



**WENTY LEAGUES BOWLING CLUB
INCORPORATED**

CONSTITUTION

Version Control Sheet

Adopted Original Constitution	Wenty Leagues Men's Bowling Club	
Modified	Amended Executive & Committee election terms to two (2) year terms	February 2022
Modified	To become gender neutral Constitution	August 2022
Adopted by	Wenty Leagues Men's Bowling Club	28 th June 2022
Adopted by	Wenty Leagues Women's Bowling Club	14 th July 2022
Modified	Increase to the number of living life members to ten (10), as endorsed at the 2023 AGM	February 2023
Modified	Amendment to the membership period of the club, from a calendar year to a fiscal year period	February 2023

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THE CONSTITUTION

Part 1 – Preliminary

1. The Name.

The name of the Club is the "Wenty Leagues Bowling Club Incorporated" hereinafter referred to as the Club. The Club is situated at 50 Smith Street, Wentworthville.

2. The Object

for which the Club is established: —

1. To establish, maintain, and conduct a Club of non-political character and to provide a bowling green or bowling greens and facilities for the use of members.
2. The Club House buildings and conveniences to be those occupied by the Wentworthville Leagues Club Limited hereinafter referred to as the Leagues Club.
3. To provide facilities for the playing of bowls by members of the Club or against the Members of any other Club, Club, Society or such like.
4. To do, or execute such other objects as members of the General Committee shall from time to time determine.
5. To do all such things as are incidental or necessary for the purpose of the object mentioned in the foregoing.
6. Bowling green or bowling greens built and financed by the Leagues Club
7. Limited on property owned by the Leagues Club.
8. The income and property of the Club, where so ever derived, shall be applied solely towards the promotion of the objects of the Club. Nothing herein contained shall prevent the payment in good faith by the Club in return for services actually rendered to the Club.
9. Nothing herein contained shall prevent the payment in good faith by the Club in return for services actually rendered to the Club.

Part 2 - Membership

3. Membership generally

A person is eligible to be a member of the Club if:

1. the person is a member of the Leagues Club
2. the person has been nominated and approved for membership of the club in accordance with clause 4.

4. Nomination for membership

1. A nomination of a person for membership of the Club:
 - a. must be made by a member of the Club in writing in the form set out in Appendix 1 to this constitution, and
 - b. must be lodged with the secretary of the Club.

2. As soon as practicable after receiving a nomination for membership, the secretary must refer the nomination to the Committee which is to determine whether to approve or to reject the nomination.
3. As soon as practicable after the Committee makes that determination, the secretary must:
 - a. notify the nominee, in writing, that the Committee approved or rejected the nomination (whichever is applicable), and
 - b. if the Committee approved the nomination, request the nominee to pay (within the period of 7 days after receipt by the nominee of the notification) the sum payable under this constitution by a member as entrance fee and annual subscription.
4. The secretary must, on payment by the nominee of the amounts referred to in subclause (3) (b) within the period referred to in that provision, enter or cause to be entered the nominee's name in the register of members and, on the name being so entered, the nominee becomes a member of the Club.

5. Classification of Membership

Members are those who pay in full the annual subscription.

- 1) No Member shall be eligible to enter for any Club fixture or any Club competition, to vote at any meeting of the Club or to enjoy any of the privileges of the Membership, unless the member has complied with the conditions of Clause 10.
- 2) Life Members are those members who may in consideration of long and meritorious service for a period of ten years' service to the Club, be granted Life Membership of the Club. A proposal for Life Membership shall be made to the General Committee in writing by any two members of the Club. No such recommendation shall be made except on the recommendation of the General Committee made to the Annual General or Special General Meeting and communicated to the members in the notice convening such Meeting at which seventy-five percent of the votes cast must be favourable. Life Members shall be entitled to all rights and privileges of any other member and shall be exempt from the payment of the annual membership subscription fee. The number of living Life Members in the Club shall be limited to ten (10) at any one period of time.
- 3) Junior Members are to be 12 to 18 years of age and must satisfy the rules of Junior Sporting Member of the Leagues Club Constitution before being permitted to join Lawn Bowls. Juniors must be approved by accredited Club Coaches before being eligible to play in any senior competitions.

