

**BY-LAWS  
OF  
THE TEWANTIN NOOSA BOWLS CLUB  
MEN'S BOWLS SECTION**

Including Amendments

<b>15th September 1997 -----</b>	<b>By-Laws 7,11</b>
<b>20th July 1998 -----</b>	<b>BY-LAWS 4,13,15,16</b>
<b>4TH September 1998 -----</b>	<b>Typographical Change to By-Law 16</b>
<b>18th May 1999 -----</b>	<b>By-Law 11</b>
<b>20th August 2007 -----</b>	<b>Substantial changes made to most By-Laws. Update reference to TNBC Constitution etc. Adopted 22nd August 2007</b>
<b>15th June 2009 -----</b>	<b>By-Law 9</b>
<b>12th April 2010 -----</b>	<b>By-Law 9 Adopted 12 April 2010</b>
<b>12 March 2012</b>	<b>By-Law 19 Adopted 12 March 2012</b>
<b>2 May 2013</b>	<b>By-Law 12 clause 'n' added.</b>
<b>11 May 2016</b>	<b>By-Law 11 replaced.</b>

## **BY-LAWS OF THE TEWANTIN NOOSA BOWLS CLUB MEN'S SECTION**

**1.** The following interpretations shall operate within these by-laws.

- a) THE CONSTITUTION; The constitution (or rules) means The Constitution of the Tewantin-Noosa Bowls Club including the attached by-laws,
- b) COUNCIL: Means the members of the duly elected Men's Section Council.
- c) MONTH: Means calendar month.
- d) YEAR: Means the Club's financial year. (Unless specified elsewhere).
- e) MEMBER: Means any member of the Men's Section.
- f) CHAIRMAN: Means President or Vice President as in General Meetings, or the duly elected Chairman as in meetings.
- g) GENERAL MEETING: Means Annual General Meeting or Special General Meeting unless otherwise specified.

### **2. OBJECTS**

The Objects of the Section shall be to manage, promote and encourage the game of bowls.

### **3. BOWLS SECTION MANAGEMENT**

- a) All Officers of the Men's Bowls Section shall be honorary and elective save as in hereafter provided. Every financial Full Member or Life Member of this Section shall be eligible to hold any such office.
- b) Save as is otherwise provided in the Constitution and subject thereto, every office bearer elected at the Annual General Meeting of the Section shall hold office from the conclusion of the election at which he was elected until the conclusion of the next Annual General Meeting of the Section, but in the interests of continuity, he shall be eligible for re-election.
- c) The management of the Men's Bowls Section shall be under the management of a Council which shall consist of; President, two Vice Presidents (Senior and Junior), Bowls Secretary, Games Director and Match Committee.
- d) The Immediate Past President shall be a non voting member of the Council and shall not be elected at the Annual General Meeting.

### **4. VACANCIES ON THE COUNCIL AND MATCH COMMITTEE**

Vacancies shall be filled in accordance with Rule 42(f) of the Constitution.

### **5. EXECUTIVE COMMITTEE**

- a) The Executive Committee shall consist of the President, Vice Presidents, Bowls Secretary and Games Director; three members thereof to constitute a quorum.
- b) It shall be the duty of the Executive Committee to transact any urgent business of the Council that may arise between Council meetings and to submit a report of any such business transacted by it to the next meeting of the Council.

## **6. MEETINGS OF THE COUNCIL**

Meetings of the Council shall generally conform to Constitution Rule 31.

## **7. ANNUAL GENERAL MEETING**

The Annual General Meeting of the Section shall be held in general with the Constitution. Rule 42(e). The Meeting shall be called by giving not less than fourteen (14) days notice in general with Constitution Rule 14(a). The business to be transacted shall be as follows.

- a) Reading the notice convening the meeting.
- b) Confirmation of the minutes of the previous Annual General Meeting and/ or Special General Meeting.
- c) Consideration and adoption of any reports.
- d) Election of Council. General compliance with Constitution rule 27. Notices of motion.
- e) Transaction of any general business that may be brought forward in accordance with the rules of the Club.

## **8. SPECIAL GENERAL MEETINGS**

The Bowls Secretary shall convene a Special General Meeting in accordance with Constitution rules 15, 16 and 17.

