



*Banyo Bowls Club Incorporated
PO Box 4, Banyo Qld 4014*

*Phone: (07) 3267 5250
Fax: (07) 3267 0916
Email: info@banyobowlsclub.com.au
Website: www.banyobowlsclub.com.au*

*Board Chairman
David Patrick*

*Board Secretary
John Collins*

**Incorporation Number 20507
ABN 25 514 460 286**

**Telephone (07) 3267 5250 - Fax (07) 3267 0916
16 Froude Street, Banyo, Queensland 4014
PO Box 4, Banyo, Queensland, 4014**

**banyobowls@bigpond.com
www.banyobowlsclub.com.au**

CONSTITUTION

May – 2015

Approved by Banyo Bowls Club Members at Special General Meeting held 17 May 2015

RULE	DESCRIPTION	PAGE
1.	NAME.....	1
2.	DEFINITIONS	1
3.	OBJECTS.....	2
4.	SUBSIDIARY DIVISIONS	2
5.	AFFILIATION	2
6.	ACTIVITIES SHALL BE LAWFUL.....	2
7.	POWERS	3
8.	MEMBERSHIP	4
9.	CLASSIFICATION AND PRIVILEGES OF MEMBERS	5
10.	ACCEPTANCE OF RULES BY MEMBERS.....	6
11.	MEMBERSHIP FEES.....	7
12.	NEW MEMBERSHIP.....	7
13.	ADMISSION AND REJECTION OF NEW MEMBERS	7
14.	APPEAL AGAINST REJECTION OF MEMBERSHIP.....	8
15.	CONDUCT / DISCIPLINE	9
16.	RESIGNATION OF MEMBERSHIP	10
17.	REGISTER OF MEMBERS.....	11
18.	PROHIBITION ON USE OF INFORMATION ON REGISTER OF MEMBERS.....	11
19.	LEAVE OF ABSENCE	11
20.	VISITORS	11
21.	BENEFITS.....	12
22.	TROPHIES.....	12
23.	CLUB MANAGEMENT	12
24.	EXECUTIVE COMMITTEE	13
25.	FUNCTIONS OF THE BOARD	13
26.	DELEGATION OF POWERS.....	14
27.	MEETINGS OF THE BOARD	14
28.	QUORUMS AT MEETINGS.....	15
29.	VACANCIES ON THE BOARD	15
30.	RESIGNATION FROM BOARD.....	15
31.	REMOVAL OF MEMBERS OF BOARD OR COMMITTEE.....	16
32.	ANNUAL GENERAL MEETING	16
33.	SPECIAL GENERAL MEETING	18
34.	FINANCE	19
35.	DOCUMENTS	20
36.	COMMON SEAL	20
37.	ALTERATION OF RULES.....	20
38.	SOLICITOR AND AUDITOR/S.....	21
39.	INDEMNITY CLAUSE	21
40.	DISSOLUTION.....	21
41.	DISTRIBUTION OF SURPLUS ASSETS.....	21
42.	GAMING MACHINES.....	22
43.	STANDING ORDERS	22

CONSTITUTION AND RULES OF BANYO BOWLS CLUB INCORPORATED

1. NAME

The name of the incorporated association shall be the “Banyo Bowls Club Incorporated”.

2. DEFINITIONS

The words and phrases unless the context otherwise requires bear the following meaning:

- a. “B.Q.” means Bowls Queensland Limited (State Authority)
- b. “B.A” means Bowls Australia Limited(National Authority)
- c. “Board of Management” (hereinafter referred to as the “Board”) means the Directors for the time being of the Board of Management of the Club as constituted in accordance with this Constitution and is the controlling body of the Club subject only to any direction of members at a General Meeting. The “Board” and/or “Board of Management” referred throughout this Constitution means a Management Committee as provided for in the *Associations Incorporation Act 1981*.
- d. “Chairman” means Chairperson of the Board as hereinafter provided.
- e. “Club” means Banyo Bowls Club Incorporated.
- f. “Constitution” means Constitution of the Club in force for the time being.
- g. “D.B.A” means District Bowls Association.
- h. “Director” means a member of the Board of Management.
- i. “D.L.B.A” means District Ladies Bowling Association.
- j. “Employee” means a person engaged to carry out works for the Club including by way of an enterprise agreement and the like but not an independent contractor.
- k. “Executive Committee” means the Chairman, Deputy Chairman, Secretary and Treasurer of the Board.
- l. “Expulsion” means termination of membership
- m. “Gender” refers to any gender and includes the opposite gender unless the context indicates otherwise.
- n. “I.W.B.C” means International Women’s Bowling Council.
- o. “Ladies Division” means the members for the time being of the Banyo Bowls Club Inc. Ladies Division as provided for in accordance with this Constitution.
- p. “Member” means any Ordinary, Senior, Honorary, Junior and/or Life Member of the Club, except Temporary and Social members as defined herein.
- q. “Men’s Division” means the members for the time being of the Banyo Bowls Club Inc. Men’s Division as provided for in accordance with this Constitution.
- r. “Month” means calendar month.
- s. “Notice of Motion” means a prior prepared resolution for any legal purpose within the scope of the Club’s activities and shall be dealt with in accordance with the provisions contained herein.
- t. “Respective Division” means the Men’s Division and/or Ladies’ Division.
- u. “Singular” includes the plural unless the context indicates otherwise.
- v. “Special Resolution” means an appropriate resolution where the term has been used herein and shall be dealt with in accordance with the relevant provisions.
- w. “W.B.L” means World Bowls Limited.
- x. “Year” means the Club’s Financial Year.

3. OBJECTS

The Objects of the Club are:

1. To advance and promote the game of bowls.
2. To provide the best standard of facilities for members for the social and competitive playing of the game of bowls in accordance with the laws of the game prescribed by the W.B.L. and the By-Laws of B.A.
3. To provide, develop and promote such activities as from time to time are deemed appropriate to provide good fellowship between all members of the Club.
4. To promote and enhance the game of bowls in the local community.
5. To ensure that, in its direction of the Club's affairs, the game of bowls will never become secondary to any other activity.

4. SUBSIDIARY DIVISIONS

There shall be formed within the authority of the BANYO BOWLS CLUB INC., the following subsidiary Divisions:

1. Men's Division
2. Ladies' Division

The respective divisions shall be administered by By-Laws prepared for such purpose.

5. AFFILIATION

The Men's and Ladies Divisions shall:

1. Affiliate with the State Authority and accept and abide by the Constitution and By-Laws of the State Authority in so far as they apply to the game of bowls.
2. Affiliate with a District Bowls Association (D.B.A) and accept and abide by the Constitution and By-Laws of the D.B.A in so far as they apply to the game of bowls.
3. Renew its affiliation with the State Authority each year in accordance with the Articles of Association of the State Authority and pay the annual affiliation fees through the D.B.A.
4. Renew its affiliation with the D.B.A each year in accordance with the Rules of the D.B.A and pay annual affiliation fees to the D.B.A.
5. Elect a delegate(s) to the D.B.A in accordance with the Rules and By-laws of the D.B.A.
6. Provide to the State Authority and to the D.B.A the returns that are required by those bodies.
7. Provide advice to the State Authority and to the D.B.A within 30 days of any event which would affect the status of the Club's affiliation with the State authority, the legal status of the club and/or any changes or amendments to the Club's Constitution.
8. Not make, amend or repeal a Rule or By-law in relation to the playing of the game of bowls that conflict with the Constitution and By-Laws of B.A., the State Authority or the D.B.A. / D.L.B.A.
9. Not affiliate with any Club or Association or Corporation which has an object of a political or religious nature.

