

SYDNEY NORTHERN DISTRICT BOWLING ASSOCIATION (ZONE 9) INC.

REGULATIONS

(as referred to in the Constitution adopted 13th July 2015)

5. MEMBERS

5.1 (d)

Other category or categories of Members as may be determined by the Executive Committee from time to time but who shall not be granted voting rights, including:

Persons who are not registered players but who have specific qualifications and who are retained by the Executive Committee or the Management Committee to provide guidance and advice on matters pertaining to the operation of the sport and/or Clubs in the Zone.

5.2 (a) (iii)

Club membership criteria as may be determined by the Executive Committee from time to time, including:

- be a member or Sub-Member of the RNSWBA
- agree to abide by the Zone 9 Constitution, By-Laws and Regulations
- have no less than twelve (12) Financial Bowling Members
- have sufficient funds to pay fees imposed by the RNSWBA and Zone 9
- have a playable green(s)
- have a nominated registered Member to represent the Club as the Club Delegate at Zone Management Meetings with authority to vote on its behalf
- meet requirements of the Management Committee as determined from time to time
- every Club on becoming a Member shall provide the following to the Zone Secretary:
 - a) Club mailing address or addresses
 - b) Club email address and other communication details
 - c) names and contact details of the Club Office Bearers
 - d) name and contact details of the Member nominated as the Club Delegate to the Zone

Any change to the above must be notified in writing to the Zone Secretary within seven (7) days.

The Office Bearers, mailing address, email address and other communication details so provided shall be deemed to be the Member Club's registered particulars for the purpose of issuing notices.

5.4 (b) (ii)

Members making proposals or submissions to the Executive Committee should do so in the following manner:

- A proposal submitted by a Member Club must be in writing
- It must be in the hands of the Secretary at least twenty-one (21) days prior to the next scheduled meeting of the Management Committee
- It must be dated and signed by two (2) members of the Executive of that Club who have the authority to sign on its behalf
- Such proposal or submission must include both the subject matter and the objective outcome

8. DISCIPLINE

8 (a)

Executive Committee jurisdiction, procedures, penalties concerning a member subject to disciplinary proceedings:

For a Bowls-related Incident

Any Bowling Member reported to the Executive Committee for an incident deemed to have brought the sport into disrepute or whose action is in any way detrimental to the operation of the sport or its management is subject to disciplinary action by Zone 9 or the RNSWBA.

Notification by a Member Club of a bowls-related incident that requires action by the Executive Committee must be reported to the Zone Secretary within a period of fourteen (14) days from the date of the incident. This report must be in writing and signed by the Member Club President or their nominee and must include the following information:

- Full name and RNSWBA Registration Number of the Bowling Member
- Name of the Member Club
- Details of the incident and the names of any other parties involved
- Any action taken by the Member Club

If a Bowling Member, through the due process of a disciplinary hearing conducted by the Executive Committee, is found to be guilty of an incident of misconduct which:

- directly relates to the sport of bowls; and/or
- occurs during the course of an Association event; and/or
- is deemed by the hearing to have brought the sport of bowls into disrepute,

that Bowling Member shall be ineligible to play or officiate at any level of bowls at any Zone 9 Member Club for a period which shall be equal to the term of suspension imposed by the hearing up to a maximum period of one (1) year from the date of the disciplinary hearing.

Details of the disciplinary action taken by the Executive Committee that has resulted in a Bowling Member being suspended from playing or officiating at any Zone 9 Member Club shall be forwarded to the RNSWBA who may impose further disciplinary action that would apply outside of Zone 9.

Right of the Executive Committee to direct a Bowls-related Incident to the RNSWBA

The Executive Committee reserves the right to defer to the RNSWBA for advice or transfer of responsibility in relation to disciplinary procedures.

Notification of a Bowls-related Incident to the RNSWBA

A copy of a completed and signed BNSW Member Disciplinary Notification Form (attached) shall be forwarded to the CEO of the RNSWBA within a period of fourteen (14) days after the completion of the disciplinary hearing by the Executive Committee and the imposition of any disciplinary action on a Bowling Member.

Where a Member Club has imposed disciplinary action on a Bowling member a copy of the BNSW Member Disciplinary Notification Form sent to the RNSWBA shall be copied to the Executive Committee via the Secretary.

All Bowling members shall have the right of appeal as per the BNSW Appeals Policy.

