

# **SUNSHINE COAST DISTRICT**

## **LADIES BOWLS ASSOCIATION INC.**



### **BY-LAWS**

**Amended 20<sup>th</sup> November 2017**

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# BY-LAWS OF THE SUNSHINE COAST DISTRICT LADIES BOWLING ASSOCIATION INC. SECTION A

## ***ELECTION PROCEDURES***

1. Elections will be held in accordance with Rule 11 of the Constitution, and will be by secret ballot.
2. If any non-contested nominations are received to fill any position/s the person/s nominated to fill that position/s must be declared elected at the meeting.
3. The chairperson will appoint a Returning Officer and two (2) scrutineers.
4. Ballot papers, listing names of all candidates for a contested position in alphabetical order, will be issued by the Returning Officer.
5. The method of voting will be to indicate, as directed, preferred candidate/s
6. The Returning Officer will advise the Chairperson of the meeting of the result of the scrutineers count and the Chairperson will announce the successful candidate/s, to the meeting.
7. The results of each ballot will be determined on the "first past the post" principle. If there are an equal number of votes for two or more candidates for the last remaining position in a ballot, a further ballot will be conducted between the candidates who tied. If a further tie is recorded the successful candidate will be determined by an "out of the hat" draw.
8. Ballot papers will be destroyed by the Returning Officer on the authority of a motion passed at the meeting at which elections are held.

## **SECTION B**

### ***VOLUNTEER POSITION DESCRIPTIONS***

All applicants are required to be able to communicate by electronic methods.

#### ***PRESIDENT:***

1. Preside at all executive, and general meetings of the Association.
2. Chair meetings effectively by maintaining control and ensuring a fair hearing for all. Be impartial, honest and rational at all times. Decide when a discussion should be brought to an end.
3. Be responsible for the overall administration of the Association, subject to the valid directions of the Executive.
4. Shall, where required, represent the Sunshine Coast District in an official capacity at functions and District Events.
5. Attend Executive and General Meetings of the Association in accordance with the Rules of the Constitution.
6. Be an ex-officio member of all sub-committees appointed by the Executive.
7. Ensure that the Constitution and By-Laws of the Association are fully adhered to by the Executive, committees and members of the Association.
8. Ensure the Executive prioritise its goals and financial future, including annual budgeting and financial planning.
9. Remain well informed of Association activities and act as a facilitator when required.
10. Send copies of all inward/outward correspondence to the Secretary on a monthly basis.
11. On vacating the position, for whatever reason, effect an immediate handover to the incoming President or representative of the Executive Committee, all District records, information and property.
12. Maintain confidentiality on relevant matters and abide by the Code of Conduct.

#### ***VICE PRESIDENT:***

1. Assist the President in her duties.
2. In the absence of the President, a Vice-President will carry out the duties of the President.
3. Take the chair when the President vacates it because of a conflict of interest or a wish by the President to participate in the debate.
4. Assist the President in ensuring that planning and budgeting for the future is carried out in accordance with the wishes of members and in line with the Association's planning.

### **HONORARY SECRETARY:**

1. Keep all such books and records as may from time to time be required to be kept by Government and semi-Government Authorities and other bodies with which the association is affiliated.
2. Keep an accurate record of the business transacted at all Executive and General Meetings.
3. Distribute a summary of Executive meetings and minutes of general meetings to all Clubs and registered delegates in a timely manner. Minutes of general meetings will include a list of all Clubs, represented by voting delegates, in attendance.
4. Issue notices of all General Meetings of the Association and prepare agendas for such meetings. The Agenda will include a list of all correspondence received by the Secretary up to seven (7) days prior to the meeting.
5. Cause an accurate register of members as required in the Associations Incorporation Act 1981.
6. Keep a record of all correspondence and reply to such correspondence as required.
7. Collate event entries as soon as possible after closing date and forward to the Match Chairwoman.
8. Arrange distribution of draws for competitions to all participating Clubs when received from the Match Chairwoman.
9. Coordinate the compilation of the annual report and any other reports as required. The Secretary will read to meetings any reports provided by an Executive member, the BQ delegate, and any sub – committee spokesperson who is not in attendance at the meeting.
10. Call for ‘Expressions of Interest’ for appointment to a position on the ‘Match and Selection Committees’, and as ‘Bowls Queensland Delegate’.
11. Advise District Affiliated Clubs of the:
  - a. Date of the Annual General Meeting of the Association.
  - b. The closing date for the following:
    - i. Notices of Motion/Special Resolutions for the Annual General Meeting
    - ii. Nominations for positions on the Executive Committee
    - iii. Expressions of interest for appointment to positions on the Match and Selection Committees and for the position as Bowls Queensland Delegate’
12. Provide to Bowls Queensland and the Office of Fair Trading with required returns.
13. Maintain an accurate record of the procedures of the position of Secretary
14. On vacating the position, for whatever reason, affect an immediate handover to the incoming Secretary or representative of the Executive Committee, all District records, information and property.
15. Maintain confidentiality in all matters and abide by the Code of Conduct.