6. 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.

7. POWERS

The powers of the Club are:

1. To subscribe to, become a member of and co-operate with any other association, club or organisation, whether incorporated or not, whose objects are altogether or in part similar to those of the Club provided that the Club shall not subscribe to or support with its funds any club, association or organisation which does not prohibit the distribution of its income and property among its members to an extent at least as great as that imposed on the Club under or by virtue of Rule 34.15.
2. In furtherance of the objects of the Club to buy, sell and deal in all kinds of articles, commodities and provisions, both liquid and solid, for the members of the Club or persons frequenting the Club's premises.
3. To purchase, take on lease or in exchange, hire and otherwise acquire lands, buildings, easements or property, real and personal, and any rights or privileges which may be requisite for the purposes of, or capable of being conveniently used in connection with, any of the objects of the Club. Provided that in any case where the Club shall take or hold any property which may be subject to any trusts the Club shall only deal with the same in such manner as is allowed by law having regard to such trusts.
4. To enter into any arrangements with any Government or authority that are incidental or conducive to the attainment of the objects and the exercise of the powers of the Club; to obtain from any such Government or Authority any rights, privileges and concessions which the Club may think it desirable to obtain and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions
5. To appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workmen and other persons as may be necessary or convenient for the purpose of the Club.
6. To remunerate any person or body corporate for services rendered, or to be rendered, and whether by way of brokerage or otherwise in placing or assisting to place or guaranteeing the placing of any unsecured notes, debentures or other securities of the Club, or in or about the Club or promotion of the Club or in the furtherance of its objects.
7. To construct, improve, maintain, develop, work, manage, carry out or alter or control any houses, buildings, grounds, works or conveniences which may seem calculated directly or indirectly to advance the Club's interests and to contribute to, subsidise or otherwise assist and take part in the construction, improvement, maintenance, development, working, management, carrying out, alteration or control thereof.
8. To invest and deal with the money of the Club not immediately required in any financial institution or authorised trustee investment prescribed by the "*Trusts Act 1973*", as amended, as may be determined from time to time.
9. To take, or otherwise acquire, and hold shares, debentures or other securities of any company or body corporate.
10. In furtherance of the objects of the Club to lend and advance money or give credit to any person or body corporate; to guarantee and give guarantees or indemnities for the payment of money or the performance of contracts or obligations by any person or body corporate, and otherwise to assist any person or body corporate.
11. To borrow or raise money either alone or jointly with any person or legal entity in such manner as may be thought proper and whether upon fluctuating advance account or overdraft or otherwise to represent or secure any monies and further advances borrowed or to be borrowed alone or with others as aforesaid by notes secured or unsecured, debentures or debenture stock perpetual or otherwise, or by mortgage, charge, lien or other security upon the whole or any part of the Club's property or assets present or future and to purchase, redeem or pay off any such securities.

12. To draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable instruments.
13. In furtherance of the objects of the Club, to sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise, deal with all or any part of the property and rights of the Club.
14. To take or hold mortgages, liens or charges, to secure payment of the purchase price, or any unpaid balance of the purchase price, of any part of the Club's property of whatsoever kind sold by the Club, or any money due to the Club from purchasers and others.
15. To accept any gift of property whether subject to any special trust or not, for any one or more of the objects of the Club but subject always to the proviso in Rule 7.3.
16. To take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Club, in the shape of donations, annual subscriptions or otherwise.
17. To print and publish any newspapers, periodicals, books or leaflets that the Club may think desirable for the promotion of its objects.
18. In furtherance of the objects of the Club to amalgamate with any one or more incorporated associations having objects altogether or in part similar to those of the Club and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as that imposed upon the Club under or by virtue of Rule 34.15.
19. In furtherance of the objects of the Club to purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities and engagements of any one or more of the incorporated associations with which the Club is authorised to amalgamate.
20. In furtherance of the objects of the Club to transfer all or any part of the property, assets, liabilities and engagements of the Club on to any one or more of the incorporated associations with which the Club is authorised to amalgamate.
21. To make donations for patriotic, charitable or community purposes.
22. To do all such other things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the Club.

8. MEMBERSHIP

1. The membership of the Club shall consist of:
 - Ordinary members
 - Life members
 - Seniorsmembers
 - Honorary members
 - Junior members
 - Social members
 - Temporary memberseach of whom shall be bound by this Constitution and By-Laws as duly amended from time to time.
2. The number of Ordinary members is unlimited and other classes may be limited, as the Board may from time to time determine.

3. To be eligible for membership of other than those classified as a Junior Member, a person must be:
 - (a) not less than 18 years of age
 - (b) be prepared to support and promote the objects and welfare of the Club
 - (c) of good repute and character and compatible with other members
 - (d) free of indebtedness to any Bowls Club or Bowls Association. No person shall be admitted or remain a member of the Club who is or has been a member of any Club affiliated with the State Authority or any other Bowls Association unless that person satisfies the Board by presentation of a clearance on the official form that such person does not owe any money to any other Club and further satisfies the Board that such person is not under order of suspension or expulsion from any other Club.

9. CLASSIFICATION AND PRIVILEGES OF MEMBERS

1. Ordinary members - Shall comprise such full fee paying members who are entitled to all Club privileges and to exercise all rights. Ordinary Men Members whether intending to play bowls or not are deemed to be members of the Men's Division and Ordinary Lady Members, whether intending to play bowls or not are deemed to be members of the Ladies Division.
2. Life members - Those persons so honoured and appointed under the following terms.

Those Ordinary or Senior Members who on the recommendation of the Board at any Special or Annual General Meeting of the Club of which proper notice has been given, are so elected by a two-thirds majority of members present and eligible to vote, in honour of services rendered over any period of time, to the Club or its objects. Life members are entitled to enjoy all Club privileges and exercise all rights and shall be exempt from the payment of all fees.
3. Senior members - Those persons who have been an Ordinary member or have been a Junior member and an Ordinary member of the Club continuously for a period of 25 years. Senior Members shall be required to pay reduced Annual Subscription Fees, and are required to pay such Levies, Capitation and other special fees that may occur from time to time. They are afforded all privileges and rights of the Club. All Ordinary members who held continuous membership of Banyo Bowls Club Incorporated, Banyo Men's Bowls Club Incorporated and/or Banyo Ladies' Bowling Club Incorporated shall be deemed in relation to this Club to hold seniority from the date of original membership.
4. Honorary members –The Board may elect as an Honorary Member, any person who is or has rendered service or benefit to the Club. Honorary Members shall be entitled to the privileges of membership, except that they shall not be entitled to:
 - (a) hold any office of the Club
 - (b) attend or vote at meetings of the Club
 - (c) nominate any person for office or membership
 - (d) take part in interclub matches or Club Championships
 - (e) object to the application of new members.

