

**NORTHMEAD BOWLING, RECREATION AND
SPORTING CLUB LTD**

TRAVELLING BOWLERS' CLUB CONSTITUTION

(as adopted at the Travelling Bowlers' Committee meeting on 13 March 2018 and approved by the NBC Board at its meeting on 02 May 2018)

NAME:

1. The Club shall be called Northmead Travelling Bowlers' Club (hereinafter called the Travelling Bowlers).
2. The address of the Travelling Bowlers shall be Northmead Bowling, Recreation and Sporting Club Limited, 166 Windsor Road, Northmead NSW 2152.

OBJECTS OF THE TRAVELLING BOWLERS:

- 3a. To promote and encourage the playing of the game of lawn bowls by visiting other bowling clubs and hosting visitations from other bowling clubs;
- 3b. To provide friendship and hospitality to members of the Travelling Bowlers and bowling members of visiting clubs;
- 3c. To consider contribution to any reasonable appeal made by Northmead Bowling, Recreation and Sporting Club Limited;
- 3d. To raise funds by lawful means for the attainment of these objectives;
- 3e. To abide by all the rules and regulations of the Royal NSW Bowling Association and Northmead Bowling, Recreation and Sporting Club.

CONSTITUTION:

4. The committee of the Travelling Bowlers shall be:
Chairman, Secretary, Treasurer, and 3 Committee members
5. The Travelling Bowlers shall have an executive committee consisting of the Chairman, Secretary and Treasurer.
6. All committee members must be financial members of Northmead Bowling, Recreation and Sporting Club Limited and of the Travelling Bowlers and shall be elected at the Annual General Meeting of the Travelling Bowlers, as hereinafter provided.
7. The executive committee may elect such sub-committees as may be considered necessary.
8. The committee may make, amend or rescind such by-laws, not inconsistent with this constitution, for the proper control, administration and management of the Travelling Bowlers finances, affairs, interests, effects and property and for the convenience, comfort and well- being of the members of the Travelling Bowlers. Any by-laws made by the committee shall come into force and have the full authority of a by-law of the Travelling Bowlers on being posted upon the Travelling Bowlers' notice board.



MEMBERSHIP:

- 9a. Membership of the Travelling Bowlers shall be open only to financial male members of Northmead Bowling, Recreation and Sporting Club Limited;
- 9b. To become a member of the Travelling Bowlers, a one-off payment of \$5.00 is payable to the Treasurer to constitute a membership base for voting eligibility.

ANNUAL GENERAL MEETING:

10. The Annual General Meeting shall be held in July or August of every year commencing in 2019 on such a day as the Chairman may determine and of which the Secretary shall give notice to all Travelling Bowlers' members not less than twenty-one (21) days prior to such meeting to be placed on the Travelling Bowlers Notice Board. Twenty percent (20%) of the Travelling Bowlers members shall be considered a quorum. If a quorum is not present, then the Annual General Meeting shall be postponed to another date which shall not be longer than thirty (30) days hence.
11. The business of the Annual General Meeting shall be to:-
 - * receive and consider the annual income and expenditure and the annual balance sheet
 - * receive and consider the reports of the Chairman, Secretary, Treasurer and any matters relevant thereto.
 - * elect by ballot the committee.
12. Nomination forms for the Travelling Bowlers committee members shall be placed on the Travelling Bowlers Club Notice Board by the Secretary not later than twenty-one (21) days before the Annual General Meeting. Nominees are to be proposed and seconded by financial members of the Travelling Bowlers. Nominees may stand for more than one position but be elected to one position only. Nominations for committee shall close at 6.00 pm on the night prior to the meeting. If there are insufficient nominations for committee, then positions vacant will be elected from the floor of the meeting.
13. The right to vote at any Annual General Meeting shall be limited to financial members of the Travelling Bowlers only.
14. The committee members elected or appointed at the 2019 election shall hold office for two years and any elections after that date will be for a two-year period. Should any positions of the office bearers referred to in Rule 4 hereof become vacant, the management committee may by resolution fill such a vacancy until the expiration of the current Committee's term of office.
15. The Chairman shall be entitled to take the chair at every meeting. If the Chairman is not available within fifteen (15) minutes after the scheduled time for the holding of the meeting, the members of the Executive committee present shall choose one of their number to be Chairman.
16. Prior to the committee vacating their positions for the purpose of the election, the meeting will elect a Returning Officer and at least one Scrutineer.
17. The Returning Officer and Scrutineer(s) will be appointed from the membership of the Travelling Bowlers who are not running for election.
18. Voting will be conducted at the Annual General Meeting by a show of hands or by secret ballot as determined by the Returning Officer.



DUTIES OF RETURNING OFFICER:

19. The Returning Officer will act as Chairperson for the duration of the election of the committee;
20. The Returning Officer will ensure that all members attending the meeting are currently financial members of the Travelling Bowlers prior to conducting the election;
21. Prior to voting for each position, the Returning Officer shall ensure that all members present are fully aware of the names of candidates seeking election to such positions;
22. At the end of the election, the Returning Officer shall vacate the chair and invite the incoming Chairman to take over the meeting with the incoming committee.