6. Cessation of membership

A person ceases to be a member of the Club if the person:

- 1) dies, or
- 2) resigns membership, or
- 3) is expelled from the Club, or
- 4) fails to pay the annual membership fee under clause 10 (2) within 1 month after the fee is due.

7. Membership entitlements not transferable

A right, privilege or obligation which a person has by reason of being a member of the Club:

- 1) is not capable of being transferred or transmitted to another person, and
- 2) terminates on cessation of the person's membership.

8. Resignation of membership

- 1) A member of the Club may resign from membership of the Club by first giving to the secretary written notice of at least one month (or such other period as the Committee may determine) of the member's intention to resign and, on the expiration of the period of notice, the member ceases to be a member.
- 2) If a member of the Club ceases to be a member under subclause (1), and in every other case where a member ceases to hold membership, the secretary must make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

9. Register of members

- 1) The Secretary of the Club must establish and maintain a register of members of the Club specifying the name and postal or residential address of each person who is a member of the Club together with the date on which the person became a member.
- 2) The register of members must be kept in New South Wales at the main premises of the Club

10. Fees and subscriptions

- 1) A member of the Club must, on admission to membership, pay to the Club a membership fee to the amount as determined by the Committee.
- 2) In addition to any amount payable by the member under subclause (1), a member of the Club must pay to the Club, an annual membership fee to the amount as determined by the Committee.
- 3) The Financial Year of the Club shall commence on the 1st July, in each year and shall terminate on 30th June the following year.
- 4) Membership Fees are to be paid in the month of June and by the 30th June each year.
- 5) Members must also be financial members of the Wenty Leagues Club Limited.

11. Members' liabilities

The liability of a member of the Club to contribute towards the payment of the debts and liabilities of the Club or the costs, charges and expenses of the winding up of the Club is limited to the amount, if any, unpaid by the member in respect of membership of the Club as required by clause 9.

12. Dissolution of the Club

The members of the Club at a Special General Meeting called for the purpose, may dissolve or determine the Club; provided that the said Club shall not be dissolved or determined without obtaining the consent and votes of four-fifths of the then existing financial members present at the meeting

13. Resolution of disputes

A dispute between a member and another member (in their capacity as members) of the club, or a dispute between a member or members and the club, are to be referred the Committee for action and resolution thereof.

14. Disciplining of members

1. A complaint may be made to the Committee by any person that a member of the Club:
 - a. has refused or neglected to comply with a provision or provisions of this constitution.
 - b. has participated in misconduct while representing the Club, by engaging in actions that are detrimental to the objectives of the Club or the Leagues Club and contrary to the Clubs constitution and By-Laws.
 - c. has wilfully acted in a manner prejudicial to the interests of the Club.
2. The Committee may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious in nature.
3. If the Committee decides to deal with the complaint, the Committee:
 - a. must cause notice of the complaint to be served on the member concerned, and
 - b. must give the member at least 14 days from the time the notice is served within which to make submissions to the Committee in connection with the complaint, and
 - c. must take into consideration any submissions made by the member in connection with the complaint.
4. The Committee may, by resolution, expel the member from the Club or suspend the member from membership of the Club if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved and the expulsion or suspension is warranted in the circumstances.
5. If the Committee expels or suspends a member, the secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken and the reasons given by the Committee.

Part 3 - The Committee

15. Powers of the Committee

Subject to the Act, the Regulation and this constitution and to any resolution passed by the Club in general meeting, the Committee:

1. is to control and manage the affairs of the Club, and
2. may exercise all such functions as may be exercised by the Club, other than those functions that are required by this constitution to be exercised by a general meeting of members of the Club, and

3. has power to perform all such acts and do all such things as appear to the Committee to be necessary or desirable for the proper management of the affairs of the Club.

16. Composition and membership of Committee

1. The Committee is to consist of:
 - a. the office-bearers of the Club, and
 - b. at least 5 ordinary Committee members, each of whom is to be elected at the annual general meeting of the Club.
2. The office-bearers of the Club are as follows: The Executive (a) to (e)
 - a. President,
 - b. Senior Vice President
 - c. Vice President,
 - d. Treasurer,
 - e. Secretary.
3. The Ordinary Committee (f) to (h)
 - f. Bowls Secretary
 - g. Assistant Bowls Secretary (this position to be filled if the Club does not have a Bowls Co-ordinator employed by the Leagues Club, or it is considered at any time necessary by the Executive)
 - h. 5 Committeemen
 - i. The Bowls Co-ordinator

Note:

The Bowls Co-ordinator is employed by the Wentworthville Leagues Club to carry out bowls related duties as directed by The Executive.

