

SYDNEY NORTHERN DISTRICT BOWLING ASSOCIATION (ZONE 9) INC.

BY-LAWS

In pursuance of the powers conferred by Rule 31.3 of the Constitution the Zone hereby makes the following By-Laws and standing orders for the regulation of the business and affairs of the Zone.

1. Notice of Management Meeting

Notice of any Management Meeting shall be given by the Secretary to each Member entitled to attend at least 14 days prior to the date set down for such Meeting and the notice will specify:

- a. the day, date, hour and place of the Meeting;
- b. the nature of the Meeting, be it special or ordinary; and
- c. the business to be dealt with at the meeting.

2. Order of Business

- a. At all Management Meetings the order of business shall be:
 - i. Opening of the meeting by the Chairperson
 - ii. Signing of the attendance register and recording of apologies
 - iii. Confirmation of the minutes from the previous meeting
 - iv. Business arising from the minutes
 - v. Correspondence
 - vi. Reports from President, State Councillor, Treasurer and Chairs of Permanent Committees
 - vii. Motions of which due notice has been given
 - viii. General business
 - ix. Date and time of the next meeting
- b. Under the item '*Confirmation of the minutes from the previous meeting*' no discussion shall be allowed except as to the accuracy of the minutes as a record of the proceedings. Once confirmed the minutes shall be signed by the Chairperson of the Management Meeting.
- c. The item '*Business arising from the minutes*' shall include the consideration of matters arising out of instructions etc at a former meeting, other than matters listed elsewhere on the agenda of the Management Meeting.
- d. '*Motions of which due notice has been given*' shall be taken in the order in which the written notice was given.

- e. The President may from time to time present any report and such report shall, unless otherwise approved by a majority of those present and entitled to vote, take precedence over all other business.
- f. Any recommendation by the Executive Committee shall be deemed to be a motion except in respect to a notice of motion.
- g. Except where otherwise provided, all notices of motion for a Management Meeting shall be in writing and shall be in the hands of the Secretary at least fourteen (14) days before the date set down for such meeting.
- h. A matter of urgency may be submitted at any stage of the proceedings of a Management Meeting, provided that the member bringing such business under the notice of the meeting shall specify the nature of the business in writing to the Secretary, whereupon the Chairperson shall state the business and, without discussion, take a vote as to whether the member be heard.

3. Financial Allowances to Executive Committee Members and Chairs of Permanent Committees

3.1 Allowances

- a. The President will annually appoint a member of the Executive to review and recommend the amount of allowance to be allocated to each member of the Executive Committee and to the Chairs and Members of the Permanent Committees. Allowances are to be based on fair and reasonable anticipated expenses incurred by the respective members in performing their duties for and on behalf of the Zone and within the bounds of the metropolitan area. Such allowances do not include costs associated with accommodation, meals or travel outside of the Zone.
- b. Members who are eligible for such an allowance may make a submission in writing as to the amount which they anticipate is a fair and reasonable allowance to perform their duty as required.
- c. Recommendation of allowances having been approved by the President must then be put forward to a Management Meeting for approval by at least seventy-five percent (75%) of those present and entitled to vote.

3.2 Reimbursement of Expenses

- a. Members of the Executive Committee and any person nominated by the Executive Committee to look after business of the Zone which involves accommodation, meals, travel and other sundry expenses which have not, in the view of the Executive Committee, been covered by an allowance are entitled to claim for reimbursement of their expenses.
- b. A claim for reimbursement of expenses must be accompanied by relevant receipts otherwise the claim will be rejected. Where receipts are unavailable, for whatever reason, full details of the items relevant to the claim must be provided.
- c. For a claim related to accommodation, meals and travel the Zone reserves the right to place a ceiling on the level of reimbursement. Accommodation, meals and travel expenses for a spouse or partner must be paid by the individual person(s) concerned.
- d. A claim from a Permanent Committee Member must be submitted through their Chairperson who must attest to the accuracy of the claim.
- e. The Zone reserves the right to reject claims for unauthorised expenses. The only authorised expenses are those incurred when representing the Zone in an official capacity at events for which the Zone has accepted an invitation to attend and where the item(s) accounting for the expenses have been approved by the Executive Committee or the Management Committee.

