

CONSTITUTION
REDCLAWS SOCIAL BOWLS CLUB PLR BARGARA

1. NAME

- 1.1. The name of the Club is REDCLAWS SOCIAL BOWLS CLUB PLR BARGARA (known as the Bowls Club).

2. GOVERNANCE OF THE BOWLS CLUB

- 2.1. The Bowls Club is an organisation with the right to govern its own affairs and finance as an independent identity. However, as it is not an incorporated body it is to an extent bound by the rules laid down by the Residents Committee and ultimately the Palm Lake Resort Bargara Rules.

3. OBJECTIVES

- 3.1. To encourage and promote the game of Bowls within Palm Lake Resort Bargara.
- 3.2. To provide, develop and promote activities deemed appropriate and to provide good fellowship between members of the Bowls Club.
- 3.3. To provide games and competitions for members for the social and competitive playing of the game of bowls in accordance with the Laws of the Game.

4. MEMBERSHIP OF THE CLUB

- 4.1. Any resident of Palm Lake Resort, Bargara may become a member of the Bowls Club upon payment of the appropriate membership fee. The Treasurer shall issue a receipt to each member within seven (7) days of payment of membership fee.
- 4.2. Club membership expires when a member ceases to reside at Palm Lake Resort Bargara.
- 4.3. The Bowls Club has two (2) membership categories, ordinary membership and social membership.
- 4.3.1. An ordinary member of the Bowls Club is a member that participates in bowls activities organised and conducted by the Bowls Club Committee on behalf of the Bowls Club members.
- 4.3.2. A social member of the Bowls Club is a social member that supports club activities and social functions.
- 4.4. As social members do not participate in Bowls Club activities, they may not become committee members or cast a vote at a Bowls Club general meeting.
- 4.4.1. A social member may be levied a nominal fee to attend Bowls Club activities.

5. REGISTER OF MEMBERS

- 5.1. The Management Committee must keep a register of members of the Bowls Club.
- 5.2. The register must include the following particulars for each member:
 - 5.2.1. The full name of the member.
 - 5.2.2. Villa number of the member.
 - 5.2.3. The email address of the member (if available).
 - 5.2.4. The date of admission as a member.
 - 5.2.5. Membership category (ordinary or social).

6. FUNDS AND ACCOUNTS

- 6.1. The funds of the Bowls Club must be kept in an account in a financial institution decided by the Bowls Club. Records and accounts must be kept showing full an accurate representation of the financial affairs of the Bowls Club.
- 6.2. All amounts must be deposited in the financial institution account as soon as practicable after receipt.
- 6.3. Cheques for all amounts must be signed by any two (2) of the following:
President
Secretary
Treasurer
- 6.4. Other members authorised by the Bowls Club Committee.
- 6.5. A petty cash account must be kept on the Imprest System, and the Bowls Club Committee shall determine the amount of petty cash to be kept in that account.
- 6.6. All expenditure must be approved or ratified at a Bowls Club Committee meeting. The Committee may direct approval of expenditure for major items to the General Meeting of Bowls Club Members.
- 6.7. The Treasurer must, as soon as practicable after the end of each financial period, ensure a statement of the income and expenditure for the financial period just ended; is prepared and presented to the next Annual General Meeting.
- 6.8. The Treasurer must have the records and accounts checked by an authorised person prior to the Annual General Meeting.
- 6.9. The income and property of the Bowls Club must be used solely in promoting the Club's objectives and exercising the Bowls Club's powers.

7. MEMBERSHIP OF THE COMMITTEE OF THE CLUB

7.1. The Committee of the Bowls Club shall be made up of:

President
Vice president
Secretary
Treasurer
Games Director
Greens Director
Two (2) Committee Members

7.2. The Committee may appoint a member as assistant to any of the above positions.

7.3. At each Annual General meeting of the Bowls Club, all members of the Bowls Club Committee must retire from office, but are eligible, on nomination, for immediate re-election to the same or any committee position.

8. ELECTION OF COMMITTEE

8.1. A member of the Committee of the Bowls Club may only be elected as follows:

8.1.1. Any two (2) Bowls Club members may nominate and second an ordinary Bowls Club member to serve on the Committee.

8.2. The nomination must be:

8.2.1. In writing

8.2.2. Signed by the candidate and the two (2) Bowls Club members who nominated and seconded the nominated member.

8.2.3. Given to the Secretary at least seven (7) days before the Annual General Meeting at which the election is to be held.