The Bowls Co-ordinator is to be a financial member of the Club and is expected to attend all Committee meetings, Selector meetings, Games & Match meetings, AGM or any other meeting as requested by The Executive.

The Bowls Co-ordinator cannot vote at Committee meetings. The Bowls Co-ordinator has all other member privileges.

4. A Committee member may hold up to two (2) offices (other than both the president and vice-president offices).
5. Each member of the Committee is, subject to this constitution, to hold office for two-years. Thereafter, elections for office-bearers will be held bi-annually. After each bi-annual election, all positions will be deemed vacant, and all office-bearers will be eligible for re-election if they nominate.

17. Election of Committee members and Selectors

1. A Returning Officer shall be appointed at the Annual General Meeting and shall act as Chairman during the elections.

2. Officers Unopposed, At the Annual General Meeting or Annual Election of Selectors where there is no competition for any office, the Chairman shall declare the nominee duly elected.
3. Insufficient Nominations. If sufficient nominations are not received by the appointed time for positions on The Committee, those already nominated shall be declared by the Chairman as elected. They will then call for nominations at the Annual General Meeting for positions still vacant.
4. Competition for Offices. Where there is competition for any office, Scrutineers who are not candidates for any office shall be appointed at the Annual General Meeting or Annual Election of Selectors.
5. Prior to taking the Ballot the Secretary shall furnish each financial member attending the Annual General Meeting or Annual Election of Selectors with Official Ballot papers. When votes for each position have been cast, Scrutineers will collect the Ballot papers and allot the votes. The Returning Officer at the official declaration of the Poll shall declare the number of votes polled by each candidate.
6. Declaration Of Ballot The candidate or candidates with the most number of votes will be declared elected by the Chairman.
7. Voting. At an Annual General, Special General, Monthly General, General Committee or Sub-Committee Meetings of the Club all votes shall be given personally, proxy votes not being permitted. Except as provided in Rule 16 (5) all motions or questions shall be decided by show of hands, unless a ballot be requested by at least one-third of the members present at the meeting then being held. The President (or Chairman) shall be entitled to a deliberate vote, and when votes are equal, they shall give a casting vote. Only financial members, including Life Members, shall be allowed to vote at any Annual General, Annual Election of Selectors Special General or Monthly General Meeting of the Club. All resolutions passed at the Annual General Meeting, any Special General or any Monthly General Meeting of the Club shall be conclusive and binding on all members whether they were present at such meeting or not.
8. Annual Election of Selectors: Five Selectors are to be elected in the month of August of each year or at other such time as the Committee may determine.

EXPLANATION:

The current sub clause provides no flexibility on the issue of Selectors' election in the case of unforeseen circumstances. This was highlighted with the COVID emergency, and the ensuing Government restrictions, which frustrated the ability of the Committee to comply with Sub clause (8).

It is the intention of the Committee to comply with the August requirement wherever possible.

The closing date and voting times will be nominated by the Committee. Ballot papers and members register will be available at the Smith Street Bowls Office. Elected candidates and results of the ballot will be placed on the member's notice board following the counting of votes.

The Bowls Coordinator who is employed by the Leagues Club will automatically be elected as a Selector and will not be subject to the vote. The remaining four (4) positions will be subject to the vote.

The Committee shall organize, run and supervise the election of selectors. The Committee shall then be fully responsible for counting the votes and posting the results on the notice board. The Returning Officer from the previous Club AGM will not be required for the Election of Selectors.

Should insufficient nominations be received the members who were nominated will be elected. The Committee if it wishes may appoint a member or members to bring the Selector number to 5.

9. Nominations of candidates for election as office-bearers of the Club or as ordinary Committee members:
 - a. must be made in writing, signed by 2 members of the Club, and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination), and
 - b. must be delivered to the secretary of the Club at least 10 days before the date fixed for the holding of the annual general meeting at which the election is to take place.
 - c. All nominated candidates must be a financial member of the Club as of the 31st of December of that year preceding the next AGM year.

