

Bowls Queensland Limited
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By-Laws

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L A W Y E R S

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ELECTIONS

1 NOMINATIONS

- 1.1 Nominations for the positions of Chairman, Deputy Chairman and Director of Finance must be:
 - (a) in writing;
 - (b) signed by the nominee expressing their consent to accept the position for which they are nominated;
 - (c) signed by the proposer and seconder; and
 - (d) accompanied by the nominee's curriculum vitae.
- 1.2 The nominee, the proposer and the seconder must each be a financial member of an affiliated club.
- 1.3 Nominations must be received by the Secretary of Bowls Queensland at least 28 days prior to the date on which the election is to be declared as determined by the Board.
- 1.4 The Secretary must, as soon as practicable after the time for receiving nominations, notify each District Bowls Association of the nominations and ballot timetable.
- 1.5 A list of nominations and their affiliated club, as received by the Secretary, must be conspicuously displayed in Bowls Queensland's premises and on Bowls Queensland's web site.
- 1.6 If insufficient nominations are received to fill any position/positions then the person/persons nominated to fill that position/positions will be declared elected at the meeting at which the elections are to be declared.
- 1.7 If no nominations are received for any or all of the positions, the person currently holding that position may continue to do so in a temporary capacity until the vacancy is filled. If the person currently holding that position declines to act then the Board may opt to appoint a financial member of an affiliated club to act in a temporary capacity until the vacancy is filled.

2 BALLOT BOX

- 2.1 A locked ballot box shall be conveniently located at Bowls Queensland's Headquarters for the lodgement of ballot papers.
 - 2.2 After the close of the ballot, the locked ballot box will be held in a secure place at Bowls Queensland's office until the Returning Officer commences the count.
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3 RETURNING OFFICER

- 3.1 The duties of the Returning Officer shall be to control the issuing and the counting of the ballot papers prior to the date on which the election is to be declared as determined by the Board.
- 3.2 Neither the Returning Officer nor any Assistants to the Returning Officer shall be a candidate in the ballot.
- 3.3 The Returning Officer shall:-
- (a) Determine in his absolute discretion any issue with respect to the eligibility of a candidate. The decision of the Returning Officer shall be final.
 - (b) Conduct a draw to determine the position of each candidate on the ballot paper.
 - (c) Shall record each candidate's name on the ballot paper in the order as drawn by lot.
 - (d) Arrange to notify each candidate of the date and time of the draw and who shall be entitled to be present in person or by proxy.
 - (e) ensure that the ballot box is empty prior to the receipt of any ballot papers.
 - (f) personally lock the ballot box and retain the ballot box key in their possession until the ballot box is opened at the close of the poll; and
 - (g) open the ballot box in the presence of the Assistants to the Returning Officer who will
 - (h) assist with and verify the count
- 3.4 The Returning Officer shall submit a written report in relation to the election of the Chairman, Deputy Chairman, Director of Finance and Directors in separate sealed envelopes for each category to the Chairman of the Annual General Meeting of the names of those elected to the positions which were contested by postal ballot.
- 3.5 The Returning Officer shall record the number of votes received by each candidate and present this information to the Chairman of the meeting. The results showing the name of each candidate and the total votes obtained shall be displayed at the Association's office.
- 3.6 It shall be the duty of the Returning Officer, after the declaration of the poll, to destroy the ballot papers on the expiration of 14 days.

4 BALLOT PAPERS

- 4.1 Bowls Queensland shall supply each District Bowls Association with ballot papers.
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- 4.2 Each ballot paper shall indicate by a numeral in the top right hand corner the voting entitlement of each District Bowls Association.
- 4.3 The Returning Officer shall ensure that each Ballot Paper clearly indicates the method of voting.
- 4.4 Bowls Queensland shall supply each Director and each District Bowls Association with brief biographical background on all properly nominated candidates.
- 4.5 Three envelopes shall be issued with the Ballot Papers as follows:

Envelope (A): A plain envelope marked 'Ballot Papers' large enough to hold the Ballot Papers without folding.

Envelope (B): A printed envelope in the form of a declaration, with spaces to indicate Name of District, Date of Posting and Signature of the District Secretary.

Envelope (C): An envelope large enough to contain Envelopes (A) and (B).

