**CONSTITUTION OF SHOALHAVEN HEADS BOWLING CLUB**

**THIS CONSTITUTION WAS PASSED BY THE BOARD OF DIRECTORS ON 31st MARCH, 2025 FOR THE GOVERNANCE OF THE BOWLING SECTION OF THE SHOALHAVEN HEADS BOWLING & RECREATION CLUB LTD SUPERSEDING ALL PREVIOUS CONSTITUTIONS.**

1. **NAME OF CLUB**
2. **THE NAME OF THE UNINCORPORATED CLUB IS SHOALHAVEN HEADS BOWLING CLUB (SHBC)**
3. **OBJECTS**
4. **TO CONDUCT, ENCOURAGE, PROMOTE, ADVANCE AND ADMINISTER THE GAME OF LAWN BOWLS WHILST ENGENDERING A FRATERNAL FEELING AMONGST ALL MEMBERS.**
5. **FORM PART OF THE SHOALHAVEN HEADS BOWLING & RECREATION CLUB LTD (THE REGISTERED CLUB), AND TO AFFILIATE WITH BOWLS AUSTRALIA (BA), BOWLS NEW SOUTH WALES LIMITED (BNSW) AND SOUTH EAST REGION BOWLING ASSOCIATION.**
6. **TO CONFORM AT ALL TIMES WITH THE REQUIREMENTS OF THE BY LAWS, MEMORANDUM OF UNDERSTANDING AND ARTICLES OF ASSOCIATION OF THE REGISTERED CLUB.**
7. **MEMBERSHIP/ANNUAL SUBSCRIPTION**
8. **THE MEMBERSHIP OF THE SHBC SHALL BE DIVIDED INTO THE FOLLOWING CATEGORIES.**
9. **FULL BOWLING MEMBERS**
10. **LIFE MEMBERS**
11. **JUNIOR MEMBERS**
12. **THE SHBC COMMITTEE SHALL SET, COLLECT AND PAY ANNUAL SUBSCRIPTION FEES.**
13. **THE SHBC SHALL ATTEND TO THE REGISTRATION OF THE MEMBER WITH THE APPROPIATE ASSOCIATION/S (FINANCIAL MEMBER).**
14. **ANNUAL SUBSCRIPTION FEES ARE DUE AND PAYABLE BY JUNE 30.**
15. **APPLICATIONS FOR MEMBERSHIP ARE TO BE IN WRITING ON THE PRESCRIBED MEMBERSHIP NOMINATION FORM.**
16. **ALL MEMBERS MUST BE A FINANCIAL MEMBER OF THE REGISTERED CLUB.**
17. **THE BOWLING COMMITTEE MAY REFUSE MEMBERSHIP.**
18. **FINANCIAL YEAR**
19. **THE SHBC FINANCIAL YEAR SHALL COINCIDE WITH THE FINANCIAL YEAR OF THE REGISTERED CLUB, COMMENCING JULY 1 ENDING JUNE 30.**
20. **BOWLING COMMITTEE/OFFICE BEARERS**
21. **THE BOWLING COMMITTEE SHALL CONSIST OF THE FOLLOWING OFFICE BEARERS, WHO SHALL BE ELECTED AT THE AGM FOR A TERM OF ONE (1) YEAR.**
22. **ONE PRESIDENT (1).**
23. **TWO (2) VICE PRESIDENTS.**
24. **ONE (1) TREASURER.**
25. **ONE (1) SECRETARY**
26. **FOUR (4) COMMITTEE MEMBERS.**
27. **ONE (1) BOWLS ORGANISER.**
28. **SELECTORS**
29. **3 SELECTORS SHALL BE ELECTED AT EACH AGM IN THE SAME MANNER AS THE OFFICE BEARERS.**
30. **SELECTORS SHALL SELECT TEAMS FOR PENNANT FIXTURES OR WHERE THE SHBC IS TO BE REPRESENTED AS A CLUB.**
31. **THE SELECTORS AND BOWLS ORGANISER SHALL MAKE SELECTIONS FOR ALL PENNANTS AND ALSO HELP ORGANISE AND RUN SOCIAL BOWLS.**
32. **EXECUTIVE COMMITTEE**
33. **THE EXECUTIVE COMMITTEE SHALL CONSIST OF THE PRESIDENT, VICE PRESIDENT, TREASURER AND SECRETARY.**
34. **THE FUNCTION OF THE EXECUTIVE COMMITTEE IS TO MAKE ANY URGENT DECISIONS THAT MAY BE REQUIRED IN THE PERIOD BETWEEN COMMITTEE MEETINGS.**
35. **ANY DECISIONS MADE BY THE EXECUTIVE COMMITTEE ARE TO BE CONFIRMED AT THE NEXT COMMITTEE MEETING.**
36. **THE QUORUM OF THE EXECUTIVE COMMITTEE SHALL BE THREE (3).**

