

**SUNSHINE COAST DISTRICT
LADIES BOWLING ASSOCIATION INC.**



BY-LAWS

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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 the elections are held. Returning Officer and Scrutineers to maintain confidentiality.

SECTION B

VOLUNTEER POSITION DESCRIPTIONS

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

PRESIDENT:

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

VICE PRESIDENTS:

1. Assist the President in her duties. Attend Management Committee and General Meetings. One (1) Vice President to attend Executive Meetings of the Association in accordance with the Rules of the Constitution.
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 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.
5. Vice Presidents to check club delegates and visitors on attendance sheet.
6. Vice Presidents to organize raffles, selling of raffle tickets and afternoon teas for all meetings.
7. Maintain confidentiality on relevant matters and abide by the Code of Conduct.

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 Management Committee and General Meetings, by voting delegates, in attendance. Attend Executive Meetings of the Association in accordance with the Rules of the Constitution.
3. Arrange meeting dates with venues.
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. Send and receive all correspondence and advise President and Treasurer of urgent matters.
7. Arrange distribution of draws for competitions to all participating Clubs when received from the Match Chair.
8. Coordinate the compilation of the annual report and any other reports as required. The President or Secretary will read to meetings any reports provided by an absentee Management Committee member, the BQ Delegate, and any sub – committee.
9. Distribute a summary of Management Committee 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 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 "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 Management Committee
 - iii. Expressions of interest for appointment to positions on the Match and Selection Committees and for the position as Bowls Queensland Delegate.
 - iv. Provide ballot sheet, if necessary, with alphabetical list of names for voting purposes.
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 Management Committee, all District records, information and property.
15. Maintain confidentiality in all matters and abide by the Code of Conduct.

HONORARY TREASURER:

1. To submit Annual Budget and Financial Planning to the first Management Committee Meeting, after the Annual General Meeting, for approval and implementation.
2. 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
3. Submit to Clubs, District Affiliation invoices in accordance with monthly Form 2's and yearly affiliation invoices in accordance with Bowls Queensland membership database.
4. Pay all accounts and expenses after authorisation by the Management Committee.
5. 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.
6. Where electronic banking is applied, monthly bank statements together with reconciliation statements must be tabled at all relevant meetings. Treasurer to obtain proper voucher for all expenditure cheques and to be signed by either the President or Secretary.
7. All expenses incurred by members of the Management Committee will be paid by Electronic Funds Transfer.
8. Submit to the Annual General meeting a statement of audited accounts.
9. Attend Management Committee, General and Executive Meetings of the Association in accordance with the Rules of the Constitution.
10. On vacating the position for whatever reason, affect an immediate handover to the incoming Treasurer or representative of the Management Committee, all receipt books, general accounts and records of expenditure, plus all paperwork and other records pertaining to the Association.
11. Maintain confidentiality in all matters and abide by the Code of Conduct.

MATCH CHAIR:

1. Only experienced Match Committee persons will be eligible to be considered for election as Match Chair.

MATCH COMMITTEE

REPORTING RELATIONSHIPS:

The Match Chair is responsible for monthly reports to the Management Committee and General Meetings.

PURPOSE OF THE COMMITTEE:

Control of all games conducted under the authority of the SCDLBA:

1. All SCDLBA Championships, Events and;
2. SCDLBA Pennant.
3. Champion of Club Champions.

KEY RESULT AREAS:

1. Liaise with District Secretary and develop an annual calendar that shall be approved by the Management Committee.
2. Review all events to ensure a continuous improvement is achieved.
3. Enquire into and settle any complaints regarding matches/competitions.

PRINCIPAL RESPONSIBILITIES:

All duties listed are arranged by Match Chair.

1. Establish pertinent conditions of play for Championships, Events and Pennant.
2. Establish a template for the Expressions of Interest process.
3. Request and arrange necessary greens/Club facilities.
4. Organize flyers and to be distributed by district secretary to necessary people
5. Collate entries as soon as possible after closing date and arrange draw with committee.
6. Arrange printing and distribution of draw to all participants via District Secretary.
7. Arrange notification of host Clubs regarding requirements/rinks etc.
8. Arrange preparation of paperwork/scorecards.
9. Arrange preparation of master sheets.
10. Receive and collate results and declare sections where appropriate.
11. Advise Management and clubs of progressive results each day for distribution.
12. Notify Clubs hosting following rounds of the competitors.
13. Receive and prepare answers to correspondence relative to the match committee.
14. Conduct annual self - assessment of the committee's operations.