3.3 Accommodation Expenses

- a. Reimbursement for accommodation, regardless of whether it is single or shared, will be paid in accordance with the nightly rate as determined by the Management Committee from time to time.
- b. Where more than one Executive Committee member, one Permanent Committee member or one approved person is involved, it is expected they will avail themselves of twin-share accommodation. Members are free to stay wherever they wish or to take single rooms but reimbursement for accommodation will only be paid on a twin-share basis as determined by the agreed nightly rate.

3.4 Meals Expenses

- a. Reimbursement for meals (breakfast, lunch and dinner) will be paid in accordance with the rate as determined by the Management Committee from time to time.
- b. Claims for meals expenses will only be met with respect to food and non-alcoholic drinks and any such claims must be supported by receipts.

3.5 Travel Expenses

- a. Subject to the approval of the Management Committee an allowance to subsidise players and officials for their vehicle fuel expense when representing the Zone at approved events held outside of the Greater Sydney Metropolitan area will be determined and paid to each person who provides their vehicle for travel to and from the location of the event.
- b. Where more than one member is involved in travelling to such an approved event to represent the Zone it is expected that the person(s) providing their vehicle(s) and claiming a fuel allowance will provide transport for other involved members.
- c. All other travel expenses will require approval of the Management Committee subject to the circumstances on each occasion.

3.6 Sundry Expenses

Reimbursement for sundry expenses for miscellaneous items will be paid but a claim for any amount greater than \$5.00 must be accompanied by a receipt.

4. Permanent Committees

4.1 General

- a. There are seven (7) Permanent Committees and the members of each shall be elected by the Club Delegates at the Annual General Meeting.
- b. Application to be a member of a Permanent Committee must be made on the prescribed form, be signed by a proposer and seconder and be submitted to the Secretary on or before the due date. The Executive Committee reserves the right to accept additional applicants for positions on Permanent Committees where it is considered to be warranted. Each applicant is required to be a financial member of a Member Club.
- c. No Club shall have more than one of its members on any Permanent Committee unless otherwise decided upon by the Management Committee.
- d. The members of each Permanent Committee shall elect their own Chairperson within a period of twenty-eight (28) days from the date of election and shall notify the Secretary of such appointment. If a Chairperson is not appointed within that time-frame then the Executive reserves the right to appoint a Chairperson.
- e. All Permanent Committees shall carry into effect all instructions from the Management Committee in connection with their duties and shall report in writing to the Management Committee at each regular meeting.

4.2 Match Committee

The Match Committee shall consist of six (6) members and the duties of the Committee shall be:

- a. to arrange as necessary details for Pennant and other Association competitions and matches and to present to the Management Committee no later than 1st October each year a program for the following year in respect of such competitions with a copy of that program to be provided to each Member Club prior to the October Management Committee meeting;
- b. to deal with all applications for permits in Association competitions;
- c. to settle all disputes in connection with Pennant and other Association competitions subject to appeal to the Executive or Management Committees;
- d. to deal with and report upon matters relevant to such duties that may be referred to it by the Executive or Management Committees;
- e. to decline to accept entries for Association Championship events, including Pennants, from any Member Club which has no green(s) of its own or whose green(s) at the date set down for the closing of entries for the event concerned is/are unfit for play or is/are not up to acceptable standard as may be determined by the Greens Committee unless the Member Club concerned:
 - i. can submit acceptable evidence to the Greens Committee that the green(s) will be placed in a satisfactory condition before the date set down for the playing of the first round of the particular competition; or
 - ii. can make arrangements with another Club(s) for the use of sufficient green space satisfactory to the Match Committee to serve as its home green(s) for the purposes of the event on all days on which a round of the competition is set down for play, until such time as its own green(s) is/are placed in condition satisfactory to the Greens Committee; or
 - iii. is prepared to forfeit all matches set down to be played on days upon which its own green(s) is /are considered by the Greens Committee to be unfit for play and where it cannot obtain the use of satisfactory green space from another Club(s);
- f. to report to the Management Committee at each regular meeting.

