

CONSTITUTION

Bowls North (Inc.)

Adopted 12th July 2008
Amended 17th May 2009
Amended 26th March 2010
Amended May 2012
Amended May 2015
Amended 15 May 2022

TABLE OF CONTENTS

THE ASSOCIATION	4
1. NAME OF ASSOCIATION	4
2. ASSOCIATIONS OFFICE	4
3. INTERPRETATION	4
4. COMPOSITION	6
5. OBJECTS & PURPOSES OF THE ASSOCIATION	6
6. WINDING UP	8
7. ALTERATION OF RULES	8
8. BY-LAWS	8
9. INTERPRETATION	8
MEMBERSHIP	8
10. MEMBERSHIP OF THE ASSOCIATION	8
11. CLUB AFFILIATION WITH THE ASSOCIATION	9
12. LIFE MEMBERSHIP	9
DISCIPLINE	10
13. POWER TO REPRIMAND, FINE, SUSPEND OR EXPEL MEMBERS	10
14. RIGHT OF APPEAL OF DISCIPLINED MEMBER	11
FINANCE	12
15. INCOME AND PROPERTY OF ASSOCIATION	12
16. RECORDS AND ACCOUNTS	13
17. BANKING AND FINANCE	13
18. AUDITOR AND AUDIT OF ACCOUNTS	14
19. ANNUAL SUBSCRIPTION	14
20. FINANCIAL YEAR	14
MEETINGS	15
21. ANNUAL GENERAL MEETING	15
22. SPECIAL GENERAL MEETINGS	15
23. NOTICES OF GENERAL MEETINGS	16
24. BUSINESS AND QUORUM AT GENERAL MEETINGS	17
25. PRESIDENT TO PRESIDE AT GENERAL MEETINGS	17
26. ADJOURNMENT OF GENERAL MEETINGS	17
27. DETERMINATION OF QUESTIONS ARISING AT GENERAL MEETINGS	18
28. VOTES	18
29. TAKING OF POLL	18
30. WHEN POLL TO BE TAKEN	18
ADMINISTRATION	18
31. THE BOARD	18
32. COMPOSITION OF BOARD	19
33. ELECTION OF BOARD	20
34. VACATION OF OFFICE	21
35. MEETINGS OF THE BOARD	21
36. DISCLOSURE OF INTEREST IN CONTRACTS	22
37. SUB COMMITTEES	22
38. EXECUTIVE COMMITTEE	23

39.	APPOINTMENTS TO STATE BODIES	23
40.	NOTICES	23
41.	PATRON	25
 BOWLS MANAGEMENT		23
42.	MATCH COMMITTEE	24
43.	BOWLS DIRECTORS	25
44.	SELECTION COMMITTEES.....	
47.	FORUMS	27

CONSTITUTION OF BOWLS NORTH (Inc.)

THE ASSOCIATION

1. NAME OF ASSOCIATION

The name of the Association shall be Bowls Tasmania North (Inc.), hereinafter called “the Association” being a body incorporated under the Associations Incorporation Act 1964 (TAS).

2. ASSOCIATIONS OFFICE

The office of the Association shall be situated at such place, as the Board shall from time to time determine.

3. INTERPRETATION

Definitions:
In these rules-

“**Act**” means the Associations Incorporation Act 1964 (TAS) as amended from time to time and any regulations under that Act;

“**Affiliated Bowler**” means a member of an Affiliated Bowls Club who pays such annual subscription of the club, and for whom the club has paid the necessary fees to the Association in accordance with rule 10;

“**Affiliated Junior Bowler**” means a junior member of an Affiliated Bowls Club who is under the age of eighteen (18) years on the 1st October and who pays such annual subscription of the club, and for whom the club has paid the necessary fees to the Association in accordance with rule 10; For competition purposes a junior shall be under the age of eighteen (18) years on the last scheduled day of the event.

“**Affiliated Club**” means a club who is affiliated with the Association in accordance with rule 11;

“**Association**” means the association referred to in rule 1;

“**Association Secretary**” means the person holding office under these rules as Secretary of the Association or, where no such person holds that office, the Public Officer of the Association;

“**Auditor**” means the person appointed as the auditor of the Association under rule 18.

“**Basic Objects of the Association**” means the objects and purposes of the Association as stated in an application under section 7 of the Act for the incorporation of that Association;

“**Bowls Australia**” means Bowls Australia Incorporated;

“**Bowls Tasmania**” means Bowls Tasmania Incorporated.

“Club” means an “Affiliated Club” of the Association.

“By Laws” means any by-laws made by the Association under Rule 8.

“Board” means the body consisting of Board Directors and constituted as per Rule 31;

“Deputy President” means the Deputy President for the time being of the Association.

“Board Director” means and includes the Directors appointed in accordance with these Rules. Refer clause 32.

“Bowls Director” means and includes the persons elected in accordance with these rules. Refer clause 43.

“Executive” means a President, a Deputy President, a Secretary, and a Treasurer;

“Financial Year” means the year ending 15 April in each year.

