

## HUNTERS HILL BOWLING CLUB

### CONSTITUTION

1. The Club will be known as Hunter's Hill Bowling Club (hereafter called "the Men's Club")

#### **2. OBJECTS**

- (a) To play and promote the game of bowls;
- (b) To engender by association a fraternal feeling amongst bowlers and to preserve and promote the best traditions of the game;
- (c) To conform at all times with the requirements of the laws of the game as adopted from time to time by the Royal New South Wales Bowling Association and with the Memorandum and Articles of Association/Rules of the Hunter's Hill Club Limited (hereinafter called "the Registered Club");
- (d) To co-operate with other groups which may be formed from time to time by the Registered Club.

#### **3. MEMBERSHIP**

- (a) Membership of the Men's Club shall consist of the following:-
  - (i) All persons who on the first day of July, 1988 were members of the Registered Club and were registered as members of the Royal New South Wales Bowling Association.
  - (ii) Such male ordinary members and Life members of the Registered as shall, after making application in writing to the Management Committee, be admitted to membership of the Men's Club by the Management Committee.
- (b) The membership of the Men's Club shall be divided into the following categories:-
  - (i) Bowling Members who shall meet the requirements either of a "Full member" or of "Multiple Member" as defined in the Constitution of the Royal New south Wales Bowling Association ("the Royal Constitution")
  - (ii) Junior Members who shall meet the requirements of a "Junior Member" as defined in the Royal Constitution.

#### **4. FEES**

The Management Committee shall fix annual fees and subscriptions (if any) which shall be in addition to any moneys payable to the Registered Club.

## **5. FINANCIAL YEAR**

- (a) The Men's Club financial year shall coincide with the financial year of the Registered Club.
- (b) All fees are due and payable in advance by the first day of July in each year.

## **6. MANAGEMENT COMMITTEE/ OFFICE BEARERS**

- (a) The management and administration of the men's Club shall vest in the Management Committee which shall consist of the Office Bearers as set out below:-
  - (i) President
  - (ii) Two Vice Presidents
  - (iii) Secretary
  - (iv) Treasurer
  - (v) Bowls Secretary
  - (vi) Three Committeemen
- (b) At every Annual General Meeting of the Men's Club the Office Bearers shall retire from office but if nominated shall be eligible for re-election.
- (c) Only Bowling Members of the Men's Club shall be entitled to stand for office and to vote at any meetings of the Men's Club.

## **7. SELECTORS**

- (a) There will be three Selectors, one of whom will be appointed Chairman. All selectors shall be Bowling Members of the Men's Club.
- (b) The Selectors shall be elected in the same manner and at the same time as the Office Bearers.

## **8. ELECTIONS**

The elections of Office Bearers and Selectors shall be in accordance with the Articles of Association/ Rules of the Registered Club relating to election of the Board subject however to clause 6(c) hereof.

## **9. ANNUAL GENERAL MEETINGS, OTHER GENERAL MEETINGS AND COMMITTEE MEETINGS**

- (a) The Annual General Meeting of the Men's Club shall be held within fourteen days of the conclusion of the Annual General Meeting of the Registered Club.
- (b) The Annual General Meeting, any other General Meetings and meetings of the Management Committee shall be convened and held in accordance with the Articles of Association/ Rules of the Registered Club relating to Annual General Meetings, General

Meetings/ Special General Meetings or meetings of the Board respectively subject however to Clause 6(c) and except that:

- (i) References to the “Board” shall be read as references to the “Management Committee”
- (ii) References to “Chairman” or “Deputy Chairman” shall be read as references to “President” or “ Vice Presidents”
- (iii) References to “Directors” shall be read as references to “Office Bearers”
- (iv) The quorum of the Management Committee shall be five.
- (v) The quorum of the Annual General Meeting or General Meeting shall be twenty bowling members.

#### **10. CASUAL VACANCIES**

The management Committee may at any time appoint a Bowling Member of the Men’s club to fill a casual vacancy in respect of the Management Committee or the selectors or to fill a vacant position arising from insufficient nominations being received to fill that position and the member so appointed shall hold office until the next Annual General Meeting.

#### **11. DUTIES OF SECRETARY**

- (a) Issue all notices and keep minutes of meetings.
- (b) Maintain membership list and attend to registrations.
- (c) Receive and despatch correspondence and submit such reports as may be required.

#### **12. DUTIES OF TREASURER**

- (a) Receive all monies and pay all accounts after due and proper authorisation.
- (b) Maintain proper books of account and submit detailed statements to the Management Committee as required and to the Annual General Meeting.
- (c) Supply such information, details and statements as may be required by the Board of the Registered Club from time to time.

#### **13. DUTIES OF BOWLS SECRETARY**

In conjunction with the selectors, the Match Committee and the Games Committee:

- (a) Assist in arrangement of competition and pennant matches.
- (b) Assist in arrangement of social games of bowls and the selection of players therefore.
- (c) Post on Notice Board all teams selections fixtures and notices.
- (d) Furnish match results to media and/or recorders.

#### **14. DUTIES OF SELECTORS**

To select teams for pennant fixtures and any other competitive fixtures where the Men's Club is to be represented as a Club.

#### **15. SUB-COMMITTEES**

(a) At its first meeting after election the Management Committee shall elect sub-committees or assistants as follows:-

- (i) Match Committee
- (ii) Games Committee
- (iii) Bowls Instructor(s)
- (iv) Assistant Bowls Secretary
- (v) Publicity Officer
- (vi) Delegates
- (vii) Recorder

(b) Other sub-committees may be elected as required

(c) Duties of all sub-committees shall be set out in the regulations

#### **16. DELEGATES**

Delegates shall be elected to the Northern Line District Bowling Association and any other body to which the Men's Club is entitled representation. Delegates shall represent a concise report of meetings attended to each Management Committee meeting.

