

MANLY BOWLS CLUB INC.
LADIES' DIVISION RULES
(as passed 15 June 2021)

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1. These rules are made under the Constitution of the Manly Bowls Club Inc. by the Members of the Ladies Division in general meeting of that Division and approved by the Board of the Club.
2. These Rules are made pursuant to and for the purposes of clauses 123 and 124 to 131 inclusive of the Constitution of Manly Bowls Club Inc.

DEFINITIONS

3. In these rules, unless the context indicates otherwise,
 - 3.1. "The Club" refers to the Manly Bowls Club Inc.,
 - 3.2. "The Board" refers to the Management Committee of the Manly Bowls Club Inc.
 - 3.3. "The Ladies Committee" refers to the Committee of the Ladies Division of the Club elected pursuant to these rules,
 - 3.4. A Special Resolution is a resolution passed by 75% of the members present and entitled to vote at a meeting of which written notice including the time and place of the meeting and the terms of the proposed Special Resolution has been given,
 - 3.5. "AGM" refers to an Annual General Meeting,
 - 3.6. "The Constitution" refers to the Constitution of the Club,
 - 3.7. A "Declared Member" is a Member who has nominated the Club as their registered/nominated Club for the purpose of playing in State Champion of Club Champion and other events conducted by BQ or District during a bowling season.

FUNCTIONS OF THE LADIES DIVISION

4. Subject to clauses 124.1 and 124.2 of the Constitution, the functions of the Ladies Division are:
 - 4.1. the administration, control and regular organisation of the playing of Ladies' bowls both social and competitive, including pennants and Club Championships in accordance with the Laws of the Sport of Bowls and Domestic Regulations for Australia. This includes, but is not limited to,

player selection and establishing conditions of play and arrangements for umpiring and coaching.

- 4.2. subject to agreement with the Men's Division or direction of the Board, to manage or join in the management of Mixed and Open Bowls.

POWERS OF THE LADIES DIVISION

5. Subject to the Club Constitution and these Rules, the Ladies Division has power to:
 - 5.1. propose that the Board make, amend and repeal by-laws related to the performance of the functions of the division,
 - 5.2. conduct annual club championships in accordance with these rules,
 - 5.3. enter teams in district pennants and other inter-club competitions,
 - 5.4. select players for pennants and other inter-club competitions and for club selected competitions and events,
 - 5.5. arrange and conduct regular social bowls games,
 - 5.6. arrange and conduct special, one-off events and annual or other periodic events,
 - 5.7. establish and maintain conditions of play whether of general application within the division or in relation to particular events,
 - 5.8. appoint tournament directors and match committees for competitions and events,
 - 5.9. collect playing fees to be paid to the club as directed by the board in relation to the use of the greens for each game or event,
 - 5.10. establish procedures for collection, holding and distribution of the participants' prize pool,
 - 5.11. arrange coaching, marking, measuring and umpiring courses for members who wish to qualify to take on those roles,
 - 5.12. appoint coaches and arrange coaching for members,
 - 5.13. appoint umpires for games and events,
 - 5.14. make arrangements for practice sessions for members,
 - 5.15. do all such other things as may be reasonable or necessary for the administration control and regular organisation of the playing of Ladies bowls, mixed and open bowls.

MEMBERSHIP:

6. Ordinary Members, Life Members, Honorary and Junior Members of the Club who are eligible to play in Ladies only tournaments and championships conducted by Bowls Queensland are members of the Ladies' Division.

LADIES' COMMITTEE AND OTHER OFFICE BEARERS

7. The Ladies' Committee consists of the following office bearers:

- 7.1. President
- 7.2. Vice-President
- 7.3. Secretary
- 7.4. Games Director
- 7.5. Treasurer (who is also a Social Selector)
- 7.6. GDLBA Delegate
- 7.7. Assistant Secretary
- 7.8. Assistant Games Director

who are elected at the AGM of the Division or otherwise elected or appointed under these Rules, and,

- 7.9. Pennant Selectors Spokesperson appointed in accordance with Clause 11 of these rules.

who is one of the Pennants Selectors elected in accordance with clause 8 of these Rules and chosen by those Pennants Selectors to be their Spokesperson in accordance with Clause 11 of these Rules.

