



MORETON BAY DISTRICT LADIES BOWLING ASSOCIATION BY-LAWS

Following review at Management Meeting 11 April 2023
Endorsed by Council 16 June 2023

INDEX	PAGE
1 ELECTIONS	
1.1 Procedures	3
1.2 Ballot Box	3
1.3 Voting	3
1.4 Returning Officer	3
2 MANAGEMENT	
2.1 Management Committee	4
2.2 Controlling Body	4
2.3 General Meeting Delegates	4
2.4 Dates of meetings	5
2.5 Establishing Sub –committees	5
2.6 General operating principles for Sub-committees	5
2.7 Dismissal of a sub-committee	6
2.8 Discipline	6
2.9 Disputes	6
3 MEMBERSHIP	
3.1 Qualifications for membership to Bowls Queensland	6
3.2 Members of the Association	7
3.3 Club Members	7
3.4 Junior Members of Club	7
3.5 Life Memberships	7
4 EVENTS	
4.1 District	7
4.2 Challenge matches	8
4.3 State District Sides	8
4.4 Special conditions for events	8
4.5 Dual Membership	8
5 FINANCES	
5.1 Budget	9
5.2 Reimbursement of expenses	9
5.3 Sponsorship	9
6 ATTIRE	
6.1 Association Attire	9
6.2 Registering of Club Attire	9
6.3 Badges and Hat bands	10

1 ELECTIONS

1.1 Procedures

- 1.1.1 Nominations shall be made in accordance with **Rule 19** of the Constitution.
- 1.1.2 A Club member may nominate for more than one position.
- 1.1.3 A list of candidate's names in alphabetical order, with names of the Club members who nominated and seconded each candidate shall be posted to all clubs for at least seven (7) days immediately preceding the annual general meeting, **Rule 19.3**
- 1.1.4 If required ballot papers will be issued according to **Rule 19.4** of the Constitution.

1.2 Ballot Box

- 1.2.1 The Ballot papers shall be placed in the ballot box by the Delegates on the day.
- 1.2.2 The ballot box shall be opened by the Returning Officer and her appointed scrutineer(s) at the Annual General Meeting.

1.3 Voting

- 1.3.1 The method of voting shall be to place a tick in the box of the preferred candidate.
- 1.3.2 Voting, if necessary, shall be by secret ballot.
- 1.3.3 All delegates and Management Committee members are entitled to vote on all positions of the Management Committee
- 1.3.4 The results of each ballot shall be determined on "first past the post" principle.
- 1.3.5 If there to be an equal number of votes for two (2) or more candidates any position in a ballot a further ballot shall be conducted between the candidates who tied. **Rule 19.6; 19.7**
- 1.3.6 In the absence of any written nomination being received for a position, candidates may be accepted from the floor.
- 1.3.7 In the absence of a nomination being received from the floor for a position on the Management Committee, the position can be appointed by the Management Committee. **Rule 21**

1.4 Returning Officer

- 1.4.1 Expressions of Interest will be sent out with all other nominations and should be at the District office prior to the Annual General Meeting or at a date when vacancies occur.
- 1.4.2 The Returning Officer shall liaise with the Secretary for the preparation of ballot papers.
- 1.4.3 The Returning Officer shall appoint such number of Scrutineers required to conduct the ballot.
- 1.4.4 Neither the Returning Officer nor the Scrutineers shall be a candidate in such ballot.
- 1.4.5 The Returning Officer shall advise the Chair of the meeting the result of the count and the Chair shall announce the result to the meeting.
- 1.4.6 The Ballot papers shall be destroyed with the authority of a motion passed at the meeting and it shall be the duty of the returning officer to carry out such destruction.

2. MANAGEMENT

2.1 Management Committee

2.1.1 The Management Committee will consist of:

- (a) President
- (b) Secretary
- (c) Treasurer
- (d) Senior Vice President
- (e) Junior Vice President
- (f) Match
- (g) Director (If required)

2.1.2 No member of the Management Committee shall hold more than one elected position on the **Management** Committee or be a Club delegate/proxy.

2.1.3 All requests for official management representation by Clubs must be in writing to the District Secretary.

2.1.4 Relevant decisions of the Management Committee will be reported at the next General Meeting and via the Club Secretaries.