## **9. SELECTION COMMITTEE**

The Council will determine the required numbers of the Selection Committee which may consist of up to five (5) members of the Men's Section. Each Selector shall be elected by a majority vote at any Special General Meeting of the Men's Section as may be called for that purpose by the Council. The members of the Selection Committee shall continue in office until his or their successors have been appointed. The Selectors shall attend meetings of the Match Committee when invited. The Selectors at their first meeting shall

elect from amongst themselves a Chairman of their Committee.

The Selection Committee shall select teams and sides for pennant matches and other interclub competition. They shall also grade and/ or handicap players for all Club competitions for which grading and or/handicapping is required.

The Chairman of Selectors with the assistance of his Committee shall.

- a) Appoint a manager for each pennant and interclub side where appropriate.
- b) Conduct "trials" for the purpose of "qualifying" prior to pennant and interclub games.
- c) Consider current Club Champions being put forward for higher division pennant or interclub sides.
- d) Keep records of games played by each selected player and team's performance and display the program point score for each side.
- e) Ensure the results of all pennant and interclub games are forwarded to the appropriate authority as required.

- f) Place a copy of the "selection criteria" used to select players on the Club Notice Board.
- g) Prepare travel and green fee vouchers for sideManagers when playing away, if applicable.
- h) Carry out any duties that theMatch Committee consider appropriate to the selection process.

## **10. CLUB CHAMPIONSHIPS**

The Men's Section shall, in each calendar year, conduct such Championship events as it sees fit. Entry into these Championships shall be open to all financial and eligible members subject to By-Law 11. Members wishing to play in restricted (Novice, B singles, C Singles or Veterans) events, will be subject to eligibility restrictions as determined by the Games Director, in consultation with the Council. The Games Director shall publish and display Conditions for all Championship Events.

## **11. DUAL MEMBERSHIP**

Dual Members of our Club must complete a Member of two or more clubs, Declaration for Championship events form declaring Tewantin Noosa Bowls Club as their nominated Club to compete in any Championship which would require them to represent our Club at any Champion of Champions event.

## **12. PLAYING CONDITIONS**

All matches shall be played under the 'Laws of the Sport of Bowls in Australia' and the following conditions and shall be under the control of the Match Committee.

- a) All matches in each round must be completed on the date advertised unless the greens are closed, otherwise absent players or incomplete teams will automatically forfeit to their opponents.
- b) Substitutes will be permitted in accordance with DR 4 of the 'Laws of the Sport of Bowls in Australia' and sub-paragraph (c) and (d) below.
- c) Substitutes must be financial members of this Club, i.e. affiliated players are not acceptable as substitutes in Club Championships.
- d) If a player voluntarily enters two or more competitions under the control of different controlling bodies and matches are called for the same day/time, the player must choose in which event he wishes to participate. No substitutes for him can be allowed in the other event/s and he and his team must forfeit.
- e) The only exception to paragraph (d) occurs when a player is selected by Bowls Queensland, Bowls Australia or DBA to play in a National, State or District event or is directed otherwise by the Bowls Queensland, Bowls Australia or DBA. In this case, he and/or his team cannot be forfeited in a Club event.
- f) A player declaring himself unavailable and requesting a substitute must inform his captain of the reason for his non-availability.
- g) Singles players are responsible for obtaining their own markers. Losers are required to mark their opponent's subsequent match. The Match Committee reserves the right to appoint markers for semi-final and final games.
- h) In the case of tie an extra end or ends shall be played.
- i) Championship games shall generally be scheduled to be played on weekends, the date to be designated by the Match Committee. The game will be played North/South unless directed by the Green keeper to play East/West in any morning game

- j) The date on which it is proposed to complete round one (1) each Championship match shall be notified at the time nomination for each event is called. The dates for later rounds shall be notified as soon as the number of entries is known and the draw is made.
- k) The length of all Championship games will be determined by the Games Director in conjunction with the Council and will be specified in the Conditions of Play for each event.
- l) 1) Players may be required to play on Saturday afternoon and on Sunday mornings and afternoons
- m) A player or team who/which has completed the current round before the due date cannot be compelled to play a subsequent round before its due date but may elect to do so.
- n) Players representing TNBC in any competition must be Full Financial Members of TNBC at the commencement of that competition.