8. In addition to the members of the Ladies' Committee, the Office bearers in this clause are elected at the AGM or otherwise appointed under these Rules. Other than the Pennants Selectors Spokesperson appointed under Clause 11, these office Bearers are not members of the Ladies' Committee:

- 8.1. Three Pennant Selectors
- 8.2. Two additional Social Selectors
- 8.3. Social Convenor

FUNCTIONS OF THE LADIES' COMMITTEE

9. The Ladies' Committee conducts the business of the Division in accordance with these rules and subject to the direction of the Members of the Division in General Meeting called under these Rules.

SELECTORS:

10. The Pennant Selectors' Committee consists of three (3) Selectors.
11. The Pennant Selectors must appoint the Pennants Selectors' Spokesperson from their number forthwith after the Divisional AGM and may revoke that appointment and replace her by a simple majority vote of selectors. If there is no Pennants Selectors' Spokesperson appointed by the Selectors, the Ladies' Committee may appoint a Pennants Selectors' Spokesperson.
12. The Social Selectors' Committee consist of Three (3) selectors (one of whom is also Treasurer).
13. The Social Convenor, Pennants Selectors and Social Selectors are elected in the same manner and at the same time as the other Office Bearers.
14. The Ladies' Committee has the right to remove any Selector at any time by unanimous resolution and may appoint another Selector by ordinary resolution to replace her or to fill a vacancy.

ANNUAL GENERAL MEETING:

15. The Annual General Meeting shall be held in November of each year on a date decided by the Management Committee. At least fourteen (14) days' notice of the AGM must be given to Members.
16. The Business of the Annual General Meeting is:
 - 16.1. Reading the Notice convening the Meeting.
 - 16.2. Apologies
 - 16.3. Confirmation of Minutes of the previous Annual General Meeting and/or Special General Meeting.
 - 16.4. Consideration and adoption of the Annual Report for the Division and business arising therefrom.

- 16.5. Election of the Members of the Ladies' Committee, Pennants Selectors Social Selectors and Social Convenor.
- 16.6. Notices of Motion.
17. A Member desiring to bring before the Annual General Meeting any business or motion or questions for discussion or action must give notice thereof in writing to the Secretary not less than 14 days before the Annual General Meeting.
18. The Chairperson may suspend standing orders to permit discussion or suggestions for consideration from the floor, but no substantial motion may be entertained except on notice.

ELECTIONS:

19. The election of Office Bearers and Selectors shall be in accordance with Clause 54 of the Constitution relating to election of the Board except that:
 - 19.1. References to the Board are references to the Ladies' Committee,
 - 19.2. References to Office Bearers include reference to the President and Selectors as well as the other office bearers of the Division,
 - 19.3. Nominators, candidates and electors must be financial Members of the Club and Members of the Division.
20. The elections for the Members of the Ladies' Committee, shall take place in the order in which the positions are listed in Clause 7. A Member elected to a position on the Ladies' Committee must withdraw her candidacy in relation to subsequent elections for positions on the Ladies' Committee at that AGM.
21. Nothing in these rules prevents
 - 21.1. a Member of the Ladies' Committee from also being elected to the position of Pennants Selector or Social Selector.
 - 21.2. a Member of the Ladies' Committee being appointed by the Ladies' Committee to act in a second position on that Committee if that position is left vacant at the AGM or becomes vacant thereafter.

VACANCY – OFFICE BEARERS:

22. In the event of a vacancy occurring in respect of any Office Bearer of the Division by resignation or otherwise, such vacancy may be filled by a person appointed by the Ladies' Committee.

SPECIAL GENERAL MEETINGS

23. The Ladies' Committee Secretary, or in her absence, the Assistant Secretary, must convene a Special General Meeting by giving at least 14 days' notice to members of the Division with the terms of any special resolution proposed or details of the business or appeal to be considered:
 - 23.1. On the valid requisition of the Ladies' Committee;
 - 23.2. On the valid requisition of Ladies' Committee members numbering one third or more of the total number of members of the Ladies' Committee at the time the requisition is delivered.
 - 23.3. On the valid requisition of a number of Voting Members of the Division equal to twice the number of Ladies' Committee members plus one at the time the requisition is delivered.
24. A valid requisition for a Special General Meeting must state with particularity the terms of any special resolution proposed or details of the business or appeal to be considered.
25. No business other than that which is detailed in the Notice of Special General Meeting may be entertained at that meeting.