- 4.6 The return of the ballot papers and completion of the details on envelope (B) shall be the responsibility of the District Secretary.
 - 4.7 Envelope (A) must be sealed and placed inside Envelope (B) and Envelope (B) must be sealed and placed inside Envelope (C).
 - 4.8 Envelope (C), containing Envelopes (A) and (B), may be delivered to Bowls Queensland's registered office or addressed to the Returning Officer, PO Box 476, Alderley Qld 4051 and returned by AR (Acknowledged Receipt) Registered mail so as to reach the office no later than 4.00pm on the Friday prior to the date on which the election is to be declared. The Secretary shall direct a member of the staff to clear the mailbox at 3pm on that Friday.
 - 4.9 The Secretary or the designated officer shall:
 - (a) open Envelope (C) and enter the details of Envelope (B) into the Register kept for that purpose and the date and time of receipt;
 - (b) open Envelope (B) and place the sealed Envelope (A) in the Ballot Box; and
 - (c) initial the Register to indicate all procedures have been followed.
 - 4.10 Envelope (A) will remain sealed until opened by the Returning Officer at the commencement of counting.
 - 4.11 Ballot papers for all positions be numbered 1, 2, 3 etc so that if the districts first choice is elected to a higher position, the district's second choice will be counted for the subsequent position.
 - 4.12 Any Ballot Paper that votes for more than the required number of candidates required shall be declared invalid.
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5 **BALLOT RESULTS**

- 5.1 The result of each ballot shall be determined on the “First past the post” System.
- 5.2 If there is an equal number of votes for two or more candidates for the last remaining position in a Ballot, then a further Ballot shall be conducted between the candidates who tied.
- (a) in the case of an Annual or Extraordinary General Meeting this vote shall be made by secret ballot by delegates present and entitled to vote.
- (b) in all other cases a postal ballot shall be conducted as provided in Bylaw 4.
- 5.3 The Returning Officer and the named assistants shall not commence counting prior to 9am, two days prior to the date on which the election is to be declared as determined by the Board.
- 5.4 The results of the election must be declared by the Chairman at the Annual General Meeting or Extraordinary Meeting or by mail as the case may be.
- 5.5 In the case of an Annual General Meeting or Extraordinary General Meeting the Chairman must declare the results of the report of the Returning Officer submitted in accordance with By-law 3.5 including the count.

6 **BALLOTS ON OTHER MATTERS**

In the case of a ballot being necessary to resolve a matter other than election, then Delegates shall indicate their choice in a manner specified by the Chairman of the Meeting.

7 **AWARDS**

The order of Awards in seniority are:

- (1) Life Membership.
- (2) Distinguished Service Member Award.
- (3) Meritorious Service Award.

Life Membership: May be conferred on Ordinary or Life members of an Affiliated Club who have been awarded the Distinguished Service Award and who have continued to give outstanding service to Bowls Queensland over a long period.

A vote, by secret ballot, of not less than 75% of Members present and entitled to vote, shall be required to approve such a recommendation/s.

Distinguished Service Member Award: May be conferred on Ordinary or Life Members of a Club affiliated with Bowls Queensland who have given outstanding and distinguished service in administrative positions at State/District and Club level. A minimum period of fifteen (15) years at State/District level is required in addition to any Club service.

Meritorious Service Award: May be conferred on Ordinary or Life members of a Club affiliated with Bowls Queensland in recognition of service for a period of twenty five (25) years or more (not necessarily concurrent) at any level of bowls administration.

Meritorious Service Award shall be determined by the Board and forwarded directly to the District Bowls Association for presentation to the recipient.

Explanation: Administrative level refers to elected committee level. Service refers to service in Queensland.

MEMBERS

8 ADMINISTRATION FEE

- 8.1 Every person, with the exception of Junior members, on joining an affiliated club shall pay a \$12.50 (inc GST) Administration Fee or an amount determined by the Board from time to time.
- 8.2 The primary responsibility for payment of the fees to Bowls Queensland shall rest upon the respective clubs concerned.