### **HONORARY TREASURER:**

1. Receive and receipt all income to the Association and deposit to SCDLBA bank account promptly.
  - a. Liaise with Match Chair regarding receipt on income that relates to District Events.
  - b. Liaise with Clubs regarding all payments received from them
2. Submit to Clubs, District Affiliation invoices in accordance with monthly Form 2’s and yearly affiliation invoices in accordance with Bowls Queensland membership database.
3. Pay all accounts and expenses after authorization of the Executive Committee.
4. Keep all records of receipts, expenditure, correct accounts and bank reconciliations showing the financial affairs of the association as required by the Incorporated Associations Act 1981.
5. Where electronic banking is applied, monthly bank statements together with reconciliation statements must be tabled at all relevant meetings.
6. All expenses incurred by members of the Executive will be paid by Electronic Funds Transfer.
7. Submit to the Annual General meeting a statement of accounts audited by the Association’s auditors.
8. Attend Executive and General Meetings of the Association in accordance with the Rules of the Constitution.
9. On vacating the position for whatever reason, affect an immediate handover to the incoming Treasurer or representative of the Executive Committee, all receipt books, general accounts and records of expenditure, plus all paperwork and other records pertaining to the Association.
10. Maintain confidentiality in all matters and abide by the Code of Conduct

### ***MATCH CHAIRWOMAN:***

1. Only experienced Match Committee persons will be eligible to be considered for election as Match Chair.
2. Convene and Chair all meetings of the Match Committee.
3. Submit the program for the following year to the Executive for approval.
4. Attend all executive and general meetings in accordance with the Rules of the Constitution.
5. Present a monthly report to the executive, and a report to scheduled General meetings, covering:-
  - a. The activities of the match Committee.
  - b. Events and Results.
  - c. Details of each Event attended by Match Committee members
6. Control all District Events.
7. Enquire into, and settle any complaints regarding matches and competitions, in consultation with Match Committee and Umpire of the Day.
8. Establish Conditions of Play and Rules for District Events in consultation with the Match Committee.
9. Arrange host Clubs for competition play and requirements for greens, rinks and facilities, after receipt of a signed Expression of Interest to host an SCDLBA event.
  - a. All arrangements, including alterations, must be confirmed in writing by the host Club.
  - b. Club venues to be decided only after consultation with the Match Committee.
10. Conduct the draw for all events in consultation with the match Committee and forward to Club Secretaries for distribution to participating players.
11. Arrange preparation of paperwork and of master sheets.
12. Receive and collate results from Events and declare sections and winners and forward to the executive and Club Secretaries.
13. Advise Executive, participating Clubs and the media of results as soon as possible after each Event.
14. Receive all correspondence and other communication relative to match Committee responsibilities. A list of all correspondence to be forwarded to the District Secretary.
15. If the match Committee Chair is unable to attend an Executive meeting the Secretary will read her report.
16. If the Match Committee Chair is unable to attend a general meeting, a member of the Match Committee will read her report and answer questions pertaining to the report.
17. On vacating the position, for whatever reasons, to affect an immediate handover to the incoming Match Chair or representative of the Executive Committee, all District records, information and property.
18. Maintain confidentiality in all matters and abide by the Code of Conduct.

