



CONSTITUTION OF CASTLE HILL BOWLING CLUB

(A SUB-CLUB OF CASTLE HILL RSL CLUB LIMITED)

Adopted [insert]

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1. NAME OF THE CLUB

- 1.1 The name of the Sub-Club is Castle Hill Bowling Club (which is referred to in this Constitution as the Sub-Club).

2. DEFINITIONS AND INTERPRETATIONS

- 2.1 In this Constitution unless the context requires otherwise:

- (a) **“Annual General Meeting”** means the annual general meeting of the Sub-Club held each year in accordance with Rule 11.
- (b) **“Biennial General Meeting”** means every second Annual General Meeting.
- (c) **“Board”** means the Board of Directors of the Registered Club.
- (d) **“Bowling Club Premises”** means the premises of the Registered Club known as Castle Hill Bowling Club.
- (e) **“Bowls Advisory Committee”** means the executive body of the Sub-Club elected to office pursuant to these Rules.
- (f) **“Bowls NSW”** means Bowls New South Wales Limited and/or its affiliated administrative bodies Zone 10 Sydney North West Bowls and Mitchell District Women’s Bowls
- (g) **“CHBCL”** means the former registered club known as the Castle Hill Bowling Club Limited which amalgamated with the Registered Club in 2022.
- (h) **“CHWBC”** means the Castle Hill Women’s Bowling Club.
- (i) **“GCEO”** means the Group Chief Executive Officer of the Registered Club or, if the GCEO is unavailable, a representative of the GCEO.
- (j) **“GCFO”** means the Group Chief Financial Officer.
- (k) **“HOS”** means Head of Sport
- (l) **“Registered Club”** means Castle Hill RSL Club Limited.
- (m) **“Sub-Club Notice Board”** means the notice board at the Bowling Club Premises designated by the Board for use by the Sub-Club.
- (n) **“Term”** means the period between Biennial General Meetings.

Interpretation

- 2.2 The Rules of this Constitution shall be read in conjunction with, and subject to, the Constitution of the Registered Club.

- 2.3 In this Constitution:

- (a) A reference to the function includes a reference to a power, authority or duty;
- (b) A reference to the exercise of a function includes, where the function is a power, authority, or duty, or the performance of the duty;
- (c) Words importing the singular include the plural and vice versa;
- (d) References to persons include corporations and bodies politic;
- (e) References to a person include the legal personal representatives, successors, and permitted assigns of that person;
- (f) A reference to a statute, ordinance, code, or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-

enactments, or replacements of any of them (whether of the same or any legislative authority having authority);

- (g) A reference to “writing” shall, unless the contrary intention appears, be construed as including references to printing, photography, and other modes, of representing or reproducing words in a visible form, including messages sent by e-mail.

3. OBJECTS

3.1 The objects of the Sub-Club are to:

- (a) promote, conduct and administer the organisation and playing of lawn bowls by members and guests at the Bowling Club Premises;
- (b) conduct, encourage, promote, advance and administer lawn bowls throughout the local area;
- (c) act on behalf of and in the interests of the members and of the game of bowls in the Sub-Club’s local area;
- (d) affiliate, and otherwise liaise with Bowls NSW to further these objects;
- (e) advance the operations and activities of the Sub-Club throughout the Castle Hill local area;
- (f) do all such other lawful things as are incidental or conducive to the attainment of any or all of the above objects.

4. INCOME AND PROPERTY OF THE CLUB

4.1 Sole Purpose

The income and property of the Sub-Club must be applied solely towards the promotion of the Objects of the Sub-Club.

4.2 Payments to Members

No part of the income or property of the Sub-Club may be paid or otherwise distributed, directly or indirectly to any Member except for:

- (a) the reimbursement of reasonable out of pocket expenses incurred by any member of the Bowling Advisory Committee or any other member in the course of carrying out his or her duties for the Sub-Club; or
- (b) prize money, trophies, champion/pennant winning bonuses and reasonable expenses to members from time to time in recognition of those members’ achievements and of their representation of the Sub-Club in bowling events, as approved by the Bowls Advisory Committee.