"General Meeting" includes –

- (a) The annual general meeting; and
- (b) any special general meeting.

“Laws of the Game” means the laws of the Game of Bowls as adopted by Bowls Australia Inc.

“Legal Owners” means the legal owners referred to in Rule 4.3.

“Life Member” means a person appointed as a Life Member of the Association under Rule 12.

“Member” means a member of the Association as set out in Rule 10.

"Ordinary Business of the Annual General Meeting" means the business specified in rule 21.5;

“President” means the President for the time being of the Association;

“Provisional Club” means a club as defined in rule 11.1(e).

“Public Officer” means the Public Officer of the Association as required pursuant to the Act;

“Regions” means any of the regional groups in Tasmania.

“Rules” means these Rules of the Association and includes the Constitution of the Association.

"Special General Meeting" means a general meeting other than the annual general meeting as per clause 22.

“Special Resolution” means a resolution passed by a majority pursuant to the provisions of the Act.

“Treasurer” means the person holding office under these rules as Treasurer of the Association.

4. COMPOSITION

The Association shall comprise:

- 4.1 Members of Affiliated Clubs – who are identified in the Constitution and who are able to exercise certain rights under law and through the Constitution and who represent the organisation as a whole.
- 4.2 The Board – who is identified in the Constitution and who governs the organisation on behalf of the owners and is responsible for the strategic direction and performance of the organisation, the allocation of resources, the assessment of risks, and compliance with legal obligations and reporting back to the legal owners.
- 4.3 The Affiliated Clubs of the Association (the Legal Owners) – who are identified in the Constitution and who are affiliated with the Association at the time this Constitution comes into force, and such other clubs as may be granted affiliation in accordance with the Constitution.
- 4.4 The Judiciary Committee which is identified in the Constitution, and which manages the disciplinary procedures of the organisation in relation to its members.

5. OBJECTS & PURPOSES OF THE ASSOCIATION

- 5.1 The Association is the body for the administration of bowls in the region of Northern Tasmania.

(a) The Association recognises Bowls Tasmania as the governing body of bowls in the state of Tasmania and will adhere to the directions of Bowls Tasmania.

- 5.2 The basic objects of the Association shall be:

- (a) To promote, advance and govern the game of bowls in Northern Tasmania.
- (b) To promote, manage and administer Association events in the Northern Tasmanian Region.
- (c) To promote, manage and administer events on behalf of Bowls Australia and Bowls Tasmania as required.
- (d) To consider and deal with any matter within its jurisdiction which may from time to time be submitted to the Association.
- (e) To select and manage players, teams or sides who represent the Association in state, national and other representative matches or events.

5.3 In addition to the basic objects of the Association, the objects and purposes of the Association include the following:

- (a) the purchase, taking on lease or in exchange, and the hiring or otherwise acquiring of any real or personal property necessary or convenient for any of the objects or purposes of the Association.
- (b) the buying, selling and supplying of, and dealing in, goods of all kinds.
- (c) the construction, maintenance and alteration of buildings or works necessary or convenient for any of the objects or purposes of the Association.
- (d) the accepting of any gift for any one or more of the objects or purposes of the Association.
- (e) the taking of any step the Board or the members in General Meeting consider expedient for the purpose of procuring contributions to the funds of the Association.
- (f) the printing and publishing of any newspapers, periodicals, books, leaflets or other documents the Board or the Members in General Meeting consider desirable for the promotion of the objects and purposes of the Association.
- (g) subject to the provisions of the Trustee Act 1898, the investment of any moneys of the Association not immediately required for any of its objects or purposes in any manner the Board determines;
- (h) the making of gifts, subscriptions or donations to any of the funds, authorities or institutions to which section 78(1) (a) of the Income Tax Assessment Act 1936 of the Commonwealth relates;
- (i) the establishment and support, or aiding in the establishment and support, of associations, institutions, funds, trusts, schemes and conveniences calculated to benefit servants or past servants of the Association and their dependants, and the granting of pensions, allowances or other benefits to servants or past servants of the Association and their dependants, and the making of payments towards insurance in relation to any of those purposes.
- (j) the establishment and support, or aiding in the establishment or support, of any other association formed for any of the basic objects of the Association.
- (k) the purchase or acquisition, and undertaking, of all or any part of the property, assets, liabilities and engagements of any association with which the Association is amalgamated in accordance with the provisions of the Act and the rules of the Association.
- (l) the doing of any lawful thing incidental or conducive to the attainment of the basic objects of the Association or of any of the objects and purposes specified in this rule.

6. WINDING UP

- 6.1 If upon winding up or dissolution of the Association there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid or distributed among the Members of the Association but shall be transferred to a society institution or organisation having objects similar to the objects of the Association.
- 6.2 The liabilities of a Member towards the payment of debts and liabilities of the Association or the costs, charges and expenses of the winding up of the Association is limited to any amount unpaid by the Member in respect of the Affiliation Fee as required by Rule 19.

