

CLUB MERRYLANDS BOWLING, SPORTING AND RECREATION CLUB LIMITED

CLUB MERRYLANDS BOWLING GROUP

MEN'S BOWLING SUB CLUB'S CONSTITUTION

1. OBJECTIVES:-

To promote the game of bowls, and to conform at all times with Laws of the Sport of Bowls, the Bowls New South Wales State Conditions of Play, The applicable Zone (or equivalent) Conditions of Play as appropriate and the Articles of Association of the Merrylands Bowling, Sporting and Recreation Club Limited (hereinafter called "the Registered Club").

2. MEMBERSHIP:-

- (a) The Membership of the Men's Bowling Club shall be divided into the following categories:-
- (i) Bowling Members;
 - (ii) Junior Members;
 - (iii) Life Members.

3. FEES:-

- (a) The Registered Club shall fix and receive annual fees.
(b) All fees are payable by the due date.

4. MANAGEMENT COMMITTEE/OFFICE BEARERS OF THE MEN'S CLUB:-

- (a) The Management Committee/Office Bearers shall consist of:-
- (i) A President;
 - (ii) A Vice President;
 - (iii) Four (4) Committeemen;

who shall be elected annually at the Annual General Meeting of the Men's Bowling Club; and

- (iv) a Bowls Organiser who may be an employee of the Registered Club and who shall be appointed by the Board of Directors of the Registered Club.
- (b) The position of Bowls Organiser may be a paid position;
- (c) All Financial Members of the Club except Junior members and members who are employees of the Registered Club (except in the case of the position of Bowls Organiser which may be filled by an employee of the Registered Club) shall be eligible to nominate for and be elected or appointed to the Management Committee;
- (d) At every Annual General Meeting of the Club the Management Committee/Office Bearers shall retire from Office, but if nominated, shall be eligible for re-election;

- (e) Any Financial Member may be nominated for more than one position as an Office Bearer but shall only be entitled to hold one such position. Any Financial Member elected to more than one such position, shall immediately upon election, select which position that person is to fill. Each other position to which that Financial Member was elected shall be filled by the person who receives the next greatest number of votes.

4A. **Voting Rights**

All Financial members of the Club including members who are employees of the Registered Club but excluding Junior members shall be eligible to attend and vote at all meetings of members of the Club.

5. **SUB COMMITTEES:-**

(1) **Selection Committee**

- (a) The Merrylands Selection Committee shall at all times consist of five (5) elected members, all of whom shall be Financial Members of the Affiliated Club excluding Junior members who shall not be eligible to be elected or appointed to the Selection Committee;
- (b) The Selection Committee shall be elected in the same manner and at the same time as the Management Committee/ Office Bearers;
- (c) At the first meeting of the Selection Committee after the Annual General Meeting at which they are elected, the Selection Committee shall appoint, from one of their number, a Chairman of Selectors;
- (d) At any meeting of the Selection Committee, the Chairman of Selectors, in the event of an equality of votes, shall have a casting vote in addition to his deliberative vote;
- (e) Any vacancy in any position on the Selection Committee must be filled by the remaining Selection Committee members within twenty one (21) days of the vacancy occurring;

(2) **Additional Sub-Committees**

- (a) The Management Committee shall appoint all additional Sub-Committees or assistance as required.
- (b) Duties of Sub-Committees shall be set out as determined by the Management Committee.

6. ELECTIONS:-

- (a) The Management Committee must be elected annually by the Financial Members entitled to attend and vote at meetings of the Club pursuant to this Constitution. Members shall be eligible to elect a President, a Vice President and Four (4) Committeemen. Separate ballots (if required) will be held to elect the President, the Vice President and Four (4) Committeemen;
- (b) No Financial Member currently under suspension by the Board of Directors of the Registered Club under this Constitution is eligible to nominate, stand for or be elected to any Committee of the Club;
- (c) A nomination for election to the positions of President, Vice President and Committeeman must be made in writing and signed by two (2) Financial members of the Club who are entitled to attend and vote at meetings of the Club pursuant to this Constitution and by the nominee who must also signify his consent to the nomination;
 - (i) The Nomination must specify the position on the Committee for which the nominee has nominated;
 - (ii) Nominations shall be handed to the Chief Executive Officer of the Registered Club no later than twenty one (21) days prior to the date of the Annual General Meeting which shall be the closing date for nominations;
 - (iii) The Chief Executive Officer of the Registered Club must forthwith upon receipt of a nomination, post the name of the candidate on the appropriate notice boards.
- (d) If the full number of Candidates for the various positions on the Committee is not nominated as prescribed, then, subject to paragraph (b), those candidates who are nominated will be deemed to be duly elected to the relevant positions and additional nominations may, with the consent of the nominee or nominees, be made at the Annual General Meeting for the positions not so filled. If there are more than the required number nominated for any position, an election by secret ballot must take place in respect of that position, but if there are only the requisite number nominated, the Returning Officer must declare those nominated, duly elected;
- (e) If, after the closing of nominations, one or more Candidates for a position on the Committee withdraws or becomes ineligible or unavailable for election to that position - and such withdrawal, unavailability or ineligibility would, pursuant to paragraph (a) thereby eliminate the need for an election for that position then, notwithstanding the provisions of paragraph (a), further nominations for that position may be called for at the Annual General Meeting prior to the election for that position;
- (f) If there are not sufficient nominations for any position on the Committee as provided above, then the Committee may appoint any eligible Financial Member to fill the vacant position and any person so appointed will hold office until the next Annual General Meeting;
- (g) The election of the Committee(s) as described in Clauses 4 and 5(1), must be conducted annually.