18. Duties of Officers and Selectors

1. The President.

Shall, if at all possible, preside at all meetings of the Club from the moment of his election. They shall regulate and keep order in the proceedings and carry into effect the Rule of the Club. The President shall sign the minutes of the preceding Club meeting of whatever kind when confirmed.

2. The Vice-Presidents.

In the absence of the President, the Vice-President who polled the highest number of votes at the annual election of officers shall take the chair.

If the President and the Vice-Presidents are absent from the meeting of the General Committee those present shall elect a chairman from themselves.

3. The Secretary

- (1) The secretary of the Club must, as soon as practicable after being appointed as secretary, lodge notice with the Club of his address.
- (2) It is the duty of the secretary to keep minutes of:
 - (a) all appointments of office-bearers and members of the Committee, and
 - (b) the names of members of the Committee present at a Committee meeting or a general meeting, and
 - (c) all proceedings at Committee meetings and general meetings.

Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.

4. The Treasurer

It is the duty of the treasurer of the Club to ensure:

- (1) that all money due to the Club is collected and received and that all payments authorised by the Club are made, and
- (2) that correct books and accounts are kept showing the financial affairs of the Club, including full details of all receipts and expenditure connected with the activities of the Club.

5. The Bowls Secretary

The Bowls Secretary shall:-

- (1) Have control and carrying out of the Club Competitions.
- (2) Arrange in conjunction with the Match Committee the program of the Club's Social and Trophy fixtures for each season.
- (3) See that the score-card entry forms, draw sheet and such like are on hand. Prepare the score-cards, post up entry forms.
- (4) Shall select all teams or sides for Social games or fixtures amongst our own Club members, and assisted by a Selector or Selectors, if required.
- (5) Report to the General Committee at each meeting.

6. Delegates to Affiliated Clubs and Groups.

The Delegates shall be elected by the General Committee at the first Committee Meeting held following the Annual General Meeting. Any Delegate absenting himself from three consecutive meetings without any valid reasons to the satisfaction of the General Committee shall cease to be a Delegate, and the General Committee is hereby empowered to fill any vacancy as Delegate occurring from any cause whatsoever.

7. Publicity Officer:

Shall be elected by the General Committee. The holder of this position should keep the activities of the Club and its members prominent in the appropriate newspapers and Journals.

8. The Auditors.

At the Annual General Meeting a firm of Auditors, none of whom is an Office-Bearer of the Club, shall be elected to audit the accounts for the year ending 31st December

9. The Selectors.

- (1) Five selectors elected in accordance with Clause (17) shall be known as, and referred to, as the Selection Committee. The Chairman shall be The Bowls Coordinator
- (2) The Selectors shall select all Pennant Teams, Trophy Teams, and Teams to represent the Club.

- (3) The Selectors shall select all fixtures against other bowling clubs or, with the Bowls Secretary approval; they may delegate this duty to him in conjunction with one of the selectors.
- (4) Names to Be Posted: The names of all members comprising teams or sides chosen to play shall where possible be posted on the notice board in the club house immediately at the conclusion of the selection Committee meeting.
- (5) Failure to Keep an Engagement: Any member who fails to keep an engagement in any competition after being selected may be omitted from future matches unless a good and sufficient reason is submitted to the satisfaction of selectors.

19. Pennant Competitions.

The selectors shall recommend to the General Committee the number of teams and the grades thereof to be entered for the pennant competitions of the Club

20. Casual Vacancies

1. In the event of a casual vacancy occurring in the membership of the Committee, the Committee may appoint a member of the Club to fill the vacancy and the member so appointed is to hold office, subject to this constitution, until the conclusion of the annual general meeting next following the date of the appointment.
2. A casual vacancy in the office of a member of the Committee occurs if the member:
 - a. dies, or
 - b. ceases to be a member of the Club, or
 - c. becomes an insolvent under administration within the meaning of the Corporations Act 2001 of the Commonwealth, or
 - d. resigns office by notice in writing given to the secretary, or
 - e. is removed from office under clause 21, or
 - f. becomes a mentally incapacitated person, or
 - g. is absent without the consent of the Committee from 3 consecutive meetings of the Committee, or
 - h. is convicted of an offence involving fraud or dishonesty for which the maximum penalty on conviction is imprisonment for not less than 3 months, or
 - i. is prohibited from being a director of a company under Part 2D.6 (Disqualification from managing corporations) of the Corporations Act 2001 of the Commonwealth.