9 RIGHTS OF MEMBERS OF TWO OR MORE CLUBS OR DISTRICTS

- 9.1 No member shall play for more than one District in any competition conducted by Bowls Queensland in any one year without first obtaining the written permission of the Match Committee otherwise they may be disqualified and the District for which they were not qualified may also be disqualified from the competition.
- 9.2 For the purpose of this By-Law a member shall be deemed in each year to belong to the District for which they first played in the same year in any State competition
- 9.3 No member of a club, who has played in a competition arranged by any State Bowls Association or District Bowls Association or any country outside Australia shall, in the same year, play in any Association competition without first obtaining a clearance, otherwise they and the Club for which they played or either, may be disqualified from the competition.
- 9.4 No person who has played in an International Representative team or an Interstate Representative team, other than Queensland, shall in the same current year be eligible for selection in any Queensland Representative Team without first obtaining the written permission of the Board.

10 AFFILIATION FEES

- 10.1 Without limiting Article 20, pro-rata affiliation fees will not be applicable to members transferring from one club to another club within the State Administration during the financial year.
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11 MEMBERSHIP TRANSFERS

- 11.1 No person shall be admitted as a member of any Affiliated Club who is, or has been a member of any other Affiliated Club or any other Bowls Association unless they satisfy the Committee of the first mentioned Club that they do not owe any entrance fee, subscription or other monies to any other Club and that they are not under suspension by order of any other Club.
- 11.2 Upon resigning, or joining another affiliated club, the Secretary of that members affiliated club shall issue the official Bowls Queensland inter-club clearance.
- 11.3 The Secretary of the club from where the player is leaving or joining another club shall certify on the official Bowls Queensland inter-club clearance if the player is under suspension or expulsion.
- 11.4 Where a player from interstate wishes to join a club in Queensland, he/she is not eligible for membership until an interstate clearance has been provided from the appropriate state association. Upon receipt of this interstate clearance Bowls Queensland will advise the district, who will then advise the affiliated club accordingly.

COMPETITIONS

12 BOWLS QUEENSLAND COMPETITIONS

- 12.1 All competitions, and other matches played or held under the patronage and auspices of Bowls Queensland shall be played in accordance with the Bowls Australia Laws and By-laws of the Game and conditions in force from time to time
- 12.2 Every District Bowls Association may frame the conditions of its own competitions provided the conditions do not conflict with the Constitution or By-laws or the Laws of the Sport of Bowls in Australia.
- 12.3 Bowls Queensland has the power to impose and collect penalties in respect of any breaches of any Conditions of any competitions conducted by Bowls Queensland, provided that the penalty imposed is not in conflict with any penalty provided by Bowls Australia Laws of the Game.

13 PLAYER COMMITMENTS

- 13.1 When a member of a club has been called to fulfil a Bowls Australia, Bowls Queensland, District Bowls Association or Club commitment in a match or on official business, on any day on which the player is drawn to play in a Bowls Australia, Bowls Queensland, District Bowls Association or Club commitment, the onus shall be on the player to notify the Bowls Queensland, District Bowls Association or Club, as the case may be.

The Controlling Body may define circumstances, which it will not accept as a valid reason for a player's unavailability. However, a substitute is not to be permitted if an

intended player enters another competition scheduled to be played at the same time. The intended player must choose which event to contest and a replacement player shall be allowed by the Controlling Body in the other event, under the Bowls Australia Domestic Regulation 4.1.3.

Provisions consistent with this Bylaw shall be included in all Club rules, and shall be deemed to be a condition of competitions conducted by Bowls Queensland, District Bowls Associations and Clubs.

14 ATTIRE

14.1 The following provisions shall apply:

- (a) In the interest of sun safety, Bowls Queensland strongly recommends the wearing of suitable protective clothing appropriate for the Queensland climate.
- (b) Flat-soled footwear with the design and colour to be the choice of the bowler.

14.2 Each authorised level of the sport in Queensland is responsible for implementing a dress standard for events under its control. These standards must be based on and must not be in conflict with the National/State body and Domestic Regulation 5 of The Laws of the Sport of Bowls.

14.3 Clubs:-

- (a) The clubs shall determine their club uniform for side events (pennant and above*) which will be approved by their District Association and registered with Bowls Queensland and must not be in conflict with by-law 14.2.
- (b) Bowls Queensland believes that neat casual attire should be encouraged for use in all other forms of bowls competitions and activities, including club competitions and social bowls. Each club is encouraged to define its Club Uniform Policy in this regard.

