



# BOWLS QUEENSLAND LIMITED

## ACN 009 705 515

### By-Laws

Amended December 2019  
Amended March 2021

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## **ELECTIONS**

### **1 NOMINATIONS**

1.1 Nominations for the positions of President, Vice President, Director of Finance, and all Board positions in accordance with Constitution Rule 39 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 Company Secretary or Designated Officer 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 Company Secretary or Designated Officer 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 or Designated Officer, 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 on the recommendation of the Board and approval of the council 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 the positions, the person/s currently holding that position/s 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.

### 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 (a) The Company Secretary or another person appointed by the Board shall act as Returning Officer.
- (b) Any assistants to the Returning Officer shall be appointed by the Board at its January meeting.
- (c) 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 their 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 President, Vice President, Director of Finance and Directors in separate sealed envelopes for each category to the Presiding Officer of the Annual General Meeting, 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 Presiding Officer who will advise the meeting.
- 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.
- 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 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 Returning Officer or Designated staff member to clear the mailbox 4.15pm on that Friday.
- 4.9 The Company 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.

## 5 **BALLOT RESULTS**

- 5.1 The result of each ballot shall be determined on the "First past the post" System.
- (a) In the case of one (1) person nominating a position refer to Bylaw 1.6

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 9 am, 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 Presiding Officer on 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, served in a management or committee position with BQ and who have given outstanding service to Bowls Queensland over a long period at club or district level.

- (a) An Ordinary or Life member of an Affiliated Club who is unsuccessful in having Life membership conferred will not be an eligible to have another application for Life Membership accepted for a period of ten (10) years.
- (b) Should a member be unsuccessful on having Life membership conferred on a second occasion no further applications for Life Membership will be accepted.

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

**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 either Club, District and or State level. A minimum period of fifteen (15) years (not necessarily concurrent) at State and or District level is required in addition to any Club service.

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

**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 / appointed management committee level. Service refers to service in Queensland.

## **MEMBERS**

### **8 ADMINISTRATION FEE**

8.1 Every person, except for Junior members, or those who have previously paid and Administration Fee, on joining an affiliated club shall pay a \$12.50 (incl. 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.

### **9 RIGHTS OF MEMBERS OF TWO OR MORE CLUBS OR DISTRICTS**

9.1 No member shall play for more than one District/Club in any competition conducted by Bowls Queensland in any one year.

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 Pro-rata Club affiliation fees will be applicable to members joining a club within the State Administration during the financial year.

### **11 MEMBERSHIP TRANSFERS**

11.1 Upon resigning, or joining another affiliated club, the Secretary of that members affiliated club shall issue the official Bowls Queensland inter-club clearance.

11.2 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.

11.3 Where a player from interstate wishes to join a club in Queensland and play Club Championships, District or State Events, 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.

- 11.4 Where a player from interstate wishes to join a club in Queensland, they will be required to obtain an interstate clearance.
- 11.5 Where a player from interstate wishes to join a club in Queensland, to play pennant only, they would require an Interstate Pennant Declaration from the appropriate state authority. Upon receipt of this Interstate Pennant Declaration Bowls Queensland will advise the district, who will then advise the affiliated club accordingly. However, should the player wish to change their status and play in Club Championships, District events other than Pennant, or State Events they would be required to obtain an interstate clearance.  
**A Pennant Declaration is only valid for the current Pennant Season.**

## 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 Laws of the game together with the Bowls Australia Domestic Rules and conditions of play in force from time to time
- 12.2 (a) Payment of a membership fee to a club under BQ Constitution 16.2 (a) becomes the player's Registered Club for the eligibility to represent their club in events controlled by District or Bowls Queensland all in accordance with BQ By-laws.
- 12.2 (b) A player must be a financial member of the Affiliated Club and recorded on the BQ Bowls Data Base as a registered member to be eligible to represent the Club. Subject to 12.3
- 12.2 (c) Should a player change their registered club or become a member of more than one club, they must do so according to those club's membership procedure.
- 12.3 (a) Pennant Permit. A player can be approved to play with another Club other than their Registered Club by submitting an intra club Pennant Permit Request Form to their District prior to the Pennant Competition in which they wish to play. No application will be considered after commencement of a Pennant competition unless agreed by the District. This Form must be endorsed by both Clubs (Pennant Permit).
- (b) If approved by the District, a Pennant Permit remains in place until the District Pennants season in that calendar year ends, and of which a player is not eligible to play Pennants for their Registered Club or another club in Qld until the Pennant Permit expires.
- (c) A player may apply for a clearance on resignation from their registered Club while a Permit is in place and the Pennant Permit automatically expires unless a player has transferred to another club within Queensland.
- 12.4 Every District Bowls Association may frame the conditions of its own competitions provided the conditions do not conflict with the Laws of the Sport of Bowls in Australia.
- 12.5 Bowls Queensland has the power to impose and collect penalties in respect of any breaches of any Conditions of play for any competitions conducted by Bowls Queensland. The penalty imposed should not conflict with any penalty provided by the Laws of the Game or conditions of play.