Notification received more than fourteen (14) days after the completion of a disciplinary hearing will not be accepted.

Ineligibility to Apply for a Club Clearance

A Bowling Member who is under an order of suspension or expulsion or who has resigned their membership of a Member Club because of, or during the course of, an impending disciplinary hearing for a bowls-related incident shall not be eligible to apply for or receive a Club Clearance to transfer to another Club.

Disciplinary Action for a Non-Bowls-Related Incident, not involving Disciplinary Action by the Executive Committee

If a Bowling Member is suspended or expelled by a Member Club for an incident which is deemed by a disciplinary hearing of the Member Club not to be directly related to the sport of bowls and/or not to bring the sport of bowls into disrepute, then it is at the discretion of that Member Club as to whether that Bowling Member is permitted to play or officiate at their Club during the term of the suspension.

If a Bowling Member is under a term of suspension at their declared Member Club for a non-bowls-related incident, the Bowling Member may enter and play in any Association event which is not played at their declared Member Club.

Appeal Mechanisms

An individual Bowling member has the right of appeal in accordance with the following Appeals Policy:

- The individual may either request a meeting with the three (3) Executive members detailed to hear the appeal or alternatively choose to make a submission in writing
- The three (3) members of the appeal panel shall include the President wherever possible
- The appeal panel must exclude any person who is a member of the same Member Club as the individual lodging the appeal or a relative
- Following the appeal hearing, the Executive Member appointed to chair the panel shall report in writing to the full Executive Committee with a recommendation
- The individual shall be informed of the decision of the Executive Committee through the President and advised that any further action they may wish to bring will be placed before the RNSWBA

8 (b)

Procedures of a Hearing Tribunal appointed by the Executive Committee to deal with any disciplinary matter referred to it:

The President with two (2) other members of the Executive Committee shall constitute a Hearing Tribunal. If the President is unavailable, or unable to be part of the Hearing Tribunal due to a personal conflict of interest, then the President shall nominate the Vice President or another member of the Executive Committee to take his place.

The members of a Hearing Tribunal shall have the right to transfer the matter to the RNSWBA, if deemed appropriate.

11. EXECUTIVE COMMITTEE

11.2 (b) (i)

Appointment of a Committee Member to fill a position on the Executive Committee when an elected Member of the Executive Committee holds two (2) positions:

The Executive Committee through the President may call for nominations to fill a position on the Executive Committee. The Secretary is required to make such information available to all Members at least thirty (30) days prior to the next scheduled Management Meeting.

Nominations for the position must be submitted in the same format as that required for persons seeking to be elected to the Executive Committee.

In the absence of a nomination being received, the Executive Committee may nominate a person to fill the position.

If two (2) or more members of the Management Committee are in disagreement with the nomination put forward by the Executive Committee they have the right to call for a vote from the floor of the meeting to veto the nomination.

In such a case a vote will be put to the Members in attendance. The vote required to negate such a nomination is fifty percent (50%) plus one (1) of the Members present and eligible to vote.

11.3 (c)

Roles and Duties of Office-Bearers of the Association:

President

The President shall have a role and responsibility to:

- preside at all Management Meetings and meetings of the Executive Committee
- represent and promote the interests and directives of the RNSWBA in all matters pertaining to the operation of the sport within the Zone
- provide advice, guidance and information to the Zone State Councillor on matters concerning the affairs of the Zone for presentation to the State Council and the RNSWBA Board
- provide guidance to members of the Permanent Committees on matters relevant to the operation of the Zone as determined by the Constitution, its By-Laws and Regulations
- call meetings of the Executive Committee
- appoint and provide direction to a sub-committee as to its objective and authority
- maintain effective and ongoing communication with members and Member Clubs within the Zone
- officiate as required at formal functions of Member Clubs
- ensure all players of the sport within Member Clubs receive fair and equal opportunity to gain selection in a Zone representative side
- preside and adjudicate at any meeting involving disciplinary action towards a player, a non-player or a Member Club of the Zone
- preside over any matter of grievance brought about by a player, a non-player or a Member Club of the Zone

Vice President

The Vice President shall have a role and responsibility to:

- fulfil the role of President in his absence, particularly to take responsibility for the control all meetings of the Management and Executive Committees
- provide support and assistance to the President and be prepared to accept responsibilities as required by the President and the Executive Committee
- serve on sub-committees as required by the President
- fulfil any other role(s) as may be required by the President