### ***MATCH COMMITTEE:***

1. To assist the Match Chairwoman in carrying out all the above duties.
2. Maintain confidentiality on relevant matters.

### ***SELECTION CHAIRWOMAN:***

1. Only experienced Selection Committee persons will be eligible to be considered for election as
  - a. Selection Chairwoman.
2. Convene and chair all meetings of the Selection Committee.
3. Arrange all District trials and practice matches.
4. Oversee the selection of teams and team replacements to represent the district and to participate in special events.
5. Communicate to all players, confirmation of their selection, together with an instruction to all players to confirm their availability or otherwise, to the Selection Committee Chairwoman.
6. Copies of all Selection correspondence to be forwarded to the District Secretary.
7. Ensure that selections are made in a fair, unbiased and transparent manner.

8. Utilise the following criteria to select players;  
Consideration will be given to:
  - a. Bowling ability, technique, concentration, consistency, temperament, behaviour, ambition and team spirit.
  - b. Achievements at Pennant level, State, District, Master Events and prestigious tournaments.
  - c. Players' personal image and compatibility as well as what they portray as a member of a District side.
9. Be responsible for distributing District shirts, jackets, and decals.
10. Attend monthly meetings of the executive and General Meetings.
11. Present a monthly report to the executive and general Meetings covering the activities of the selection Committee for the month and details of each Event attended by Committee members since last report.
12. If the Selection Chair is unable to attend an Executive meeting the Secretary will read her report.
13. If the Selection Chair is unable to attend a general meeting the report will be read by one of her Committee members in attendance.
14. On vacating the position for whatever reason, to affect an immediate handover to the incoming Selection Chair or representative of the Executive Committee, all District records, information and property.
15. Maintain confidentiality in all matters and abide by the Code of Conduct.

#### **SELECTION COMMITTEE:**

1. To assist the Selection Chairwoman with all the duties above.
2. Maintain confidentiality on relevant matters.

#### **APPOINTMENT OF MATCH & SELECTION COMMITTEES**

1. The Executive Committee will appoint the Match and Selection committee members, taking into account qualifications and suitability for the position. The Executive Committee is not necessarily required to appoint a member who has submitted an Expression of Interest, which will be called for in conjunction with the AGM.
2. The Match Committee will consist of not more than three (3) members in addition to the elected Executive Match Chairwoman
3. The Selection Committee will consist of not more than two (2) members, in addition to the elected Executive Match Chairwoman.
4. No one person may serve on both the Match & Selection Committees.
5. A maximum of one (1) declared member from any one (1) Club may serve on the Match or Selection Committees.
6. Any member of the Match or Selection Committee who is absent from more than three (3) consecutive committee meetings, or is considered to be not discharging her duties, may have their appointment revoked by the Executive.
7. Any Committee member may resign her position at any time by giving notice in writing to the District Secretary and 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.
8. Appointed Committee members of the Match and Selection committees may attend General meetings as observers at their own expense, but will have no voting rights.

#### **OTHER APPOINTMENTS:**

##### **PATRON**

A Patron may be appointed at a General Meeting on the recommendation of the Executive but will have no voting rights.

### ***DISTRICT COACH/TRAINER***

The Executive may appoint a District Coach, who must be a full financial member of a Club affiliated with Bowls Queensland and Bowls Australia.

Any Appointed person may resign her position at any time by giving notice in writing to the District Secretary and 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.

## **SECTION C**

### ***ATTIRE***

SCDLBA will determine Dress Rules for all events under the control of the Association.

### ***ASSOCIATION BADGES***

Will be provided for all Executive Officers, Appointed Committee members, Life Members and District Coach.

### ***ASSOCIATION HAT BANDS***

Will be provided for the all Executive Officers, Appointed Committee Members, Life Members and District Coach.

### ***PURCHASE AND DISPOSAL OF APPAREL***

All purchases and disposals of apparel must be authorised by the Executive Committee. Disposal of apparel will be at the discretion of the Selection Chair.