In addition to the circumstances in which the office of an Office Bearer becomes vacant, a vacancy shall occur if he:-

- (i) Becomes deceased;
- (ii) Resigns his position by notice in writing to the Club;
- (iii) Is absent from three (3) consecutive Committee Meetings without leave of absence or an apology.

The Management Committee shall have the power at any time to appoint any Financial Member to the Management Committee to fill a casual vacancy other than the position of Bowls Organiser which must be filled by the Board of Directors of the Registered Club. Any other such vacancy that occurs on the Management Committee must be filled within twenty one (21) days of the vacancy occurring. The person so appointed may hold office only until the following Annual General Meeting.

- (h) The Management Committees of the Club shall meet at least once in every month for the transaction of business. The names of all members of the Management Committees present and voting and minutes of resolutions or proceedings of the Management Committees must be entered in a book provided for that purpose. The quorum of the Management Committees is four (4) members of each Committee;
- (i) The President may at any time and must on the formal request of not less than three (3) Management Committee Members, and within ten (10) days of receipt of such formal request, convene a meeting of the Management Committee;
- (j) Subject to this Constitution, questions arising at a meeting of the Management Committee will be decided by a majority of votes of Committeemen present and voting and any such decision will be for all purposes deemed a decision of the Management Committee;
- (k) The President shall preside at all meetings of the Management Committee. In his absence the Vice President shall preside. In the event of the President and the Vice President not being available to attend the meeting, the remaining Management Committee Members will elect a Chairman to conduct the meeting. The Chairman of the meeting will in case of an equality of votes, have a casting vote in addition to his deliberative vote;
- (l) In the event of a vacancy or vacancies of the Management Committee, the remaining Committeemen may act. If the number of remaining Committeemen is not sufficient to constitute a quorum at a meeting of the Management Committee, they may act only for the purpose of increasing the number of Committeemen to a number sufficient to constitute such a quorum.

7. DELEGATES:-

- (a) At the first Meeting after election, the Management Committees shall appoint Delegates to all associations to which the Club is entitled to representation;
- (b) Delegates to the applicable Zone (or equivalent) Bowling Associations shall be:-

The Bowls Organiser and one other member of the Management Committees
- (c) Delegates shall present a report of all meetings to the Management Committee at the next scheduled meeting.

8. BY-LAWS:-

The Management Committee shall have the power to make, alter or repeal any such By-Laws as are necessary to manage the affairs of the Club providing that any By-Law made or any amendment to an existing By-Law pursuant to the power herein, shall not come into force and be duly operative until:-

- (a) The By-Law or amendment to any existing By-Law is confirmed by the Management Committee not less than twenty-eight (28) days after its making;
- (b) The posting of an appropriate notice containing such duly confirmed By-Law on the Notice Board, and where an existing By-Law is repealed, such repeal will not take effect and the By-Law will not cease to be operative until:-
 - (i) The Management Committee confirms that the By-Law is repealed not less than twenty eight (28) days and not more than two (2) calendar months after its initial repeal;
 - (ii) The posting of an appropriate notice on the Notice Board advertising that the By-Law has been repealed.

9. DRESS:-

Regulation of dress for play shall comply with the requirements of Bowls New South Wales By – Laws or as decreed by the Registered Club.