14.4 Districts:-

- (a) Districts shall determine the dress code to be adopted by individuals and teams/sides when representing the District.
- (b) Districts shall determine their district uniform which will be registered with Bowls Queensland.

14.5 Bowls Queensland

- (a) Bowls Queensland shall determine the dress code to be adopted by individuals and team/sides playing State events run under its control and all Representative Sides.
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***Pennant and Above level**

For clarity "pennant" is any form of structured competition between clubs that are affiliated with Bowls Queensland where the competition uses the Laws of the Sport of Bowls and requires an umpire to adjudicate. Above pennants are all events organised by Bowls Australia, Bowls Queensland or Bowls Queensland affiliated districts.

Sponsors Recognition

Sponsors logos on shirt sleeves must not exceed 50mm². Sponsors name may appear on folded down collar or cuff of sleeve up to 3cm high and 4cm wide. Sponsors name or logo may appear across the back of the shirts. A sponsors' name/logo may appear on the front midriff, the top line of this to appear 4cm below the bottom line of the BA logo.

REPORTS

15 REPORTS FROM AFFILIATED CLUBS AND DISTRICT BOWLS ASSOCIATIONS

15.1 Each club shall forward to the Secretary of Bowls Queensland, through the District Association, the following reports within the times prescribed, in a form approved by the Board from time to time:

- (a) a report detailing the names of all club officers within fourteen (14) days from the date of the club's Annual General Meeting;
- (b) a report detailing the full names and addresses, year of birth and qualifications of each new or reinstated member, associate member and junior member within seven (7) days of admission to membership of the Club; and
- (c) a report detailing the full names and addresses of any member suspended, expelled or removed from the list of members of the club within seven (7) days.

15.2 Each District Bowls Association shall forward to the Secretary of Bowls Queensland a report in a form approved from time to time by the Board detailing the names of the District Association Officers within fourteen (14) days from the date of its Annual General Meeting.

16 CONDITIONS FOR MEMBERSHIP

16.1 A District Bowls Association Constitution must contain rules which comply with the following:

- (a) **Objects:**
 - (i) To advance and promote the Game of Bowls.
 - (ii) To promote and develop activities that are from time to time deemed appropriate to provide good fellowship between members of the clubs within Bowls Queensland.
 - (iii) To promote and enhance the game of bowls in the local community.
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(b) Bowls Queensland Requirements:

The Association is a member of Bowls Queensland and will abide by the constitution and By-laws of Bowls Queensland and of Bowls Australia (hereinafter referred to as BA) in regards to the playing of bowls.

The Association shall lodge with Bowls Queensland a copy of its constitution which shall provide for every affiliated Club within the District to be equally represented on the Council by at least (1) delegate elected by the members of the Club at a general meeting of the Club.

The Association shall elect delegates to Bowls Queensland at its Annual General or a Special General meeting as its representative on the Council.

The Association shall provide advice to Bowls Queensland within thirty (30) days of any changes or amendments to the District Bowls Association constitution.

The Association will not make amend or repeal any rule or by-law in relation to the playing of the game of bowls that conflicts with the constitution and by-laws of Bowls Queensland or B.A.

The Association shall provide such returns as are required by Bowls Queensland including a list of District Bowls Association Officers within thirty (30) days of the date of the Annual General Meeting.

(c) Disciplinary Provisions:

- (i) The District must adopt the Bowls Queensland Disciplinary By-Laws so far as they relate to the District.

(d) Junior Membership:

Junior Members of Clubs will comprise such members who are under the age of eighteen (18) years. They shall be entitled to play bowls in any Club, District or State competition according to the conditions laid down for the playing of the event.

(e) Player Commitments:

When a member of a Club has been called to fulfil a Bowls Australia, Bowls Queensland, District Bowls Association or Club commitment in a match or on official business, on any day on which they are drawn to play in a Bowls Australia, Bowls Queensland, District Bowls Association or Club commitment, the onus shall be on the player to notify the Bowls Queensland, District Bowls Association or Club, as the case may be.

The Controlling Body may define circumstances which it will not accept as a valid reason for a player's unavailability. However, a substitute is not to be permitted if an intended player enters another competition scheduled to be played at the same time. If a substitute is refused on these grounds the Controlling Body shall declare the

position of the absent player vacant, and the provisions of the Bowls Australia Policy shall apply.