7. ALTERATION OF RULES

- 7.1 The Rules of the Association shall not be repealed, altered or added to without the consent of 75% of those present and eligible to vote at an Annual General Meeting, or Special General Meeting called for the purpose.

8. BY-LAWS

- 8.1 The Board may make, repeal, amend or alter such By-Laws as considered necessary for the proper conduct of the operations of the Association. Such By-Laws must be consistent with the Objects contained in Rule 5 of these Rules.
- 8.2 By-Laws for the time being in force shall be binding on Members and Affiliated Clubs as if they were part of this Constitution and shall have full effect accordingly.

9. INTERPRETATION

- 9.1 In the event of there being any doubt as to the meaning of any portion of these Rules of Association, the Executive shall have the power of interpretation and its decision shall be final and binding on all concerned.

MEMBERSHIP

10. MEMBERSHIP OF THE ASSOCIATION

- 10.1 A person who is nominated and approved for membership of an affiliated club is eligible to be a member of the Association on payment of the annual subscription fixed under these rules.
- 10.2 A member of the Association may resign by delivering or sending by post to the club secretary a written notice of resignation.
- 10.3 On receipt of a notice from an affiliated club, under sub rule 10.2, the Association Secretary is to remove the name of the member from the register of members.
- 10.4 A person –
- (a) becomes a member of the Association when his or her name is entered in the register of members; and

- (b) Ceases to be a member of the Association when his or her name is removed from the register of members.
- (c) In the case of a life member ceases to be a member on the date the member dies.

10.5 Any right, privilege or obligation of a person as a member of the Association –

- (a) is not capable of being transferred or transmitted to another person; and
- (b) Terminates on the cessation of the membership.

11. CLUB AFFILIATION WITH THE ASSOCIATION

11.1 Any club seeking affiliation with the Association shall comply with the following qualifications prior to being accepted:

- (a) Shall possess, or be entitled to use, a green complying with the specifications contained in the Laws of the Game of Bowls in Australia and approved by the Board of the Association.
- (b) Shall consist of not less than sixteen (16) full members, whose annual subscription is not less than \$5.00 per member.
- (c) Shall have obtained approval of its Constitution and rules by the Board.
- (d) Shall have paid to the Treasurer of the Association, a fee, as set from time to time, by the Board.
- (e) A club that possesses the qualifications required by paragraph (b),(c), or (d) of this rule, except those referred to in sub-paragraph (a), may be granted provisional affiliation if, having acquired a suitable site, it contemplates the construction of a green of not less than four (4) rinks, to be laid down in conformity with the “Laws of the Game of Bowls in Australia “.

11.2 A club desiring to renew its affiliation with the Association shall in each year comply with the following requirements: -

- (a) Register with the Association all members whom they consider will be competing in any Association pennant match or competition, or any event listed on the Association Calendar of events. All members shall be registered prior to competing in those events.
- (b) Shall have its green approved by the Board and make such green available for the playing of any competition or game under the control of the Association.

12. LIFE MEMBERSHIP

12.1 The Board may appoint any member to the position of Life Membership of the Association.

DISCIPLINE

13. POWER TO REPRIMAND, FINE, SUSPEND OR EXPEL MEMBERS OR CLUBS

13.1 Where the Board is advised or considers that a Bowler, Member or Official has allegedly:

- (a) breached, failed, refused or neglected to comply with a provision of this Constitution, any policy or any resolution or determination of the Board or any duly authorised committee; or
- (b) acted in a manner unbecoming of a Bowler, Member or Official or prejudicial to the objects and interests of the Association, Bowls or the Laws of the Game; or
- (c) brought the Association or Bowls into disrepute;

the Board may, by resolution

- (d) commence or cause to be commenced disciplinary proceedings against that Bowler, Member or Official, and that Bowler, Member or Official, will be subject to the jurisdiction, procedures, penalties and appeal mechanisms of the Association set out in this Constitution; and
- (e) the Board may reprimand, suspend, expel or accept the resignation of a member from the Association if, in the opinion of the Board, the member is guilty of conduct detrimental to the interests of the Association.

13.2 The Board shall not make a resolution under Rule 13.1 unless it has first complied with Rule 13.3 and 13.4.

13.3 Where the Board considers that there is prima facie evidence of conduct by a member of a type referred to in Rule 13.1 (a) (b) or (c), the Association Secretary shall, as soon as practicable, cause a notice to be given to the Member:

- (a) Setting out the substance of that evidence and breach constituted by it; and
- (b) Stating that the Member may address the Board with reference to that conduct at a meeting; and
- (c) Stating the date, place and time of that meeting being not earlier than 2 days and not later than 7 days after the giving of the notice; and
- (d) Informing the Member that the member may do either or both of the following:
 - (i) Attend and speak at that meeting.

- (ii) Submit to the Board at or prior to the date of that meeting written representations relating to the resolution.

13.4 At a meeting of the Board referred to in sub-rule 13.3. the Board shall

- (a) Give to the Member an opportunity, if it is sought, to make oral representations; and
- (b) Take fairly into account in determining the action which it should take in relation to the conduct in question whatever representations the Member in question has made to it.