FUNCTIONS OF THE EXECUTIVE COMMITTEE:

26. The Executive Committee shall comprise of President, Vice President, Secretary, Assistant Secretary, Treasurer, Games Director and Assistant Games Director.
27. The functions of the Executive Committee shall be to transact any urgent business of the Division that may arise between Management meetings and to submit a report of any such business transacted by it to the next meeting of the Management Meeting for ratification.
28. Four (4) Executive Members, one of whom must be the President, Vice-President or Secretary, shall constitute a quorum of the Executive Committee.

DUTIES OF OFFICE BEARERS

29. The President's duties include:

- 29.1. Representing the interests of the Division and its members as their representative on the Board of the Club and vote on Board resolutions as directed by the Ladies' Committee but, in the absence of a direction, as she thinks fit, and to appoint a proxy to do so in her place as permitted by the Constitution if she is unavailable to do so.
- 29.2. presiding at all meetings and ensure that the decisions of the meetings are carried out.
- 29.3. She is an ex-officio member of all Committees and Sub-Committees of the Division other than selection committees.
- 29.4. She is the official speaker at all functions or sporting events which she attends.
- 29.5. ensuring that the Rules and By-Laws of the Division are complied with.

30. The Vice-President assumes all the President's duties in her absence.

31. The Secretary's duties include:

- 31.1. issuing notices of all meetings and promptly posting any valid notices of motion on the notice board with or near each notice of meeting.
- 31.2. preparing and distributing agendas for each meeting of the Ladies' Committee and General Meetings.
- 31.3. preparing and distributing Minutes of meetings for action and confirmation.
- 31.4. receiving and reporting on incoming correspondence and preparing and sending outgoing correspondence as required.
- 31.5. preparing and submitting reports as may be required.
- 31.6. receiving and posting nominations for positions as required by the rules.
- 31.7. preparing the annual reports and making arrangements for ballots for positions where required.

32. The Assistant Secretary assists the Secretary in any duties set out by her.

33. The Treasurer's duties include the following:

- 33.1. To report to the Ladies' committee moneys received in the course of the activities of the Division and ensuring those moneys are paid to the Club.
- 33.2. To present to the Annual General Meeting a report of such moneys.
- 33.3. To be one of the social selectors.

34. The Games Director's duties include:
 - 34.1. supervising and conducting all Club Championships and competitions and ensuring all Conditions of Play are adhered to.
 - 34.2. arranging an Umpire of the Day.
 - 34.3. ensuring rinks are available for each day's play.
 - 34.4. calling for nominations, collecting entries, conducting draws for competitions and receiving and accounting for fees.
 - 34.5. acting as the Chairperson of the Appeal Committee.
 - 34.6. arranging markers for singles games.
 - 34.7. keeping a record of all Competition results.
 - 34.8. retaining competition cards until the end of each competition year.
 - 34.9. acting as the Controlling Body of Games run by the Ladies' Division unless the Ladies' Committee appoints someone else in a particular case.
35. The Assistant Games Director assists the Games Director in her duties and fulfils her role in her absence.
36. The Duties of the District Ladies' Bowls Association Delegate are:
 - 36.1. attend District Ladies' Bowls Association Delegates' meetings throughout the year.
 - 36.2. take information / decisions from their home club to Delegates meetings
 - 36.3. take part in debate and voting at District meetings as directed by the Ladies' Committee or the Division.
 - 36.4. In the absence of a specific direction from the Ladies' Committee or the Division, act and vote in a manner which is consistent with her understanding of the policies or interests of the Club or Division.
 - 36.5. Report to the club on information gathered and decisions made at Delegates' meetings.
37. The Social Convenor arranges and is responsible for all raffles for the Ladies' Division and she must report takings to the Treasurer.
38. The Pennant Selectors
 - 38.1. are responsible for selection of teams for Pennants and any other inter-Club Competition for which teams selected from the Ladies' Division are nominated by the Club and for notifying members of their selections.

- 38.2. may form part or all of the selection panel responsible for selection of teams nominated by the Club for Mixed or Open inter-club competitions as may be agreed between the Ladies' Division and the Men's Division but in the absence of agreement, as the Board of the Club directs.
39. The Social Selectors are responsible for the selections for the Club selected social games run by the Ladies' Division. The responsibility for each game may be delegated by the Social selectors to one or more of their number from time to time.
40. The duties of Ladies' Committee Members include:
- 40.1. attending and taking an active part in meetings of the Ladies' Committee.
- 40.2. undertaking duties and roles as requested by the Ladies' Committee (for example, welfare officer, uniforms officer, coaching co-ordinator).
41. It is the duty of all Members of the Ladies' Committee to attend meetings of the committee or to seek leave from attendance. A member of the Ladies' Committee who fails to attend three (3) meetings without leave may be replaced by ordinary resolution of that committee. Seven (7) days' notice of the motion for the resolution must be given to the Member.