8.3. A list of candidates' names in alphabetical order, with the names of the Bowls Club members who nominated and seconded each candidate, must be posted on the Notice Board at the clubhouse for at least seven (7) days prior to the Annual General Meeting.

8.4. All Bowls Club committee positions with more than one nomination shall be decided by secret ballot.

8.5. If there are no nominations for any position or positions on the Bowls Club Committee, nominations may be taken from the floor of the Annual General meeting.

8.6. If a ballot for any position is required, balloting lists shall be prepared with the names of candidates in alphabetical order.

8.7. If a candidate wishes to withdraw from nomination before the Annual General Meeting they must notify the proposer, seconder and the Secretary of the Bowls Club as soon as possible.

8.8. A Bowls Club member may be nominated for more than one (1) position, however if they are elected to a position, they must immediately withdraw their nomination from any other position for which they have been nominated.

- 8.9. The Bowls Club Committee shall appoint a Returning Officer and Scrutineer to oversee and conduct the secret ballot. If either the Returning Officer or Scrutineer is not acceptable to the Members a challenge to their acceptability may be put to the Annual General Meeting. If this occurs the situation must be resolved by a vote and if necessary, a replacement Returning Officer and/or Scrutineer must be appointed before the ballot of a new Bowls Club committee can proceed.
- 8.10. If a member cannot attend an Annual General Meeting, they may authorise another member of the Bowls Club to act as their proxy. An application for proxy voting must contain the name, villa number and signature of both the member unable to attend the meeting and the member empowered to cast the proxy vote. The application for a proxy vote can be obtained from the Bowls Club Secretary and must be completed and returned to the Bowls Club Secretary prior to commencement of the Annual General Meeting.

9. RESIGNATION COMMITTEE MEMBER

- 9.1. A Committee member may resign from the committee by giving written notice of resignation to the Secretary.
- 9.2. The resignation takes effect from the date stated in the notice.
- 9.3. A Committee member may be removed from office at a General Meeting if a majority of seventy five percent (75%) of Bowls Club members present at the meeting vote in favour of removing the member.
- 9.4. Before a vote, of the Bowls Club Members, to remove a Bowls Club committee member is taken, the member must be given a full and fair opportunity to show why he or she should not be removed from office.
- 9.5. A member has no right of appeal against the removal from office under this section of the Constitution.

10. COMMITTEE VACANCIES

- 10.1. If a casual committee vacancy occurs, the vacant position will be filled by a vote of Bowls Club Members at the next General Meeting.
- 10.2. If a Bowls Committee Member, other than the President, intends to be absent from the Resort for a period of sixty (60) days or more, the Bowls Club Committee shall appoint a pro tem office bearer to replace that committee member for the duration of his or her absence. The pro tem shall be an ordinary Bowls Club member and shall have all voting powers of a Bowls Committee member for period or tenure.
- 10.3. If the President of the Bowls Club is absent for any duration, the Vice President will carry out all duties of the President during the period of absence.

11. MEETINGS OF THE CLUB

- 11.1. The Bowls Club must hold an Annual General Meeting once per year.
- 11.2. The Bowls Club Committee must have a meeting at least once every calendar month to exercise its functions.
- 11.3. The President shall call Bowls Club Committee Meetings as required to ensure good governance of the Bowls Club.

12. DELEGATION OF CERTAIN COMMITTEE POWERS

- 12.1. The Bowls Committee may appoint sub-committees comprising members of the Bowls Committee and if necessary other ordinary Bowls Club members to undertake specific long or short-term tasks as allocated by the Bowls Committee. Sub committees shall be disbanded when they are no longer required to assist in the governance of the Bowls Club.

13. APPOINTMENT OF SUBCOMMITTEES

- 13.1. The Bowls Club Committee may appoint a sub-committee consisting of members of the Club considered appropriate by the committee to help with the conduct of the Clubs operations.
- 13.2. A member of the sub-committee who is not a member of the Bowls Club Committee is not entitled to vote at a Bowls Club Committee meeting.
- 13.3. A sub-committee may elect a chairperson of its meetings.
- 13.4. A sub-committee may be formed and disbanded as considered appropriate by the Bowls Club Committee.
- 13.5. Each sub-committee must have at least one Bowls Club Committee member on the sub-committee.