### **13. EARLY CHAMPIONSHIP PLAY**

Championship matches may be played on any day before the due date provided that: -

- a) This is done by mutual consent and arrangements between the opponents.
- b) The Championship or Games Director is not responsible for making such arrangements.
- c) The Games Director and Green Keeper are notified in advance.
- d) A rink can be made available.
- e) It is the responsibility of singles players to notify their marker and of team's captain to notify their respective teams. It is also their responsibility to arrange an umpire if required.
- f) Players, who play by mutual arrangement on days other than the designated day, shall play in the direction as decided by the Green Keeper.

### **14. SPECIAL EVENTS COMMITTEE**

The Council may appoint a Chairman and a Sub-Committee to organize and conduct special bowls events as promoted from time to time by the Club.

### **15. PENNANT SIDE MANAGERS**

Shall -

- a) Check with the team captains the presence and correct attire of all players prior to pennant games.
- b) Prepare the cards of each pennant side.
- c) Pay car drivers allowances, if applicable and green fees to clubs visited during pennant play, if applicable.
- d) Arrange the draw for pennant play at home or away and assist in the completion of official result slip at the end of play.
- e) Be responsible for team conduct.
- f) Ascertain rinks for play.
- g) Ensure that master score board is kept up to date, as required by DBA Rules.
- h) At the end of the day's play, return cards and copy of result slip to the Chairman of Selectors and forward results to DBA if required.

### **16. DISTRICT ASSOCIATION DELEGATES**

The Council at its first meeting is to appoint two (2) members of the Section as delegates in accordance with the Rules of the District Association, and to represent the Club at all District Association Meetings. They shall attend the meetings of the Association and vote thereat as instructed by the Council of the Club. The delegates shall report fully to the Council at the

first meeting of the committee, shall report on the activities of, and proceedings of, the District Association.

## **17. MATCH COMMITTEE MANAGEMENT**

Notwithstanding anything that goes hereinbefore or hereinafter in these By-Laws of the Club, the powers of the Council in the conduct of the Game of Lawn Bowls in and on behalf of the Club, may be delegated to the Match Committee under the chairmanship of the Games Director of the Club, and in which case shall have total responsibility for the efficient and enjoyable organisation of all bowls activities of the Club including all play and coaching, social and competitive.

The Match Committee will consist of not more than five (5) Full members of the Club elected by members present and voting at the Annual General Meeting. However, the elected Committee shall have the power to co-opt other Club members to enable sufficient members to efficiently function and manage its responsibilities.

## **18. FUNCTION OF MATCH COMMITTEE**

The Match Committee;

- a) Shall provide not less than two (2) members to officiate on and at all match days where men's bowling takes place.
- b) Shall liaise with opposite committee members of the Ladies Bowls Section when mixed play is programmed to take place.
- c) Prepare a calendar of events in advance showing not less than three months notice of the start of Championship events.
- d) Be responsible for the collection of fees applicable to any game being played.
- e) Organise and manage all inter-club visits at home or away and shall, subject to the Council, allocate dates for all such fixtures.
- f) Determine conditions of social play (subject to the approval of the Council).
- g) Arrange for an umpire for the day for games under their control.
- h) Appoint markers for Association and/or carnival singles games.
- i) Give priority on allocation of rinks for Championship play.
- j) Be responsible for the conduct of all Club Championships.
- k) Abide by the rules of procedure set for Club Championships.
- l) Assist the Club Selector(s) (if required) in the selection of Club representative sides either Pennant or other events where the Club will be represented.

## **19. BOWLING ATTIRE**

In the interest of sun safety, Tewantin Noosa Bowls Club strongly recommends the wearing of suitable protective clothing appropriate for the Queensland climate.

- a) Games under the rules of Bowls Australia, Bowls Queensland or DBA

Subject to any changes from time to time required by any amendment to The Laws of the Sport of Bowls in Australia By-Laws of the game, the Games Director or appointed official of the day, shall be responsible for ensuring that all players, markers, umpires and coaches on duty, participating in games on the Club's greens, wear the correct attire as set out by the By-Laws of Bowls Australia or Bowls Queensland and/or the DBA.

- b) Social Bowls

Neat casual attire and appropriate footwear for the event is required. The Games Director or appointed official of the day shall have final say regarding dress standard worn by any individual.

## **20. THE PRESIDENT**

Shall -

- a) Attend to the carrying out of the decisions of the Board of Management Committee and generally see that the members are properly accommodated and that the Constitution of the Incorporated Club is adhered to.
- b) Be ex-officio member of all Committees except any Selection Committee.
- c) Overall and generally be responsible for and carry out the duties expected of a person holding such position.

