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**DOCUMENT NUMBER TWO**

**New Farm Bowls Club Incorporated**

**BY LAWS**

**August 2013**  
**Incorporation Number: IA11082**

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31 **1) Bowls**

- 32 A. For the time being it is not intended to operate any sections within the Club.  
33 B. For the purposes of organising bowls within the club, the position of Bowls  
34 Management Director on the Committee will coordinate all bowls activities.  
35 C. The Bowls Management Director will make the necessary arrangements with  
36 Bowls Members to ensure suitable arrangements are made for the organisation  
37 of competitions and the selection of teams as necessary.  
38 D. The Bowls Management Director will coordinate bowls activities with both the  
39 Greens and Facilities Director and the Bowls Development Director who will be  
40 responsible for developing the club's bowlers and attracting bowlers to the club.

41 **2) Notice Boards**

- 42 A. All notice boards are under the control of the Secretary and no material is to be  
43 placed on them without the knowledge and authority of the Secretary.

44 **3) Club Colours**

- 45 A. The colours of the Club shall be Blue and Maroon.

46 **4) Insurance**

- 47 A. The Club shall insure all insurable property against loss or damage by fire in such  
48 sums as the Committee thinks prudent.  
49 B. The club shall ensure it holds sufficient public risk insurance to cover all  
50 members, staff and visitors, and professional indemnity insurance for members of  
51 the Committee, members of Working Groups, coaches and umpires.

52 **5) Elections**

- 53 A. Nominations for all elected members of the Committee shall be called not less  
54 than twenty-eight (28) days before the AGM. Nominations shall be on a form  
55 supplied by the Secretary and approved by the Committee. Nomination forms  
56 must contain the name of the nominee, the position for which the nomination is  
57 made, the name and signature of the proposer and seconder and the signature of  
58 the nominee declaring acceptance of the nomination and the date of such  
59 acceptance. Nominations, together with a one-page summary of relevant  
60 experience/background, must be lodged with the Secretary who shall give notice  
61 of each on a list and post the 1 page summary, on the Club notice board  
62 immediately following the closing date for nominations. A nomination shall only  
63 be listed by the Secretary if the nominee is a financial Bowls Member of the Club  
64 at the time of nomination.  
65 B. Nominations shall close not less than fourteen (14) days before the AGM.  
66 C. Not less than twelve (12) days before the AGM, ballot papers and a sealed  
67 locked ballot box shall be made available to all members in the clubhouse for  
68 sufficient time to give all members a reasonable opportunity to vote. Voting times  
69 will be advertised on the notice board and in other ways as appropriate.  
70 D. The Returning Officer, who shall be appointed by the Committee, and or the  
71 Returning Officer's deputies, shall supervise all ballot papers and their distribution  
72 to financial Bowls Members [excluding Junior Members] and record their names  
73 on a current list of such members as they take their ballot papers.

- 74 E. All ballot papers must be requested in-person by qualified voters and no postal,  
75 proxy or absentee voting will be allowed. Ballots close forty-eight (48) hours  
76 before the scheduled starting time of the Annual General Meeting and will be  
77 counted by the Returning Officer and the deputies. The counting of votes will be  
78 undertaken on the same day as, and just prior to, the A.G.M
- 79 F. Results of all ballots will be declared by the Returning Officer at the A.G.M. and  
80 shall not be made public before that time, but shall be recorded for reference.
- 81 G. All ballot papers shall be destroyed by the Returning Officer not less than 24  
82 hours and not more than 48 hours after the A.G.M. unless otherwise directed by  
83 the A.G.M.  
84

