

# Bowls Riverland

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RULES AND REGULATIONS

UPDATED: 3RD DEC 2020

# **Rules and Regulations of BOWLS RIVERLAND**

**1. Name of the Association:** Bowls Riverland Incorporated.

## **2. Objects and Purposes**

The Objects and Purposes of the Association shall be:

- 2.1 to adopt and promote the Objects and Purposes of Bowls SA;
- 2.2 to comply with the Bowls SA Constitution, By-Laws, Rules, Policies and Procedures;
- 2.3 to administer the game in accordance with the Laws of the Sport of Bowls;
- 2.4 to promote, administer and advance the game of bowls within the defined area of the Association;
- 2.5 to foster good relations between Member Clubs and members of Member Clubs within the Association;
- 2.6 to consider and deal with matters referred to it by its attached Member Clubs;
- 2.7 to conduct and control the pennant competitions within the Association and other Association and Region events as determined from time to time;
- 2.8 to do all things incidental to the furtherance of the Objects and Purposes of the Association.

## **3. Membership**

- 3.1 Until otherwise determined by the Council and the Board of Bowls SA, the Association shall be attached to Region Four (4), and the following Member Clubs shall be attached to the Association: Barmera, Berri, Loxton District, Loxton RSL, Lyrup, Monash, Moorook, Renmark, The Lawns Renmark, Waikerie Bowling Clubs.
- 3.2 The Association requesting a transfer to another Region, or a Member Club within the Association requesting transfer to another Association, shall apply in writing and follow procedures in accordance with the Bowls SA Constitution and By-Laws.
- 3.3 All Member Clubs within the Association shall contribute each year to the proper transit and other expenses of their Association as determined at the Annual General Meeting of the Association.
- 3.4 The Board of the Association shall have the power to levy Member Clubs should additional funds be required to meet the expenses of the Association
- 3.5 Payment of the annual fee by a member club is that clubs acceptance of the

rules of the Association and any By-Laws that may be or are in place. Any member club that creates a rule or By-Law that is in conflict with the association will be suspended until such time as the conflicting Rule or By-Law is rescinded.

#### **4. Life Membership**

- a. Life Membership may be conferred upon a member of a Member Club within the Association who has rendered distinguished or outstanding service to the Association.

#### **Eligibility criteria**

- 4.1.1 The member shall have held office within the Association for a minimum period of ten (10) years. In itself, holding office for a minimum period of ten years is not an automatic qualification for Life Membership.
- 4.1.2 The member shall have been adjudged to have made a positive difference by his /her good work for the Association.
- 4.2 Nominations for Life Membership must be submitted in writing to the Board of the Association for consideration and, if approved, shall be recommended to the next Annual General Meeting of the Association. Life Membership may be granted, provided the recommendation is carried by a three-quarters majority, taken by ballot, of those present and entitled to vote.
- 4.3 A Life Member shall not be relieved of any of the financial obligations to the Association prescribed in Rules 3.3 and 3.4

#### **5. Office Bearers -Board**

- 5.1 The Association shall be administered by a Board comprising the following Office Bearers: a President, a Vice President, a Secretary-treasurer, Assistant Secretary-treasurer and three (3) Committee Members, all of whom shall be elected at the Annual General Meeting of the Association for a term of one (1) year.
- 5.2 There shall be a maximum of (4) members of either gender on the board with a maximum of (2) two members from any club provided there are sufficient nominations from either gender or sufficient nominations for Board to fill vacancies
- 5.3 Area Event Manager/s who is a member of a Member Club within the Association, shall be eligible for election to any position on the Board.
- 5.4 Each member of the Board shall, subject to the Rules, hold office until the conclusion of the Annual General Meeting following the date of their election, but shall be eligible for re-election.
- 5.5 In the event of a casual vacancy occurring, the Board may appoint a member of a Member Club within the Association to fill the vacancy, and the member so appointed shall hold office, subject to the Rules, until the conclusion of the Annual General Meeting next following the date of appointment providing that such replacement complies with 5.2 above.