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1. **COMMITTEE MEETINGS**
2. **TO BE HELD MONTHLY AT A DATE TO BE DETERMINED BY THE BOWLING COMMITTEE.**
3. **THE QUORUM FOR A BOWLING COMMITTEE MEETING SHALL BE FIVE (5).**
4. **MINUTES OF COMMITTEE MEETINGS TO BE DISPLAYED ON NOTICE BOARD AND SUBMITTED TO THE REGISTERED CLUB.**
5. **PRESIDENT TO CHAIR ALL SHBC MEETINGS. IF ABSENT A VICE PRESIDENT OR AN ELECTED COMMITTEE MEMBER MAY CHAIR THE MEETING.**
6. **THE CHAIRPERSON SHALL HAVE A DELIBERATE VOTE ONLY. IN THE EVENT OF AN EQUAL NUMBER OF VOTES THE CHAIRPERSON SHALL HAVE A CASTING VOTE.**
7. **ANY COMMITTEE MEMBER, WHO WITHOUT APOLOGY FAILS TO ATTEND THREE (3) CONSECUTIVE MEETINGS MAY FORFEIT THEIR POSITION ON THE COMMITTEE. (REFER 13. CASUAL VACANCIES).**
8. **ANNUAL GENERAL MEETING (AGM)**
9. **THE AGM OF THE SHBC SHALL BE HELD IN JULY OF EACH YEAR AND HELD IN ACCORDANCE WITH THE ARTICLES OF ASSOCIATION OF THE REGISTERED CLUB.**
10. **NOTIFICATION GIVING TIME, DATE AND PLACE OF THE AGM WILL BE PLACED ON THE NOTICE BOARD AND DISPLAYED AT LEAST TWENTY-ONE (21) DAYS BEFORE THE DATE OF THE AGM.**
11. **RESOLUTIONS /NOTICE OF MOTIONS TO BE ACTIONED AT THE AGM CLOSE TWENTY-ONE (21) DAYS BEFORE THE DATE OF THE AGM.**
12. **NOMINATIONS FOR OFFICE BEARERS MUST BE ON THE PRESCRIBED NOMINATION FORM AND CLOSE FOURTEEN (14) DAYS BEFORE THE DATE OF THE AGM.**
13. **IF INSUFFICENT NOMINATIONS ARE RECEIVED, THE BOWLING COMMITTEE MAY ENACT POINT 21 (TWENTY-ONE) TO FILL A VACANCY.**
14. **ALL FINANCIAL MEMBERS (EXCLUDING JUNIOR MEMBERS) OF THE SHBC ARE ELIGIBLE TO NOMINATE FOR OFFICE BEARERS.**
15. **ALL FINANCIAL MEMBERS (EXCLUDING JUNIOR MEMBERS) ARE ELIGIBLE TO VOTE FOR OFFICE BEARERS.**
16. **THE ELECTION OF OFFICE BEARERS SHALL BE BY A SECRET BALLOT WITH MAJORITY VOTE DECLARED THE WINNER. IF NOMINEES ARE EQUAL, A FURTHER BALLOT BETWEEN THESE NOMINEES WILL TAKE PLACE UNTIL A MAJORITY VOTE IS DECLARED.**
17. **THE QUORUM FOR AN AGM SHALL BE TWENTY-FIVE (25) PERCENT OF FINANCIAL MEMBERS.**
18. **RESOLUTIONS /NOTICE OF MOTIONS TO BE PASSED, SEVENTY-FIVE (75) PERCENT MUST VOTE IN AGREEANCE. LESS THAN SEVENTY-FIVE (75) PERCENT AND THE RESOLUTION/NOTICE OF MOTION WILL BE DEEMED DEFEATED.**
19. **CONFIRMATION OF MINUTES OF THE LAST AGM AND ANY SPECIAL MEETINGS. PRESIDENT’S, TREASURER’S AND ANY OTHER REPORTS.**
20. **ADOPTION OF ANNUAL REPORTS AND ELECTION OF OFFICERS.**

**10. HONORARIUMS**

1. **AN HONORARIUM FOR EACH OF THE PRESIDENT, SECRETARY, TREASURER AND BOWLS ORGANISER (PAID MONTHLY)**
2. **THESE HONORARIUMS TO BE DETERMINED AT EACH ANNUAL GENERAL MEETING (AGM).**