5. STATUS AND COMPLIANCE OF SUB-CLUB

5.1 The Sub-Club was established by the Board pursuant to the Constitution of the Registered Club.

5.2 The Sub-Club shall function as a Sub-Club of the Registered Club, subject to the control and direction of CHRG Management.

5.3 The Bowls Advisory Committee may submit to CHRG Management a request for an alteration or amendment to these Rules; however, these Rules of the Constitution may only be altered or amended with the approval of CHRG Management and the members of the Sub-Club.

- 5.4 The Sub-Club shall be eligible to be a member of and to align and affiliate with Bowls NSW.
- 5.5 The Sub-Club shall endeavour to abide by the Constitution and By-laws of Bowls NSW and such other associations or bodies as the Bowls Advisory Committee from time to time determines, provided that the Board first approves such affiliation and such Rules and By-laws are not inconsistent with the Constitution or the policies of the Registered Club.

6. MEMBERSHIP

- 6.1 All members of the Registered Club are entitled to apply for and be admitted to membership of the Sub-Club. The procedure to be followed in respect of applying for and being admitted to membership of the Sub-Club shall be determined by the Bowls Advisory Committee from time to time.
- 6.2 The classes of membership of the Sub-Club shall be Foundation Life Members, Foundation Bowling Members, Bowling Members and Junior Bowling Members.
- 6.3 A Foundation Life Member shall be any member who:
- (a) was a Life Member of CHBCL; or
 - (b) is admitted as a Foundation Life Member of the Sub-Club in accordance with this Constitution.
- 6.4 Foundation Life Membership may be conferred on a Foundation Bowling Member or Bowling Member who has rendered long or meritorious service to the Sub-Club and has been elected as such by resolution carried by a two thirds majority of those present and voting at a General Meeting, following the submission to such meeting of an appropriate recommendation from the Bowls Advisory Committee.
- 6.5 Nominations for Foundation Life Membership of the Club shall be presented to the Bowls Advisory Committee for recommendation not less than (2) two months prior to the next General Meeting of the Sub-Club, provided that such nomination is made in writing by two (2) Foundation Life Members, Foundation Bowling Members or Bowling members of the Sub-Club.
- 6.6 No more than two (2) Foundation Life Members shall be admitted to the Sub-Club in any financial year.
- 6.7 Foundation Bowling Members shall be any member who was a Bowling Member of CHBCL.
- 6.8 Bowling Members shall be persons who are admitted to Bowling Membership of the Sub-Club in accordance with clause 6.1, and those persons who are recorded as Bowling Members in the register of members upon adoption of this Constitution.
- 6.9 Junior Bowling Members shall be persons who apply for and are admitted to Junior Bowling Membership of the Sub-Club in accordance with such procedure as may be determined by the Bowls Advisory Committee from time to time.
- 6.10 Foundation Life Members, Foundation Bowling Members and Bowling Members shall be entitled to:
- (a) playing and social rights available through membership of the Sub-Club;
 - (b) attend and vote at general meetings;
 - (c) subject to the remainder of these Rules, stand for and be elected or appointed to the Bowls Advisory Committee.

- 6.11 Junior Bowling Members shall be entitled to playing and social rights available through membership of the Sub-Club but shall not be entitled to:
- (a) attend or vote at general meetings;
 - (b) stand for or be elected or appointed to the Bowls Advisory Committee.

7. FEES AND SUBSCRIPTIONS

- 7.1 Annual subscriptions in respect of the Sub-Club shall be payable to the Registered Club (or to the Sub-Club on behalf of the Registered Club) and are in addition to the entrance fees and annual subscriptions payable by members of the Registered Club.
- 7.2 All annual subscriptions shall be due and payable on a date determined by the Bowls Advisory Committee from time to time.
- 7.3 Any person who has not paid his or her subscription by the due date shall cease to be entitled to the privileges of membership of the Sub-Club and by resolution of the Bowls Advisory Committee may be removed from membership of the Sub-Club.

8. REGISTER

The Sub-Club must keep and maintain a register of members.

9. DISCONTINUANCE OF MEMBERSHIP

A person's membership of the Sub-Club ceases if:

- (a) they cease to be a member of the Registered Club including without limitation expulsion or resignation;
- (b) they fail to pay their annual subscription including any affiliation fee by the relevant due date and the Bowls Advisory Committee resolves that the person's membership of the Sub-Club should cease; and
- (c) they are expelled from membership of the Sub-Club.