Honorary Members may participate in social play but shall be exempt from payment of Annual Subscriptions and Levies to the Club.
5. Junior members - A person of good repute under the age of 18 years of age shall be eligible for Junior Membership and shall have all the rights and privileges, and be subject to all the obligations of ordinary membership, but shall not be entitled to:
 - (a) hold any office of the Club
 - (b) vote at any meeting of the club
 - (c) nominate any person for office or membership.

Junior Members shall be eligible to play in Club events and/or representative events, subject to the terms and conditions of such events.

On attaining the age of 18 years a junior member shall automatically be granted Ordinary membership without making application.

Junior Members shall not be allowed, under any circumstances, to be served, to obtain or consume liquor from, or on the Club premises, or engage in any form of gambling on the premises.

6. Social members - The Board may elect any person as a Social Member of the Club subject to the special qualifications prescribed below. Social Members shall be entitled to the privileges of membership, except they shall not be entitled to:
- (a) hold any office in the Club
 - (b) attend or vote at meetings of the Club
 - (c) nominate any person for office or membership of the Club
 - (d) take part in interclub matches or Club Championships
 - (e) object to the application of new members.

Social Members may play bowls only on any days as nominated by the Board. The special qualifications for election as a Social Member shall be as follows:

1. Any person who is of good repute and whose interests and activities are, in the opinion of the Board, compatible with those of the existing members of the Club;
 2. Who is a person nominated by at least 2 Ordinary, Life or Senior Members of the Club; and
 3. Who is not less than 18 years of age.
7. Temporary members -The Board may elect as a Temporary Member any person who does not normally reside within 40 kilometres of where the Club is established, provided always that such person is a full subscribing and financial member of a Club affiliated with an International Association that is affiliated with the World Bowls Board and is not under suspension or expulsion by order of that Club or any other Club so affiliated. Such membership shall not exceed a 6 months period but shall be subject to renewal at the discretion of the Board.

Temporary Members shall be entitled to the privileges of the Club and shall be exempt from payment of Annual Subscriptions and Levies to the Club but shall not be entitled to:

- (a) hold any office in the Club
- (b) attend or vote at meetings of the Club
- (c) nominate any person for office or membership of the Club
- (d) take part in interclub matches or Club Championships
- (e) object to the application of new members.

Temporary Members shall be charged such membership fees as may be decided by the Board from time to time.

10. ACCEPTANCE OF RULES BY MEMBERS

All members including temporary and social members on admission shall be deemed to have agreed to be bound by the Constitution, Club Rules and By-Laws for the time being in force of the Club, and also of the Men's Division and Ladies' Division as may be appropriate.

11. MEMBERSHIP FEES

1. The annual membership fee for each ordinary membership and for each other class of membership (if any):
 - (a) is the amount decided by the members from time to time at the Annual General Meeting; and
 - (b) shall continue in force until altered at a subsequent Annual General Meeting
 - (c) is payable in full and due on the 1st July each year.
2. Any person taking up membership subsequent to the commencement of a financial year shall pay the subscription contribution on a pro rata basis calculated by the Board from the date of acceptance as a member to the end of the financial year.
3. Any member who becomes unfinancial shall forthwith be deprived of all privileges of membership of the Club, including:
 - (a) the right to hold office
 - (b) the right to attend any meetings of the Board or at any General Meeting of the Club
 - (c) the right to nominate any person for office or be nominated for office in the Club
 - (d) the right to enter for and play in Club matches
 - (e) the use of any of the facilities of the Club.

Provided that all privileges shall be restored upon the payment of all subscriptions and monies due to the Club.

4. The Board may terminate the membership of any person whose subscription is 2 months in arrears. Any such person so removed from membership who desires re-admission shall tender payment of all arrears not exceeding a 12 months subscription and re-apply in accordance with Rules 12 and 13.

Payment of the administration fee may be waived at the discretion of the Board.

12. NEW MEMBERSHIP

1. An applicant for membership of the Club must be proposed by one Ordinary, Senior or Life member of the Club (the proposer) and seconded by another Ordinary, Senior or Life member (the seconder).
2. An application for membership must be:
 - (a) in writing on a current application form; and
 - (b) signed by the applicant and the applicant's proposer and seconder.
3. Applicant's name and address must be displayed on a notice board for 7 days to give notice of the application and provide time for current members to document in writing to the Board Secretary for the Board's notification and decision, any objection to the application.
4. The Board must ensure that, as soon as possible after the person applies to become a member of the Club, and before the Board considers the person's application, the person is advised:
 - (a) whether or not the Club has public liability insurance; and
 - (b) if the Club has public liability insurance - the amount of the insurance.
5. Advice shown on the Club's application form regarding public liability insurance is deemed suitable advice.

13. ADMISSION AND REJECTION OF NEW MEMBERS

1. The Board must consider an application for membership at the next Board meeting held after it receives:

- (a) the application for membership; and
 - (b) the appropriate membership and administration fee (if applicable) for the application.
2. The Board must decide at the meeting whether to accept the application taking into consideration written objections from members or staff.
3. If a majority of the members of the Board present at the meeting vote to accept the applicant as a member, the applicant must be accepted as a member for the class of membership applied for.
4. The Secretary of the Board must, as soon as practicable after the Board decides to accept or reject an application, give the applicant a written notice of the decision.
5. If an application for Ordinary membership is rejected the person has the right of appeal in accordance with Rule 14 – a person applying for social membership has no right of appeal.

14. APPEAL AGAINST REJECTION OF MEMBERSHIP

1. A person whose application for Ordinary membership is rejected by the Board may within 1 month of receiving written notification lodge with the Board Secretary written notice to appeal the decision of the Board.
2. If any notification by a rejected applicant of intention to appeal against the Board's decision is lodged, the Board Secretary shall call a Special General Meeting at a time to be determined by the Board at the Board Meeting following receipt of the objection or appeal unless the name of the applicant has previously been withdrawn. A ballot shall be conducted at such meeting. One adverse vote in every 8 votes cast shall exclude the applicant from membership. If there is more than one applicant to be balloted for, each shall be balloted for separately. A record shall be kept by the Secretary, of the time and date of the holding of every such meeting of the Board or Special General Meeting of members, the names of the members present and entitled to vote on the question of admission of each and every person proposed as a member at such meetings, and the names of the persons proposed and whether they are accepted as members or not.
3. Any applicant who has been rejected by the Board or at Ballot at a Special General Meeting shall not be proposed for membership during the following 12 months unless it shall appear to the satisfaction of the Board that an injustice has been done.