21. Removal of Committee members

1. The Club in general meeting may by resolution remove any member of the Committee from the office of member before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.

2. If a member of the Committee to whom a proposed resolution referred to in subclause (1) relates makes representations in writing to the secretary or president (not exceeding a reasonable length) and requests that the representations be notified to the members of the Club, the secretary or the president may send a copy of the representations to each member of the Club or, if the representations are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

22. Committee meetings and quorum

1. The Committee must meet monthly at such place and time as the Committee may determine.
2. Additional meetings of the Committee may be convened by the president or by any member of the Committee.
3. Oral or written notice of a meeting of the Committee must be given by the secretary to each member of the Committee at least 48 hours (or such other period as may be unanimously agreed on by the members of the Committee) before the time appointed for the holding of the meeting.
4. Notice of a meeting given under subclause (3) must specify the general nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except business which the Committee members present at the meeting unanimously agree to treat as urgent business.
5. Any 5 members of the Committee constitute a quorum for the transaction of the business of a meeting of the Committee.
6. No business is to be transacted by the Committee unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to stand adjourned to the same place and at the same hour of the same day in the following week.
7. If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.
8. At a meeting of the Committee:
 - a. the president or, in the president's absence, the vice-president is to preside, or
 - b. if the president and the vice-presidents are absent or unwilling to act, such one of the remaining members of the Committee as may be chosen by the members present at the meeting is to preside.
9. Should any member of the General Committee fail to attend three consecutive Committee Meetings without leave his office may be declared vacant.

23. Delegation by Committee to sub-Committee

1. The Committee may delegate to one or more sub-Committees (consisting of such member or members of the Club as the Committee thinks fit) the exercise of such of the functions of the Committee as are specified in the instrument, other than:
 - a. this power of delegation, and
 - b. a function which is a duty imposed on the Committee by the Act or by any other law.

2. A function the exercise of which has been delegated to a sub-Committee under this clause may, while the delegation remains unrevoked, be exercised from time to time by the sub-Committee in accordance with the terms of the delegation.
3. A delegation under this clause may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of delegation.
4. Despite any delegation under this clause, the Committee may continue to exercise any function delegated.
5. Any act or thing done or suffered by a sub-Committee acting in the exercise of a delegation under this clause has the same force and effect as it would have if it had been done or suffered by the Committee.
6. The Committee may revoke wholly or in part any delegation under this clause.
7. (A sub-Committee may meet and adjourn as it thinks proper.

24. Voting and decisions

1. Questions arising at a meeting of the Committee or of any sub-Committee appointed by the Committee are to be determined by a majority of the votes of members of the Committee or sub-Committee present at the meeting.
2. Each member present at a meeting of the Committee or of any sub-Committee appointed by the Committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
3. Subject to clause 22 (5), the Committee may act despite any vacancy on the Committee.
4. Any act or thing done or suffered, or purporting to have been done or suffered, by the Committee or by a sub-Committee appointed by the Committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the Committee or sub-Committee.
5. If a Committee member has a conflict of interest in any issue and having declared that interest the member is entitled to speak on the issue and then must leave the meeting while the issue is discussed and voted on by the remaining Committee members.

Part 4 - General meetings

25. Annual general meetings - holding of

1. The Club must hold its annual general meetings:
 - a. within 6 months after the close of the Club's financial year.

26. Annual general meetings - calling of and business at

1. The annual general meeting of the Club is, subject to the Act and to clause 25, to be convened on such date and at such place and time as the Committee thinks fit.
2. In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting is to include the following:

- a. to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting,
 - b. to receive from the Committee reports on the activities of the Club during the last preceding financial year,
 - c. to elect office-bearers of the Club and ordinary Committee members,
 - d. to receive and consider any financial statement or report required to be submitted to members under the Act.
3. annual general meeting must be specified as such in the notice convening it.
- a. Date and Place, the Annual General Meeting of members of the Club shall be held in the Club House or such other place as the General Committee may direct, in the month of February each year.
 - b. Notice of Meeting. At least seven days notice in writing shall be given to all members of the time and place fixed by the General Committee for the Annual General Meeting, and a copy of the notice shall also be posted on the notice board in the Club House at least seven days before the date of the meeting.
4. Quorum: At an Annual General meeting 30 financial members shall form a quorum. In the event of a quorum not being present within half an hour of the time fixed for the Annual General Meeting, the meeting shall stand adjourned to the same time and the same day in the following week.