10. DISCIPLINE OF MEMBERS

- 10.1 Subject to this Rule 10, the Bowls Advisory Committee shall have power to reprimand or suspend playing rights up to a maximum period of twelve (12) months of any member who, in the reasonable opinion of the Bowls Advisory Committee, is guilty of any conduct contrary to the Laws of the Game of Bowls as adopted by Bowls NSW from time to time. For the avoidance of doubt, this Rule 10 does not confer any power on the Bowls Advisory Committee to impose any sanction on a member of the Sub-Club other than the suspension of playing rights. The Registered Club has power to impose broader disciplinary sanctions on Sub-Club members under its Constitution and may, in its absolute discretion, commence disciplinary proceedings against a Sub-Club member following receipt of the report referred to in clause 10.11.
- 10.2 A member shall be notified of any charge against the member pursuant to Rule 10.1 and the date, time and place of the hearing of the charge.
- 10.3 The member charged shall be notified of the matters in Rule 10.2 by notice in writing posted to the member's last known address at least seven (7) clear days before the meeting of the Bowls Advisory Committee at which the charge is to be heard.
- 10.4 The member charged shall be entitled to attend the hearing for the purpose of answering the charge and shall also be entitled to submit to the meeting written representations for the purpose of answering the charge.
- 10.5 If the member fails to attend such meeting, the charge may be heard and dealt with and the Bowls Advisory Committee may decide on the evidence before it, the member's

absence notwithstanding, but having regard to any representations which may have been made to it in writing by the member charged.

- 10.6 After the Bowls Advisory Committee has considered the evidence put before it, the Bowls Advisory Committee must come to a decision as to whether the member is guilty or not of the charge.
- 10.7 When the Bowls Advisory Committee has reached a decision on the issue of guilt, if the member charged is at the meeting, the Bowls Advisory Committee must inform the member whether the member has been found guilty or not guilty.
- 10.8 If the member charged has been found guilty and is at the meeting, the member must be given a further opportunity at the meeting to address the Bowls Advisory Committee in relation to the appropriate penalty for the charge of which the member has been found guilty.
- 10.9 No motion by the Bowls Advisory Committee to reprimand or suspend the playing rights of a member shall be deemed to be passed unless a majority of the Bowls Advisory Committee members present vote in favour of such motion.
- 10.10 If a notice of charge is issued to a member pursuant to Rule 10.2, the Bowls Advisory Committee shall have power by resolution to suspend the playing rights of that member until the charge is heard and determined. Such suspension shall be promptly notified in writing to the member concerned.
- 10.11 The Bowls Advisory Committee shall provide a report to the Board of the circumstances relating to any disciplinary action taken by the Bowls Advisory Committee under Rule 10 and if necessary, shall include a recommendation as to such action (if any) as the Bowls Advisory Committee thinks proper to be taken by the Board in relation to the member who is the subject of the disciplinary action.
- 10.12 Nothing in this Rule prevents the Registered Club from commencing disciplinary proceedings against a member of the Sub-Club under the Constitution of the Registered Club.
- 10.13 Subject to Clause 9 of the Rules of Bowls NSW, the Bowls Advisory Committee must also advise Bowls NSW of any circumstances where a bowler is suspended.

11. GENERAL MEETINGS

- 11.1 A general meeting must be held for a proper purpose.
- 11.2 A general meeting of the Sub-Club (called the Annual General Meeting) shall be held once at least in every calendar year at such time and place as may be determined by the Bowls Advisory Committee but within five months of the close of the financial year of the Registered Club.
- 11.3 All meetings other than Annual General Meetings shall be called general meetings.
- 11.4 The Bowls Advisory Committee may convene a general meeting of the Sub-Club at any time.
- 11.5 The Bowls Advisory Committee must call and arrange to hold a general meeting of the Sub-Club on the request of at least any twenty (20) Foundation Life Members, Foundation Bowling Members and/or Bowling Members.
- 11.6 The request referred to in Rule 11.5 must:
 - (a) be in writing;
 - (b) state any resolution to be proposed at the general meeting;
 - (c) be signed by the Foundation Life Members or Bowling Members making the request; and

(d) be given to the Secretary.