## 85 **6) Duties of Committee Members** 86 **and Club Manager**

- 87 A. Each member is responsible for contributing to the functions and exercising the  
88 powers of the Committee. The duties set out below are a guide for use by the  
89 Committee.
- 90 B. The Committee of New Farm Bowls Club operates in line with the Charter of  
91 Governance set out by Clubs Queensland and updated from time to time. Each  
92 member of the Committee is required to sign the charter following each occasion  
93 of election to office or when appointed to a casual vacancy of the Board.  
94
- 95 C. The President shall be responsible for the overall effective and efficient  
96 management of the club. The President will preside at all meetings of the  
97 Committee. The President shall attend to the carrying out of the decisions of the  
98 Committee and generally see that members are properly accommodated and that  
99 the rules of the Club are fully adhered to by all.  
100
- 101 D. The Vice President will support the President in undertaking the duties of that role  
102 and undertake projects and activities as requested by the President. The Vice  
103 President will also-
- 104 I. Chair the Occupational Health and Safety Committee and related  
105 emergency and safety activities of the Club
- 106 II. Support the Committee's operations in line with the Charter of  
107 Governance set out by Clubs Queensland and support each member  
108 to sign and be informed about the Charter
- 109 III. Develop a marketing plan for attracting members and visitors to enjoy  
110 the benefits of the club and its facilities.
- 111 Other duties and activities as agreed with the President.
- 112 E. The Treasurer shall ensure that a record of receipts and expenditure is kept and  
113 that correct accounts and books showing the financial affairs of the Club and the  
114 particulars usually shown in the books of account of a like nature are kept and will  
115 report the financial position of the Club at each monthly meeting of the  
116 Committee. The Treasurer shall also submit to the AGM a statement of the  
117 accounts for the preceding year, said accounts to be audited by a person duly  
118 appointed for the purpose. Should the Treasurer be absent or ill, or should the  
119 Treasurer neglect or refuse to do anything required by these By- Laws, the  
120 Committee shall have the power to invite and appoint any other member of the  
121 Club to act as the Treasurer. The Treasurer will develop a budget for all of the  
122 club's activities [based on input from other members of the Committee] and report  
123 on performance against this budget to the Committee. Other duties and activities  
124 as agreed with the President.

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- F. The Secretary shall attend and ensure that a faithful record of the business transacted at all meetings, issue notices of all meetings connected with the Club is kept and ensure that a list of members and their addresses etc. is kept and ensure that correspondence is dealt with promptly and in line with the Committee's requirements. The Secretary shall ensure that all such books and records relevant to club are kept, as may from time to time be lawfully required by any statutory authority. The Secretary will, prior to the end of each financial year, prepare a calendar of events and activities, for the next financial year, in a form agreed with the Committee. The Secretary will review the calendar of proposed events by the Bowls Management Director for the next financial year and advise the Committee on these calendars. The Calendar for the Club incorporating all planned activities will be presented by the Secretary to the first meeting of the Committee in each financial year. Other duties and activities as agreed with the President.
- G. The Bowls Management Director will -
  - Coordinate with members to ensure that there are suitable resources and processes in place to support all bowls activities of the club. Prepare a budget for the bowls activities of the club for the next financial year.
  - Prepare a calendar of bowls events for the following financial year in line with the timing set out under Secretary above.
  - Ensure that the club is represented at meetings, events and functions of the DBA
  - Report to the Committee on bowls management issues from the DBA, BQ and BA
  - Identify and report on opportunities to enhance Bowls Membership and participation at the Club.
  - Other duties and activities as agreed with the President.
- H. The Greens and Facilities Director will-
  - Coordinate all activities associated with the preparation of greens and the development and maintenance of all of the club's physical facilities
  - Prepare a budget of physical works intended for completion during the following financial year.
  - Develop proposals for the acquisition, leasing, and development of land and construction of assets to enhance the facilities of the club.
  - Seek funding grants as appropriate.
  - Oversee all greens and grounds management and development activities
  - Appoint a specialist Greens Supervisor if considered necessary.
  - Other duties and activities as agreed with the President.
- I. The Bowls Development Coordinator will-
  - Coordinate with the Bowls Management Director and the Club Manager to ensure effective timing of functions, events, competitions and activities at the Club
  - Coordinate with coaches and umpires to support all club functions, events, competitions and activities
  - Coordinate with selectors/coaches to support player development and club participation in events, competitions and carnivals
  - Review club performance in important competitions and events and make recommendations to the Committee on steps to improve the club's bowls performance

- 179           Oversee all discussions and negotiations in relation to the attraction and  
 180           retention of key players  
 181           Identify and report on opportunities to enhance both social and Bowls  
 182           Membership and participation at the Club.  
 183           Other duties and activities as agreed with the President.  
 184
- 185 J. The Committee will engage a suitably qualified person to be the club manager  
 186           and the club manager will be responsible for the day to day management of the  
 187           club house operations (gaming, bar, restaurant), staff management and ensuring  
 188           club facilities are properly maintained. The Manager shall bring to the notice of  
 189           the Committee or specific Committee members any issues, which are not  
 190           compliant with relevant legislation and make every endeavour to ensure that the  
 191           club complies with all legal requirements and the safe and proper control of all  
 192           money. The Club Manager shall, in concert with the Committee and its members,  
 193           keep all such books and records relating to Liquor Licensing, Gaming, Workplace  
 194           Health and Safety, Financial and Audit matters as may from time to time be  
 195           lawfully required by the statutory authorities. The Club Manager will work with the  
 196           Committee to improve the financial performance of the club and provide advice to  
 197           the Committee on specific actions that would improve the club's financial  
 198           performance.