## **6. President**

The President

- 6.1 shall be elected each year from nominations duly received in accordance with Rule 11.2
- 6.2 shall regulate and keep order at all meetings at which the President is to preside as prescribed by these Rules
- 6.3 shall preside as Chairperson at all meetings at which present, other than those committee meetings of which not elected or appointed as Chairperson. If not able to be present, or unwilling or unable to preside, the Vice President shall preside. If the Vice President is not present, or is unwilling or unable to preside, the members present and entitled to vote shall appoint one of their number to preside as Chairperson at that meeting only;
- 6.4 shall, at meetings of the Association, be entitled to a deliberative and a casting vote, with the exception of a deliberative vote only in respect of elections to the Board.
- 6.5 may take only such actions as are determined by the Board, or by the members at any Annual General Meeting, Special General Meeting or Delegates Meeting of the Association;
- 6.6 may attend as ex-officio at all committee and sub-committee meetings

## **7. Vice President**

The Vice President:

- 7.1 shall be elected each year from nominations duly received in accordance with Rule 11.2
- 7.2 shall, in the absence of the President, preside as Chairperson at Board Meetings, Annual General Meetings, Special General Meetings and Delegates Meetings of the Association.

## **8. Secretary-treasurer**

The Secretary-treasurer:

- 8.1 shall be elected each year from nominations duly received in accordance with Rule 11.2
- 8.2 shall, whenever possible, attend all Board Meetings, Annual General Meetings, Special General Meetings and Delegates Meetings of the Association;
- 8.3 shall keep minutes of proceedings at Board Meetings, Annual General Meetings, Special General Meetings and Delegates Meetings of the Association;

- 8.4 shall attend to all correspondence in connection with the general business of the Association;
- 8.5 shall be responsible for the collation of results of the Association Pennant matches and distribute an up to date Pennant table as required by the Board and Delegates.
- 8.6 shall carry out those duties usually associated with the office of secretary with the approval and direction of the Board.
- 8.7 shall receive all monies belonging to the funds of the Association and, within a reasonable time, to deposit, or arrange the deposit, of such monies with the Association's financial institution/s, or as directed by the Board
- 8.8 shall be responsible for payment of all Association accounts that have been passed for payment by the Board
- 8.9 shall keep correct accounts of all monies received and expended;
- 8.10 shall prepare and submit financial statements at meetings of the Board, at Annual General Meetings and at Delegates Meetings of the Association.
- 8.11 shall receive an annual honorarium, the amount to be recommended by the Board and approved at Annual General meetings of the Association.

#### **9. Assistant Secretary-treasurer**

- 9.1 shall be elected each year from nominations duly received in accordance with Rule 11.2
- 9.2 shall, whenever possible, attend all Board Meetings, Annual General Meetings, Special General Meetings and Delegates Meetings of the Association;
- 9.3 shall share other duties with the Secretary-treasurer as determined by the board.

#### **10. Board Members**

- 10.1 shall be elected each year from nominations duly received in accordance with Rule 11.2
- 10.2 shall perform such duties on behalf of the Association as directed by the Board.

#### **11. Election of Office Bearers to the Board**

- 11.1 Office Bearers shall be elected at the Annual General Meeting of the Association.
- 11.2 Nominations of candidates for election as members of the Board shall be made in writing and submitted by a member club to the Association Secretary-treasurer not less than fourteen (14) days prior to the date fixed for the holding of the Annual General Meeting at which the elections are to take place.
- 11.3 Where more nominations than vacancies are received, voting shall be by ballot. The candidate receiving the greatest number of the votes of the delegates present and entitled to vote shall be declared elected. (Subject to rule 5.2)

- 11.4 If insufficient nominations are received to fill all vacancies, the candidates nominated shall be deemed to be elected and further nominations may be received at the Annual General meeting.
- 11.5 If insufficient further nominations are received, any vacant position shall be treated as a casual vacancy in accordance with Rule 5.4
- 11.6 If two (2) or more candidates receive an equal number of votes for any position, the Chairperson of the meeting shall draw lots to decide the successful candidate.

## **12. Powers of the Board**

The Board, subject to these Rules and to any resolution passed at an Annual General Meeting, Special General Meeting or Delegates Meeting of the Association:

- 12.1 Shall control and manage the affairs of the Association;
- 12.2 Has power to perform all such acts as are deemed necessary or desirable for the proper management of the affairs of the Association, including but not limited to the following powers:
  - 12.2.1 to determine strategic directions of the Association
  - 12.2.2 to fill casual vacancies on the Board;
  - 12.2.3 to recommend to the Annual General Meeting of the Association the amount to be contributed by Member Clubs to the funds of the Association for the ensuing year for membership and capitation fees.
  - 12.2.4 to cause correct financial accounts and administrative records to be kept detailing the affairs of the Association;
  - 12.2.5 to ensure compliance with the Rules of the Association and to deal with any breaches as provided in Rule 20;
  - 12.2.6 to deal with other matters which may arise, or matters which are not specifically provided for in these Rules;
  - 12.2.7 to establish committees and/or sub-committees to exercise such functions as the Board shall determine, and to appoint members to those committees and sub-committees or to establish how any additional members may be appointed to a committee or subcommittee and subsequent Board approval
  - 12.2.8 to interpret the Rules of the Association, and such interpretation shall be final and binding on all members.

## **13. Meetings of the Board and Quorum**

- 13.1 The Board shall meet monthly or as often as deemed appropriate at such place and time as the Board shall determine.

- 13.2 Special meetings of the Board may be convened at any time by the President, or at the request of three (3) members of the Board.
- 13.3 Any five (5) members of the Board shall constitute a quorum at a meeting of the Board and no business shall be transacted unless a quorum is present.
- 13.4 Each member present at a meeting of the Board, including the Secretary-treasurer and the person presiding at the meeting, shall have one (1) vote but in the event of an equality of votes on any question the person presiding may exercise a casting vote, subject to Rule 11.6.

#### **14. Delegates Meetings and Quorum**

- 14.1 A Delegates Meeting of the Association shall comprise all members of the Board and two (2) delegates from each Member Club within the Association.
- 14.2 The Association President shall chair all meetings of the Association and, subject to Rule 11.6, shall be entitled to a deliberative and a casting vote. If the President is not present, or is unable to preside, the Vice President shall preside. If the Vice President is not present, or is unable to preside, the members entitled to be present shall appoint one their number to preside at that meeting only.
- 14.3 A Member Club shall be entitled to appoint a member of the club to act as proxy, with power to vote, to replace a delegate unable to attend Meetings of the Association. Postal voting shall not be allowed.
- 14.4 Member Clubs and members of the Board, or their proxies, present and entitled to vote, shall be entitled to one (1) vote each and all persons entitled to be present may take place in debate and to move or second any motion or amendment to a motion.
- 14.5 All questions for decision by members at a Delegates Meeting shall be duly proposed and seconded and shall be determined by a show of hands unless a ballot is requested by the majority of members present.
- 14.6 A member of the Board may not be a delegate of a Member Club.
- 14.7 Delegates representing not less than 50% of Member Clubs, plus a minimum of four (4) members of the Board, shall constitute a quorum, and no business shall be transacted unless a quorum is present.
- 14.8 Members of the Board and Member Club delegates shall be given not less than sixty (60) days notice of the date, time and venue for all Delegates Meetings. The notice to contain a date for lodgement of notice(s) of motion
- 14.9 Area Event Managers shall be entitled to notice of, attend and participate in debate at all Meetings of the Association with a voice and no vote.
- 14.10 A delegates meeting of the Association will be held in December of each year. Other delegate meetings may be called as and if required.
- 14.11 Notices of Motion, and other agenda items for consideration at Delegates Meetings, shall be submitted in writing to the Secretary-treasurer not less than twenty-eight (28) days prior to the date set for such meetings. All notices of motion(s) shall be forwarded to Member Clubs not less than twenty-one (21) days prior to meeting date

## **15. Annual General Meeting**

- 15.1 The Annual General Meeting of the Association shall be held not later than 30<sup>th</sup> June each year and, subject to Rule 15.2, shall be convened at such place and time as determined by the Board.
- 15.2 The Board shall provide members with not less than sixty (60) days' notice of the Annual General Meeting.
- 15.3 Prior to the Annual General Meeting, all Member Clubs shall send the names and addresses of their President, Secretary and Association Delegates to the Secretary-Treasurer of the Association.
- 15.4 Proxies to replace members entitled to attend and vote at Annual General Meetings shall be allowed. Postal voting shall not be allowed.
- 15.5 Member Clubs shall submit to the Association Secretary-treasurer any Notices of Motion, not less than twenty eight (28) days prior to the date of the Annual General Meeting. All notices of motion shall be forwarded to Member Clubs not less than twenty-one (21) days prior to meeting
- 15.6 Member Clubs and members of the Board, or their proxies, present and entitled to vote, shall be entitled to one (1) vote each. In the event of an equality of votes, the person presiding may exercise a casting vote, subject to Rule 11.6. All delegates and members of the Board shall be entitled to take place in debate and to move or second any motion or amendment to a motion.
- 15.7 At the Annual General Meeting, the Association shall elect two (2) delegates to represent the Association at meetings of their designated Region.
- 15.8 Quorum for Annual General Meetings shall be as in Rule 14.7

## **16. Special General Meetings**

- 16.1 The Board shall convene a Special General Meeting of the Association when requested to do so in writing by the President, by not less than three (3) members of the Board, or by three Member Clubs.
- 16.2 A Special General Meeting shall be held on a date and at a time and venue determined by the Board, such date being not less than seven (7) days nor more than twenty one (21) days from the date of receipt of the request.
- 16.3 The notice of a Special General Meeting shall state the business to be considered, and no other business shall be transacted unless otherwise agreed by the majority of those present and entitled to vote.
- 16.4 Members entitled to be present, or their proxies, shall be entitled to take place in debate and to vote as prescribed in Rule 15.6.
- 16.5 Quorum for Special General Meetings shall be as in Rule 14.7



## **17. Programme of Matches**

- 17.1 Member clubs within the Association shall submit to the Association, as directed, the number of Pennant sides and **preferred divisions** they intend to enter for the coming season. Proposed Tournament dates for Clubs should also be submitted at this time. The Pennant Programmes shall be prepared by the relevant match and programme committee (s) under the direction of the board and circulated to the Clubs
- 17.2 All member clubs shall have the right to vote on matters, including pennant format.

## **18. Finance**

- 18.1 The funds of the Association shall be retained with such financial institutions as shall from time to time be approved by the Board.
- 18.2 All monies received by the Association shall be deposited as soon as practicable and without deduction to the credit of such financial accounts.
- 18.3 All cheques, drafts and other negotiable instruments shall be signed by any two (2) of the Secretary-treasurer and three (3) duly appointed members of the Board. The Board shall have power to, if necessary, appoint a substitute signatory to the accounts of the Association.
- 18.4 All fees and levies payable by Member Clubs in accordance with Rules 3.3 and 3.4 shall be received by the Secretary-treasurer by no later than October 31 each year.
- 18.5 The Board shall keep such accounting records as are necessary to correctly record the financial transactions and financial position of the Association
- 18.6 Any expenditure exceeding two thousand (\$2,000) dollars shall require the prior approval of members at an Annual General Meeting or Special General Meeting.
- 18.7 The Board may approve expenditure within the above limit, and shall pass for payment all accounts incurred by the Association.

## **19. Audit**

- 19.1 The auditor of the Association shall be appointed at the Annual General Meeting.
- 19.2 The auditor shall not be a member of the Board.
- 19.3 The auditor shall have the power at all times to examine the books and the financial and associated documents of the Association.
- 19.4 As soon as practicable after the close of the books as determined by the Board, the Auditor shall audit the statement of receipts and expenditure and balance sheet of the Association since the end of the previous year. These statements shall be prepared by the Secretary-Treasurer in accordance with accepted accounting principles.

## **20. Player Eligibility and Clearances**

- 20.1 No person shall be eligible or permitted to play in the Association pennant competition, or any Association tournament, unless a full member or junior/student member of the Member Club they represent and currently registered with Bowls SA Notwithstanding, 'Temporary players' may be used, as stipulated in the By-laws of the Association.
- 20.2 No club member shall be refused a clearance to another club unless he/she is indebted to that club by way of unpaid subscription and the like. The clearance process shall be commenced as soon as that debt is cleared.
- 20.3 No Member Club within the Association shall allow any person for whom a clearance is required in accordance with the Bowls SA Constitution and By-Laws, to play as a member of its pennant team until such clearance is obtained and confirmed by Bowls SA.

## **21. Misconduct or Breach of Rules or Laws**

- 21.1 The Board shall have the power, after enquiry, to disqualify, suspend or otherwise penalise for misconduct, or for any breach of the Rules or the Laws of the Sport of Bowls, any Member Club or member of a Member Club, for such period as it may decide, provided that:
  - 21.1.1 Such Member Club or member of a Member Club shall be furnished with a copy of the charge against them;
  - 21.1.2 Not less than seven (7) days notice of the time and venue at which the charge is to be considered has been given by the Board, in order that the alleged offender may attend and be heard.
- 21.2 Such Member Club or member of a Member Club shall be entitled to right of appeal. Such appeal shall be submitted in writing to the Association Secretary-treasurer and referred for resolution to the Region to which the Association is attached in accordance with Rule 22.6.
- 21.3 Any penalty imposed by the Board which involves suspension or expulsion of a Member Club or a member of a Member Club must be reported to the General Manager of Bowls SA and, at the same time, to the relevant Councillors and Assistant Councillors and, if applicable , to all Member Clubs within the Association.
- 21.4 Subject to the outcome of any appeal, a Member Club or a member of a Member Club shall be entitled to further right of appeal to Bowls SA in accordance with Clause 28 of Bowls SA By-laws.

## **22. Dispute or Protest Resolution**

- 22.1 Any dispute between Member Clubs or members of a Member Club, or a protest by any Member Club or member of a Member Club, must be submitted in writing to the Association Secretary-treasurer, accompanied by a fee of twenty (\$20) dollars, within seven (7) days of the dispute or protest arising.

- 22.2 The dispute or protest shall be dealt with by a Disputes Committee appointed by the Board. A Disputes Committee shall not include any member of a Member Club who is involved in the dispute or protest.
- 22.3 The Association Secretary-treasurer shall advise the disputant parties of the date and time of the meeting at which the dispute or protest is to be held, not less than seven (7) days prior to such meeting. The parties in dispute shall be entitled to attend and speak at that meeting.
- 22.4 The principles of natural justice shall be applied to all disputes and protests
- 22.5 All parties in dispute shall have the right to appeal the decision of the Disputes Committee, and such appeal shall be submitted in writing to the Association Secretary-treasurer and referred for resolution to the Region to which the Association is attached.
- 22.6 The Region Secretary shall convene a meeting of the Executive Committee of the Region who shall hear the appeal within fourteen (14) days of receipt of the notice of the appeal.
- 22.7 The parties involved in the appeal shall be entitled to attend and speak at such meeting.
- 22.8 The decision made by the Executive Committee of the Region may be appealed to Bowls SA in accordance with the Bowls SA constitution

### **23. Alteration of Rules**

- 23.1 No new rules shall be made, nor any existing rule altered or repealed, except at an Annual General Meeting of the Association, or Special General Meeting called for that purpose.
- 23.2 A copy of any proposed new rule, alteration or repeal, shall be submitted to the Association Secretary-treasurer not less than twenty-eight (28) days prior to such meeting and shall be forwarded to Member Clubs not less than twenty one (21) days prior to meeting the meeting at which the proposed new rule, alteration or repeal is to be considered.
- 23.3 The Secretary-treasurer of the Association shall notify Bowls SA of any new rule or alteration to these rules.
- 23.4 Any new or altered rule shall come into operation from the date of adoption unless another date is specified in the motion.

## **24. Winding Up and Dissolution**

The Association may be wound up in the manner provided for in the Act.

24.1 In the case of a voluntary winding up or dissolution, the following procedure is to be followed:-

- i. The Board of Management shall call a Special General Meeting of the Association to consider whether or not the Association should be wound up or dissolved;
- ii. A motion to wind up or dissolve the Association must be carried at the Special General Meeting by a majority of those present and entitled to vote;

24.2 If such a motion is carried then a second Special General Meeting of the Association must be called:-

- i. not less than one calendar month after the first-mentioned Special General Meeting of the Association; and
- ii. the quorum at this Special General Meeting shall be not less than half of the members of the Association entitled to vote.

At this second Special General Meeting a Special Resolution motion to confirm the motion to wind up or dissolve the Association shall be put.

24.3 If the Special Resolution referred to in Rule 25.1 is carried, then the Board of Management must, subject to the provisions of the Act, appoint a person, who may be a member of the Association, to act as liquidator and have the appointment approved by the Corporate Affairs Commission.

On confirmation from the Corporate Affairs Commission of the liquidator's valid appointment, the liquidator will proceed to sell and realise the property and assets of the Association and out of the net proceeds of such sale and realisation to discharge and satisfy all the liabilities of the Association.

## **25. Application of Surplus Proceeds**

If after the winding up of the Association there remains "surplus assets" as defined in the Act, such surplus assets shall not be distributed among the members but shall be given to other lawn bowling organisation(s), or charitable institution(s), or other body(s) as may be determined by the Board of Management in their absolute discretion.

## **26. Adoption**

These Rules with amendments were adopted at the Annual General Meeting of Bowls Riverland Incorporated on the 17<sup>th</sup> day of May 2018.

Signed	SECRETARY	Jenny Lyons
Signed	CHAIRPERSON	Des Button