2.1.5 Members are required to hold a current Blue card.

2.1.6 All members shall read and sign their Position Description.

2.1.7 The Members of the Management Committee may move and/or second a motion.

2.2 Controlling Body

2.2.1 The Controlling Body for all Association events consists of the Executive of the Management Committee (President, Secretary and Treasurer) together with two (2) members of the Match Sub-committee. Any three (3) constitutes a quorum for decisions.

2.2.2 The Controlling Body will establish conditions of play for all District events and Pennants.

2.2.3 Before accepting these conditions, the Umpires Sub-committee Chair shall be consulted.

2.3 General Meeting Committee

The General Meeting Committee will consist of one (1) delegate elected or appointed by each affiliated Club of the Association.

2.3.1 They may attend in person or by a proxy duly notified by the Club Secretary, who must sign the attendance sheet.

2.3.2 A distant Club may appoint its own delegate or may request the Association to appoint a Club member to attend meetings provided they are not already a delegate.

2.3.3 Only delegates shall be entitled to vote at General Meetings.

2.3.4 The quorum for a General Meeting shall comprise double the numbers of members of the Management Committee plus one (1) elected at the close of the Annual General Meeting of the Association.

2.3.5 Meet to decide any appeals.

2.3.6 At a meeting, each question, matter or resolution, other than a special resolution must be decided by a majority of votes of the members present.

2.3.7 A delegate is not entitled to vote if the member's annual subscription is in arrears at the date of the meeting. **Rule 14.2 (a) (i)**

2.3.8 Delegates must ensure business discussed at meetings is shared at their Clubs.

2.3.9

2.4 Dates of meetings

2.4.1 **Management Committee** will meet monthly or as appropriate and conduct its proceedings as it considers appropriate.

2.4.2 **General Meeting Committee** will meet third monthly February, May, August and November. (Note: During 2023, Meeting dates will be March, June, September and November).

2.4.3 **Annual General Meeting** will be held in November each year.

2.5 Establishing sub-committees

2.5.1 All Sub-Committees are responsible to and report to the Management Committee.

2.5.2 Expressions of interest to establish Sub-Committees shall be called at the same time as nominations are called for the election of office bearers of the Association. This is in accordance with **Rule 27**.

2.5.3 The standing Sub-Committees to be established include:

- (a) Coaching
- (b) Match / Selection
- (c) Umpiring

2.5.4 Each Sub-committee should comprise of no more than five (5) members and not less than three (3) members. Provision may be made for less than three (3) in certain circumstances. Where specific qualifications are required this may be varied by the Management Committee.

2.5.5 Ad Hoc Sub-Committees may be established to complete a task designated to them by the Management Committee and is to be completed within the time frame set by the Management Committee.

2.5.6 Combined Sub-Committees may be established with MBDBA for umpires and coaches after consultation between the two associations for the purposes of accreditation, reaccreditation and workshops.

2.6 General operating principles for sub-committees

2.6.1 All correspondence relating to Sub-Committees activities must go through the Secretary to the Management Committee. Incoming correspondence will be passed to relevant Committee Chairperson as soon as possible. All correspondence from Sub-committees must be provided to the Management through the Secretary.

2.6.2 Sub-Committees shall meet as deemed appropriate.

2.6.3 No person shall be a member of more than one (1) Sub-Committee unless exceptional circumstances arise.

2.6.4 The President or her designated representative is an ex-officio member of all Sub-Committees.

2.6.5 The Sub-Committees **do not** have the authority to:

- (a) Make policies or regulations that are binding on the Association
- (b) Commit the Association to any policy or make changes to existing policy
- (c) Exceed their approved budget or modify programs without prior approval of the Management Committee
- (d) Negotiate financial arrangement with host clubs

2.6.7 Sub-Committee members should obtain and keep current a Positive Notice Blue Card from the Commissioner for Children and Young People and Child Guardian.

2.6.8 Any Sub-Committee receiving a verbal/written complaint must refer the complaint in writing to the Management Committee.

2.6.9 The members of all Sub-Committees are welcome to attend monthly General Meetings, but the Chair or her representative must be available at these meetings to

present a report and answer all questions/queries relating to her Sub-Committee business.

- 2.6.10 Membership of Sub-Committees where MBDLBA combine with MBDBA e.g. Coaching, Umpiring will be through consultation between the two Associations.