15. CONDUCT / DISCIPLINE

1. Any member of the Club who fails to observe any of the Rules or By-Laws of the Club or who is deemed guilty of an act, practice or conduct calculated to bring discredit on the game of bowls or to the Club, District Bowls Association or Bowls Queensland or its Members, or who on any Club, District Bowls Association or Bowls Queensland premises engages in illegal gambling, uses obscene or abusive language, demonstrates unseemly conduct /unsportsmanlike behaviour and/or engages in physical altercations renders themselves liable to expulsion or suspension. The Club's rights and powers under this rule may be exercised:
 - (a) At any time by a member of the Board who, if present and depending on the severity of the incident, has the power to demand and direct apologies, request that the member leave the premises and/or document the matter for further investigation.
 - (b) During a sanctioned bowls event by an Executive Member of the Controlling Body who may also demand and direct apologies and/or report the matter for further investigation by the Board.
 - (c) By the Club Manager or Shift Duty Manager, for incidents that are in breach of current legislation associated with entering a Licensed (Gaming) premises, who has the power to instigate a range of options to suit the incident e.g. refuse service of alcohol, demand or direct apologies, temporarily exclude the person from the licensed premises or use of the gaming machines.
2. If a member refuses a lawful request to leave the premises such person immediately becomes a trespasser and may be dealt with according to law.
3. Any other alleged infringement of this Rule, on report by any Club Member in writing to the Board or by a Staff Member in the Club's Incident Log Book, shall be investigated by the Board or if the offending party be a member of another Club, the matter shall be reported to such Club and to the relevant Bowls Association.
4. Any member so charged shall be notified in writing by the Board Secretary of the nature of the complaint and shall be given the right of answering the charge by appearing before the Board at a Special Board Meeting at a date and time as defined by the Board, and of calling evidence and questioning witnesses. The member so charged shall be given a minimum of 7 days notice of the date and time of the Special Board meeting and it shall be conducted no greater than 21 days after written notice has been issued.
5. In the case of a Junior Member being called before the Board on a charge or complaint such member shall be entitled to be accompanied by a Parent or Guardian.
6. If a member fails to answer the alleged charge by either attending the Special Board meeting as notified or responding in writing, then the Board may adjudicate on the matter with the evidence available.
7. Based on the evidence available the Board may decide to impose one or more of the following forms of discipline:
 - (a) a direction that the individual make a verbal and/or written apology
 - (b) a written warning
 - (c) a direction that the individual attend counselling to address their behaviour
 - (d) a suspension of the individual's membership
 - (e) expulsion (termination of the individual's membership).

The Board Secretary shall give the member written notice of the decision which will include a warning that a similar breach of Policy by that individual in the future may result in the imposition of a more serious form of discipline.

8. Any member so reprimanded, suspended or expelled shall have the right of appeal within 14 days of receipt of written notice or reprimand, suspension or expulsion to a Special General Meeting of the Club in accordance with Rule 33. Such written notice shall inform the member of the right of appeal under this rule. Such appeal shall be in writing signed by the appellant.
9. Any such appeal must clearly state whether the appeal is against the finding or against the penalty applied. If the appeal is against the finding it will be necessary to recall original witnesses. If the appeal is against the penalty, and the appeal is upheld, the meeting shall decide a new scale of penalty. If the meeting decides the appeal is frivolous, or the penalty is inadequate, it may recommend an increase in penalty.
10. The appellant shall not be entitled to legal representation e.g. Lawyer, Solicitor or Barrister or by any other agent.
11. Such appeal shall be deemed lost unless upheld by three quarters majority of those members present and entitled to vote at the meeting. There shall be no further right of appeal.
12. Any member of the Club, who is suspended or expelled, shall be denied the privileges of membership and shall not be:
 - (a) permitted to enter the premises of the Club during the period of suspension, expulsion or removal
 - (b) eligible to hold office or act as a delegate at Club, District, State or National level
 - (c) eligible to play bowls in any Bowls Queensland event
 - (d) eligible to play bowls at any Affiliated Club during the period of suspension, or expulsion, as the case may be.
13. Any person, whether a member of this Club or not, who is a member of another Bowls Club affiliated with State Authority or any other Bowls Association and is:
 - (a) suspended or expelled by order of such other Club, or
 - (b) suspended or expelled by order of a District, State or the National Bowls Association, or
 - (c) removed from the list of members of such other Club as a result of failure to pay monies to that Clubshall be denied the privileges of membership of this Club during the period of suspension, expulsion or removal.
14. An expelled member shall not be eligible to apply for re-admission to the Club for a period of at least 1 year thereafter.

16. RESIGNATION OF MEMBERSHIP

1. With the exception of Social members, a member may resign from the Club by giving written notice of resignation by post or electronic transmission to the Board Secretary. Any member failing to give written notice of their intended resignation prior to the date on which subscription is due, shall be liable for the current year subscription fee, and any other money owing to the Club. A clearance shall not be taken as a resignation.
2. The resignation takes effect at:
 - (a) the time the notice is received by the Secretary; or
 - (b) if a later time is stated in the notice - the later time.

17. REGISTER OF MEMBERS

1. The Board must keep a register of members of the Club either in book form or electronically.
2. The register must include the following particulars for each member:
 - (a) the full name and date of birth of the member
 - (b) the postal or residential address of the member
 - (c) the date of admission as a member
 - (d) any other particulars the Board decide.
3. The register must be open for inspection by members of the Club at all reasonable times.
4. A member must contact the Board Secretary to arrange an inspection of the register.
5. However, the Board may, on the application of a member of the Club, withhold information about the member (other than the members full name) from the register available for inspection if the Board has reasonable grounds for believing the disclosure of the information would put the member at risk of harm.
6. A separate register may be kept of all resignations, deaths, suspensions, expulsions.

18. PROHIBITION ON USE OF INFORMATION ON REGISTER OF MEMBERS

A member of the Club must not:

1. use information obtained from the register of members of the club to contact, or send material to, another member of the Club for the purpose of advertising for political, religious, charitable or commercial purposes; or
2. disclose information obtained from the register to any other person, knowing that the information is likely to be used to contact, or send material to, another member of the Club for the purpose of advertising for political, religious, charitable or commercial purposes.

19. LEAVE OF ABSENCE

All applications for leave of absence shall be in writing and shall be considered by the Board. When leave of absence is granted, the member/s seeking such leave shall be exempted from payment of the subscription for the period granted, but shall pay such sum, if any, as determined by the Board from time to time. Members on leave shall not be entitled to hold any office of the Club, take part in or vote at meetings or nominate any person for office or membership.

20. VISITORS

1. Subject to the provisions of the *Liquor Act 1992*, members shall have the privilege of introducing a friend or friends to the Club. No visitor shall be supplied with refreshments unless on the invitation and in the company of a member or members of the Club.
2. All visitors who are members of any Club Affiliated with State Authority, B.A., W.B.L., or the I.W.B.C. and who are not under any Club or Association order of suspension or expulsion shall be deemed to be visiting members of the Club whilst on the Club premises. Such visitor may be accorded the social privileges of members of the Club but shall not take part in any meeting of the Club or vote thereat.
3. No liquor shall be sold or supplied to any persons less than 18 years of age or such age as prescribed by law.