MATCH COMMITTEE CHAIRPERSON:

Roles & Responsibilities:

1. Chair and convene all meetings.
2. Prior to a meeting ensure all committee members have necessary documentation and all information that will allow them to participate fully in the meeting.
3. Present a monthly report to the Management Committee covering the activities for the month, report on events and results and details of each event attended by committee members.
4. On vacating the position for whatever reasons, the outgoing Match Chair must affect an immediate handover to the incoming Match Chair or representative of the Management Committee, All District records, information and property.
5. Maintain confidentiality in all matters and abide by the Code of Conduct.

MATCH COMMITTEE:

1. To assist the Match Chair in carrying out all the above duties.
2. Maintain confidentiality on relevant matters and abide by the Code of Conduct.

SELECTION CHAIR:

1. Only experienced Selection Committee persons will be eligible to be considered for election as Selection Chair.
2. Convene and Chair all meetings of the Selection Committee.
3. Arrange all District trials and practice matches.
4. Oversee the selection of teams, reserves and non -playing manager to represent the district and to participate in special events.
5. Communicate, through the secretary, to all players confirmation of their selection, together with an instruction to all players to confirm their availability, or otherwise, to the Selection Chair and District Secretary.
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 Management Committee and General Meetings.
11. Present a monthly report to the Management Committee 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 a Management Committee meeting the Secretary will read her report.
13. If the Selection Chair is unable to attend a General Meeting a member of the Selection Committee will read her report and answer questions pertaining to the Report.
14. On vacating the position for whatever reason, to affect an immediate handover to the incoming Selection Chair or representative of the Management 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 Chair with all the duties above.
2. Maintain confidentiality on relevant matters and abide by the Code of Conduct.

APPOINTMENT OF MATCH & SELECTION COMMITTEES:

1. After Match and Selection Chairs have perused the submitted Expressions of Interest, which will be called for in conjunction with the Annual General Meeting, of their respective committee, taking into account qualifications and suitability for the position, they shall then inform the Management Committee of their choice of respective committee members for approval. The Management Committee shall then appoint the Match and Selection Committees.
2. The Match Committee will consist of not more than three (3) members in addition to the elected Management Committee Match Chair.
3. The Selection Committee will consist of not more than three (3) members, in addition to the elected Management Committee Selection Chair.
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 Management Committee.
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.

APPOINTMENT OF SUB COMMITTEES:

Expressions of Interest shall be used when a vacancy occurs on the sub-committees.

AWARDS COMMITTEE:

Shall consist of Match Chair and Selection Chair plus one (1) of their choosing.

CONSTITUTION REVIEW COMMITTEE:

Shall be a standing committee and to consist of no more than three (3) members which shall consist of District Secretary and two (2) others approved by Management Committee.

WEB FACILITATORS:

Shall consist of no more than two (2) people who must be computer literate.

APPOINTMENT OF PATRON: A Patron may be appointed at a General Meeting on the recommendation of the Management Committee but will have no voting rights.

APPOINTMENT OF DISTRICT COACH:

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

RESIGNATIONS OF APPOINTEES:

A person appointed to any position, including those on Match or Selection Committees, 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 Management Committee, appointed Committee Members, Life Members and the District Coach.

ASSOCIATION HAT BANDS:

Will be provided for the all Management Committee, appointed Committee Members, Life Members and District Coach.

PURCHASE AND DISPOSAL OF APPAREL:

All purchases and disposals of apparel must be authorised by the Management 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 develop 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. Conditions of play set down by the Match Committee for all District events will not be overturned by the Management Committee or Clubs.
4. 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 MANAGEMENT COMMITTEE MEMBERS

All requests by Clubs for official Management Committee 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 fees to Bowls Queensland by the due date of payment.
4. Clubs will renew membership with the Association each year according to the Association Constitution and pay annual membership to the Association by the due date of payment.
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, resignations, dual members 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 (Singles, Pairs, Fours)
 - d. Qld. Intra Club Pennant Permit Request Form.
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/appoint 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.
9. It is a Bowls Queensland Policy that no one shall hold a position in the Bowls Queensland organizational structure, including District and Clubs, unless they hold a current Queensland Government issued Blue Card.

SECTION G

PRIVACY OF INFORMATION

All information received is for the exclusive use of the Sunshine District Ladies Bowling Association Management Committee, Match and Selection Committees. This information is to be used only if a player is taking part in, or is selected for, any Sunshine Coast District Ladies Bowling Association Event/s.

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.

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Alterations Adopted; February 18th 2019
Alterations Adopted: September 16th 2019
Alterations Adopted: February 15th 2021.