14. VALIDITY OF A VOTE AT A GENERAL MEETING

- 14.1. To form a quorum at a Bowls Club General meeting at least ten percent (10%) of Bowls Club members eligible to vote at the meeting must be present.
- 14.2. Election of Bowls Club Committee members and any business dealt with at the General Meeting requires a majority vote from the members present at the General Meeting.
- 14.3. To alter or amend this Constitution a majority vote of seventy five percent (75%) of the Ordinary Bowl Club Members present at the General Meeting is required.

15. VACANCIES ON THE BOWLS CLUB COMMITTEE

- 15.1. If a casual vacancy happens on the Bowls Club Committee, the continuing members of the Bowls Club Committee may appoint another ordinary member of the Bowls Club to fill the vacancy until the next Annual General Meeting.
- 15.2. However, if the number of Bowls Club Committee members is less than the number fixed under section sixteen (16) of this constitution the president must call a general meeting of the Bowls Club.

16. QUORUM FOR COMMITTEE MEETING

- 16.1. At a Bowls Club Committee meeting, more than fifty percent (50%) of the members elected to the Committee as at the close of the last general meeting of the members form a quorum.

17. MINUTES OF BOWLS CLUB COMMITTEE MEETINGS

- 17.1. The Secretary must ensure full and accurate minutes of all questions, matters, resolutions, and other proceedings of each Bowls Club Committee meeting are entered in a minute book.
- 17.2. To ensure the accuracy of the minutes, the minutes of each Bowls Club Committee meeting must be signed by the chairperson of the meeting, or the chairperson of the next Bowls Club Committee meeting, verifying their accuracy.

18. ANNUAL GENERAL MEETING

- 18.1. The annual general meeting must be held within two (2) months after the end date of the Club's financial year.

19. BUSINESS TO BE CONDUCTED AT ANNUAL GENERAL MEETING

- 19.1. Receive the Bowls Club's financial statement, and audit report, for the last reportable financial year.
- 19.2. Presenting the financial statement and audit report to the meeting for adoption.
- 19.3. Election of committee members.
- 19.4. Conduct any other business required for the conduction of Bowls Club business.

20. NOTICE OF GENERAL MEETING

- 20.1. The Secretary must give at least twenty one (21) days' notice of the meeting to each member of the Bowls Club.
- 20.2. Notices of Motion must be submitted in writing to the Secretary at least fourteen (14) days before a General Meeting for inclusion in the notice convening such meeting. Any Notice of Motion must be signed by a member of the Bowls Club as the proposer, and counter signed by another member as being in agreement with the motion.
- 20.3. Notice of any general meeting or special general meeting must be in writing posted on the Bowls Club notice board and announced at all games leading up to the General Meeting.
- 20.4. The notice of meeting must state the business to be conducted at the meeting and provide complete details of all proposed special and general resolutions of the Bowls Club.

21. VOTING AT GENERAL MEETING

- 21.1. At a general meeting, each question, matter, or resolution, other than a special resolution, must be decided by a majority of votes of the voting members present.
- 21.2. Each club member may cast one (1) vote and, if the votes are equal, the chairperson has a casting vote as well as a primary vote.
- 21.3. If at least twenty percent (20%) of the members present demand a secret ballot, voting must be by secret ballot.

- 21.4. If a secret ballot is held, the Chairperson must appoint two (2) members to act as scrutineers.
- 21.5. At the completion of the meeting, the scrutineers must oversee the destruction of all ballot papers.
- 21.6. All special resolutions require secret ballot with seventy five percent (75%) voting members' approval. A special resolution is required to change this Constitution.
- 21.7. If a Bowls Club member is unable to attend a general meeting, they may lodge a proxy vote via any member who is present at that meeting. The proxy form will be made available by the Secretary. The form must contain the motion on which the vote will be cast, the name of both the voting member and the member casting the proxy vote, the signature of both members and whether the vote is for or against the motion.