4.3 Selection Committee

The Selection Committee shall consist of four (4) members and the duties of the Committee shall be:

- a. to select sides to play in inter-zone and intra-zone matches;
- b. to attend appropriate matches throughout the Zone for the purpose of assessing suitable players;
- c. to improve the performance of Zone representative players through organised training programs;
- d. to produce and distribute team-sheets when required and to ensure that all selected Zone representative players are properly notified of the date, time and venue of each match;
- e. to arrange trial matches to view and assess players considered for selection in Zone sides; and
- f. to report to the Management Committee at each regular meeting.

4.4 Umpires Committee

The Umpires Committee shall consist of six (6) members and the duties of the Committee shall be:

- a. to arrange for National accreditation and re-accreditation as necessary;
- b. to arrange updating and development seminars throughout the year;
- c. to adjudicate on disputes and appeals on the laws of the sport;
- d. to carry out such functions as the Management Committee may dictate from time to time;
- e. to arrange the supply of appropriately qualified umpires, if requested to do so by the Management Committee or the Match Committee, to adjudicate at matches in the Zone; and
- f. to report to the Management Committee at each regular meeting.

4.5 Coaching Committee

The Coaching Committee shall consist of six (6) members and the duties of the Committee shall be:

- a. to arrange for National accreditation and re-accreditation as necessary;
- b. to arrange updating and development seminars throughout the year;
- c. to conduct coaching clinics and programs for players of Member Clubs;
- d. to work in accord with BNSW to produce and implement training programs;
- e. to perform other appropriate coaching initiatives approved by the Executive Committee;
- f. to maintain a register of coaches; and
- g. to report to the Management Committee at each regular meeting.

4.6 Junior Bowls Committee

The Junior Bowls Committee shall consist of two (2) members and the duties of the Committee shall be:

- a. to promote and advance, in accordance with the policy of the Executive Committee, the development of Junior Bowls within Zone 9;
- b. to liaise with the Match Committee for the purpose of a program for the following season;
- c. to liaise with representatives of the Education Department, local schools and other bodies for the promotion of Junior Bowls within Zone 9;
- d. to work in co-operation with the BNSW Junior Bowls Committee to further Junior Bowls in general;
- e. to arrange competitions within the Zone between Junior players of Member Clubs and schools associated with Member Clubs; and
- f. to report to the Management Committee at each regular meeting.

4.7 Membership Committee

The Membership Committee shall consist of three (3) members and the duties of the Committee shall be:

- a. to create and maintain interest in membership initiatives and to promote the sport in the Zone;
- b. to liaise with the BNSW Membership Committee;
- c. to assist Member Clubs and their Membership Committees when requested;
- d. to work towards increasing membership within the Zone;
- e. to provide material to Member Clubs to assist in their membership drives;
- f. to instigate and review initiatives throughout all Member Clubs that are designed to develop the sport, retain existing members and attract new members;
- g. to promote membership initiatives through local Councils, local media and liaison with the Zone webmaster; and
- h. to report to the Management Committee at each regular meeting.