## **SECTION D**

### ***PLAYER COMMITMENTS:***

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

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

### ***COMPETITIONS AND PLAYER OBLIGATIONS***

1. All Competitions and other matches played or held under the patronage and auspices of the Association will be played in accordance with the current Laws of the Sport of Bowls (including Domestic regulations for Australia) and Bowls Australia Policies.
2. The Association Match Committee will frame the Conditions of Play for all District competitions provided such conditions do not conflict with the current Laws of the Sport of Bowls (including the Domestic regulations for Australia), Bowls Queensland Conditions of Play and Bowls Australia Policies.
3. The Match Committee will call for submissions, through the Secretary, for Pennant Conditions of Play giving Clubs twenty-eight (28) days' notice of the closing date for receipt, by the Secretary, of such submissions.
4. Conditions of play set down by the Match Committee for all District events will not be overturned by the Executive Committee or Clubs .

5. The Association is empowered to impose and collect penalties in respect to any breaches of any Conditions of Play for any competitions conducted by the Association, provided that such penalty does not conflict with any penalty provided by the current Laws of the Sport of Bowls (including the Domestic regulations for Australia) and Bowls Australia Policies.

### ***SPECTATOR OBLIGATIONS***

1. Spectators and anyone else not directly taking part in the game should stay outside the boundaries of the rinks and clear of the players
2. They should not disturb or advise the players in any way unless registered as a Coach or Team Manager
3. If, in the Umpire's opinion, this law has been broken, the Umpire should ask the spectator or spectators concerned to stay within the law. If they do not stay within the law, the Umpire should ask the Controlling Body to take immediate action to make sure that the offender stops breaking this law, including escorting the offender away from the area immediately surrounding the rink or away from the venue as appropriate. Law 45

### ***CONTROLLING BODY***

1. The controlling Body for all matches will be the Association Match Committee. In the event of the Match Committee not being in attendance the Umpire of the Day may be appointed to represent the Controlling Body.
2. Club Competition will take precedence over organised Social Association IN visits.

## **SECTION E**

### ***REPRESENTATION OF EXECUTIVE MEMBERS***

All requests by Clubs for official Executive representation must be made in writing to the Secretary of the Association.

## **SECTION F**

### ***RESPONSIBILITIES OF CLUBS - AFFILIATION WITH BOWLS AUTHORITIES***

1. Clubs will affiliate with Bowls Queensland and accept and abide by the Rules and By-Laws of Bowls Queensland.
2. Clubs will become a member of the Association and will abide by the Constitution and By-Laws of the Association.
3. Clubs will renew their affiliation with Bowls Queensland each year and forward the annual affiliation fee to Bowls Queensland.
4. Clubs will renew membership with the Association each year according to the Association Constitution and pay annual membership to the Association.
5. Clubs will provide Bowls Queensland and the Association such returns as are required by these bodies including -
  - a. monthly returns of names and details of new members and resignations and of those deceased (Form 2)
  - b. copies of Clearance Certificates, including:
    - i. all inter-Club Clearances and
    - ii. applications to Bowls Queensland for an Interstate Clearance.
  - c. Members of two or more clubs –
    - i. Declaration for Championship Events
6. Clubs will not make, amend or repeal any Conditions of Play or Rules in relation to the playing of the game of bowls that conflict with the Conditions of Play or Rules of Bowls Queensland and the SCDLBA and Bowls Australia Policies.



7. Clubs must notify the District of any changes to their Management Committee or Ladies Committee.
8. Clubs shall elect two (2) Delegates to the District in accordance with the rules and By-Laws of the District and Bowls Queensland. Delegates will be issued with an introductory information letter explaining their roles and responsibilities, including a knowledge of the SCDLBA Constitution.

## **SECTION G**

### ***PRIVACY OF INFORMATION***

In Accordance with the Privacy Act 1988 and all Amendments Effective 12<sup>th</sup> March 2014.

All information received is for the exclusive use of the Sunshine District Ladies Bowls Association, Executive, Match and Selection Committees. This information is to be used only if a player is taking part in or is selected for any upcoming Sunshine Coast Ladies Bowling Association Events.

This information shall be treated as strictly confidential by the Sunshine Coast District Ladies Bowling Association and will not be sold or given to any other person or business.

The Sunshine Coast District Ladies Bowling Association will take no responsibility for the security of information conveyed to the District by players using Social Media.