#### **17. FUNDS**

(a) The funds of the Men's Club are at all times regarded as the property of the Registered Club

(b) The Men's Club may open an account with a Bank of Building Society.

(c) Withdrawals are to be signed by any two of the President, Vice Presidents, secretary and Treasurer.

#### **18. REGULATIONS**

The Management Committee shall have the power to make, alter or repeal any such regulations as are necessary to manage the affairs of the Men's Club

#### **19. DRESS**

The manner of dress for play shall comply strictly with the requirements of the Royal New South Wales Bowling Association.

## 20. ALTERATIONS

No alterations shall be made to this constitution except by resolution passed by a majority of not less than 75% of the members of the Men's Club for the time being entitled to vote as any be present at the Annual General Meeting or General Meeting of the Men's Club of which resolution not less than twenty –one (21) days notice specifying the intention to propose such resolution has been duly given.

The Constitution of the Men's Bowling Club contains lists of duties for certain Office Bearers. These are set out below against asterisks. They cannot be altered without the approval of the members, however if the Management Committee wants to clarify any of them, then it has power under Article 18, REGULATIONS "to make, alter or repeal any such regulations as are necessary to manage the affairs of the Men's Club". Regulations which have been made by the Management Committee as at 31<sup>st</sup> December 1991 are shown against an "R" in the following list of Duties.

### DUTIES OF SECRETARY

- \*..... (a) Issue all notices and keep minutes of meetings
- \* ..... (b) Maintain membership list and attend to registrations
- \* ..... (c) Receive and despatch all correspondence and submit such reports as may be required
- R..... (A) Procure name badges for members
- R..... (B) Lodge Pennant Entries as approved by the Management Committee

### DUTIES OF TREASURER

- \*..... (a) Receive all monies and pay all accounts after due and proper authorisation
- \* ..... (b) Maintain proper books of account and submit detailed statements to the Management Committee as required and to the Annual General Meeting
- \* ..... (c) Supply such information, details and statements as may be required by the Board of the Registered Club from time to time

### DUTIES OF BOWLS SECRETARY

In conjunction with the selectors, the Match Committee and the Games Committee:

- \*..... (a) Assist in arrangement of competitions and pennant matches
- \*..... (b) Assist in arrangement of social games of bowls and selection of players therefore
- \*..... (c) Post on Notice Board all teams selections fixtures and notices

- \*..... (d) Furnish match results to media and/or recorders
- R..... (A) Raise and lower flag
- R..... (B) Allocate numbers to new members and make hardware
- R..... (C) Allocate lockers and advise Treasurer of charges
- R..... (D) Arrange for attendance of Umpire (s) as necessary
- R..... (E) Lodge member's entries in State Events
- R..... (F) Attend club to receive phone entries/enquiries
- R..... (G) Call cards, draw trophy winners, and in conjunction with the President, welcome visitors and announce coming events etc

#### **DUTIES OF SELECTORS**

To select teams for pennant fixtures and any other competitive fixtures where the Men's Club is to be represented as a Club

- R..... (A) Appoint Side Captains for Pennant Competitions

Article 15 of the Constitution requires the Management Committee to elect certain sub-committees etc. i.e.

- (i) Match Committee
- (ii) Games Committee
- (iii) Bowls Instructor(s)
- (iv) Assistant Bowls Secretary
- (v) Publicity Office
- (vi) Delegates
- (vii) Recorder

Other sub-committees may be elected as required, and the duties of all sub-committees shall be set out in the Regulations.

The Regulations as presently adopted (31 December 1991) set out various sub-committees duties as follows:

- a) The Match Committee shall consist of at least 3 members of whom one at least shall be a member of the Management Committee.

It shall:

- (i) Have control of all Club Competitions, entries, handicaps, draws, playing dates etc
  - (ii) Present to the Management Committee annually for approval, conditions of play for the ensuing years competition.
  - (iii) In conjunction with the Bowls Secretary, conduct competitions in accordance with the conditions of play
  - (iv) Strictly apply the play or forfeit rule except as varied in the conditions of play
  - (v) Report to each Management Committee meeting
- b) The Games Committee shall consist of at least 3 members of whom one at least shall be a member of the Management Committee and shall have control of social games of bowls and selection of players therefore
- c) The Bowls Instructors shall consist of a Principal Instructor appointed by the Management Committee plus at least one other instructor to be appointed by the Principal Instructor, and they shall
- (i) Give instructions on all points of the game to new players
  - (ii) Give basic instructions on all points of the Laws and etiquette (including dress requirements) to new players
  - (iii) Assist members of the Men's Club needing bowling instruction
- d) The Social Committee shall consist of at least 3 members of whom one at least shall be a member of the Management Committee and shall
- (i) Make catering arrangements (as approved by the Management Committee) , for afternoon teas and meals for members and visiting bowlers and guests
  - (ii) Conduct and draw raffles and conduct other fund raising activities as approved by the Management Committee
  - (iii) Submit to the Management Committee from time to time proposals for competitions, functions, promotions and general publicity aimed at increasing bowling membership and attendances
  - (iv) Assist new bowlers to obtain coaching and to meet other member

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NOTE: As personal circumstances require, duties may sometimes be delegated, in particular by the Bowls secretary whose duties are considerable. If you can't carry out on of your duties yourself, it is your responsibility to arrange for someone else to do it. If you are unable to make arrangements then inform the President or Vice President ASAP

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