4.8 Greens Committee

The Greens Committee shall consist of three (3) members and the duties of the Committee shall be:

- a. to inspect and trial the greens of all Member Clubs at regular intervals and to report to the Management Committee through the Executive Committee upon the fitness of those greens for use in connection with Pennant and any other Association fixtures, including compliance with the laws of the sport as laid down by the International Federation and Bowls Australia By-Laws as they apply to the condition of the playing areas, banks, ditches, equipment etc;
- b. to submit a written report on the condition of the inspected greens to the President and Secretary for presentation to the Match Committee with a copy of the report to be forwarded to relevant Member Clubs as regards the condition of their green(s);
- c. prior to the allocation of Club(s) for the playing of inter-zone matches and post-sectional Association matches to furnish recommendations in writing to the President or Secretary with respect to the green(s) which, in its opinion, is/are or is/are not suitable for use in such matches; and
- d. to report to the Management Committee at each regular meeting.

4.9 Appointed Sub-Committees

- a. The Executive Committee shall have the right to appoint any sub-committee it may deem necessary to perform a particular function and may appoint any member of an affiliated Member Club to such a sub-committee. However, a member of the Executive Committee shall be appointed Chairperson of such a sub-committee.
- b. The Chairperson shall submit a report to the Management Committee at each regular meeting.

5. Publicity Officer

- a. The Management Committee may appoint a Publicity Officer for the Zone at the first Management Meeting after the Annual General Meeting.
- b. The Publicity Officer shall be responsible for receiving and disseminating information regarding events and achievements and performances of members for promotion to Member Clubs, the local media, the Zone 9 website and BNSW.
- c. An additional Publicity Officer(s) may be appointed by the Executive Committee from time to time to prepare and distribute promotional material to Members Clubs, the local media and Councils regarding events planned or performed by the Zone.

6. Bowling Season

The Bowling Season shall commence on the 1st January of each year but Association fixtures for that season may commence prior to this date if deemed necessary by the Management Committee.

7. By-Laws / Standing Orders

7.1 Temporary Suspension of By-Laws / Standing Orders

These By-Laws / Standing Orders may be temporarily suspended by a motion supported by five (5) Management Committee members and carried by a majority of at least two thirds (2/3) of the Management Committee members present and entitled to vote.

7.2 Standing Orders

- a. The movers of a motion are limited to five (5) minutes and all speakers to the motion (including the right of reply) to three (3) minutes; such time limits may be extended by the Chairperson with the consent of the meeting.
- b. When a motion or amendment has been moved and seconded no further speech in support of such motion shall be heard until a member shall have spoken in opposition to such motion and after such speech in opposition has been made, speeches in support and opposition must be made in rotation, except with the consent of the meeting.
- c. A member shall be entitled to speak only once to each question but, with the permission of the Chairperson, may correct a misstatement. Every amendment moved shall be treated as a new motion. The mover only of the original motion has the right of reply.
- d. No motion of dissent from the Chairperson's ruling or decision shall be permitted to be made before any other business or speech has been intervened and no debate shall be allowed except by the mover of the motion, who shall be limited to three (3) minutes, and the Chairperson.
- e. It shall not be permissible to withdraw any motion that has been put from the Chair, except with the consent of the meeting, one (1) dissentient voice being sufficient.
- f. A speaker shall not be interrupted except on a point of order.
- g. Discussion shall not be permitted upon any motion for adjournment of a meeting of the Zone. If upon the question being put on any such motion the same is negatived, the subject then under consideration or next on the agenda shall be discussed and it shall not be competent for any member to again move for an adjournment of a meeting of the Zone until thirty (30) minutes has elapsed from the time of moving the one that has been negatived.
- h. The proceedings of any sub-committee appointed by the Zone shall be guided by these standing orders as far as they are applicable.
- i. Notwithstanding anything to the contrary contained in these standing orders, any member of the Management Committee (or sub-committees as applicable) shall have the right to move that the Zone Management Committee (or sub-committee) meeting be adjourned for the purpose of permitting that member to speak on a matter of vital importance at any meeting where General Business is not on the agenda.
- j. Where a speaker wishes to quote from a letter or document, a copy of that letter or document shall be tabled by that speaker by handing same to the Secretary and it shall thereupon become part of the minutes of that meeting.