\*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.

- 12.6 Player/s under Suspension or Expulsion are ineligible to play in any Bowls Queensland event.

### 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 either Bowls Queensland, District Bowls Association or Club, as the case may be.
- 13.2 The Controlling Body may define circumstances, which it will not accept as a valid reason for a player's unavailability. 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 Affiliation and Eligibility to Play Policy.
- 13.3 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) Medical certification for Specialised Attire shall be notified to Bowls Queensland for consideration prior to the commencement of events. A letter may be requested indemnifying Bowls Queensland and the Clubs Hosting events against Accidents to or by the person wearing Specialised Attire.
- (c) Flat-soled footwear as approved by BQ with the design and colour to be the choice of the bowler. (no thongs)
- (d) Lower body attire: can be of player's choice provided that all players in a side/team have the same-coloured attire. i.e., State, District or Club approved Uniform. (Composite side/team ref: 14.5)
- (e) Upper body attire: as per by-law 14.3(a) and 14.3(b). (Composite sides/teams ref: 14.5)
- (f) Head attire: as per the Bowls Australia policy and ref 14.5

- 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 conflict with the State body.

## 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 conflict with these by-laws. (pennant and above\*) i.e. "above" is District, State and National events
- (b) Bowls Queensland believes that neat 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 Attire 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. i.e., State, District or Club Uniform as determined.

**Sponsors Recognition**

Sponsors logos on shirt sleeves must not exceed 50mm<sup>2</sup>. Sponsor's name may appear on folded down collar or cuff of sleeve up to 3cm high and 4cm wide. Sponsor's 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, financial member, and junior member; and
- (c) a report detailing the full names and addresses of any member suspended, expelled following any appeal process, or removed from the list of members of the club within seven (7) days.

15.2 Each District Bowls Association shall forward to 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 is 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.

(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) regarding 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 or nominated by the members of the Club at an AGM/General or SGM meeting of the Club.

The Association shall elect/appoint a delegate/s to Bowls Queensland at its Board, 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 fourteen (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 BA, 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 Club:**

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.
- (v) Elect/nominate a delegate(s) to the District in accordance with the Rules and Bylaws 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, Bowls Queensland, or the District Bowls Association.
- (viii) A bowls club, either men's, ladies or joint, a subsidiary bowls club or a section of an amalgamated bowls club, having not fewer than twenty (20) ordinary members may apply for affiliation with Bowls Queensland by submitting an application in the form of Schedule 1 (affiliation) or any other form approved by the Board .
- (ix) A bowls club, either men's, ladies or joint, a subsidiary bowls club or a section of an amalgamated bowls club, is required to have **not** fewer than five (5) ordinary members to continue as an affiliated club with Bowls Queensland, or as approved by the Board or by.
  - (a) Proposing to amalgamate with another club.
  - (b) Unification of Ladies and Men's section of a club.

(c) **Qualifications of Club 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.
- (ii) A Club can only Suspend or Expel a member from its own Club. The Suspended player may go to another Club to play Social Bowls only. An Expelled Club member may join another Club unless an objection is raised by Bowls Queensland. Player must obtain a clearance from the club.
- (iii) A Club cannot make a suspended member unfinancial, resign them or terminate their membership while under suspension. A member is still a member while under suspension.

(f) **Resignation:**

- (i) A resignation from membership of a Club 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.
- (iii) A club receiving a letter of permission from a Life Member who, no longer plays bowls may transfer the member to Club Life Membership only (Non-bowls playing). All in accordance with the clubs Constitution and By-Laws. The member will be recorded as resigned as a registered player and will not be eligible to receive BQ awards.

(g) **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 **DELEGATES**

19.1 District Delegates shall be elected/appointed in accordance with the Constitution.

**COMMITTEES**

20 **COMMITTEE APPOINTMENTS**

20.1 Committees' expressions of interest accompanied by the applicant's curriculum vitae shall be called and considered by the board. The board will appoint all committee positions for a period of 12 months. Each of the following committees will comprise of not less than three (3) and not more than five (5) members, including the committee coordinator. The Board may increase/decrease numbers to a committee as and when required.

20.2 Committees are:

Coaching; Rules; Match; Selection and Umpires

- (a) Each committee will be responsible to the board and a written report shall be submitted by the relevant committee co-ordinator to every Board meeting.
- (b) Duties and qualifications will be as per the relevant roles and responsibilities document.
- (c) The board may appoint other committees as seen relevant to perform allotted tasks from time to time.
- (d) The Board may dissolve a committee at any time during the 12 months appointed period.

21 **VACANCIES**

Vacancies on all committees may be filled as required by the Board.

22 **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.

23 **SOCIAL MEDIA**

No member of a District or Club Affiliated with Bowls Queensland shall use social media to make derogatory comments about Bowls Queensland, any official or other affiliates. Any infringement may render the offender/s to disciplinary action.