13.5 Where the Board makes a resolution under Rule 13.1, the Association Secretary shall, within 7 days thereof, by notice in writing, inform that Member of that resolution and of the Member's right of appeal under Rule 14.

13.6 A resolution by the Board under Rule 13.1 does not take effect

- (a) Until the expiration of the period in which the member is entitled to appeal against the resolution where the Member does not exercise the right of appeal within that period; or
- (b) Where within that period the Member exercises the right of appeal, unless and until the Association confirms the resolution in accordance with sub-rule 14.5.

14. RIGHT OF APPEAL OF DISCIPLINED MEMBER

14.1 A Member may appeal to the Association against a resolution of the Board under Rule 13, within 7 days after the notice of the resolution is given to the Member, by lodging with the Association Secretary a notice to that effect.

14.2 The available grounds for appeal are:

- (a) where a decision is wrong having regard to the application of the relevant Rule, Regulation, Policy or Law of the Game or where new evidence becomes available.
- (b) where natural justice has been denied; or
- (c) in respect of the penalty imposed.

14.3 On receipt of the notice under Rule 14.1, the Association Secretary shall convene a meeting of the Appeals committee to be held within 21 days after the date on which the Association Secretary received the notice or as soon as possible after that date.

14.4 There shall be an Appeals Committee comprised of three persons being

- (a) a legally qualified person, appointed by the Executive
- (b) 2 members of the Board nominated by the Executive

- 14.5 No person who is an interested party may participate in the determination of the appeal in any way.
- 14.6 At a meeting of the Appeal Committee convened under sub-rule 14.3.
- (a) No business other than the question of the appeal shall be transacted; and
 - (b) The Board and the Member shall have the opportunity to make representations in relation to the appeal orally or in writing, or both; and
 - (c) After receiving the representations made under the Rule 14.6 (b), the Committee shall vote on the question that the resolution made under sub-rule 13.1 be confirmed.
- 14.7 The resolution made under sub-rule 13.1 is revoked unless confirmed by sub-rule 14.6 (c)

FINANCE

15. INCOME AND PROPERTY OF ASSOCIATION

- 15.1 The income and property of the Association is to be applied solely towards the promotion of the objects and purposes of the Association.
- 15.2 No portion of the income and property of the Association is to be paid or transferred to any member of the Association.
- 15.3 The Association is not to –
- (a) appoint a person who is a member of the Board to any office in the gift of the Association to the holder of which there is payable any remuneration by way of salary, fees or allowances; or
 - (b) pay to any such person any remuneration or other benefit in money or money's worth, other than the repayment of out-of-pocket expenses.
- 15.4 A servant or member of the Association may be paid –
- (a) remuneration in return for services rendered to the Association or for goods supplied to the Association in the ordinary course of business; or
 - (b) interest at a rate not exceeding 1% above the current CBA daily cash rate on money lent to the Association; or
 - (c) a reasonable and proper sum by way of rent for premises let to the Association.

16. RECORDS AND ACCOUNTS

16.1 Records

- (a) The Association Secretary shall establish and maintain proper records and minutes concerning all business, meetings and dealings of the Association and the Board and, shall produce these as appropriate at each Board or General Meeting.

16.2 True accounts are to be kept of –

- (a) all money received and expended by the Association and the matter in respect of which the receipt or expenditure takes place; and
- (b) the property, credits and liabilities of the Association. As such, an inventory of all Association owned goods and equipment shall be maintained by the Treasurer.
- (c) The accounts are to be open to inspection by the members of the Association subject to any reasonable restrictions as to time and manner of inspecting the Association may impose.
- (d) The treasurer of the Association is to keep all general records, accounting books and records of receipts and expenditure connected with the operations and business of the Association in the form and manner the Board directs.
- (e) The accounts, books and records are to be kept at the Association's office or at any other place the Board decides.
- (f) The treasurer shall submit a report to each meeting of the Board with regard to the finances of the Association.

17. BANKING AND FINANCE

17.1 The treasurer of the Association, is to –

- (a) receive all money paid to the Association; and
- (b) immediately issue official receipts.
- (c) chair a finance committee established by the Board and allocate monies as required

17.2 The Board is to cause to be opened with any bank, building society or credit union the Board selects an account in the name of the Association into which all money received is to be paid as soon as possible after receipt.

- 17.3 Except with the authority of the Board, a payment of any sum exceeding \$100 is not to be made from the funds of the Association otherwise than by cheque drawn on the Association's account.
- 17.4 The Board may provide the treasurer with a sum to meet urgent expenditure, subject to any conditions in relation to the use and expenditure the Board may impose.
- 17.5 Cheques are not to be drawn on the Association's account except for the payment of expenditure that has been authorised by the Board.
- 17.6 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed, drawn, endorsed or otherwise executed as the case may be, by any 2 members of the Board.
- 17.7 All signatories to negotiable instruments shall have police and credit checks in accordance with current business practice.