Provisions consistent with this bylaw shall be included in all District Association Rules, and shall be deemed to be a condition of competitions conducted by the District Bowls Association.

(f) **Activities to be Lawful:**

The District Association shall comply with all lawful requirements of the Commonwealth, State, Local Government, and other Statutory Authorities having jurisdiction over any activity of the District Association.

17 CONDITIONS FOR AFFILIATION

17.1 Club constitutions must contain rules which comply with the following if they are to retain affiliation with Bowls Queensland.

(a) **Objects:**

- (i) To advance and promote the Game of Bowls.
- (ii) To provide the best possible standard of playing facilities for members in accordance with the Laws of the Game prescribed by Bowls Australia Inc.
- (iii) To provide, develop and promote activities that are from time to time deemed appropriate to provide good fellowship between members of the club.
- (iv) To promote and enhance the Game of Bowls in the local community.

(b) **Affiliation:**

The Club shall:

- (i) affiliate with Bowls Queensland and accept and abide by the Rules and By-laws of Bowls Queensland in so far as they apply to the game of bowls;
 - (ii) must be a member of a District Bowls Association and accept and abide by the Rules and By-laws of the District Bowls Association in so far as they apply to the game of bowls;
 - (iii) renew its affiliation with Bowls Queensland each year in accordance with the Constitution of Bowls Queensland and forward the annual affiliation fee direct to Bowls Queensland. Bowls Queensland shall notify district association of payments.
 - (iv) renew its membership with the District each year in accordance with the Rules of the District and pay annual membership fees to the District.
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- (v) elect a delegate(s) to the District in accordance with the Rules and By-laws of the District.
- (vi) provide advice to Bowls Queensland and to the District within fourteen (14) days of any event which would affect the status of the club's affiliation with Bowls Queensland, the legal status of the club and/or any changes or amendments to the club's constitution;
- (vii) not make, amend or repeal a Rule or By-law in relation to the playing of the game of bowls that conflicts with the Rules and By-laws of Bowls Australia Inc, Bowls Queensland or the District Bowls Association.

(c) **Qualifications for Membership:**

To qualify for membership, a person must be:

- (i) prepared to support and promote the welfare of the club and the game of bowls;
- (ii) of good character and compatible with other members; and
- (iii) free of indebtedness to any Bowls Club, and any District Bowls Association or any State Bowls Authority.

(d) **Junior Membership:**

- (i) Persons under the age of eighteen (18) years may apply for Junior membership of a Club;
- (ii) they shall not be entitled to vote, nor to nominate members for office nor to
- (iii) nominate other persons to membership of the Club;
- (iv) Junior members shall be entitled to play bowls in any State, District, or Club competition according to the conditions laid down for the playing of the event.
- (v) On attaining the age of eighteen (18) years a junior member shall apply in writing for ordinary membership which application will be dealt with in the same manner as any application for ordinary membership.
- (vi) They shall not be allowed, under any circumstances, to be served, to obtain or to consume liquor from, or on the Club premises, or engage in any form of gambling on the premises.

(e) **Disciplinary Provisions:**

- (i) The Bowls Club must adopt the Bowls Queensland disciplinary policy so far as it relates to Bowls Clubs.
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(f) Resignation:

- (i) A resignation from membership shall not be valid unless it has been received and acknowledged in writing by the Secretary of the Club. A member shall not be deemed to have resigned from the Club unless the resignation is in writing and is delivered or posted to the Secretary of the Club and is acknowledged as aforesaid. Where the date of resignation is not stipulated by the member, the resignation will become effective as from the date of receipt of the letter of resignation by the Secretary of the Club.
- (ii) No such resignation shall relieve any person from the payment of any subscription or other money due or payable by them at the time of resignation. The resignation of any member shall involve automatic forfeiture of all rights and privileges in respect to all Club matters.

(g) Player Commitments:

When a member of a club has been called to fulfil a Bowls Australia, Bowls Queensland, District Bowls Association or Club commitment in a match or on official business, on any day on which they have been drawn to play in a Bowls Australia, Bowls Queensland, District Bowls Association or Club commitment, the onus shall be on the player to notify Bowls Queensland, the District Bowls Association or Club, as the case may be.