22. SPECIAL GENERAL MEETING

- 22.1. The Secretary must call a special general meeting by giving each voting member of the Bowls Club notice of the meeting within fourteen (14) days after:
 - 22.1.1. Being directed to call the meeting by the Bowls Club committee.
 - 22.1.2. Being given a written request signed by:
 - 22.1.2.1. At least thirty three percent (33%) of the number of members of the Bowls Club committee when the request is signed as per section 30.12.
 - 22.1.2.2. At least the number of voting members of the Bowls Club equal to double the number of members on the Bowls Club committee, plus one (1). The request for the Special General Meeting must contain the name, villa number and signature of all members requesting the meeting.
 - 22.1.3. A request mentioned in section 22.1.2.1 must state:
 - 22.1.3.1. Why the special general meeting is being called.
 - 22.1.3.2. The business to be conducted at the meeting.
- 22.2. A special general meeting must be held within 6 weeks after the Secretary:
 - 22.2.1. Is directed to call the meeting by the Management Committee.
 - 22.2.2. Is given the written request mentioned in section 22.1.2.
- 22.3. If the Secretary is unable or unwilling to call the special general meeting, the chairman must call the meeting.
- 22.4. A notice of special general meeting must be in writing and mailed or emailed to each voting member. The notice of meeting must state the business to be conducted at the meeting and provide complete details of all proposed special resolutions of the Club.

23. REIMBURSEMENT OF EXPENSES

- 23.1. Any member who is requested by the Bowls Club Committee to undertake any authorized activity for and/or on behalf of the Bowls Club, and who incurs an expense in association with that activity shall have the fair and reasonable expectation of reimbursement of that expense.

24. CLUB EVENTS

- 24.1. Bowls Club competitions shall be held annually and may consist of championship or graded events including singles, pairs, triples, fours as single gender and mixed competitions.
- 24.2. Non-championship events, graded, events other competitions and social bowls approved by the Committee may be called by the Games Director at his/her discretion.

25. FINANCIAL YEAR

- 25.1. The end date of the Club's financial year is September 1st each calendar year.

26. CLUB UNIFORM

- 26.1. Club Uniform will be worn when:
 - 26.1.1. Playing Bowls Club championship games.
 - 26.1.2. Playing for the Bowls Club against visiting teams.
 - 26.1.3. Representing the Bowls Club at other bowls clubs.

27. DRESS STANDARDS

- 27.1. A minimum standard of dress in accordance with Palm Lake Resort Bargara Residents Guide is required when playing bowls and engaging in Bowls Club activities. This document calls for "smart casual dress at all times" within the Club precinct.
- 27.2. As an addition to the requirement of section 25.1 of this constitution, all players are required to wear flat sole shoes or socks when participating in bowls activities.

28. CODE OF CONDUCT

- 28.1. Players must play by the rules of the game and not deliberately distract or provoke an opponent.
- 28.2. Good sportsmanship should be displayed at all times.
- 28.3. Good plays should be applauded whether they are made by your team or the opposition.
- 28.4. Less than perfect shots and or mistakes should not be mocked derided by other players.
- 28.5. All players should participate in the game of lawn bowls for the enjoyment of the game and competition.

- 28.6. If a member or the Bowls Club Committee feels a serious breach of conduct, beyond the authority of the Bowls Club Committee has occurred it should be reported through the normal PLR process. That is, it should be reported, in writing, to the Palm Lake Resort Bargara Caretakers.

29. CORRECT DELIVERY OF A BOWL DURING GAMES AND PRACTICE

- 29.1. The playing surface of an artificial grass or carpet bowls green is prone to damage from the dropping and “dumping” of bowls. To ensure the longevity of the playing surface and reduce the likely hood of expensive repairs lawn bowls must be delivered in a manner consistent with the directives of both Bowls Australia (BA) and Bowls Queensland (BQ).
- 29.2. Bowlers unable to deliver a bowl in accordance with these directives must either adjust their bowling action to accommodate the requirements of BA and BQ or assist their action with the use of an approved bowling arm and/or appropriate walking stick with an approved rubber base.
- 29.3. The Bowls Club will give assistance to any bowler identified “dumping” their bowls.
- 29.4. If a player cannot or will not adapt their delivery to comply with these requirements the Bowls Committee will be obligated to take action to prevent the player from continuing to use the Palm Lake Bargara bowling greens.
- 29.5. Appendix 1 to this constitution details the Bowls Clubs reason for this directive and the signature of agreeance of PLR to this directive.

30. MINIMUM AGE OF PLAYERS

- 30.1. Children under the age of fourteen (14) are not permitted to play or practice on either green of Palm Lake Bargara Resort.
- 30.2. Appendix 2 to this constitution is, in part, a directive from Palm Lake Resort Bargara management issuing notice to the Bowls Club of this requirement.
- 30.3. An exception to section 30.1 of this constitution, a child under the age of fourteen (14) may be allowed to participate in a game of bowls if they can show proof of membership as a junior bowler of a bowls club.