11.7 The Bowls Advisory Committee must call a general meeting requested in accordance with Rules 11.5 and 11.6, within twenty-eight (28) days after the request is given to the President. The general meeting must be held not later than two (2) months after the request is given to the President.

Notice of General Meetings

11.8 Notice of a general meeting (including an Annual General Meeting) shall be given to members by the Secretary placing a notice thereof on the Sub-Club Notice Board and/or placing a Notice on the Sub-Club's website and by email to each member entitled to attend (where an email address has been provided) at least forty-two (42) days prior to the date fixed for the general meeting (or Annual General Meeting).

Attendance and Voting at General Meetings

11.9 All members shall be eligible to attend and vote at a general meeting or an Annual General Meeting of the Sub-Club other than:

- (a) Junior Bowling Members;
- (b) members who have not paid their subscription fee when it became due; and
- (c) members who are presently under suspension from the Sub-Club or the Registered Club.

11.10 A person shall not:

- (a) attend or vote at any general meeting of the Sub-Club (including an annual general meeting) or of the Bowls Advisory Committee or of any subcommittee; or
- (b) vote at any election including an election of a member of the Bowls Advisory Committee

as the proxy of another person.

11.11 The following shall apply in respect of voting at a general meeting (including an Annual General Meeting):

- (a) every member eligible to vote shall be entitled to vote on a show of hands and on the taking of a poll and shall have one vote;
- (b) in the case of an equality of votes, whether on a show of hands or on a poll, the chairperson of the meeting shall not have a second or casting vote. The motion will be considered as lost;
- (c) subject to these Rules, every question and ordinary resolution submitted to a meeting shall be decided by a simple majority of votes from those members present and voting at the meeting;
- (d) voting shall be on a show of hands unless a poll is demanded;
- (e) five (5) members or the chairperson of a meeting may demand a poll;
- (f) a demand for a poll may be withdrawn;
- (g) if a poll is demanded it shall be taken in such manner and either at once or after the interval or adjournment or otherwise as the chairperson directs;
- (h) the result of the poll shall be the resolution of the meeting at which the poll was demanded;
- (i) a poll demanded on the election of the chairperson or on a question of adjournment shall be taken immediately.

- 11.12 At any general meeting (including an Annual General Meeting), unless a poll is demanded, a declaration by the chairperson that:
- (a) a resolution has been carried or carried by a particular majority or lost or not carried by a particular majority; and
 - (b) an entry to that effect in the book containing the minutes of the proceedings of the Sub-Club,
- shall be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against such resolution.

Quorum for General Meetings

- 11.13 No business shall be transacted at any general meeting of the Sub-Club (including an Annual General Meeting) unless a quorum of members is present.
- 11.14 At any general meeting of the Sub-Club (including an Annual General Meeting), fifteen (15) members present in person and eligible to vote shall be a quorum.
- 11.15 If a quorum is not present within fifteen (15) minutes after the time appointed for the commencement of the meeting, the meeting shall stand adjourned to the same day in the next week at the same time and place or to such other day time and place as the Bowls Advisory Committee may determine provided that the meeting shall not be adjourned for more than fourteen (14) days.
- 11.16 If at any meeting adjourned pursuant to Rule 11.15, a quorum is not present, the members present in person and eligible to vote shall be a quorum and may transact any business for which the meeting was called.

Procedure at General Meetings

- 11.17 The President shall be entitled to take the chair at every general meeting (including an Annual General Meeting). If the President is not present or is unwilling or unable to act, then the Vice President shall preside as chairperson. If the Vice President is not present or is unwilling or unable to act then the members present shall elect a member of the Bowls Advisory Committee to preside as chairperson of the meeting and if no member of the Bowls Advisory Committee is willing to act then the members present shall elect one of their number to preside as chairperson of the meeting.
- 11.18 Except as otherwise provided in these Rules the procedure at a general meeting (including an Annual General Meeting) shall be as determined by the Bowls Advisory Committee from time to time.