4. All visitors shall, whilst on the Club premises, be subject to the control of the Club.
5. The Club reserves the right to refuse and/or terminate admission to the Club premises of any visitor without assigning any reason for such refusal, and to regulate the attendance of visitors at the Club for any such period it deems advisable.
6. The Club's rights and powers under this Rule may be exercised by the Club Manager / Shift Manager or a member of the Board.
7. If a visitor refuses a lawful request to leave the premises such person immediately becomes a trespasser and may be dealt with according to law.

21. BENEFITS

1. No member of the Club shall be entitled to any benefit or advantage from the club which is not shared equally by every member of the same class of membership.
2. Associate, Social and Temporary members of the Club shall not be entitled to participate in functions or excursions conducted by the Club unless by specific invitation of the Board. Any such invitation shall be subject to payment of a fee which shall be determined by the Board.

22. TROPHIES

1. All trophies presented or offered by the Club for competitions shall be played for under such conditions as the Board may from time to time determine.
2. The Board may delegate this responsibility to the Men's and/or Ladies Division's in respect of competitions played under the jurisdiction of those Divisions.

23. CLUB MANAGEMENT

1. The business and affairs of the Club shall be under the management of a Board consisting of 4 Office bearers namely: Chairman, Deputy Chairman, Secretary and Treasurer, 1 Men's Division Director, 1 Ladies' Division Director and 3 other Directors.
2. All members of the Board shall be honorary and elective. Every financial Ordinary Member, Life Member or Senior Member of the Club shall be eligible to hold any office as provided in this Constitution except that no member of the Board shall hold office in any other Bowls Club, be an employee of the Board or hold any continuous contract with the Board. However a Board Member may carry out paid work on a temporary or relief basis or fulfil a particular contract for the Board but the maximum continuous period of any such work under this rule shall not exceed 4 weeks in any 12 month period.
3. Office Bearers and Directors other than the Men's Division Director and the Ladies' Division shall be elected at the Annual General Meeting of the Club and shall hold office from the conclusion of the election at which the member was elected until the conclusion of the election held at the next Annual General Meeting of the Club but shall be eligible upon nomination for re-election.
4. The Men's Division Director and the Ladies' Division Director shall be elected by the members of the respective Divisions at the Annual General Meeting of the respective Divisions and shall hold office on the Board from this date until the next Annual General Meeting of the respective Divisions.

24. EXECUTIVE COMMITTEE

1. The Executive Committee of the Club shall consist of the Chairman, Deputy Chairman, Secretary and Treasurer of the Board.
2. It shall be the duty of the Executive Committee to transact any urgent business of the Club that may arise between Board Meetings and to submit a report of any such business transacted by it to the next meeting of the Board, provided always that the Executive Committee shall not incur expenditure in excess of \$2,500.00 (or such other amount as determined by General Meeting) between any meetings of the Board, or deal with the property of the Club.

25. FUNCTIONS OF THE BOARD

1. Except as otherwise provided in these Rules and subject to resolutions of the members of the Club carried at any General Meeting the Board shall have:
 - (a) general control and management of the administration of the affairs, property and funds of the Club; and
 - (b) the authority to interpret the meaning of these Rules and any matter relating to the Club on which these Rules are silent.
2. The Board may exercise all powers of the Club to:
 - (a) borrow raise or secure the payment of money in such manner as a majority of members of the Club may determine at an Annual General Meeting or Special General Meeting of the Club and secure the same or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the Club in any way in particular by the issue of debentures, perpetual or otherwise charge upon all or any of the Club's property, both present and future and to purchase, redeem or pay off any such securities
 - (b) borrow money from members at a rate of interest not exceeding interest at the rate for the time being charged by Bankers in Brisbane for overdrawn accounts on money lent, whether the term of the loan be short or long, and to mortgage or charge its property or any part thereof and to issue debentures and other securities whether outright or as security for any debt, liability or obligation of the Club and to provide and pay off any such securities
 - (c) invest funds in such manner as the Board may from time to time determine subject to the provisions of Rule 7.8
 - (d) regulate the opening, closing and allocation of greens
 - (e) spend whatever monies are necessary for the maintenance and upkeep of the Club and property, and for the maintenance of supplies and trading stocks. The Board shall not expend and / or commit the Club to expenditure on capital works in excess of \$30,000.00 for any one project, or other amount as determined by General Meeting without the prior approval of the members. In exceptional circumstances, where delay could cause financial disadvantage the Board may proceed in the best interest of the Club and its members
 - (f) appoint Committees
 - (g) call Annual General Meetings and Special General Meetings of members
 - (h) arrange meetings of the Board
 - (i) fill any vacancy in any office of the Club
 - (j) determine, from time to time, the maximum number of members of the Club subject to the provisions of Rule 8.2
 - (k) control members and elect new members as provided by and subject to Rules 8 and 13
 - (l) grant leave of absence to members
 - (m) set green fees, and other charges
 - (n) take out licences
 - (o) hire, or let premises and greens

- (p) engage, dismiss, remove or suspend employees of the Club
 - (q) make or vary By-Laws from time to time but not inconsistent with this Constitution and Rules and the Laws of the land
 - (r) appoint assistants to office bearers; and
 - (s) otherwise act in the interest of members.
3. All acts done by any meeting of the Board or of a committee or by any person acting as a member of the Board shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such member of the Board or person acting as aforesaid, or that the members of the Board or any of them were disqualified, be as valid as if every such person has been duly appointed and was qualified to be a member of the Board.

26. DELEGATION OF POWERS

1. The Board may delegate any of its powers to a committee consisting of such members of the Club as the Board thinks fit. Any committee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the Board. The Board may appoint the Chairman of any committee.
2. If no Chairman is appointed a committee may elect a Chairman of its meetings. If no such Chairman is elected, or if at any meeting the Chairman is not present within 10 minutes after the time appointed for holding the meeting, the members present may choose one of their numbers to be Chairman of the Meeting.
3. A committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the members present and, in the case of an equality of votes, the question shall be resolved in the negative.

27. MEETINGS OF THE BOARD

1. The Board shall meet at least once every calendar month to exercise its functions of which 14 days' notice shall be given at least.
2. The Chairman or 3 members of the Board may request the Secretary to convene a Special Meeting of the Board to deal with any matter that may require urgent or special attention. Not less than 1 day's notice shall be given by the Secretary to all available members of the Board, stating the purpose of calling the meeting. Only the business for which the meeting was called shall be dealt with. Standard matters arising from day to day activities should be dealt with by the Executive Committee.
3. Subject as previously provided in this Rule, the Board may meet together and regulate its proceedings as it thinks fit, provided that questions arising at any meeting of the Board shall be decided by a majority of votes, and in the case of equality of votes the question shall be resolved in the negative.
4. A member of the Board may be in attendance during discussion but shall not vote in respect of any contract or proposed contract with the Club in which the member is interested or any matter arising therefrom.
5. The Chairman shall preside as Chairman at every meeting of the Board or if there is no Chairman or if at any meeting the Chairman is not present within 10 minutes after the time appointed for holding the meeting, the Deputy Chairman shall be Chairman or if the Deputy Chairman is not present at the meeting then the members may choose one of their number to be Chairman of the meeting.