2.7 Dismissal of a sub-committee

If Management Committee agrees that a Sub-Committee is not properly discharging its functions, it may be dismissed and be reconstituted with new members.

2.8 Discipline

- 2.8.1 The Management, **when one or more committee members are present**, has the authority to take disciplinary action where an incident or infringement occurs. **The circumstances of such action/s are to be reported to Management on an incident report form as soon as possible following such incident.** This action is to be ratified at the next General Meeting.
- 2.8.2 Any written complaint will be dealt with in accordance to **By-law 9.4**.
- 2.8.3 The District will comply with BQ Disciplinary By-law.

2.9 Disputes

- 2.9.1 To adjudicate on match disputes, a Sub-Committee shall be formed comprising one (1) Management Committee member, the Match Chair and a National Umpire.
- 2.9.2 All disputes between two or more Club members shall be resolved solely by the Club.
- 2.9.3 The Management Committee/ General Meeting delegates shall have the power to settle all appeals and disputes concerning Association matters as between different Clubs or Club members of two or more Clubs.
- 2.9.4 Such appeals and disputes shall be submitted in writing to the Management Committee within thirty (30) days of the dispute arising.
- 2.9.5 The decision of the Management Committee/General Meeting delegates shall be final unless the decision is varied on appeal to BQ when such appeal is upheld.

3 MEMBERSHIP

3.1 Qualifications for membership to Bowls Queensland

- 3.1.1 The Association is a member of Bowls Queensland Inc. (hereinafter referred to as BQ) and will abide by the Constitution and By-laws of BQ and of Bowls Australia Inc. (hereinafter referred to as BA) in regard to the playing of bowls.
- 3.1.2 Appoint a member of the Management Committee as delegate (District Representative) to BQ.
- 3.1.3 The Association shall lodge with BQ a copy of its Constitution.
- 3.1.4 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 BQ or BA.
- 3.1.5 The Association shall provide such returns as are required by BQ including a list of the Association's Office Bearers within thirty (30) days of the date of the Annual General Meeting.
- 3.1.6 It must provide advice to BQ of any changes or amendments to the Association's Constitution.

3.2 Members of the Association

Shall be the affiliated Clubs, which will be represented at meetings by one (1) delegate elected or appointed by each Club (or by a proxy duly notified by the Club Secretary) who must sign the attendance sheet.

3.3 Club Members

3.3.1 Shall be a person of eighteen (18) years of age or over who has been admitted to membership of an affiliated Club and for whom a fee is paid by that Club as a member or Life Member of that Club.

3.3.2 These members shall be eligible for election to office.

3.4 Junior Members of Club

3.4.1 Shall be members who are under the age of eighteen (18) years of age.

3.4.2 They shall be entitled to play bowls in any Club or District competitions according to the conditions laid down for playing the event.

3.4.3 They are not eligible to vote at meetings or hold a position on the Management Committee.

3.5 Life Memberships

3.5.1 Life members shall be ratified at a General Meeting.

(a) Distinguished service will consider the years of service while holding the following positions within the Association: Management; Sub-Committee work; and other positions held.

(b) Criteria for Life membership refer to Life Membership Policy.

(c) Life Members of MBDLBA do not pay any District Membership fees.

4 EVENTS

4.1 District

4.1.1 District events may comprise;

- (a) District Fours, Triples, Pairs and Singles
- (b) Champion of Club Champions
- (c) Novice Competitions
- (d) Challenge Matches
- (e) Carnival
- (f) District Sides

4.1.2 The Association coordinates District competition and selection of District representative sides for inter and intra District competitions.

4.1.3 All inter/intra District bowls competitions organized by the Association shall be played in accordance with the current Laws of the Sport of Bowls.

4.1.4 The Management Committee is empowered to impose and collect penalties in respect of any breaches of any Conditions of Play in any competition conducted by the Association provided that such penalty is not in conflict with any penalty provided by the current Laws of the Sport of Bowls.

4.1.5 The Management Committee shall appoint a Manager for District events where this is considered to be appropriate after calling for Expressions of Interest.

