.

24.4 Register of Guests (Liquor)

- a) Where a guest in the company of a Member is admitted to any part of the licensed premises, the Administration Officer shall keep on the Club premises a register of such a guest and such register must contain the:
 - i) Name and address of each guest; and
 - ii) Date on which each guest attended the premises.
- b) A guest to the Club must not be supplied with liquor in the Club premises unless the visitor is a guest in the company of a Member.

25. Grievance Procedures

- a) The grievance procedure set out in this Rule applies to disputes under this Constitution between:
 - i) A Member and another Member; or
 - ii) A Member and the Club.
- b) The parties to the dispute must meet and discuss the matter in dispute and if possible, resolve the dispute within fourteen days after the dispute comes to the attention of all of the parties.
- c) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.

- d) The mediator must be:
 - i) A person chosen by agreement between the parties;
or in the absence of agreement
 - ii) In the case of a dispute between a member and another member, a person appointed by the board; or
 - iii) In the case of a dispute between a member and the Club, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).
- e) A Member can be a mediator.
- f) The mediator cannot be a Member who is a party to the dispute.
- g) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- h) The mediator, in conducting the mediation, must:
 - i) Give the parties to the mediation process every opportunity to be heard; and
 - ii) Allow due consideration by all parties of any written statement submitted by any party; and
 - iii) Ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- i) The mediator must not determine the dispute.
- j) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

26. Sources of Funds

The funds of the Club shall be derived from Annual Subscriptions, donations and such other sources as the Board determines.

27. Management of Funds

- a) The Club must open an account with a financial institution from which all expenditure of the Club is made and into which all of the Club's revenue is deposited.
- b) The Board may authorise one Board Member to expend funds on behalf of the Club up to a specified limit without requiring approval from the Board for each item on which the funds are expended. This may be as a part of a designated portfolio in accordance with Rule 16.2 b).
- c) All funds of the Club must be deposited into the financial account of the Club no later than five working days after the receipt.
- d) With the approval of the Board, one Board Member may maintain a cash float provided that all money paid from or paid into the float is accurately recorded at the time of the transaction. This may be as a part of a designated portfolio in accordance with Rule 16.2 b).

28. Application of Income

- a) The income and property of the Club shall be applied solely towards the promotion of the purposes of the Club as set out in this Constitution.

- b) No portion of the income or property of the Club shall be paid or transferred, directly or indirectly by way of dividend, bonus or otherwise to any Member, but this shall not preclude payment to a Member in good faith for expenses incurred or services rendered.

29. Signing of Negotiable Instruments

All cheques and other negotiable instruments shall be signed by two Board Members or in such other manner approved by the Board from time to time.

30. Common Seal

- a) The Common Seal of the Club shall be kept in the Custody of the Administration Officer.
- b) The Club may have a Seal upon which its Corporate Name shall appear in legible characters.
- c) The Seal shall not be used without the express authorisation of the Board. Every use of the Seal shall be recorded in the Club's minute book. Two Board Members must witness every use of the Seal, unless the Board determines otherwise.

31. Club Colours

- a) The colours of the Club are Green, Brown, Gold, Navy Blue, and White.
- b) Any change of colours shall only be approved by a resolution passed at a Board Annual General Meeting or Special General Meeting.

32. Registered Address

The registered address of the Club is:

- a) The address determined from time to time by resolution of the Board; or
- b) If the Board has not determined an address to be the registered address, the postal address of the Administration Officer.

33. Club House Open

- a) The Club House shall be opened for such times and on such conditions as may be decided by the Board from time to time.
- b) On these days Green practice is available.

34. Alteration of Constitution

This Constitution shall not be altered except by Special Resolution in accordance with the Act, by a vote of three quarters of the members present at an Annual or Special General Meeting.

35. Dissolution

- a) The Club may be wound up voluntarily by special resolution.
- b) In the event of the Club being wound up, the liability of the Member shall be limited to any outstanding monies due and payable to the Club, including the amount of the Annual Subscription payable in respect of the current Financial Year. No other amount shall be payable by the Member.

- c) If upon winding up or dissolution of the Club, there remains, after satisfaction of all its debts and liabilities, any property, the same shall not be paid to or distributed amongst the Members but shall be given or transferred to some other organisation having purposes similar to the purposes of the Club and which prohibits the distribution of its or their income and property among its or their members and which is also not carried on for the profit or gain to its members. Such body or bodies to be determined by the Members at or before the time of dissolution and in default thereof by such judge of the Supreme Court of Victoria as may have or acquire jurisdiction in the matter.

36. Indemnity

- a) Every Board Member and employee of the Club shall be indemnified out of the property and assets of the Club against any liability incurred by him/her in his/her capacity as Board Member or employee in defending any proceedings, whether civil or criminal, in which judgment is given in his or her favour or in which he or she is acquitted or in connection with any application in relation to any such proceedings in which relief is granted to him or her by the Court.
- b) The Club shall indemnify its Board Members and employees against all damages and costs (including legal costs) for which any such Board Member or employee may be or become liable to any third party in consequence of any act or omission except willful misconduct:
 - i) In the case of a Board Members, performed or made whilst acting on behalf of and with the authority, express or implied of the Club; and
 - ii) In the case of an employee, performed or made in the course of, and within the scope of his or her employment by the Club.

37. Service of Notices

- a) Notices must be given to Members by:
 - i) Displayed on Board of Management notice board; and/or
 - ii) Sending the notice by post; or
 - iii) Where available by facsimile transmission; or
 - iv) By electronic mail as per Member's register.
- b) Where a notice is posted on the Board of Management notice board, the service of the notice shall be deemed to be affected at the time.
- c) Where a notice is sent by post, service of the notice shall be deemed to be affected at the time the letter would have been delivered in the ordinary course of post.
- d) Where a notice is sent by facsimile transmission, service of the notice shall be deemed to be affected upon receipt of a confirmation report confirming the facsimile was sent to the correct facsimile number.
- e) Where a notice is sent by electronic mail, service of the notice shall be deemed to be affected by properly addressing and upon receipt of a confirmation report confirming the electronic mail message was received at the electronic mail address to which it was sent.

38. Custody of Books and Other Documents

- a) Except as otherwise provided in this Constitution, the Administration Officer shall keep in his or her custody or control all books, Minutes, documents and securities of the Club.

- b) If requested by a Member, the Board must permit such Member to inspect:
 - i) The Rules of the Club;
 - ii) The Minutes of each General Meeting.
- c) Upon written request and payment of a fee determined by the Board from time to time, a Member may obtain a copy of the documents listed at Rule 38 b).
- d) If requested by a Member and subject to the Privacy Act, the Board must permit such Member to inspect the register of members.
- e) Subject to the Act and Rules 38 b) and 38 d), no Member is entitled to inspect the financial records, accounts, books, securities, Minutes of Board meetings or other Relevant Documents of the Club, unless authorised in writing by the Board.

39. General Regulations and By Laws

- a) The Board may make Regulations and alter, amend or rescind the same as occasions may require, and enforce penalties for their breach. Such Regulations shall have the same force and effect as this Constitution but shall not be in any way oppose or be in conflict with this Constitution. Such Regulations shall be available for inspection in the Club premises.
- b) Amendments, alterations, interpretation or other changes to Regulations shall be advised to Members by means of notice approved by the Board. Notices shall be binding upon all Members.