State Councillor

The State Councillor shall have a role and responsibility to:

- represent the needs and interests of all members and Member Clubs within the Zone
- attend meetings of the State Council and general meetings of the RNSWBA and vote on behalf of the Zone in accordance with its directives
- provide a written report to the State Council on matters raised by the Zone or other local issues
- provide a report at each Management Meeting with information arising from State Council meetings
- maintain effective and ongoing communication with members and Member Clubs within the Zone
- facilitate and maintain effective and ongoing communication between the RNSWBA and members and Member Clubs within the Zone
- maintain a working knowledge of RNSWBA policies and procedures including the Constitution, By-Laws and Regulations
- actively seek and consult relevant opinion, knowledge and information to make collective and informed recommendations to the Board of BNSW in order to further the Objects of the RNSWBA and the sport of Lawn Bowls
- make representations to the RNSWBA on behalf of the Zone, its Executive and Members
- uphold the values of the RNSWBA and the Zone and behave in a manner that is reflective of these values and that abides by the Codes of Conduct for a State Councillor
- actively promote the interests, activities, services and Objects of the RNSWBA to members and Member Clubs within the Zone
- accompany or represent the State President at Official Events held within the Zone or as nominated by the State Council, the Board of RNSWBA or the Zone Executive Committee

Secretary

The Secretary shall have a role and responsibility to:

- record minutes of any meeting of the Executive and Management Committees
- attend meetings of the Executive and Management Committees and cause minutes of all proceedings at those meetings to be kept and properly entered in books provided for that purpose
- maintain a true and proper record of each Member Club's contact details, including addresses for both written and electronic communication, Management Committee members and the Delegate nominated to represent the Club at Management Meetings
- maintain a code of privacy with regard to information provided by and of members and member Clubs within the Zone
- call regular meetings of the Executive and Management Committees in line with the Constitution
- submit minutes of such meetings for confirmation at the next meeting
- distribute notices of relevant matters to members and member Clubs within the Zone
- prepare the Annual Report for presentation the Annual General Meeting each year
- keep records and statistics as required
- keep records of all real and personal property of the Zone

Treasurer

The Treasurer shall have a role and responsibility to:

- submit recommendations for the overall financial policy of the Zone
- prepare and submit the financial budgets of the Zone to the Management Committee for its approval; these shall be presented at the first General Meeting after the Annual General Meeting
- in conjunction with the Secretary and Auditor, establish suitable accounting procedures for the Zone
- maintain records showing the manner in which the funds and assets of the Zone are kept
- prepare and submit financial reports to the Executive Committee as and when required
- make available to the Auditor all the accounting records of the Zone as is required
- prepare an audited Income and Expenditure Statement and a Balance Sheet for the financial year for presentation to the Annual General Meeting next following the end of the financial year
- ensure that the property of the Zone is adequately insured and arrange such other insurance as may be directed by the Executive Committee

11.4 (a)

Qualification requirements of Members of the Executive Committee:

The following criteria to qualify as a member of the Executive Committee should be considered as a guideline only:

- a member of a Member Club within the Zone
- a member of any Lawn Bowls Club for at least 5 years and a participant in the sport for the same
- a person of good character and repute
- an innovative and forward thinker looking to advance the Zone and the sport of lawn bowls

11.8 (a)

Election of the Executive Committee:

The Annual General Meeting shall be held in September each year.

The election of the Executive Committee shall be held in accordance with Rule 11 of the Constitution.

11.8 (b) (ii)

Qualification requirements of a nominee applying for a position on the Executive Committee:

A nominee for a position on the Executive Committee must have qualifications appropriate to be a member of that Committee as per Regulation 11.4(a).

15. DELEGATIONS TO SUB-COMMITTEES

15.1 (c)

Delegated Functions of Sub-Committees:

Sub-Committees are established in accordance with Rule 15.1 of the Constitution and the functions and duties of each are covered in By-Laws 4.2 through 4.8.

23. MANAGEMENT MEETING

23.1

Notification of Management Meetings:

Each Member entitled to attend a Management Meeting shall receive notice as per By-Law 1.