4.2 Challenge Matches

4.2.1 District Challenges may comprise;

- (a) Brisbane District
- (b) Cunningham District
- Over 60's (Brisbane, Sunshine Coast, Gateway and Moreton Bay – Men and Women)
- (d) Gateway District
- (e) Moreton Bay District
- (f) Sunshine Coast
- (g) Challenge Shield (Brisbane, Moreton Bay, Gateway & Cunningham)

4.2.2 Conditions of Play for these games will be agreed to by both Districts competing.

4.2.3 Alternate years will be home and away games.

4.2.4 A Management meeting is held on the day by both Districts to organise next year's event.

4.3 State District Sides

MBDLBA shall enter a side in the State District Sides Championships

- (a) The side for this event shall be selected by the Selection Sub-Committee.
- (b) The side selected will comply with the Bowls Queensland requirements.
- (c) The Management Committee will appoint a Manager for the duration of the event after calling for Expressions of Interest
- (d) The Management Committee may appoint a Coach.
- (e) Other members to accompany the sides will be determined by the Management Committee after considering cost and availability of accommodation.
- (f) MBDLBA will be responsible for booking of accommodation as well as paying for green fees and lunch for each day.
- (g) All officials & players will pay a contribution, the amount to be determined by the Management Committee each year.
- (h) All officials & players must sign the District Code of Conduct.

4.4 Special Conditions for Events

4.4.1 Minor

A minor is a player who has not won a Championship event at any Club.

A Player who is eligible for "Minor" status at the closing date for any event shall retain such eligibility until completion of such event.

4.4.2 Novice

A novice player is a player who has been a financial member of any bowling Club for three (3) years or less at the closing date for any event shall retain such eligibility until completion of such event.

4.5 Dual Membership

4.5.1 Club members of two or more Registered Bowls Clubs **MUST** declare, at the beginning of the calendar year, the Club for which they will represent in Champion of Club Championship events at the club and higher levels.

4.5.2 If a Club member does not declare their Club, their declared Club will be the Club where they competed first in Championship games in that Club calendar year.

5 FINANCES

5.1 Budget

- 5.5.1 The Budget shall be reviewed annually at a Management Committee meeting prior to the **September** General Meeting (as from 2024, it will be the August meeting).
- 5.5.2 The recommendation of these reviews shall be presented at the September General Meeting for ratification (as from 2024, it will be the August meeting).
- 5.5.3 All District fees and District prize money shall be reviewed annually at the Budget meeting.

5.2 Reimbursement of expenses

- 5.2.1 No person working for the Association is expected to be out-of-pocket for work approved by the Management Committee.
- 5.2.2 Reimbursement shall be made after receipt of appropriate documentation.
- 5.2.3 Items requiring expenditure in excess of \$1,000 must have prior approval from General Meeting, other than where money has already been received from entries, donations or fund raising – e.g. District Sides, Carnival trophies.

5.3 Sponsorship

The Management Committee or the appointed Sub-Committee may seek and accept sponsorship for any events

6 ATTIRE

6.1 Association Attire In accordance with BQ Attire By-Law

- 6.1.1 The Association shall control all dress codes for all events under their control.
- 6.1.2 The Association uniform shall consist of:
 - (a) Flat-soled footwear with the design and colour to be the choice of the bowler.
 - (b) Upper Body Attire: Approved multi-coloured District shirt.
 - (c) Lower Body attire can be of the player's choice provided that all players in a side/team have the same coloured attire. MBDLBA are to wear white.
 - (d) Head Attire: as appropriate
- 6.1.3 This District uniform should only be worn by:
 - (a) Current members of the Management Committee, and the Patron.
 - (b) Members of the current Sub-Committees and other appointed District personnel.
 - (c) When selected to represent the District at specific events.
 - (d) Past Presidents and Patrons at events to which they have been invited.

6.2 Registering of Club Attire

- 6.2.1 Clubs must seek approval for Club colours and Shirt design by submitting an application for approval on the approved form to the Association.
- 6.2.2 The Association shall be responsible for resolving any possible conflict within its own jurisdiction.
- 6.2.3 The Association must submit approved applications to BQ for formal registration.
- 6.2.4 BQ maintains a master register of "Club colours".
- 6.2.5 The Association (and Club) will be advised by BQ once the Club colours & Shirt designs are registered.

6.3 Badges & Hat bands

- 6.3.1 Office Bearer's badges and hat bands shall be provided for the Patron, Management members, Welfare Office, Publicity Officer, Past Presidents, Past Patron and all Sub-Committees members.
- 6.3.2 All these will remain the property of the District and must be returned to the District Secretary prior to the AGM or on resignation from the position.