27. Special General Meetings - calling of

1. The Committee may, whenever it thinks fit, convene a Special General Meeting of the Club.
2. A Special General Meeting of Members of the Club may be convened by the Secretary at the request of the President, or of two Vice-presidents, or on a written requisition from six members of the General Committee or from 20 financial members of the Club, such requisition to set out clearly the purpose for which the meeting is being called.
3. A requisition of members for a Special General Meeting:
 - a. must state the purpose or purposes of the meeting, and
 - b. must be signed by the members making the requisition, and
 - c. must be lodged with the secretary, and
 - d. may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
4. If the Committee fails to convene a special general meeting to be held within 1 month after that date on which a requisition of members for the meeting is lodged with the secretary, any one or more of the members who made the requisition may convene a special general meeting to be held not later than 3 months after that date.
5. A special general meeting convened by a member or members as referred to in subclause (4) must be convened as nearly as is practicable in the same manner as general meetings are convened by the Committee.

28. Notice of Special General Meeting

1. Except if the nature of the business proposed to be dealt with at a Special General Meeting requires a special resolution of the Club, the secretary must, at least 14 days before the date fixed for the holding of the general meeting, place a notice on the notice board specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
2. If the nature of the business proposed to be dealt with at a Special General Meeting requires a special resolution of the Club, the secretary must, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be given to each member specifying, in addition to the matter required under subclause (1), the intention to propose the resolution as a special resolution.
3. No business other than that specified in the notice convening a Special General Meeting is to be transacted at the meeting

29. Quorum for Special General Meetings

1. No item of business is to be transacted at a Special general meeting unless a quorum of members entitled under this constitution to vote is present during the time the meeting is considering that item.
2. Twenty (20) members present (being members entitled under this constitution to vote at a Special General Meeting) constitute a quorum for the transaction of the business of a general meeting.
3. If within half an hour after the appointed time for the commencement of a Special General Meeting a quorum is not present, the meeting:
 - a. if convened on the requisition of members, is to be dissolved, and
 - b. in any other case, is to stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
4. If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being at least 3) are to constitute a quorum.

30. Presiding member

1. The president or, in the president's absence, the Senior vice-president, is to preside as chairperson at each general meeting of the Club.
2. If the president and the vice-president are absent or unwilling to act, the members present must elect one of their numbers to preside as chairperson at the meeting.

31. Adjournment

1. The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

2. If a general meeting is adjourned for 14 days or more, the secretary must give written or oral notice of the adjourned meeting to each member of the Club stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
3. Except as provided in subclauses (1) and (2), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

32. Making of decisions

1. A question arising at a general meeting of the Club is to be determined by either:
 - a. a show of hands, or
 - b. if on the motion of the chairperson or if 5 or more members present at the meeting decide that the question should be determined by a written ballot.
2. If the question is to be determined by a show of hands, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the Club, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
3. If the question is to be determined by a written ballot, the ballot is to be conducted in accordance with the directions of the chairperson.

33. Special resolutions

A special resolution may only be passed by the Club in accordance with section 39 of the Act.

34. Voting

1. On any question arising at a general meeting of the Club a member has one vote only.
2. In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.
3. A member is not entitled to vote at any general meeting of the Club unless all money due and payable by the member to the Club has been paid.
4. A member is not entitled to vote at any general meeting of the Club if the member is under 18 years of age.

35. Proxy votes not permitted

Proxy voting must not be undertaken at or in respect of an AGM or general meeting.

36. Postal ballots not permitted

Postal voting must not be undertaken at or in respect of an AGM or general meeting.

Part 5 - Miscellaneous

37. Insurance

All Insurance items are covered by Wentworthville Leagues Club Limited.

38. Funds - source

1. The funds of the Club are to be derived from entrance fees and annual subscriptions of members, sponsorship, donations and, subject to any resolution passed by the Club in general meeting, such other sources as the Committee determines.
2. All money received by the Club must be deposited as soon as practicable and without deduction to the credit of the Club's bank or other authorised deposit-taking institution account.
3. The Club must, as soon as practicable after receiving any money, issue an appropriate receipt.