Adjournment of General Meetings

- 11.19 The chairperson of a general meeting (including an Annual General Meeting) may with the consent of a simple majority of the members present at a meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting from time to time and from place to place provided that the meeting shall not be adjourned for more than fourteen (14) days.
- 11.20 No business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- 11.21 A resolution passed at a meeting resumed after an adjournment shall for all purposes be treated as having been passed on the date when it was in fact passed and shall not be deemed to have been passed on any earlier date.
- 11.22 It shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

Annual General Meeting

11.23 The business of an Annual General Meeting of the Sub-Club shall be as follows:

- (a) to confirm the minutes of the previous Annual General Meeting;
- (b) to receive and consider the Bowls Advisory Committee report;
- (c) to receive and consider a financial statement and report detailing the finances received and disbursed by the Bowls Advisory Committee;
- (d) to declare the election of the relevant positions to be filled on the Bowls Advisory Committee;
- (e) to deal with any other business of which due notice has been given to the members.

11.24 The chairperson of an Annual General Meeting must allow a reasonable opportunity for members as a whole at the meeting to ask questions about or make comments on the management of the Sub-Club.

12. BOWLS ADVISORY COMMITTEE

12.1 The Bowls Advisory Committee shall consist of:

- (a) President;
- (b) Vice President;
- (c) Treasurer;
- (d) Secretary; and
- (e) the President of the CHWBC.

12.2 In the event that the CHWBC ceases to exist, the office held by the President of CHWBC, will be vacated at the next Annual General Meeting of the Sub-Club and an election for that office will be conducted in accordance with this Rule 12. The person filling that office as Committee Person, shall sit for the same Term as the Vice President and Secretary.

12.3 The Bowls Advisory Committee shall be elected biennially or appointed in accordance with these Rules.

12.4 Subject to the remainder of these Rules, all members shall be eligible to stand for and be elected or appointed to the Bowls Advisory Committee other than Junior Bowling members, members who are presently under suspension and members who are unfinancial members of the Sub-Club.

Nominations for Bowls Advisory Committee

12.5 Nominations for positions on the Bowls Advisory Committee referred to in this Rule 12 shall be called for by the Secretary at least 42 days prior to the Annual General Meeting. Nominations for positions on the Bowls Advisory Committee will close twenty-one (21) days prior to the date of the Annual General Meeting.

Eligibility for election to Bowls Advisory Committee

12.6 Only those Foundation Life Members, financial Foundation Bowling Members and financial Bowling Members who:

- (a) have been financial members of the Sub-Club for the previous two (2) years immediately preceding the date of the proposed nomination to the Bowls Advisory Committee; and

- (b) have participated (as representatives of the Sub-Club) in a minimum of twenty (20) games of organised bowls in each of the previous two (2) years immediately preceding the date of the proposed nomination to the Bowls Advisory Committee,

shall be eligible to nominate for or be elected to the Bowls Advisory Committee.

Form of Nomination

12.7 Nominations must be:

- a) in writing;
- b) on the prescribed form (if any) provided for that purpose;
- c) signed by two (2) members;
- d) certified by the nominee (who must be an eligible member for the purposes of Rule 12.6) expressing their willingness to accept the position for which they are nominated; and
- e) delivered to the Secretary not less than twenty-one (21) days before the date fixed for the holding of the Annual General Meeting.

Election Procedure

- 12.8 If the number of candidates received for the Bowls Advisory Committee is equal to the number of vacancies to be filled or if there are insufficient nominations received to fill the vacancies, then those nominated shall be declared elected.
- 12.9 If insufficient nominations are received to fill all vacancies on the Bowls Advisory Committee, the positions will be deemed casual vacancies under Rule 13.2.
- 12.10 If the number of nominations exceeds the number of vacancies to be filled, voting papers shall be prepared containing the names of the candidates in order drawn by ballot, for each vacancy on the Bowls Advisory Committee.
- 12.11 The voting shall be conducted using the first past the post method, and shall be by secret ballot to be conducted prior to the Annual General Meeting on papers prepared by the Returning Officer/s and in accordance with any procedure as may be determined by the Bowls Advisory Committee from time to time, provided that the voting for the election of the Bowls Advisory Committee shall close two (2) days prior to the date of the Annual General Meeting.
- 12.12 In the event of an equality of votes in favour of two (2) or more candidates, there shall be an election by lot from such candidates having an equality of votes, and the candidate who is, or candidates who are drawn shall be declared elected.