MEETINGS OF THE LADIES' COMMITTEE

42. Meetings of the Ladies' Committee shall be conducted in substantially the same manner as meetings of the Board are conducted under clauses 68 to 78 of the Constitution except that references to the Board are treated as references to the Ladies' Committee and the Ladies' Committee may suspend the requirement for a monthly meeting if such a meeting is not required.

APPEALS COMMITTEE

43. The Appeals Committee:
- 43.1. must consist of one (1) Umpire and at least two others from the President; Games Director; Assistant Games Director; and the Secretary.
- 43.2. All queries or disputes must be in writing and addressed to the Ladies' Secretary.
- 43.3. The Bowls Australia Appeals Policy must be complied with.

UMPIRE and MEASURER

44. An Umpire or Measurer must not adjudicate on a game in which she is playing as one of a team or a side unless no other umpire is available, and then, she may do so only with the consent of the opponent.

QUORUM - ADJOURNMENT

45. At any General Meeting of the Ladies' Division, the number of members required to constitute a quorum is double the number of members on the Ladies' Committee plus one.
46. No business shall be transacted at any General Meeting unless a quorum of members of the Division is present at the time when the meeting proceeds to business.
47. If a quorum is not present within half an hour from the time appointed for the commencement of a General Meeting,
 - 47.1. The meeting lapses, if convened upon the requisition of a minority of members of the Ladies' Committee, or on requisition of Members of the Division.
 - 47.2. In any other case, is adjourned to the same day and time, one week later, at which time, if a quorum is not present, the meeting lapses.
48. The President (or other meeting Chair) may, with the consent of any meeting at which a quorum is present, adjourn the meeting from time to time and from place to place (and must do so, if so directed by the meeting), but only business which is left unfinished at the meeting from which the adjournment took place may be transacted at the adjourned meeting. When a meeting is adjourned for thirty (30) days or more, notice of the adjourned meeting must be given as in the case of the original meeting. Save as aforesaid, it is not necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

CLUB CHAMPIONSHIPS

49. The Ladies' Division must conduct Annual Club Championship events in disciplines the winners of which are eligible to compete in the District Champion of Club Champion events. The Ladies' Division may also conduct other Club Championship events as the Ladies' Committee decides from time to time.

50. The Club Championship Conditions of Play must contain eligibility requirements for each event.
51. Only Declared Members of the Club are eligible to enter Club Championship events in disciplines the winners of which are eligible to compete in the District Champion of Club Champion events in those disciplines. Non-declared members may play in all other Club Championship events for which they are eligible.
52. This Clause applies when a player is unavailable for a Club Championship round or final because of a commitment to another event:
 - 52.1. If a player is unavailable to play in a Club Championship game because of their selection as a player in a recognised National, State or District/Regional representative side, on request by the player
 - 52.1.1. she and her team (if it is a team game) must be allowed a postponement of that round or final to the next date which the games director determines is available, or, at the player's option,
 - 52.1.2. if it is a team game, a substitute must be permitted under Domestic Regulation 2.4.11.
 - 52.2. If a Recognised Bowls Australia, Bowls Queensland or Gateway District championship event which a player has entered as an individual or as part of a team is scheduled to be played on the same day as the player is called to play in a Club Championship round or final, on request by the player, she and her team (if it is a team game) must be allowed a postponement of that round or final to the next date which the games director determines is available.
 - 52.3. Players who choose to enter events other than those in Clauses 52.1 and 52.2 which are scheduled to be played on the same day as a Club Championship round or final must not be allowed a substitute (Domestic Regulation 2.4.10) and are not entitled to a postponement. This sub-clause does not prevent the Games Director from permitting a Club Championship round or final from being played before the called date with the agreement of both players or teams.

NOTICES TO MEMBERS

53. Notices to members may be given by affixing the notice to the Ladies' Division notice board at the Club or by post to the member's last known address or by email

or SMS if the member has supplied an email address or mobile phone number for that purpose or in such other manner as the Ladies' Committee determines is likely to inform the Members of the contents of the notice.

AMENDMENT OF THESE RULES:

54. No amendment shall be made to these rules except by a Special Resolution of the Ladies' Division. The alteration has no effect unless and until it is approved by the Board.