31. AMENDMENT TO THE CONSTITUTION

- 31.1. Any proposal to amend this constitution must comply with the following conditions:
- 31.1.1. The proposal must contain precise wording of the section, sub section, sentence, phrase, or word that the proposer submits for admission, deletion, or change.
- 31.1.2. The proposed change to the constitution must contain the name, villa number and signature of both a proposer and a seconder.
- 31.1.3. Both the proposer and seconder must be members of the Bowls Club
- 31.1.4. The proposal must be delivered to the Bowls Club Secretary in sufficient time to allow the posting of the proposal to be posted on the Bowls Club notice board for seven (7) days prior to the Bowls Club General Meeting at which the proposal will be debated and voted for by the members present.

- 31.1.5. A majority vote of seventy-five (75) per cent of the members present at the General Meeting is required for the changes to be carried.
- 31.1.6. The Bowls Club Committee shall appoint a Returning Officer and Scrutineer/s to oversee and conduct the secret ballot. If either the Returning Officer or Scrutineer/s are not acceptable to the members a challenge to their acceptability may be put to the General Meeting. If this occurs the situation must be resolved by a vote and if necessary, a replacement Returning Officer and/or Scrutineer/s must be appointed before the ballot for constitutional change can precede.

8th November 2017

Appendix 1

Constitution of the Palm Lake Resort Bargara
Social Bowls Club

To the Caretaker

Palm Lake Resort Bargara

Dear Robyn,

RE: DUMPING OF BOWLS

BACKGROUND: At present there are a number of Bowlers dumping bowls on the bowls greens within the resort.

1. Dumping of bowls occurs when a bowl is dropped on a green in the act of delivering a bowl which leaves a depression in the playing surface and sub-surface.
2. The depressions caused by dumping are “permanent” on a synthetic green and these depressions cause deterioration of synthetic green’s surfaces and under surfaces, and affect the line of bowls during a game.
3. To repair the damage to synthetic greens caused by dumping is extremely expensive as the carpet would have to be lifted (repaired/replaced), sub surfaces repaired and the green then having to be re-levelled.

Prohibiting the dumping of bowls:

1. Bowls Queensland – coaching manual and the etiquette of bowls (current) states “to safeguard the state of the green, bowlers should release their bowls close to the green to avoid dumping”.
2. Bowls Australia – policy title – greens protection policy approved December 2014 reviewed December 2016.
3. All bowls clubs Australia wide prohibit dumping on their greens.

Recommendation:

1. That Palm Lake Resort Management (PLR) prohibits the dumping of bowls on the bowls greens within the Palm Lake Bargara Resort in line with all Bowls Clubs Australia wide and guidelines of Bowls Queensland/Australia.
2. That the Red Claw Bowls Club produce a policy that will assist bowlers who have been identified as “dumping bowls” to assist them in continuing to play bowls.
3. If the above recommendation (2) does not curtail the dumping of a bowl and a player continues to dump bowls that they are notified by PLR that they cannot play bowls on the greens within Palm Lake Bargara Resort.

Summary:

The Palm Lake Redclaw Social Bowls Club is seeking your approval of the above recommendations and implementation of the above.

Yours sincerely



Garry Kane

PRESIDENT REDCLAW SOCIAL BOWLS CLUB

APPROVED BY PALM LAKE MANAGEMENT



.....CARETAKER – PALM LAKE RESORT BARGARA

DATE 20/11/2017.....

15 November 2017

Redclaw Bowls Committee

PLR Bargara

Attn: Garry Kane,

Please be advised that, we, the Caretakers of PLR Bargara applaud and support your proposal in the effort to protect our bowling greens from the action of 'dumping' as advised in your letter dated November 8, 2017.

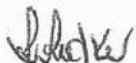
Also note the items below should also be adhered to and implemented by your committee and players.

1. NO children under the age of 14 years are permitted to bowl on either green. All visitors and children over the age of 14 must be accompanied by a resident.
2. Correct footwear and attire should be worn at all times. Correct footwear are flat sole shoes. Correct attire should be worn at all times.

Yours sincerely,

Phil and Robyn Rudken

Caretakers PLR Bargara



Attached: Copy signed letter from the Redclaw Bowls Committee