6. If within half an hour from the time appointed for the commencement of a Board meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Board, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, those present shall constitute a quorum.
7. Any eligible Ordinary, Senior, Life or Junior Member shall be entitled to attend meetings of the Board as an observer. Should a matter be deemed confidential the Board may by resolution determine that the meeting proceed in camera, in which case any observers present shall vacate the meeting.

28. QUORUMS AT MEETINGS

Quorums at all meetings shall consist of members eligible to vote and the number of members required to constitute a quorum at meetings under these Rules shall be:

1. Executive Committee Meetings - 3 members.
2. Board Meetings - not less than one-half of the number of members elected to the Board as at the close of the last general meeting of members.
3. General Meetings - 2 times the number of members of the Board plus 1.

29. VACANCIES ON THE BOARD

1. Any member of the Board, who has failed to attend 3 consecutive ordinary meetings of the Board without an apology tendered to such meetings of the Board or been granted leave of absence by the Board, shall be deemed to have forfeited that member's position on the Board.
2. The Board shall have the power at any time to appoint any eligible person to fill any casual vacancy on the Board until the next Annual General Meeting.
3. The continuing members of the Board may act notwithstanding any casual vacancy on the Board, but if and so long as their number is reduced below the number fixed by or pursuant to these Rules as the necessary quorum of the Board, the continuing member or members may act for the purposes of increasing the number of members of the Board to that number or of summoning a General Meeting of the Club but for no other purpose.
4. In the event of the resignation of the Board or other occurrence whereby the Board is unable to function, the 2 most recently available Past Executive Committee members of the Board (providing they are still members of the Club and eligible to hold office) shall automatically become Administrators and appoint a Secretary and Treasurer. The Administrators shall ensure that a ballot to elect a new Board and Special General Meeting is held within 3 months of the aforesaid resignation or occurrence.

30. RESIGNATION FROM BOARD

Any member of the Board may resign from the membership of the Board at any time by giving notice in writing to the Secretary but such resignation shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice when it shall take effect on that later date.

31. REMOVAL OF MEMBERS OF BOARD OR COMMITTEE

1. Where the members requisition a Special General Meeting under Rule 33.1(d) for the purpose of hearing a no-confidence motion in the Board and the Secretary fails to call and hold the Special General Meeting within 28 days, all members of the Board shall be deemed to have tendered their resignation from the Board.
2. If a vote of no confidence in the Board is passed by a two-thirds majority of those present and eligible to vote at a Special General Meeting called for the purpose as provided in these Rules, all members of the Board shall be deemed to have tendered their resignation from the Board.
3. Any member of the Board may be removed from office by a two-thirds majority of those present and eligible to vote at a Special General Meeting called for the purpose as provided in these Rules.
4. Any member of any committee appointed by the Board may be removed from office by a two-thirds majority of those present and eligible to vote at a Special Meeting of the Board called for the purpose as provided in these Rules.
5. Any member affected by action under this rule shall have due notice of such meetings and shall be afforded reasonable facilities for making representations to the meeting, but shall not be entitled to legal representation e.g. Lawyer, Solicitor or Barrister or by any other agent.

32. ANNUAL GENERAL MEETING

1. The Annual General Meeting of the Club shall be held within 4 months of the close of the financial year on a date to be fixed by the Board.
2. The Annual General Meeting shall be called by giving 7 days' notice at the least (exclusive of the day on which the notice is served or deemed to be served but inclusive of the day for which the notice is given) by circular supplied to each financial Ordinary, Senior, Life and Junior Member and by affixing a copy of such circular to the notice board 7 days before such Annual General Meeting.
3. The business to be transacted at every Annual general Meeting shall be:
 - (a) Reading of notice convening meeting.
 - (b) Confirmation of minutes of previous Annual General Meeting, and any Special General meetings held during the year.
 - (c) Consideration of the Annual report.
 - (d) Consideration of the Treasurers Report and Financial Statements.
 - (e) Consideration of the Auditor's Report upon the books and accounts of the preceding year.
 - (f) Consideration of other reports pertinent to the Club.
 - (g) Consideration of recommendations of the outgoing Board, and any notices of motion, which may affect the current meeting.
 - (h) Declaration of the ballot for the Board.
 - (i) Appointment of Auditor.
 - (j) Appointment of Solicitor.
 - (k) Determination of amounts payable for Administration Fees and Annual Subscriptions (other than for Temporary Members) for the financial year commencing on the first day of July subsequent to the Annual General Meeting.
 - (l) Consideration of Notices of Motion correctly submitted.
 - (m) To grant any reimbursement of costs incurred on the Club's behalf as may be decided.
 - (n) General Business - the order of business shall be as above, unless in the opinion of the Chairman exceptional circumstances warrant a change in the order.

- (l) The instrument appointing a proxy shall be deposited with the Secretary prior to the commencement of any meeting or adjourned meeting at which the person named in the instrument proposes to vote.
6. The election of Office Bearers and Directors of the Board shall take place in the following manner:
- (a) Any 2 eligible members of the Club shall be at liberty to nominate any eligible person to serve as an Office Bearer or Director of the Board.
 - (b) The nomination which shall be in writing and signed by the member and the proposer and seconder shall be lodged with the Secretary not later than 6.00pm on the closing date for nominations, as proclaimed by the Board but which shall be not later than 29 days prior to the Annual General Meeting at which the election shall take place. Any withdrawal of the nomination shall be in writing, signed by the member nominated and lodged with the Secretary.
 - (c) A list of the candidates' names together with the proposers' and seconders' names shall be posted in a conspicuous place on the notice board not later than 6.00pm on the day following the closing date for receipt of nominations as proclaimed by the Board. This list shall remain on the notice board until the day of the Annual General Meeting.
 - (d) The Secretary shall compile from the nominations received a list of the names of all the candidates showing the position for which they nominated and shall draw up sufficient copies of these lists to enable one copy to be supplied to each financial Ordinary, Senior and Life Member of the Club for use as a ballot paper for the election of the Officer and Directors. The Secretary shall sign each ballot paper as evidence of validity. A certificate by the Secretary shall be prima facie evidence of ballot papers being supplied to members. Ballot papers must be supplied to members seven clear days before the date of the Annual General Meeting, and must be returned duly marked as required, and sealed, to the Secretary, or any other person appointed by the Board to receive them, no later than 6.00 pm on the day immediately prior to the date of the Annual General Meeting The Board shall appoint a Returning Officer and Scrutineers who shall not be members standing for office for the period subject to election.
 - (e) The method of voting by ballot shall be interpreted as the primary method, i.e. one member one vote. In the case of an equality of votes the successful candidate shall be determined by lot.
 - (f) Should, at the commencement of such meeting, there be an insufficient number of candidates nominated, nominations may be taken from the floor of the meeting.
 - (g) No person is eligible for election as an Officer Bearer or Director of the Board unless that person, the proposer and the seconder are financial as at the date of nomination.