## 199           **7) Discipline of Bowls Members**

- 200 A. The Committee may establish a Disciplinary Panel as required to deal with all  
 201           disciplinary actions.  
 202 B. A Disciplinary Panel of up to a maximum of six (6) persons may be appointed by  
 203           the Committee for the purpose of hearing disciplinary actions and other matters  
 204           under this By-Law. The Committee shall also appoint a member of the  
 205           Disciplinary Panel to act as the Chairperson. Three (3) members of the  
 206           Disciplinary Panel shall constitute a quorum.  
 207 C. No member of the Committee shall be appointed to the Disciplinary Panel.  
 208 D. A person that has been directly involved in or affected by the matter in dispute, or  
 209           where a conflict of interest would otherwise arise, shall not be eligible to be a  
 210           member of the Disciplinary Panel.  
 211 E. Where the Committee is advised or considers that a Bowls member has  
 212           allegedly:  
 213           I.    Intentionally breached, failed, refused or neglected to comply with a  
 214           provision of the Constitution, By-Laws or any resolution or  
 215           determination of the Committee or any other duly authorised  
 216           Committee which is not of a trivial nature  
 217           II.   Breached any Code of Conduct  
 218           III.   Acted in a manner prejudicial to the objects and interests of the Club  
 219           IV.   Brought the Club or the game of Bowls into disrepute.  
 220 F. The Committee shall determine to:  
 221           I.   Dismiss the matter; or  
 222           II.   Refer the matter to the Disciplinary Panel  
 223 G. The Committee may refer the matter to a Disciplinary Panel and nominate a  
 224           Chairperson of the Disciplinary Panel in accordance with Rule B of this By Law.  
 225 H. The Secretary of the Club shall, as soon as practicable following the appointment  
 226           of a Disciplinary Panel, serve on the Member a notice in writing:  
 227           I.   Setting out the specific details of the alleged breach by the Bowls  
 228           member;  
 229           II.   Setting out the facts and grounds on which the alleged breach is  
 230           based;