18. AUDITOR AND AUDIT OF ACCOUNTS

- 18.1 The Board following each AGM shall appoint a registered auditor as the auditor of the Association. The auditor's duties shall be regulated in accordance with the Act.
- 18.2 The accounts of the Association shall be examined in accordance with generally accepted accountancy principles and a report provided by the auditor or auditors at least once in every year.

19. ANNUAL SUBSCRIPTION

- 19.1 The annual affiliation fee payable by members is to be as determined from time to time by the Board.
- 19.2 The fee shall include the annual affiliation fees payable to Bowls Tasmania and Bowls Australia in each year.
- 19.3 The annual affiliation fee of a member is due and payable in each year on a date determined by the Board.

20. FINANCIAL YEAR

The financial year of the Association is the period beginning on the 16th of April in one year and ending on the 15th of April the next following year.

GENERAL MEETINGS

21. ANNUAL GENERAL MEETING

- 21.1 The Association is to hold an Annual General Meeting each year.
- 21.2 The Annual General Meeting is to be held on any day (being not later than 3 months after the close of the financial year of the Association) the Board determines.
- 21.3 The Annual General Meeting is to be in addition to any other general meetings that may be held in the same year.
- 21.4 The notice convening the Annual General Meeting is to specify the purpose of the meeting.
- 21.5 The ordinary business of the Annual General Meeting is to be as follows:
- (a) to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting.
 - (b) to receive from the Board, Section Committees, auditor and servants of the Association reports on the transactions of the Association during the preceding financial year.
 - (c) to elect the President and Deputy President of the Association, the Bowls Directors, and the Board Directors.
 - (d) To elect members of the Match Committee
- 21.6 The Annual General Meeting may transact special business of which notice of that business is given in writing to the Secretary at least 7 days before the date fixed for the issuing of notice of the general meeting.

22. SPECIAL GENERAL MEETINGS

- 22.1 The Board may convene a special general meeting of the Association at any time.
- 22.2 The Board, on the requisition in writing of at least 30 members and/or 3 clubs, shall convene a special general meeting of the Association.
- 22.3 A requisition for a special general meeting –
- (a) is to state the objects of the meeting; and
 - (b) is to be signed by the requisitioners or nominees; and
 - (c) is to be deposited at the office of the Association; and

- (d) may consist of several documents, each signed by one or more of the requisitioners.
- 22.4 If the Board does not cause a special general meeting to be held within 21 days from the day on which a requisition is deposited at the office of the Association, the requisitioners, or any of them, may convene the meeting within 3 months from the day of the deposit of the requisition.
- 22.5 A special general meeting convened by requisitioners is to be convened in the same manner as nearly as possible as meetings are convened by the Board.

23. NOTICES OF GENERAL MEETINGS

- 23.1 The Association Secretary, at least 14 days before the date fixed for holding a general meeting of the Association, is to cause to be inserted in at least one Northern Tasmanian newspaper published in this State an advertisement –
 - (a) specifying the place, day and time for the holding of the meeting; and
 - (b) the nature of the business to be transacted at the meeting.
- 23.2 Except where the nature of the business proposed to be dealt with in a general meeting requires a special resolution of the Association, the Association Secretary shall, at least 14 days before the date fixed for the holding of the general meeting, cause to be sent to each Affiliated Club at the Club's address a notice specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- 23.3 Where the nature of the business proposed to be dealt with in a general meeting requires a special resolution of the Association, the Association Secretary shall, at least 21 days before the date fixed for the holding of the general meeting, cause to be sent to each Affiliated Club specifying, in addition to the matter required under Rule 23.1, the intention to propose the resolution as a special resolution.
- 23.4 In the absence of the intending mover of any motion of which notice has been duly given, the motion may, with the consent of the meeting, be moved by any other Member.
- 23.5 No business other than that specified in the notice convening a general meeting shall be transacted at the meeting except, in the case of an Annual General Meeting.
- 23.6 A Member desiring to bring any business before a general meeting may give notice in writing of that business to the Secretary at least 7 days before the date fixed for the issuing of notice of the general meeting.
- 23.7 The Secretary shall include that business in the next notice calling a general meeting given after the receipt of the notice from the Member.

24. BUSINESS AND QUORUM AT GENERAL MEETINGS

- 24.1 All business transacted at a general meeting, except the ordinary business of the annual general meeting, is special business.
- 24.2 Business is not to be transacted at a general meeting unless a quorum of members entitled to vote is present at the time the meeting is considering that business.
- 24.3 A quorum for the transaction of the business of a general meeting is thirty (30) members ~~present~~ and entitled to vote.
- 24.4 If a quorum is not present one hour after the appointed time for the commencement of a general meeting, the meeting –
- (a) if convened on the requisition of members, is to be dissolved; or
 - (b) in any other case, is to be adjourned to the same day in the next week at the same time at the same place.
- 24.5 If at an adjourned meeting a quorum is not present one hour after the time appointed for the commencement of the meeting, the meeting is to be dissolved.
- 24.6 The chairperson, by written notice or at the time of the adjournment, may specify another place to which a meeting is to be adjourned.