33. SPECIAL GENERAL MEETING

1. The Secretary shall convene a Special General Meeting for one of the following reasons:
- (a) When directed to do so by the Board or the Chairman.
 - (b) On the requisition in writing signed by not less than 20 financial Ordinary, Senior or Life members of the Club, stating the objects of the meeting. Such requisition shall contain the printed full name of the member and roll number together with the member's signature and shall clearly state the reason why such Special General Meeting is to be convened and the nature of the business to be transacted thereat.
 - (c) On being given a notice in writing of an intention to appeal against the decision of the Board to reject an application for membership or to reprimand, suspend or terminate the membership of any person.
 - (d) Where the members requisition a Special General Meeting for the purpose of hearing a no-confidence motion in the Board (also see rule 31).

2. A Special General Meeting shall be called within 14 days of receiving requisition by giving a minimum of 7 days' notice (exclusive of the day on which the notice is served or deemed to be served but inclusive of the day for which the notice is given), stating the business of the meeting, by circular supplied to each financial Ordinary, Senior, Life and Junior Member, and by affixing a copy of such notice to the notice board at least 7 clear days before such Special General Meeting. A certificate by the Secretary shall be prima facie evidence of notice of the meeting being supplied to the members. The non-receipt of the notice by any member shall not invalidate the proceedings of any Special General Meeting (provided that the notice of meeting has been affixed to the notice board in accordance with this rule). All notices sent by post to a member's residential address, recorded in accordance with Rule 17, shall be deemed to have been duly delivered.
3. No business shall be transacted at any General Meeting unless a quorum of members is present at the time when the meeting proceeds to business.
4. If within half an hour from the time appointed for the commencement of a general meeting a quorum is not present, the meeting, shall stand adjourned to the same day in the next week at the same time and same place, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall constitute a quorum.
5. The Chairman may, with consent of any meeting, at which a quorum is present (and shall if so desired by the meeting) adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for 30 days or more, notice of the adjourned meeting shall be given as in the case of the original meeting. Save as foresaid, it shall not be necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting.
6. Procedures applying to voting shall be in accordance with Rule 32.

34. FINANCE

1. The financial year of the Club will end on the 30th June each year.
2. The Club may at any time strike a special per capita levy on all members or any class of members except Honorary, Temporary, Junior or Social members, at an Annual General or Special Meeting. No levy shall be payable to the Club unless it is passed by not less than two-thirds majority of the members present and entitled to vote at that meeting. A notice advising that the levy has been struck and the amount thereof shall be placed on the notice board within 2 days following the meeting.
3. Each member who has not paid the levy within 14 days shall be advised by letter, either delivered or posted to the member's last known address, of any levy struck as aforesaid. If a member fails to pay the levy within 1 month of the day following the posting of the letter of advice such member shall be deemed unfinancial.
4. The Board shall have the power to charge a playing fee, such fee being subject to variation as determined by majority decision of the Board.
5. The funds of the Club shall be deposited in the name of the Club in such financial institution as the Board may from time to time direct.
6. Proper books and accounts shall be kept and maintained either in written or printed form in the English language showing correctly the financial affairs of the Club and the particulars usually shown in books of a like nature.
7. All monies shall be deposited as soon as practicable after receipt thereof.
8. All disbursements of Club funds, except for payments of Gaming Machine Prize money, must be authorised by 2 members of the Executive Committee and may be arranged by either direct debit to the Club's bank accounts or by cheque.

9. Cheques shall be crossed "not negotiable" except those in payment of allowances or petty cash recouplement's which may be open. Under no circumstances shall blank cheques be signed by any authorised signatory.
10. Cheques drawn in payment of Gaming Machine prize money over \$500.00 shall be signed by any 2 of the following:
 - (a) an authorised Gaming Nominee
 - (b) the authorised Licensed Manager
 - (c) a member of the Executive Committee of the Board, or 2 members of the Executive Committee, if an authorised Gaming Nominee and/or authorised Licensed Manager is not present.
11. The Board shall determine the amount of petty cash which will be kept on the imprest system.
12. All expenditure shall be approved or ratified at a Board Meeting.
13. As soon as practicable after the end of each financial year the Treasurer shall cause to be prepared a statement containing particulars of:
 - (a) the income and expenditure for the financial year just ended; and
 - (b) the assets and liabilities and of all mortgages, charges and securities affecting the property of the Club at the close of that year.
14. All such statements shall be examined by the Auditor who shall present a report upon such audit to the Secretary prior to the holding of the Annual General Meeting next following the financial year in respect of which such audit was made.
15. The assets and Income of the Club shall be applied solely in furtherance of its objectives and no portion shall be distributed directly or indirectly to the members of the Club except as bona fide compensation for services rendered or expenses incurred on behalf of the Club, reasonable and proper charges for goods hired by the Club or reasonable and proper rent for premises demised or let to the Club.

35. DOCUMENTS

The Board shall provide for the safe custody of books, documents, instruments and/or securities of the Club. The accounting and other records as specified in the "*Associations Incorporation Regulation 1999*" shall be retained for a period of not less than 7 years.

36. COMMON SEAL

The Board shall provide for a Common Seal and for its safe custody. The Common Seal shall only be used by the authority of the Board and every instrument to which the seal is affixed shall be signed by the Chairman or Deputy Chairman and shall be countersigned by the Secretary or by a member of the Board.

37. ALTERATION OF RULES

Subject to the provisions of the *Associations Incorporation Act 1981* these Rules may be amended, rescinded or added to from time to time by a Special Resolution carried at any General Meeting provided that no such amendment, rescission or addition shall be valid unless the same shall have been submitted to and approved by the Chief Executive Officer of the Department administering the Act.

38. SOLICITOR AND AUDITOR/S

1. A Solicitor (Honorary or Retained) shall be appointed at the Annual General Meeting of the Club, or if not then appointed, or if a vacancy occurs, may be appointed by the Board.
2. One or more Auditors who shall be qualified as required by the *Associations Incorporation Act 1981* shall be appointed at the Annual General Meeting of the Club to audit the accounts of the Club and prepare a report for submission to the Annual General Meeting. Any vacancy occurring in the office of Auditor/s during the year shall be filled by the Board. The Auditor or Auditors shall not be a member or members of the Club or the partner, employer or employee of any member of the Board. The Auditor/s shall, when required by the Board, conduct a special audit and investigation. The Auditor/s shall at all times have access to the books of accounts, vouchers and relevant records of the Club and shall have the right to obtain explanations relative to the finance and affairs of the Club and the accounts from any person holding office or employment in the Club.

39. INDEMNITY CLAUSE

In the event of any proceedings being taken against a member or members of the Club in respect of any matter or things done by them in the proper performance of their duties or by the direction or with the authority of the Club, the Club shall indemnify such member or members of the Club so proceeded against in respect of their costs of such proceedings and in respect of all costs and damages and other sums which they may be compelled to pay in the course or as a result of such proceedings.