23.2 (a) (iii)

Attendance at Management Meetings:

Every Member Club is entitled to be represented at each meeting of the Management Committee and, should their nominated Delegate be unavailable, may send an alternate Delegate to attend. Notice of the alternate Delegate attending must be given to the Secretary prior to the commencement of the meeting. An alternate Delegate shall have the right to vote on any matter on behalf of their Club.

Visitors, whether they be members of a Member Club or not, are only permitted to attend a Management Meeting in company with a Delegate and with the approval of the Chairperson who, prior to the commencement of the meeting, shall be given due advice as to the intent or reason for such attendance.

The members of the Management Committee shall be made aware of the presence of any visitors and their intent or reason for attending the meeting

Visitors are not permitted to propose or second a motion or to speak to a motion unless permission to do so is granted by the Chairperson.

23.2 (b)

Qualification requirements of a Member Club Delegate:

A Member Club Delegate must be a registered member of the Club and the RNSWBA.

Each Member Club must notify the Secretary of the name of the person(s) delegated to attend Management Committee meetings on the Club's behalf.

23.5

Procedure for Notice of a Management Meeting:

Each Member entitled to attend a Management Meeting shall receive notice as per By-Law 1.

24. GRIEVANCE PROCEDURE

24 (d)

Additional Grievance Procedures:

The Executive Committee may prescribe additional grievance procedures consistent with Rule 24 of the Constitution:

- any grievance must be submitted in writing to the Secretary
- details of any grievance must be copied to all members of the Executive Committee
- a member of the Executive Committee who is a member of the particular Member Club or is a relative of the particular member shall not participate in the panel formed to hear a grievance
- if, by a majority of the Executive Committee members having the right to vote, the grievance matter is considered beyond the ambit of the Zone then the Executive Committee shall refer the matter to the RNSWBA; the President or their alternate shall have a casting vote
- prior to being referred to the RNSWBA the Member Club or Member shall be informed of the decision of the Executive Committee and they shall have the right to withdraw the grievance
- a Member Club or Member shall have the Right of Appeal of a decision of the Executive Committee to have the matter referred to the RNSWBA



MEMBER DISCIPLINARY NOTIFICATION FORM

SEND BY: FAX: 02 9283 4252; **EMAIL:** rnswba@rnswba.org.au; **MAIL:** PO Box A2186 Sydney South, NSW 1235

In accordance with Regulation 8, and the Bowls NSW Disciplinary Hearing Procedure, this form shall be completed and forwarded directly to the BNSW Chief Executive Officer when disciplinary action has been imposed by a Club, District or Zone on any Bowling Member/s.

Please ensure that this form clearly states the date of the Disciplinary Hearing and/or any subsequent appeal. All Bowling Members shall have the right of appeal as per the Bowls NSW Appeals Policy. Notification received more than fourteen (14) days after the completion of a Disciplinary Hearing will not be accepted. If two or more forms are required, please sign declaration on each form.

DETAILS OF DISCIPLINED BOWLING MEMBER/S

SURNAME:	GIVEN NAME/S:
BOWLS NSW ID#:	CLUB:
PENALTY:	TERM: ____/____/____ TO ____/____/____

SURNAME:	GIVEN NAME/S:
BOWLS NSW ID#:	CLUB:
PENALTY:	TERM: ____/____/____ TO ____/____/____

SURNAME:	GIVEN NAME/S:
BOWLS NSW ID#:	CLUB:
PENALTY:	TERM: ____/____/____ TO ____/____/____

DECLARATION

All Tribunal Members named below declare that these Disciplinary Proceedings were conducted in accordance with the procedures as set down by the **Club / District / Zone** Constitution and in accordance with the Bowls NSW Disciplinary Hearings Procedure by following due process and adhering to the principles of Natural Justice. In providing this notification, we declare that the incident/s of misconduct leading to this disciplinary action was/were deemed by this hearing to be a 'Bowls Related Incident' or to otherwise bring the sport of bowls into disrepute as defined by Regulation 8. We declare that all members of this Tribunal were impartial in this judgement, having had no personal interest or involvement in the incident/s which was/were considered at this hearing.

CLUB / DISTRICT / ZONE:	
HEARING DATE:	HEARING VENUE:
APPEAL DATE: <i>(If applicable)</i>	APPEAL DECISION: <i>(If applicable)</i>
TRIBUNAL MEMBERS:	
TRIBUNAL CHAIR:	<i>(Please Print)</i> POSITION:
SIGNED:	DATE: