

# MANLY BOWLS CLUB INC. MENS' DIVISION

(Approved by the Board 19 January 2021. Commenced in force 7 June 2021)  
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RULES .....	1
DEFINITIONS.....	1
FUNCTIONS OF THE MEN'S DIVISION .....	2
POWERS OF THE MEN'S DIVISION .....	2
MEMBERSHIP:.....	3
MANAGEMENT COMMITTEE/OFFICE BEARERS:.....	3
FUNCTIONS OF THE MANAGEMENT COMMITTEE.....	4
SELECTORS: .....	4
ANNUAL GENERAL MEETINGS .....	5
ELECTIONS:.....	5
SPECIAL GENERAL MEETINGS .....	6
QUORUM - ADJOURNMENT.....	6
CASUAL VACANCIES: .....	7
DUTIES OF OFFICE BEARERS.....	7
MEETINGS OF THE MEN'S COMMITTEE.....	9
CLUB CHAMPIONSHIPS .....	9
MATCH COMMITTEE .....	10
NOTICES TO MEMBERS .....	11
AMENDMENT OF THESE RULES: .....	11

## RULES

1. These rules are made under the Constitution of the Manly Bowls Club Inc. by the Members of the Men's 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 122 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 Men's Committee" refers to the Committee of the Men's 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 MEN'S DIVISION

4. Subject to clauses 124.1 and 124.2 of the Constitution, the Functions of the Men's Division are:
  - 4.1. the administration control and regular organisation of the playing of Men's 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 coaches.
  - 4.2. subject to agreement with the Ladies' Division or direction of the Board, to manage or join in the management of Mixed and Open Bowls.

## POWERS OF THE MEN'S DIVISION

5. Subject to the Club Constitution and these Rules, the Men's 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 Men's bowls, mixed and open bowls.

## **MEMBERSHIP:**

6. Ordinary Members, Life Members, Honorary and Junior Members of the Club who are male are members of the Men's Division.

## **MANAGEMENT COMMITTEE/OFFICE BEARERS:**

7. The Men's Committee consists of the following Office Bearers:
  - 7.1. President
  - 7.2. Vice President
  - 7.3. Secretary
  - 7.4. Games Director
  - 7.5. Chairman of Selectors

- 7.6. District Bowls Association Delegate
  - 7.7. Three (3) Committee members
8. The Office Bearers are elected at the Annual General Meeting of the Division.

## FUNCTIONS OF THE MANAGEMENT COMMITTEE

9. The Men's 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 five (5) Selectors. They are responsible for selections of all Club teams for pennants and all other inter-club competitions. They are elected at the Annual General Meeting of the Division.
11. The Pennant Selectors must appoint the Chairman of Selectors from their number forthwith after the Divisional AGM and may revoke that appointment and replace him by a simple majority vote of selectors. If there is no Chairman of Selectors appointed by the Selectors, the Men's Committee may appoint a Chairman of Selectors.
12. The Pennant Selectors are responsible for selection of teams for Pennants and any other inter-Club Competition for which teams selected from the Men's Division are nominated by the Club.
13. The Pennants selectors 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 with the Ladies' Division but in the absence of agreement, as the Board of the Club directs.
14. In addition, a maximum of 5 Social Selectors are to be elected at the Annual General Meeting. The Social Selectors are responsible for the selections for the Club selected social games run by the Men's Division. The responsibility for each game may be delegated by the Social selectors to one or more of their number from time to time.
15. The Pennants Selectors and Social Selectors are elected in the same manner and at the same time as the Office Bearers.

16. The Men's Committee has the right to remove any Selector at any time and may appoint another Selector to replace him or to fill a vacancy.

## ANNUAL GENERAL MEETINGS

17. The Annual General Meeting of the Men's Club must be held in October or November of each year.

18. The Annual General Meeting shall be convened by the Secretary or Acting secretary and held by giving at least 14 days' notice to Members of the Division.

19. The business to be transacted at Annual General Meetings is as follows:

- 19.1. Reading the Notice convening the Meeting.
- 19.2. Apologies
- 19.3. Remembrance of Members who have passed away.
- 19.4. Confirmation of Minutes of the previous Annual General Meeting and/or Special General Meeting.
- 19.5. Consideration and adoption of the Annual Report for the Division and business arising therefrom.
- 19.6. Election of the Members of the Men's Committee, Pennants Selectors and Social Selectors.
- 19.7. Notices of Motion.

The Chairman 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:

20. The election of Office Bearers and Selectors shall be in accordance with Clause 55 of the Constitution relating to election of the Board except that:

- 20.1. References to the Board are references to the Men's Committee,
- 20.2. References to Office Bearers include reference to the President and Selectors as well as the other office bearers of the Division,
- 20.3. Nominators, candidates and electors must be financial Members of the Club and Members of the Division.

21. The elections for the Members of the Men's Committee, except chairman of selectors, shall take place in the order in which the positions are listed in clause 7. A Member elected to a position on the Men's Committee must withdraw his

candidacy in relation to subsequent elections for positions on the Management Committee at that AGM.

22. Nothing in these rules prevents

- 22.1. a Member of the Men's Committee from being elected to the position of Pennants Selector or Social Selector.
- 22.2. a Member of the Men's Committee being appointed by the Men's Committee to act in a second position on that Committee if that position is left vacant at the AGM or becomes vacant thereafter.

## SPECIAL GENERAL MEETINGS

23. The Men's Committee Secretary, or in his absence, the President, 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 Men's Committee;
- 23.2. On the valid requisition of Men's Committee members numbering one third or more of the total number of members of the Men's 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 Men's 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.

## QUORUM - ADJOURNMENT

25. At any General Meeting of the Men's Division, the number of members required to constitute a quorum is double the number of members on the Men's Committee plus one.

26. 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.

27. If a quorum is not present within half an hour from the time appointed for the commencement of a General Meeting,
- 27.1. The meeting lapses, if convened upon the requisition of a minority of members of the Men's Committee, or on requisition of Members of the Division.
  - 27.2. 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.
28. 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.

#### CASUAL VACANCIES:

29. The Management Committee may appoint a member to fill a casual vacancy in the Management Committee or the Selectors until the next Annual General Meeting.

#### DUTIES OF OFFICE BEARERS

30. The President's duties include:
- 30.1. 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 Men's Committee but, in the absence of a direction, as he thinks fit, and to appoint a proxy to do so in his place as permitted by the Constitution if he is unavailable to do so.
  - 30.2. presiding at all meetings.
  - 30.3. acting as an ex-officio member of all Committees and Sub-Committees of the Division.
  - 30.4. ensuring that the decisions of the Men's Committee are carried out
  - 30.5. ensuring that the Rules and By-Laws of the Division are complied with.
  - 30.6. welcoming visitors and new members to the Club.

- 30.7. acting as spokesperson for the club at events and functions when he is able to attend.
  - 30.8. attending District events as required.
31. The Vice-President's duties include:
- 31.1. assisting the President when requested,
  - 31.2. filling in for the President when he is not available,
  - 31.3. organising Men's and Mixed social days and updates in the events calendar,
  - 31.4. gathering and compiling information for the George Funnel Medal and any other Club Awards
32. The Secretary's duties include
- 32.1. issuing notices of all meetings
  - 32.2. preparing and distributing agendas for each meeting of the Men's Committee and General Meetings
  - 32.3. preparing and distributing Minutes of meetings for action and confirmation
  - 32.4. receiving and reporting on incoming correspondence and preparing and sending outgoing correspondence as required
  - 32.5. preparing and submitting reports as may be required.
  - 32.6. receiving and posting nominations for positions as required by the rules
  - 32.7. preparing the annual reports and making arrangements for ballots for positions where required.
33. The Games Director's duties include:
- 33.1. conducting Club Championship
  - 33.2. taking part in the management of other events
  - 33.3. scheduling those events,
  - 33.4. conducting draws,
  - 33.5. posting notices of events
  - 33.6. recording results.
  - 33.7. assisting to arrange umpires
  - 33.8. taking part in match committees
34. The duties of the Chairman of Selectors include:
- 34.1. Convening Pennants Selectors' meetings and acting as Chair of those meetings.



- 34.2. Reporting to the Men's Committee on the meetings, recommendations and activities of Pennants Selectors.
  - 34.3. Ensuring notices are posted seeking expressions of interest from Members wishing to nominate for Pennants and other inter-club competitions.
  - 34.4. Ensuring notices are posted of selections.
35. The duties of the District Bowls Association Delegate include:
- 35.1. attending meetings of the District Bowls Association and representing the interests of the Club in accordance with Club policies and (where applicable) the directions of the Men's Committee.
  - 35.2. reporting to the Men's Committee on the proceedings and activities of the District Bowls Association.
36. The duties of Committee Members include:
- 36.1. attending and taking an active part in meetings of the Men's Committee.
  - 36.2. undertaking duties and roles as requested by the Men's Committee (for example, welfare officer, uniforms officer, coaching co-ordinator).
37. It is the duty of all Members of the Men's Committee to attend meetings of the committee or to seek leave from attendance. A member of the Men's 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 MEN'S COMMITTEE

38. Meetings of the Men's 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 Men's Committee and the Men's Committee may suspend the requirement for a monthly meeting if such a meeting is not required.

## CLUB CHAMPIONSHIPS

39. The following Club championship events, which are open to all Declared Members of the Division, must be held each year.
- 39.1. "A" singles championship.
  - 39.2. "A" pairs championship.

- 39.3. Club fours championship.
40. The Club may also conduct other Club championship events, open to declared and non-declared Members of the Division, the eligibility for which is as follows:
- 40.1. "B" singles championship which is open to all members who have not won an "A" or "B" singles or an "A" pairs championship in any bowls club.
  - 40.2. "B" pairs championship which is open to all members who have not won an "A" pairs, a "B" singles championship or a "B" pairs championship at any bowls club.
  - 40.3. "C" singles championship which is open to all members who have not won an "A", "B" or "C" singles championship or an "A" or "B" pairs championship in any bowls club.
  - 40.4. "Novice singles" which is open to all members who have been a member of any bowls club for less than three years at the closing date of nominations and who have not won a singles championship in any grade at any club.
  - 40.5. "Veteran singles" which is open to any member who aged seventy (70) years or over at the closing date of nominations.
  - 40.6. "2 bowl triples" championship.
  - 40.7. Any other club championship events, which the Club wishes the Games Director to conduct.

## MATCH COMMITTEE

41. At the first meeting of the Men's committee following the AGM for the Men's Division each year, the Men's Committee must appoint a three-member Match Committee including the Games Director, an accredited umpire and one other Member.
42. The Match Committee has the power to enquire into and adjudicate on any disputes or interpretations as may occur concerning the Laws of the Sport of Bowls, National Domestic Regulations, by-laws and conditions of play applicable at the time in relation to which the Club is the controlling body.
43. If a Match Committee member is involved in the matter in dispute, he must disqualify himself from taking part in the decision. The Men's Committee may appoint another Member to take his place.

44. The Match Committee powers include disqualifying a player or a team and deciding the result of a match or championship.

## NOTICES TO MEMBERS

45. Notices to members may be given by affixing the notice to the Men's 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 Men's Committee determines is likely to inform the Members of the contents of the notice.

## AMENDMENT OF THESE RULES:

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