39. Funds - management

1. Subject to any resolution passed by the Club in general meeting, the funds of the Club are to be used in pursuance of the objects of the Club in such manner as the Committee determines.
2. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any 2 members of the Committee or employees of the Club, being members or employees authorised to do so by the Committee.
3. Restriction on authorities: Officers of the club require Leagues Club approval to transactions involving financial borrowings or guarantees.

40. Change of name, objects and constitution

An application to the Director-General for registration of a change in the Club's name, objects or constitution in accordance with section 10 of the Act is to be made by the Secretary.

41. Custody of books etc.

Except as otherwise provided by this constitution, the Secretary must keep in his custody or under his control all records, books and other documents relating to the Club.

42. Inspection of books etc.

The books and financial records are not open for inspection however any reasonable request will be considered by the Committee and responded to in writing.

43. Service of notices

1. For the purpose of this constitution, a notice may be served on or given to a person:
 - a. by delivering it to the person personally, or
 - b. by sending it by pre-paid post to the address of the person, or
 - c. by placing said notice on the Notice Board
2. For the purpose of this constitution, a notice is taken, unless the contrary is proved, to have been given or served:

- a. in the case of a notice given or served personally, on the date on which it is received by the addressee, and
- b. in the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post, and
- c. in the case of a notice placed on the notice board, on the dated that it was placed on the board.

44. Financial year

The financial year of the Club is:

1. the period of time commencing on the date of incorporation of the Club and ending on the following 31st December and
2. each period of 12 months after the expiration of the previous financial year of the Club, commencing on 1st January and ending on the following 31st December

45. Interpretation Of Rule

In the event of any doubt arising as to the meaning of any Rule, or By-Laws, of the Club, the General Committee shall interpret such Rule, or By-Laws, and such interpretation shall be final.

46. Alteration To Rule

No new Rule shall be made, or any existing Rule altered, suspended or repealed without the sanction of at least two-thirds of the members present at an Annual General Meeting or Special General Meeting called for the purpose.

1. No proposed alteration to, repeal of, addition to any Rule or New Rule shall be placed on the business paper of any Annual General Meeting, or any Special General Meeting, unless on the recommendation of the General Committee, or on a requisition by at least 20 financial members of the Club, stating exactly what alterations to, repeal of, addition to any existing Rule, or new Rule is proposed. (i) No motion for an alteration or to eliminate a General Rule, or of the constitution shall be considered unless the prescribed period of notice twenty-eight days has been given; and no amendment upon such motion shall be considered unless the prescribed period of notice of the amendment — seven days — has been given.
2. A copy of the proposed alteration to, repeal of, or addition to any Rule or New Rule shall be kept posted in the Club House for 14 days preceding the meeting at which the same is to be considered. Seven days' notice of the time and place appointed for the holding of such meeting shall be forwarded to each member at his registered address.
3. Notice of any amendment to a proposed New Rule, or alteration to, repeal of, or addition to any Rule as herein— before provided, signed by at least 15 members must be handed to the Secretary and placed by him on the notice board at least seven days before the date of the meeting dealing with such proposed New Rule, alteration to, repeal of, or addition to any Rule.

Appendix 1



WENTY LEAGUES BOWLING CLUB
Application for Full Membership

I (full name)Date of birth.....

of (full address)Suburb

Post Code.....Mobile:.....

Email:

I wish to become a Full Member of the Wentworthville Leagues Bowling Club subject to the clubs Constitution and by-laws and to abide by the Constitution and Regulations of Bowls NSW.

The following details are required:

Wentworthville Leagues Club Ltd (Membership Number)

Are you a Pensioner? Yes / No

Are you at present a member of another Bowling Club? Yes / No

If yes, state Club or Clubs NIN#:.....

Have you ever been suspended, expelled or asked to resign from another Club? Yes / No

If yes, please state Club or Clubs

Have you ever played bowls? Yes / No ** (If Yes please list details on back of the application form) **

Signature of Applicant Date

Name of Proposer (print) Signature of Proposer

Period of Acquaintance Date

Name of Seconder (print) Signature of Seconder

Period of Acquaintance Date

Full Member \$100 Pensioner Member \$80

FOR CLUB USE

Membership accepted DateRegistration No

Membership Paid. Receipt No.Amount.....