10. AMENDMENTS:-

No Amendments shall be made to this Constitution except by application to the Registered Club and passed by the Board of Directors, then the resolution passed by a majority of not less than two-thirds of the members of the Club who are entitled to vote and are present at the Annual General Meeting or Extraordinary General Meeting of the Club of which resolution not less than twenty-one (21) days' notice specifying the intention to propose such resolution has been duly given.

11. EXTRAORDINARY GENERAL MEETING:-

An Extraordinary General Meeting may be called in line with the Registered Club's policy.

Amended June 4, 2023.

DUTIES OF THE ELECTED OFFICE BEARERS

DUTIES OF THE PRESIDENT:-

1. Attend and Chair the Annual General Meeting, any General Meetings and all Meetings of the Management Committee.
2. Attend the Annual General Meeting of the relevant Zone Bowling Association.
3. Attend Sub-Committee Meetings as required.
4. Represent the Club at all major functions and competitions or arrange an alternative representative from the Management Committee.

DUTIES OF THE VICE PRESIDENT:-

1. Attend all duly authorised Meetings of the Management Committee.
2. To assist the President as required, in the smooth functioning of the Club.

DUTIES OF THE BOWLS ORGANISER:-

1. Attend all duly authorised Meetings of the Management Committee(s).
2. Receive all correspondence and act on it accordingly.
3. Carry out the duties as requested by the Management Committee.
4. Issue all Notices as requested by the Management Committee.
5. Display all Team Selections on the Notice Board.
6. Arrange for Umpires in conjunction with the Chairman of Umpires, as required.
7. Display all relevant notices on the Notice Board.
8. Formulate the proposed dates for all Committee Meetings at the first Meeting of the Management Committee held after the Annual General Meeting and forward details to the Chief Executive Officer of the Registered Club and to all Committee Chairpersons.
9. Act as Minutes Secretary at Management Committee meetings.
10. Prepare a transcript of all meetings of the Management Committee and submit a copy to the Management Committee and Board of Directors no later than fourteen 14 days following the meeting.
11. Attend Sub-Committee Meetings as required.

DUTIES OF MEMBERS OF THE MANAGEMENT COMMITTEE:-

1. Attend all duly authorised meetings.
2. Perform all duties as required for the Club events.
3. Assist the Bowls Organiser in the organizing of social bowls.

DUTIES OF THE CHAIRMAN OF SELECTORS:-

1. Attend, Convene and Chair all meetings of the Selection Committee.
2. Submit lists of selected Teams to the Bowls Organiser immediately following the selection meeting.
3. Submit a written report if necessary to the Bowls Organiser not later than five (5) days prior to the next Management Committee meeting.

DUTIES OF THE SELECTION COMMITTEE:-

1. The Selection Committee shall meet when required.
2. Select teams for all Pennant trials, Pennant Matches and other events as required.
3. Ensure players selected in representative sides are informed of their selection.
4. Assist the Bowls Organiser as required in selection of teams for social bowls.

THE GROUP'S CO-ORDINATION COMMITTEE REPRESENTATIVES:-

Shall Consist of:-

The Bowls Organiser and the President or a duly appointed member of the Management Committee.

DUTIES OF THE CHAIRMAN OF UMPIRES:-

1. Chair all meetings of the Umpires as required.
2. Liaise with the Bowls Organiser and prepare schedules of Umpire duties as required.
3. Submit a Monthly Report to the Bowls Organiser no later than five (5) days prior to the Management Committee meeting as required.

DUTIES OF THE UMPIRES:-

1. To elect the Chairman at their first meeting following the Annual General Meeting of the Club.
2. To officiate at all events as required by the Chairman of Umpires.
3. Submit a written report if necessary to the Bowls Organiser not later than five (5) days prior to the next Management Committee meeting
4. At least one (1) Umpire per green shall be appointed to be in attendance at the following scheduled matches or competitions:
 - (a) Club Championships;
 - (b) State Championships;
 - (c) State Pennant matches; and
 - (d) Such other events as determined by the Bowls Organiser or the Management Committee.
5. An umpire is not required when a match is to be played prior to the scheduled date
6. Accredited National Umpires who are officiated and not playing in any match shall be paid such fees as determined by the Board of Directors.
7. Umpires shall wear such uniform as supplied by the Club or as determined by the relevant Controlling Body.
8. The Club shall supply suitable umpiring equipment as defined in the Laws of the Sport of Bowls and shall ensure that such equipment is maintained in good working order.

THE MATCH COMMITTEE / CONTROLLING BODY:-

Shall consist of:

The Bowls Organiser and members of the Management Committee as required

THE GREENS COMMITTEE:

- Shall consist of:-

The Greenkeeper
The Bowls Organiser.