25. PRESIDENT TO PRESIDE AT GENERAL MEETINGS

- 25.1 The president is to preside as chairman at every general meeting of the Association.
- 25.2 In the absence of the President, the deputy president is to preside as chairman at a general meeting.
- 25.3 If the president and deputy-president are absent from a general meeting, the members present are to elect one of their number to preside as chairman.

26. ADJOURNMENT OF GENERAL MEETINGS

- 26.1 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 is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- 26.2 If a meeting is adjourned for 14 days or more, the notice of the adjourned meeting is to be given in the same manner as the notice of the original meeting.
- 26.3 It is not necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

27. DETERMINATION OF QUESTIONS ARISING AT GENERAL MEETINGS

- 27.1 A question arising at a general meeting of the Association is to be determined on a show of hands.
- 27.2 Unless before or on the declaration of the result of the show of hands a poll is demanded, a declaration by the chairman that a resolution has, on a show of hands, been carried, or carried unanimously, or carried by a particular majority, or lost, and an entry to that effect in the minute book of the Association is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

28. VOTES

- 28.1 On any question arising at a general meeting of the Association, an affiliated member has one vote only.
- 28.2 All votes are to be given personally.
- 28.3 In the case of an equality of voting on a question, the status quo shall remain.

29. TAKING OF POLL

If at a meeting a poll on any question is demanded –

- (a) it is to be taken at that meeting in the manner the chairman directs; and
- (b) the result of the poll is taken to be the resolution of the meeting on that question.

30. WHEN POLL IS TO BE TAKEN

- 30.1 A poll that is demanded on the election of a chairman, or on a question of adjournment, is to be taken immediately.
- 30.2 A poll that is demanded on any other question is to be taken at any time before the close of the meeting as the chairman directs.

ADMINISTRATION

31. THE BOARD

The affairs of the Association are to be managed by a Board constituted as provided in clause 32.

- 31.1 The Board –

- (a) shall control and manage the business and affairs of the Association; and

- (b) may exercise all the powers and perform all the functions of the Association, other than those powers and functions that are required by these rules to be exercised by general meetings of members of the Association; and
- (c) has power to do anything that appears to the Board to be essential for the proper management of the business and affairs of the Association.

32. COMPOSITION OF BOARD

32.1 The Board shall consist of:

- (a) The office bearers of the Association shall be the Executive.
 - (i) a Chairman who shall be the person who occupies the office of President.
 - (ii) a deputy president who shall be the opposite gender to the President.
 - (iii) a treasurer; either gender
 - (iv) a secretary, either gender or
- (b) The Bowls Directors:
 - (i) One of whom shall be a Male bowler; and
 - (ii) One of whom shall be a Female bowler.
- (c) Six (6) Board Directors of whom three (3) shall be male and three (3) shall be female.

32.2 The Treasurer and Secretary of the Association shall be appointed for a minimum one-year term by the elected Board members (refer 32.3) at the first Board meeting following the Annual General Meeting. Applications (including experience) for these positions shall be called for by the retiring Association Secretary in the month leading up to the AGM.

32.3 The provisions of rule 33 so far as they are applicable and with the necessary modifications, apply in relation to the election of persons to any of the offices excluding Treasurer and Association Secretary as referred to in sub rule 32.1.

32.4 Each office bearer of the Association is to hold office until the conclusion of the annual general meeting next after the date of election and is eligible for re-election.

- (a) If a casual vacancy in any office referred to in sub rule 32.1(a) occurs, the Board may appoint one of its members to the vacant office to hold the office up to the conclusion of the annual general meeting next following the date of the appointment.
- (b) If a casual vacancy occurs in the office of Board Director referred to in sub rule 32.1(c), the Board may appoint a member of the Association to fill the vacancy until the conclusion of the annual general meeting next following the date of the appointment. Any such appointment must maintain the gender equity of the Board.

32.5 The Bowls Directors shall be ineligible to hold the position of President or Deputy President of the Board.

32.6 The Secretary shall be the Public Officer of the Association if no other person is appointed by the Board as its Public Officer.

32.7 One Board Member shall be appointed to the position of Youth Development Board Member at the first meeting following the AGM.

33. ELECTION OF BOARD

33.1 Nominations of candidates for election as President and Vice President of the Association, Bowls Directors or as Board Directors are to be –

- (a) made in writing, signed by 2 affiliated bowlers and accompanied by the written consent of the candidate (which may be endorsed on the nomination); and
- (b) shall be delivered to the Association Secretary at least 28 days before the date fixed for the holding of the annual general meeting.
- (c) shall be accompanied by a current CV.

33.2 Elections to fill vacant positions of the Board must maintain the gender equity of the Board.

33.3 If insufficient nominations are received to fill all vacancies on the Board –

- (a) the candidates nominated are taken to be elected; and
- (b) further nominations may be received at the Annual General Meeting.