## **21. SENIOR AND JUNIOR VICE PRESIDENTS**

Shall

- a) Assist the President in seeing that all matters requiring attention are properly carried out. In the absence of the President, the Vice President shall carry out the duties normally allocated to the President.
- b) Liaise with the Games Director and attend to the allocation of trophies for all Men's Club bowling days.

## **22. BOWLS SECRETARY**

Shall

- a) Receive all correspondence on bowling matters of interest to members and reply to all mail on bowling matters as directed by the Council.
- b) In conjunction with the Games Director Display bowling notices on the notice board.

## **23. GAMES DIRECTOR**

All aspects of the game of Bowls shall be under the full control of the Council but it may delegate its authority to the Games Director and elected Match Committee.

The Games Director shall:

- a) Carry out all the directions of the Council in respect to Club competitions
- b) Plan, organize and supervise the playing of such competitions, record all results thereof and see that the Laws of the Game and conditions are adhered to.
- c) Act as Chairman of the Match Committee.
- d) Represent the Club at all association match committee meetings and be responsible for all association official calendar events to be prominently displayed within the Club and will make a report to the monthly Council meeting.

## **24. WELFARE OFFICER**

May be appointed by the Executive from time to time to keep the Council and Club members aware of any Club members (or their families) who are on the sick list or are incapacitated in any way. He shall report to the Council as required

## **25. RETURNING OFFICER FOR THE ELECTION OF OFFICE BEARERS**

When required for a secret ballot at any meeting, the Bowls Secretary shall appoint a suitable member or members as detailed in the Club By-Law One (1).

## **26. REGISTRATION FOR PLAYING DAYS**

Each member shall be responsible for registration of his name on any playing day.

Normal closing time for registration to play bowls is up to two (2) hours before the time set down for the commencement of play on any playing day provided that no further names shall be accepted after sufficient players have entered for play on that day and further provided that names may be accepted after that time on the decision of the Bowls office that they can be accommodated.

## **27. CANCELLATION OF REGISTRATION**

A member having entered his name for bowls and subsequently is unavailable or does not wish to play, must advise the Club official in charge of that day's play not later than one (1) hour before the commencement of play. If he/she should not cancel or not turn up, he/she will be automatically excluded from all Club games for the next two (2) weeks and shall be so informed by the Bowls Secretary.

## **28. LATE REGISTRATIONS**

The last players to register may be placed with sides other than nominated, or may at the absolute discretion of the Games Director of the day, be placed in any team or bowls game contrary to that forming the principal competition of the day.

## **29. NOTICE BOARD**

A notice board under the absolute control of the Games Director and/or the Bowls Secretary will be provided in a conspicuous place in the registration area upon which all notices of Bowls will be displayed after approval from either the Games Director or the Bowls Secretary.

No notice may be altered or added to without authorization from either the Games Director or the Bowls Secretary.

## **30. COMMITTEES AND THEIR FUNCTIONS**

The President of the Men's Section and the Bowls Secretary shall be ex-officio members of all committees except the Selectors.

The Men's Executive Committee may appoint sub committees and or members thereof for any purpose whatsoever.

The Chairman of each committee shall present a report to each monthly meeting of the Council.

All committees shall meet regularly to deal with matters within the scope of that committees designated function.

A committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority vote of the members present and in the case of equality of votes, the Chairman shall have a second or casting vote.

The Chairman of each committee shall advise the President and the Bowls Secretary of the date and the time of any meeting. The President shall be advised of any suggestions or decisions reached by the committee.

## **31. INTERPRETATION OF BY-LAWS**

The Men's Executive Committee is the authority for the interpretation of these By-Laws and for settling disputes relating to the affairs of the Men's Section, other than those covered by Constitution Rule 11 Conduct of Members, and the decision of the Executive Committee upon any question of interpretation shall be final and binding on all members.



### **32. ALTERATION TO BY-LAWS**

Adoption of alterations and/or additions to these By-Laws shall be made only by resolution of the Council after written notice of the motion for the resolution has been given to the Council not less than one (1) month prior to the meeting at which the motion shall be submitted. Such Notice of Motion shall be displayed on the Club's Notice Board not less than fourteen (14) days prior to the Council meeting. The meeting may amend such motion and pass it in its amended form, it shall be effective forthwith.