The Controlling Body may define circumstances which it will not accept as a valid reason for a player's unavailability. However, a substitute is not to be permitted if an intended player enters another competition scheduled to be played at the same time. If a substitute is refused on these grounds the Controlling Body shall declare the position of the absent player vacant and the provisions of the Bowls Australia Policy shall apply.

Provisions consistent with this clause shall be included in all Club rules, and shall be deemed to be a condition of competitions conducted by the Club.

(h) Activities shall be Lawful:

The club shall comply with all lawful requirements of the Commonwealth, State and Local Government and other Statutory Authorities having jurisdiction over any activity of the club.

18 GOVERNANCE RISK

- (a) Unless authorised, electronic voice recording devices are not permitted to be used at any board, council, general or special general meeting of Bowls Queensland.

19 BOWLS MANAGEMENT

- 19.1 For the purpose of the control of bowls competitions or games within the State, the Company shall be divided into two (2) sections – ladies and men’s.
- 19.2 The Mens Section shall consist of all males who have been admitted to membership of a club, and for whom an affiliation fee is paid. It shall be responsible for all mens games, and may, as required, delegate such of its powers as are required for the effective control of mens games at Club, District, Group and State level.
- 19.3 The Ladies Section shall consist of all females who have been admitted to membership of a club, and for whom an affiliation fee is paid. It shall be responsible for the control of all ladies games, and may, as required, delegate such of its powers as are required for the effective control of ladies games at Club, District, Group and State level.

20 **DELEGATES.**

- 20.1 District Delegates shall be elected in accordance with the Constitution..

21 **SECTION COMMITTEE RESPONSIBILITIES.**

- 21.1 Each Section Committee shall be responsible to the Board
- (a) to formulate a State bowls program acceptable to the Board.
 - (b) To administer the approved State bowls.
 - (c) for the administration of all State bowls competitions run under their control.
 - (d) To co-ordinate the program with other Board committees as may reasonably be required.
 - (e) To make a recommendation for appointments to the State Selection Committee. The Board shall make the appointments.
 - (f) To arrange and approve the selection of any State representative teams.
 - (g) To make a recommendation for appointments to the State Match Committee. The Board shall make the appointments.
 - (h) To present to the Board a coordinated written monthly report of the Section’s activities and progress of the approved bowls program.

22 **COMPOSITION OF EACH SECTION.**

- 22.1 Each Section shall comprise of:-
- (a) President;
 - (b) Vice President;
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- (c) Match Co-Ordinator;
- (d) Selection Co-Ordinator

who shall be the same gender as the Section they represent.

- 22.2 The election of the President and Vice President for each Section shall be held annually in March in conjunction with the election of the Board of Directors.
- 22.3 The Match Co-Ordinator and Selection Co-Ordinator will be appointed by the Board.
- 22.4 The President of the Section Committee may hold office for a maximum of two (2) consecutive terms.
- 22.5 The President and Vice President for each Section may not be a Director of Bowls Queensland.
- 22.6 Section Committee Presidents shall have the right to attend and speak at all Company general meetings and to move motions on behalf of the Section but shall not have a vote.

23 **SECTION MEETINGS.**

23.1 Convening Meetings.

The Section Committee may meet monthly, or as the Committee otherwise determines for the dispatch of business and adjourn and otherwise regulate their meetings.

24 **MINUTES OF MEETINGS.**

24.1 The Committee shall cause minutes to be made of:

- (a) The names of Committee members present at all meetings of the Section Committee; and
- (b) all proceedings of all meetings of the Section Committee.

and those minutes shall be signed by the Chairperson of the meeting at which the proceedings were held, or by the Chairperson of the next succeeding meeting.

25 **QUORUMS AT SECTION COMMITTEE MEETINGS**

- 25.1 At a meeting of the section Committee the number of members whose presence is necessary to constitute a quorum is three (3).
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26 CHAIRPERSON OF MEETINGS

26.1 The President shall preside as Chairperson at every Section Committee Meeting.

26.2 Where a Section Committee meeting is held:

- (a) In the absence of the President, the Vice President shall preside.

27 VOTING AT SECTION COMMITTEE MEETINGS.

27.1 Subject to this Constitution, questions arising at a meeting of the Section Committee shall be decided by a majority of votes of members present and voting, and any such decision shall for all purposes be taken to be a decision of the members.