**11. NON COMMITTEE POSITIONS**

**THESE POSITIONS SHALL BE ELECTED AT EACH AGM IN THE SAME MANNER AS THE OFFICE BEARERS.**

1. **CLUB COACH**
2. **PUBLICITY OFFICER**
3. **WELFARE OFFICER**

**12.SUB -COMMITTEES**

1. **THE BOWLING COMMITTEE SHALL APPOINT A MATCH COMMITTEE AT THE FIRST MEETING AFTER THE AGM.**
2. **THE BOWLING COMMITTEE MAY APPOINT SUB-COMMITTEES AS THEY SEEM NECESSARY.**

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**13. CASUAL VACANCIES**

1. **THE BOWLING COMMITTEE MAY AT ANY TIME APPOINT A FINANCIAL MEMBER (EXCLUDING JUNIOR MEMBERS) TO FILL A VACANCY.**
2. **THE MEMBER APPOINTED SHALL HOLD OFFICE UNTIL THE NEXT AGM.**

**14 BY LAWS**

**(a) THE BOWLING COMMITTEE SHALL HAVE THE POWER TO MAKE, ALTER OR REPEAL ANY SUCH BY LAWS AS ARE NECESSARY TO MANAGE THE AFFAIRS OF THE SHBC.**

**(b) ANY ALTERATIONS TO THE BY LAWS SHALL BE A MAJORITY VOTE BY THE BOWLING COMMITTEE.**

**(c) ANY RESOLUTION (BY LAW) PASSED BY THE MEMBERS AT A GENERAL MEETING MAY ONLY BE RESCINDED OR AMENDED AT AN AGM OF THE SHBC.**

**15.CONDUCT**

1. **WHERE THERE IS A BREACH OF LAWN BOWLS RULES AND/OR CONDUCT BY A MEMBER, THE EXECUTIVE COMMITTEE SHALL MEET AND DETERMINE THE ISSUE AND MAY REFER THEIR DECISION TO THE BOWLING COMMITTEE FOR FURTHER ACTION.**
2. **SHOULD FURTHER ACTION BE REQUIRED BY THE BOWLING COMMITTEE, THE MEMBER SHALL BE GIVEN NO LESS THAN SEVEN (7) DAYS NOTICE IN WRITING OF THE TIME, DATE AND PLACE OF SUCH MEETING AND SHALL BE PROVIDED DETAILS OF THAT WHICH IS ALLEGED. THE MEMBER SHALL BE GIVEN THE OPPORTUNITY TO APPEAR AT SUCH MEETING AND PRESENT WHATEVER MATERIAL AND EVIDENCE AS MAY BE CONSIDERED RELEVANT.**
3. **THE BOWLING COMMITTEE SHALL DETERMINE WHETHER OR NOT THE MEMBER HAS COMMITTED A BREACH OF LAWN BOWLS RULES AND/OR CONDUCT.**
4. **SHOULD IT BE DETERMINED THAT THE MEMBER HAS COMMITTED A BREACH OF LAWN BOWLS RULES AND/OR CONDUCT, THE BOWLING COMMITTEE MAY REPRIMAND AND/OR SUSPEND THAT MEMBER FROM THE SHBC.**
5. **IF THE MEMBER IS NOT SATISFIED WITH THE COMMITTEE’S DECISION THEY MAY APPEAL TO THE BOARD OF THE REGISTERED CLUB (SHB&RC).**
6. **ANY MEMBER OF THE SHBC WHO COMMITS A BREACH OF CONDUCT NOT RELEVANT TO THE GAME OF LAWN BOWLS WILL BE REFERRED TO THE REGISTERED CLUB.**
7. **ANY MEMBER WHO HAS THEIR MEMBERSHIP OF THE REGISTERED CLUB SUSPENDED WILL BE AUTOMATICALLY SUSPENDED FROM THE SHBC.**

**16. FINANCE**

1. **THE SHBC SHALL HAVE THEIR OWN BANK ACCOUNT TO CONDUCT THE FINANCES OF THEIR CLUB.**

**17.REGISTERED CLUB REPRESENTATIVE**

1. **THE PRESIDENT OF THE REGISTERED CLUB, OR THEIR NOMINEE, MAY ATTEND ANY BOWLING COMMITTEE MEETING, AGM OR SPECIAL GENERAL MEETING OF THE SHBC.**
2. **THE REGISTERED CLUB REPRESENTATIVE MAY TAKE PART IN DEBATE AND IS NOT ENTITLED TO VOTE.**