40. DISSOLUTION

1. The Club may be dissolved by a Special Resolution of the members at a Special General Meeting confirmed by a Special Resolution at a further Special General Meeting called at an interval of not less than 14 days and not more than 30 days thereafter. The 2 meetings may be convened by 1 notice either delivered or posted to every eligible member's last known address not less than 14 clear days before the date of the first Special General Meeting. The resolution proposed in connection with the voluntary dissolution shall not be deemed to have been carried unless passed by three-quarters of those financial members present and entitled to vote at each of the Special General Meetings.
2. The Club shall be dissolved when the financial membership is reduced to 7 or fewer members.

41. DISTRIBUTION OF SURPLUS ASSETS

If the Club shall be wound up in accordance with the provisions of the *Associations Incorporation Act 1981*, and there remains after satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed among members of the Club but shall be given or transferred to some other institution or institutions having similar objects of the Club and which shall prohibit the distribution of its and their income and property among its or their members to an extent at least as great as is imposed on the Club under or by virtue of Rule 34.15. Such institution or institutions to be determined by the members of the Club, provided the fund, authority, or institution to which the funds of the Club are transferred, is a fund, authority or institution referred to in *Income Tax Assessment Act 1997* and any subsequent amendments thereof.

42. GAMING MACHINES

The administration and control of gaming machines (if installed) shall be as specified in the *Gaming Machine Act 1991* and other subsequent amendments thereof.

43. STANDING ORDERS

1. These standing orders shall be applicable to all General Meetings of the Club and to all Board Meetings and, as far as appropriate, to meetings of Committees, and shall be construed subject to the Constitution.
2. Meetings shall, subject to the presence of a Quorum, commence at the time set out on the notice and shall, subject to the discretion of the meeting, continue until all business on the Agenda is disposed of.
3. If no Quorum is present within 30 minutes of the starting time set out on the notice, the meeting shall lapse and, subject to the Constitution, the Chairman shall fix the time of the next meeting. All business on the Agenda of the lapsed meeting shall be included on the Agenda of the next meeting and shall take precedence over new business.
4. Any member desiring to speak at a meeting or in the Committee of the Whole shall rise in his place or raise his hand and when called upon by the Chairman shall address the Chairman. If 2 or more members signify simultaneously, the Chairman shall call upon the member who first caught the eye of the chair.
5. When the Chairman rises to speak any member standing will sit down.
6. Subject to these Standing Orders, the mover of a motion shall be limited in time for his speech to 5 minutes and all subsequent speakers including the mover of an amendment and the right of reply shall be limited in time to 5 minutes.
7. Except in Committee, no member other than the proposer of a motion or an amendment shall speak to it until it has been seconded. A motion or amendment lapsing for want of a seconder shall not be recorded in the minutes.
8. A motion of amendment before the Chairman shall not be withdrawn except by its mover and by leave of the meeting. No motion shall be withdrawn while any amendment is under discussion or after any amendment has been adopted.
9. If required to do so by the Chairman, the proposer of any motion or amendment shall submit it in writing.
10. A motion or amendment before the Chairman may be reworded by the mover subject to leave of the meeting.
11. Except in Committee, no member shall speak more than once to any question, except that the mover of a motion (but not of an amendment) shall have a right to reply, which reply shall close the debate.
12. A member moving a motion or amendment shall be deemed to have spoken to it. A member seconding a motion or amendment without speaking to it may reserve the right to speak to it subsequently.
13. When an amendment is before the Chairman, discussion shall be confined to that amendment. No further amendment shall be proposed until the amendment before the Chairman has been disposed of.
14. The Chairman shall, as far as practicable, call on speakers for and against a motion or amendment alternatively, subject to the right of the seconder to speak immediately after the mover. If 2 consecutive speakers have both argued for or against a motion or an amendment, and there is no member wishing to argue the opposite view, or, in the case of a motion, move an amendment, the motion or the amendment shall, subject, in the case of a motion, to the mover's right to reply, be put without further debate.

15. Any member may raise a point of order which shall take precedence over all other business and which shall be open to discussion. The point must be raised at the time the alleged irregularity occurred. An explanation or contradiction shall not constitute a point of order.
16. Any member disagreeing with the Chairman's ruling on a point of order may move dissent. The Chairman shall then vacate the Chair and such motion shall be put forthwith without debate.
17. On an equality of votes the Chairman shall declare the question to be resolved in the negative.
18. A member who has not already participated in the debate may, at any time, whether another speaker has the floor or not, move "That the question be now put", which motion, if accepted by the Chairman shall be put without amendment or debate. The Chairman shall have absolute discretion to accept or refuse the motion. The Chairman may also without requiring a motion put the question if the Chairman feels that adequate discussion has taken place. In either case the mover of a motion shall retain the right to reply. If an amendment is before the Chairman, the closure motion shall be deemed to close the debate on the amendment only.
19. A member may at any time move, "That the speaker be no longer heard" or, "That the speaker be heard for a further limited period only". Such motions shall be put without amendment or debate. No other motion, except the closure motion or a motion dealing with the speaker's time shall be moved while a speaker has the floor.
20. During the discussion of a motion (but not an amendment) a member who has not already participated in the debate on the motion may move: "That the question be not now put". This motion shall be open to debate and shall be debated together with the original motion. If carried, the original motion shall not be dealt with further. If lost, the original motion shall be put forthwith subject to the mover's right of reply. The motion may be foreshadowed while an amendment is before the Chairman, but in no case shall it be put till all amendments have been disposed of.
21. A member may move: "That the debate (or meeting) be now adjourned". Discussion shall be in order, but only amendments as to time and/or place shall be permitted. The motion shall take precedence over other business before the Chairman except points of order and personal explanations.
22. A Board meeting may at any time during the discussion of a motion or an amendment resolve itself into a Committee of the Whole.
23. No member shall reflect on the vote of a meeting, except on a motion for the rescission of any resolution previously adopted. No member shall reflect on a Clause of the Constitution or a Standing Order, except on a motion (of which due notice was given) to amend or repeal such clause or order.
24. The permission of the Chairman shall be required before a motion for rescission of a resolution passed at the same meeting shall be accepted.
25. Notwithstanding anything hereinbefore contained, any decision made by a validly constituted meeting shall not be void by reason only of a departure from these Standing Orders which was not detected till after the decision was made.

26. If a member at any meeting:
- (a) persistently and wilfully obstructs the business of such meeting; or
 - (b) is guilty of disorderly conduct; or
 - (c) uses objectionable words and refuses to withdraw such words; or
 - (d) persistently and wilfully refuses to conform to these Standing Orders or any one or more of them; or
 - (e) persistently and wilfully disregards the authority of the Chairman; then the Chairman may report to the meeting that such member has committed an offence and recommend such action as the Chairman considers appropriate. Such action shall become effective on the vote of two thirds of those present and entitled to vote.
27. Where Standing Orders are suspended it shall be competent by a two thirds majority vote of those members present and entitled to vote that such suspension shall be limited in its operation to the particular purpose for which the suspension was sought.
28. Alterations to the Standing Orders shall be made only by a Board Meeting after 10 days' notice has been given.
29. Any matters not dealt with in the above Standing Orders shall be governed by the customary procedure at meetings.