27.2 In the case of an equality of votes the Chairperson may exercise a casting vote.

28 VACANCIES.

28.1 The Board shall have the power to appoint a financial member of an affiliated club to the Section Committee for the purpose of filling a casual vacancy.

28.2 Vacancies on either the Match or Selection Committee shall be filled by appointment by the President and of the Section Committee once approved by the Board.

29 PROCEEDINGS AT GENERAL MEETINGS OF THE SECTION.

29.1 With respect to the operations of General Meetings and elections of the Section, the provisions of the Constitution shall apply subject to changing those things which need to be changed so as to be applicable to the Sections. If there is any uncertainty as to the application of the provisions of the Constitution, to these circumstances the determination of the President of the Section shall be final and binding.

30 SECTION PRESIDENT'S RESPONSIBILITIES.

30.1 The President shall:

- (a) preside as Chairperson at every General Meeting of the section, and act as Chairperson of the Section Committee.
 - (b) be responsible to the Board for the timely and efficient operations of the Section.
 - (c) delegate such duties as may be required to be performed by the Vice President and/or the Section Committee members
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- (d) submit a consolidated written monthly report to the Board on the Section operations, and such other reports as may be necessary from time to time to allow the Board to discharge its obligations
- (e) or delegated representative, represent the Company at State, District, and Club functions run under the Sections authority.
- (f) be an ex-officio member of any committee operating under their jurisdiction, except the Selection Committee.

31 **MATCH COMMITTEE.**

31.1 Each Section Committee shall appoint a Match Committee comprising:

- (a) Not less than three (3) and not more than five (5) members, including the Match Co-Ordinator.
- (b) Expressions of interest for Co-Ordinators, accompanied by the applicants curriculum vitae, shall be called by the Board. The applications for Co-Ordinator of the Match Committee shall be referred by the President of each Section to the Board. The Board shall make the appointments..
- (c) The Board will call expressions of interest for membership of Committees, these applications, accompanied by the applicants curriculum vitae, which will be referred to the Section Committee for consideration by the appointed Co-Ordinator. The Co-Ordinator will submit to the Section Committee the names and qualifications of the members recommended for appointment to the Match Committee. The Co-Ordinator may submit the name of any financial member for appointment. The Board shall make the appointment.
- (d) The Match Committee will be responsible to the Section Committee for the operation and control of all games conducted under the authority of the Section Committee.
- (e) Where mixed events are conducted, they shall be coordinated jointly by the Section Match Committees.
- (f) The Co-Ordinator shall be a member, and attend meetings of the Section Committee.
- (g) The Co-Ordinator, if unable to attend a Section Committee meeting, shall appoint a proxy to act in their stead.
- (h) A written report shall be presented, on behalf of the Committee, to every Section Committee meeting.

32 **SELECTION COMMITTEE**

32.1 Each Section shall appoint a State Selection Committee comprising:

- (a) the Selection Co-Ordinator and four (4) other Selectors.
- (b) Expressions of interest for Co-Ordinators, accompanied by the applicants curriculum vitae, shall be called by the Board. The applications for Co-Ordinator of the Selection Committee shall be referred by the Board to the President of each Section. The President and Vice President will appoint the Selection Committee Co-Ordinator, and advise the Board of their appointment.
- (c) The Board will call expressions of interest for membership of Committees, these applications, accompanied by the applicants curriculum vitae, which will be referred to the Section Committee for consideration by the appointed Co-Ordinator. The Co-Ordinator will submit to the Section Committee the names and qualifications of the members recommended for appointment to the Selection Committee. The Co-Ordinator may submit the name of any financial member for appointment. The Section Committee will make recommendations to the Board who shall make the appointments.
- (d) The duties of the Committee and required qualifications of the Selectors are determined by the Section Committee.
- (e) The Selection Committee will be responsible to the Section Committee for the selection, of all State teams and squads as required.
- (f) The Co-Ordinator shall be a member, and attend meetings, of the Section Committee.
- (g) The Co-Ordinator, if unable to attend a Section Committee meeting, shall appoint a proxy to act in their stead.
- (h) A written report shall be presented, on behalf of the Committee, to every Section Committee meeting.

33 **EXPENSES**

Committee members shall be reimbursed for those travelling and other expenses properly incurred by them in attending and returning from committee meetings and other Board approved duties as determined by the Board.