DUTIES OF SCRUTINEER(S)

23. The Scrutineer(s) shall collect and count all votes after the election of each position in conjunction with the Returning Officer who will declare the result of the election for each position.

COMMITTEE MEETINGS:

24. The committee shall meet as required to conduct the business of the Club on a date and at a time nominated by the Chairman.
25. The Chairperson, at all committee meetings, shall have authority upon every question of order;
26. No motion of dissent from the ruling of the Chairperson shall be permitted unless made before any other business has been commenced;
27. Unless inconsistent with this constitution, the rules of debate ordinarily adopted for the conduct of meetings shall be applied to all meetings of the Travelling Bowlers.

THE ORDER OF BUSINESS SHALL BE:

21. * Open meeting
* Apologies
* Reading and acceptance of minutes of last meeting
* Business arising from previous minutes
* Secretary's report
* Correspondence
* Treasurer's Report
* Notices of Motion, if any
* General business
* Next meeting date and time
* Closure of meeting

DUTIES OF OFFICE BEARERS:

22. The Chairman:

The Chairman shall have jurisdiction over all committees and sub-committees, shall have a casting vote in the case of equality of votes only and shall exercise a general supervision over the conduct of the Travelling Bowlers' members.

23. The Secretary:

The Secretary shall:

- * Keep a record of all minutes;
- * Submit to the committee all correspondence and information received and attend to same by direction of the committee, as soon as possible;
- * Provide minutes and records, as required, to the Board of Directors of Northmead Bowling, Recreation and Sporting Club Limited.

24. The Treasurer:



The Treasurer shall:

- * Keep an up-to-date list of all financial members of the Travelling Bowlers;
- * Keep a correct account of all monies received and expended on behalf of the Travelling Bowlers;
- * Pay all monies belonging to the Travelling Bowlers into such bank as shall be approved by Northmead Bowling, Recreation and Sporting Club Limited within seven (7) days after receiving same;
- * Submit financial statements to Northmead Bowling, Recreation and Sporting Club Limited and to the Travelling Bowlers' Committee, when required;
- * Balance and submit the Travelling Bowlers books for audit by the Northmead Bowling, Recreation and Sporting Club Limited;
- * Prepare an annual statement of Income and expenditure for Annual General Meetings.

25. Committee Members:

- * Attend committee meetings;
- * Actively participate in the deliberations of the committee;
- * Willingly accept tasks allocated and see these tasks through to fruition;

CHEQUE SIGNATORIES:

26. These shall consist of the Chairman, Secretary and Treasurer with any two being authorised to sign cheques jointly on behalf of the Travelling Bowlers.

DISCIPLINE:

27. The committee may, by resolution, suspend, expel or otherwise admonish any member of the Travelling Bowlers for-

- * Engaging in actions disruptive to the proper management of the Travelling Bowlers;
- * Misconduct whilst engaged in activities organised by the Travelling Bowlers, or when representing the Travelling Bowlers;
- * Misconduct at meetings;
- * Any committee member who absents himself without leave for three (3) consecutive meetings of the Travelling Bowlers shall be liable, at the discretion of the committee, to have his position on the committee declared vacant;
- * Any member of the Travelling Bowlers who may be subject to these disciplinary measures shall have the right to be present and to be heard at a committee meeting and shall receive not less than seven (7) days notice, in writing, of such meeting.

TRAVELLING BOWLERS BOUND BY THE CONSTITUTION:

28. Each member of the Travelling Bowlers is held to consent and agree to be bound by the constitution.

COMPLAINTS BY MEMBERS OF THE TRAVELLING BOWLERS:

29. Complaints and proposals shall be lodged with the Secretary, in writing, not less than seven (7) days prior to the committee meeting at which such complaint is desired to be tabled. Complaints and proposals may only be lodged by financial members of the Travelling Bowlers.

SPECIAL MEETINGS:

30. A request, in writing, by five (5) members of the Travelling Bowlers to the Secretary of the Travelling Bowlers, shall be sufficient to require a Special General Meeting. The Executive committee will hold such meeting within twenty-four (24) days of receipt of such request.



DISSOLUTION OF THE TRAVELLING BOWLERS:

31. The Travelling Bowlers may be dissolved in event of the number of members being five (5) or less. Upon dissolution, assets and funds on hand shall, after the payment of all expenses and liabilities, be handed over to the Northmead Bowling, Recreation and Sporting Club Limited.

ALTERATION OF CONSTITUTION:

32. At any Annual General Meeting or Special General Meeting, new rules under this constitution may be made and any existing rule or rules may be amended by resolution of the Meeting. Notice specifying the intention to alter the rules must be provided by the Secretary to all members twenty-one (21) days prior to such meeting.