- 231 III. Stating that the Bowls member or representative may address the  
 232 Disciplinary Panel at a hearing to be held not earlier than 7 days and  
 233 not later than 28 days after service of the notice
- 234 IV. Stating the date, place and time of that hearing;
- 235 V. Informing the Bowls member that they may do one or more of the  
 236 following:
- 237 a. Attend the hearing;
- 238 b. Give the Disciplinary Panel, before the date of that hearing, a written  
 239 statement regarding the alleged breach.
- 240 VI. Informing the Bowls member that if they do not attend the hearing  
 241 and/or provide a written statement prior to the hearing, the hearing will  
 242 proceed and the matter will be determined in their absence.
- 243 I. Despite the provisions of this By-Law, the hearing may be held at any other time  
 244 that the Chairperson of the Disciplinary Panel and the Bowls member agree.  
 245
- 246 J. At a hearing of the Disciplinary Panel, the Disciplinary Panel shall:
- 247 I. Give the Bowls member every opportunity to be heard;
- 248 II. Give other aggrieved parties and any witnesses the right to be heard,  
 249 present evidence or submit a written statement;
- 250 III. Give due consideration to any written statement submitted by the  
 251 Bowls member; and
- 252 IV. By resolution determine whether the alleged breach occurred.
- 253 K. The Club and the Bowls Member shall be entitled to any representation (legal or  
 254 otherwise) at the hearing.
- 255 L. The Disciplinary Panel shall hear and determine the alleged breach in whatever  
 256 manner it considers appropriate in the circumstances (including by way of  
 257 teleconference, video conference or otherwise) and shall determine what  
 258 evidence shall be admissible at the hearing, provided that it does so in  
 259 accordance with the principles of natural justice.
- 260 M. The Disciplinary Panel will make its decision immediately following the conclusion  
 261 of the hearing if possible, but otherwise it shall inform the Bowls Member and the  
 262 Secretary of its decision within seven (7) days of the hearing.
- 263 N. If the Disciplinary Panel considers that the alleged breach did not occur, the  
 264 matter shall be dismissed.
- 265 O. If the Disciplinary Panel considers that the alleged breach occurred, it may  
 266 impose any one or more of the penalties set out in Rule S. of this By-Law.
- 267 P. The Disciplinary Panel shall not be required to but may provide reasons for its  
 268 decision. The Panel should endeavour to provide reasons and will do so [within  
 269 seven (7) days] if formally requested to provide such reasons as part of seeking  
 270 leave to appeal as provided in Rule Y. below.
- 271 Q. Each party shall be responsible for their own costs associated with the  
 272 Disciplinary Panel hearing.
- 273 R. The Disciplinary Panel has no power to award costs to a party.
- 274 S. If the Disciplinary Panel considers that the alleged breach occurred, the  
 275 Disciplinary Panel may impose any one or more of the following penalties:
- 276 I. Impose a warning;
- 277 II. Direct the Bowls Member to make a verbal or written apology;
- 278 III. Where there has been damage to property, direct that the Bowls member to  
 279 pay restitution to the relevant person or organisation that controls or has  
 280 possession of the damaged property;
- 281 IV. Withdrawal of any awards, placings, records or achievements bestowed  
 282 upon the Bowls member in any tournaments, activities or events held or  
 283 sanctioned by the Club that appertain to the breach;
- 284 V. Direct that any rights, privileges and benefits provided to the Bowls member  
 285 by the Club be suspended for a specified period and/or terminated;

- 286 VI. Reprimand the Bowls member;
- 287 VII. Suspend the Bowls member from membership of the Club for a specified
- 288 period
- 289 VIII. Expel the Bowls member from membership of the Club;
- 290 IX. Impose a suspended penalty;
- 291 X. Any other such penalty that the Disciplinary Panel considers appropriate
- 292 T. Any Bowls Member of the club, who is suspended, or expelled, shall also be
- 293 ineligible to (a) play bowls in any social event at the club (b) play bowls at any
- 294 affiliated club, during the period of suspension, or expulsion, as the case may
- 295 be.
- 296 U. A Bowls Member shall not be suspended from the privileges of membership
- 297 for a period longer than six months.
- 298 V. An expelled Bowls Member shall not be eligible to apply for re-admission to
- 299 the Club for a period of at least one year thereafter.
- 300 W. There shall be a right of appeal from the decision of the Disciplinary Panel to
- 301 an Appeals Tribunal.
- 302 X. An Appeal Fee shall apply and the amount of that fee shall be determined
- 303 from time to time by the Committee.
- 304 Y. The Appeal Fee is \$300
- 305 Z. A Bowls Member who seeks to appeal against the decision of the Disciplinary
- 306 Panel shall do so by lodging with the Committee a notice with grounds of
- 307 appeal; a copy of the reasons for the decision of the Disciplinary Panel
- 308 and the applicable Appeal Fee within twenty one (21) days of being informed
- 309 of the decision of the Disciplinary Panel.
- 310 AA. If leave to appeal is granted, the Committee shall appoint an Appeal Tribunal
- 311 of three (3) persons who are Bowls Members of the Club to hear the appeal.
- 312 The Committee may appoint a Chairman of the Appeal Tribunal. The
- 313 appointed persons shall have appropriate experience to deal with such
- 314 matters.
- 315 BB. The Appeal Tribunal shall hear and determine the appeal in whatever manner
- 316 it considers appropriate in the circumstances (including by way of
- 317 teleconference, video conference or otherwise) and shall determine what
- 318 evidence shall be admissible at the hearing, provided that it does so in
- 319 accordance with the principles of natural justice.
- 320 CC. The Appeal Tribunal will make its decision immediately following the
- 321 conclusion of the hearing if possible, but otherwise it shall inform the Bowls
- 322 Member and the Secretary of its decision within seven (7) days of the
- 323 hearing.
- 324 DD. The Appeal Tribunal may (a) confirm the penalty or (b) remove the
- 325 penalty or (c) modify the penalty, as it sees fit.
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- 328