33.4 If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be declared elected.

33.5 If the number of nominations exceeds the number of vacancies to be filled, a ballot is to be held.

33.6 The ballot for the election of Board members is to be conducted by secret ballot at the Annual General Meeting in such manner as directed by the Board.

33.7 Term of Board Directors

Subject to these Rules and to the Act, the office of all Board Directors referred to in Rule 32.1(a) shall be for a term of two years which shall commence from the conclusion of the Annual General Meeting at which the Board Director is elected, until the conclusion of the second Annual General Meeting following.

33.8 Rotational Term

To ensure rotational terms, 4 of the Board Directors referred to in Rule 32.1(c) elected at the inaugural meeting of the Association shall retire after one year. The 4 Board Directors to retire after one year shall be the 2 of each gender elected by the fewest votes.

- 33.9 Re-Election
President and Vice President, Section Representatives and Board Directors are eligible for re-election.

34. VACATION OF OFFICE

- 34.1 For the purpose of these rules, the office of an Executive member of the Association, Bowls Directors or of Board Directors becomes vacant if the officer or Board member —
- (a) dies.
 - (b) becomes bankrupt or applies to take or takes advantage of any law relating to bankrupt or insolvent debtors or compounds with his or her creditors or makes any assignment of his or her estate for their benefit.
 - (c) becomes of unsound mind.
 - (d) resigns office in writing addressed to the Board; or
 - (e) ceases to be resident in the State.
 - (f) fails, without leave granted by the Board, to attend 3 consecutive meetings of the Board.
 - (g) ceases to be a member of the Association.
 - (h) fails to pay all arrears of subscription due, within 14 days after receiving a notice in writing signed by the public officer stating that he or she has ceased to be a financial member of the Association.

35. MEETINGS OF THE BOARD

- 35.1 The Board is to meet at least 9 times per year at any place and time the Board determines.
- 35.2 Special meetings of the Board may be convened by the President, or any 4 of its members provided at least 2 members of the Executive are included.
- 35.3 Notice is to be given to members of the Board by the Association Secretary of any special meeting, specifying the general nature of the business to be transacted, and no other business is to be transacted at such a meeting.
- 35.4 Any 6 voting members of the Board, 3 of whom must be of the same gender and 2 of whom must be from the Executive, constitute a quorum for the transaction of the business of a meeting of the Board.
- 35.5 Business is not to be transacted unless a quorum is present.

- 35.6 If half an hour after the time appointed for the meeting a quorum is not present, the meeting is to be adjourned to the same place and at the same hour of the same day in the following week unless the meeting was a special meeting in which case it is to be dissolved.
- 35.7 At a meeting of the Board, the following is to preside:
- (a) the president, or in his or her absence the deputy president.
 - (b) if the president and the deputy president are absent, any one of the remaining members of the Board as may be chosen by the members present.
- 35.8 Any question arising at a meeting of the Board is to be determined –
- (a) on a show of hands; or
 - (b) if demanded by a member, by a poll taken in any manner the person presiding at the meeting determines.
- 35.9 Questions arising at a meeting of the Board or of any sub-committee shall be determined by a majority vote of the members present at the meeting.
- 35.10 If there is an equality of votes on any question the status quo shall remain.
- 35.11 Written notice of each Board meeting is to be forwarded by post or electronic mail to each member of the Board at his or her usual or last known address, at least seven (7) days before the meeting.

36. DISCLOSURE OF INTEREST IN CONTRACTS

- 36.1 A member of the Board who is interested in any contract or arrangement made or proposed to be made with the Association is to disclose the interest –
- (a) at the first meeting of the Board at which the contract or arrangement is first taken into consideration, if the interest then exists; or
 - (b) in any other case, at the first meeting of the Board after the acquisition of the interest.
- 36.2 If a member of the Board becomes interested in a contract or arrangement after it is made or entered into, he or she is to disclose the interest at the first meeting of the Board after he or she becomes so interested.
- 36.3 A member of the Board is not to vote as a member of the Board in respect of any contract or arrangement in which he or she is interested, and any such vote is not to be counted.

37. SUB COMMITTEES

- 37.1 The Board may: –

- (a) appoint sub committees and
- (b) prescribe the powers and functions of such sub committees.

- 37.2 The Board may co-opt any person as a member of a subcommittee, with or without voting rights and whether or not the person is a member of the Association.
- 37.3 A quorum at a meeting of any subcommittee shall be determined by the Board.
- 37.4 Any subcommittee appointed under rule 37 (1) shall provide a copy of the minutes of each meeting to the next meeting of the Board through the Association Secretary.
- 37.5 Written notice of each subcommittee meeting is to be served on each member of the subcommittee and the secretary of the Board within a reasonable time before the meeting.

38. EXECUTIVE COMMITTEE

- 38.1 The President, the Deputy President, the Treasurer and the Association Secretary constitute the executive committee.
- 38.2 The executive committee may issue instructions to the secretary and the servants of the Association in matters of urgency connected with the management of the affairs of the Association during the period between meetings of the Board.
- 38.3 The executive Committee is to report on any instructions issued under sub rule 38.2 to the next meeting of the Board.