**18.CLUB CHAMPIONSHIPS**

1. **ALL CLUB CHAMPIONSHIPS WILL BE PLAYED IN LINE WITH THE LAWS OF THE SPORT OF LAWN BOWLS AND THE CURRENT CONDITIONS OF PLAY AS DIRECTED BY BNSW AND AS ADOPTED BY THE BY LAWS OF THE SHBC UNDER THE DIRECTORSHIP OF THE BOWLS ORGANISER OR IN THEIR ABSENCE THE APPOINTED CONTROLLING BODY.**
2. **ALL CLUB CHAMPIONSHIPS ARE TO BE PLAYED ON THE TME AND DATE SET DOWN BY THE BOWLS ORGANISER OR BY MUTUAL AGREEMENT BEFORE THE START OF THE NEXT SCHEDULED ROUND. IF A CLUB CHAMPIONSHIP GAME IS NOT COMPLETED FOR ANY REASON, THE MEMBER/TEAM WHO CAUSED THE DELAY WILL FORFEIT THE MATCH.**

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**19. ALTERATIONS**

1. **NO ALTERATIONS SHALL BE MADE TO THIS CONSTITUTION EXCEPT BY RESOLUTION/NOTICE OF MOTION PASSED BY SEVENTY-FIVE (75) PERCENT OF FINANCIAL MEMBERS OF THE SHBC ELIGIBLE TO VOTE.**
2. **A COPY OF SUCH RESOLUTION/NOTICE OF MOTION SHALL BE SUBMITTED FOR APPROVAL TO THE REGISTERED CLUB.**

**20. SPECIAL GENERAL MEETING**

1. **THE PRESIDENT, SECRETARY, TREASURER OR ANY THREE MEMBERS OF THE BOWLING COMMITTEE MAY REQUEST TO**

**CONVENE A SPECIAL GENERAL MEETING.**

1. **THE SECRETARY SHALL ACCEDE TO SUCH REQUEST AND GIVE ALL MEMBERS OF THE BOWLING COMMITTEE NOT LESS THAN TWENTY-FOUR (24) NOTICE OF THE TIME, DATE, PLACE AND PURPOSE FOR WHICH THE MEETING HAS BEEN REQUESTED.**
2. **THE SECRETARY SHALL CALL A SPECIAL GENERAL MEETING OF THE SHBC UPON REQUEST OF THE BOWLING COMMITTEE, OR UPON REQUEST IN WRITING OF NOT LESS THAN FIVE (5) PERCENT OF THE TOTAL FINANCIAL MEMBERS OF SHBC.**
3. **TWENTY-ONE (21) DAYS NOTICE OF THE SPECIAL GENERAL MEETING MUST BE GIVEN TO THE MEMBERS.**

1. **THE SECRETARY SHALL DISPLAY ON THE NOTICE BOARD, THE TIME, DATE, PLACE AND STIPULATE THE PURPOSE FOR CONVENING THE SPECIAL GENERAL MEETING AND ANY SPECIAL GENERAL MEETING CALLED SHALL BE LIMITED TO SUCH PURPOSE.**

**21.VOTING**

1. **SHOULD THE NUMBER OF NOMINATIONS EXCEED THE NUMBER OF POSITIONS TO BE FILLED, A SECRET BALLOT ELECTION WILL BE HELD.**
2. **SHOULD THE NUMBER OF NOMINATIONS BE LESS THAN THE NUMBER REQUIRED, THEN THOSE PERSONS NOMINATED SHALL BE DECLARED DULY ELECTED AND FURTHER NOMINATIONS SHALL BE CALLED FROM THE FLOOR TO FILL ANY VACANCIES.**
3. **IF NO NOMINATIONS ARE RECEIVED FOR THE POSITION OF SECRETARY OR TREASURER, THEN THE POSITION OF SECRETARY AND TREASURER MAY BE COMBINED.**
4. **IN THE TWO (2) WEEKS PRIOR TO THE AGM, A SECRET BALLOT OF FINANCIAL MEMBERS (EXCLUDING JUNIOR MEMBERS) SHALL BE CONDUCTED FOR POSITIONS ON THE BOWLING COMMITTEE.**
5. **RETURNING OFFICERS AND SCRUTINEERS TO BE APPOINTED BY BOWLS COMMITTEE.**
6. **THESE MEMBERS CANNOT BE CANDIDATES FOR ANY POSITION ON THE BOWLING COMMITTEE.**
7. **VOTING WILL TAKE PLACE ON THE FOLLOW TIMES AND DAYS.**

**(i) WEDNESDAYS BETWEEN 4:00pm and 5:00pm**

**(ii) FRIDAYS BETWEEN 4:00pm and 5:00pm**

**(iii) ANY OTHER TIMES OR DAYS BY ARRANGEMENT WITH THE RETURNING OFFICERS.**

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