39. APPOINTMENTS TO STATE BODIES

The Board is to ensure that affiliated members of the Association are appointed to the position of Bowls Tasmania Director in accordance with the constitution of Bowls Tasmania, and to any other body as may be appropriate.

40. NOTICES

- 40.1 A notice may be served by or on behalf of the Association on any member –
- (a) personally; or
 - (b) by sending it through the post in a prepaid envelope addressed to the member at his or her usual or last-known address or by electronic media.

41. PATRONS AND VICE-PATRON

The Board may appoint annually a Male Patron and Female Patron and such number of Vice-Patrons as it may determine.

BOWLS MANAGEMENT

42. MATCH COMMITTEE

For the purpose of the management of bowls competitions and/or games within the region, there shall be a Match Committee comprising of four (4) members, and half of whom shall be male and half female, plus the Chairman and the Secretary.

42.1 ELECTION OF MATCH COMMITTEE

- a) Prior to the AGM, the Board Secretary, shall call for nominations for membership of the Match Committee
- b) The Match Committee shall be elected at the AGM
- c) The Board shall appoint an independent Chairman to the Match Committee
- d) The Secretary shall be the Board Secretary

42.2 ROLE OF THE MATCH COMMITTEE

- e) The Match Committee shall be responsible for the operation and control of all games conducted under the authority of the Board.
- f) The Match Committee must hold regular meetings to organise pennants, championship games, etc. Minutes of meetings are to be kept and forwarded to the Board.
- g) The Conditions of Play for Pennant and Championship events shall be the responsibility of the Match Committee and endorsed annually by the Board.
- h) Each of the Bowls Directors shall be ex-officio members of the Match Committee.
- i) The Match Committee shall call for and receive applications (including experience) for the position of Statistician and at the first available opportunity appoint a member to this position to co-ordinate all team entries, pennant results and player records.

42.3 JUNIOR MATCH COMMITTEE

- a) The Board shall annually appoint from within its ranks a Youth Development Portfolio Board Member whose principal responsibility is to arrange for the appointment of a Junior Match committee from qualified persons.
- b) The Youth Development Portfolio Board Director is to chair the Junior Match Committee and report to each Board meeting.

43 BOWLS DIRECTORS

- 43. There shall be two Bowls Directors, a Men's Bowls Director and a Woman's Bowls Director.

43.1 Election of Directors

- a) The ballot for the election of the Bowls Directors shall be conducted by secret ballot at the Annual General Meeting in such manner as directed by the Board

43.2 Role of Bowls Directors

- a) The Men's Bowls Director and Women's Bowls Director shall each hold the position of Board Member.
- b) Each Bowls Director is to arrange and coordinate Delegates meetings at least three times a year.
- c) A Bowls Director is not eligible to be a delegate with voting rights at Delegates Meetings.
- d) The Bowls Director shall have the right to speak at Delegates meetings and to move motions but shall not have a vote.

43.3 The Board shall have the power to appoint a financial member of an affiliated club as a Bowls Director to fill a casual vacancy.

44. SELECTION COMMITTEES

For the purpose of the selection of all regional teams and squads within the region, there shall be a Men's and Women's Selection Committee each comprising of three (3) members.

44.1 Appointment of Men's and Women's Selection Committee

- a) After each AGM, the Board shall call for expressions of interest for the position of Men's and Women's Selectors, accompanied by current CVs, and shall then appoint the relevant Selection Committee comprising of three (3) members.
- b) The duties of the Selection Committee and required qualifications of the Selectors are set out in the BN Selection Policy.
- c) The chairman of the Selection Committee shall be appointed by the Board.

44.2 Role of Selection Committees

- a) The Selection Committees shall be responsible to the Board for the selection of all regional teams and squads.
- b) Following selections, selection committees are to advise team names to the Association Secretary who shall advise the players of their selection.
- c) Representative team match managers are to be appointed by the Board.

44.3 Junior Selection Committee

The Youth Development Portfolio Board Director shall arrange for the appointment of a Junior Selection Committee whose duties and required qualifications are set out in the BN Selection Policy. Such appointment is subject to Board approval

44.4 Selection Report

The chairman of each selection committee is to prepare an annual written report on behalf of the committee to the Association Secretary or as requested by the Board.

47 FORUMS

47.1 The Board shall arrange for a minimum of two forums to be held each year.

47.2 Forums are open to all club Presidents and club Secretaries.

(a) All affiliated bowlers may attend Forums as observers.

47.3 The agenda for Forums will be at the discretion of the Board

47.4 a) Suggestions made at Forums will not be binding on the Board.

b) Suggestions are to be tabled at the next Board meeting following the Forum.

c) The Board is to publish by way of email or any suitable electronic means including posting on the Bowls North web site its consideration and decision on such suggestions within 30 days of its meeting.