Term of office

- 12.13 Subject to this Rule 12, members of the Bowls Advisory Committee will be elected for a Term (of 2 years) and retiring members of the Bowls Advisory Committee will, subject to these Rules, be eligible for re-election.
- 12.14 If a member has served three (3) consecutive Terms on the Bowls Advisory Committee, that member will be ineligible to nominate for or be appointed to the Bowls Advisory Committee for a period of one Term. For the avoidance of doubt, once a member has

served the one Term hiatus, that member will, subject to these Rules, be eligible to stand for the Bowls Advisory Committee again.

12.15 If at the close of the Annual General Meeting any vacancies remain on the Bowls Advisory Committee, such vacancies shall be casual vacancies and may be filled in accordance with these Rules.

Inaugural Bowls Advisory Committee

12.16 Upon the date of the adoption of this Constitution, the Bowls Advisory Committee will consist of:

- (a) the current Chairperson of the CHBCL who will serve as the President for a period of 24 months (or until the next Annual General Meeting that occurs in 2024);
- (b) the current Deputy Chairperson of the CHBCL who will serve as the Vice President for a period of 12 months (or until the next Annual General Meeting that occurs in 2023);
- (c) the current Treasurer of the CHBCL who will serve as the Treasurer for a period of at least 24 months (or until the next Annual General Meeting that occurs in 2024);
- (d) the current President of the Castle Hill Bowling Club who will serve as Secretary for a period of 12 months (or until the next AGM that occurs in 2023);
- (e) the current President of CHWBC who, subject to Rule 12.2, will serve as the President of CHWBC on the Bowls Advisory Committee for a period of 12 months (or until the next Annual General Meeting that occurs in 2023).

Alternate Biennial Elections of Bowls Advisory Committee:

Offices of Vice President, President of CHWBC and Secretary

12.17 At the Annual General Meeting to be held in the year 2023, the inaugural Vice President and the inaugural Secretary will retire, and elections will be held for those positions and the results declared at the Annual General Meeting held in 2023. Those members elected to the positions of Vice President and Secretary will, subject to these Rules, hold office for a Term (until the Annual General Meeting held in 2025).

12.18 At the Annual General Meeting to be held in the year 2023, the President of the CHWBC will retire, and the CHWBC members will elect a new President of the CHWBC. The person elected to hold office on the Bowls Advisory Committee as the President of the CHWBC will, subject to these Rules, hold office for a Term (until the Annual General Meeting held in 2025).

Offices of President and Treasurer

12.19 At the Annual General Meeting to be held in the year 2024, the inaugural President and the inaugural Treasurer will retire, and elections will be held for those positions and the results declared at the Annual General Meeting held in the year 2024. Those members elected to the positions of President and Treasurer will, subject to these Rules, hold office for a Term (until the Annual General Meeting held in 2026).

13. VACANCIES ON THE BOWLS ADVISORY COMMITTEE

- 13.1 The office of a member of the Bowls Advisory Committee shall automatically be vacated if the person holding that office:
- (a) becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health; or
 - (b) is absent from meetings of the Bowls Advisory Committee for a continuous period of three (3) months without leave of absence from the Bowls Advisory Committee and the Bowls Advisory Committee resolves that the office has been vacated;
 - (c) gives notice in writing n to the President resigns from office;
 - (d) ceases to be a member of the Registered Club;
 - (e) ceases to be a member of the Sub-Club;
 - (f) is removed from office by a resolution to that effect by the Board;
 - (g) is removed as a member of the Bowls Advisory Committee at a General Meeting of the Sub-Club members, by a resolution passed by a simple majority of members.
- 13.2 The Bowls Advisory Committee shall have power to appoint an eligible member to any vacancy in any position on the Bowls Advisory Committee except the position occupied by the President of CHWBC, who must be appointed by the CHWBC members. The member so appointed shall hold office until the next Annual General Meeting of the Sub-Club when they shall retire but shall be eligible for re-election.

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17. POWERS AND DUTIES OF BOWLS ADVISORY COMMITTEE

- 17.1 Subject to the control and direction of the Board and the requirements of the Registered Club's Constitution and By Laws and this Constitution, the Bowls Advisory Committee shall be responsible for the promotion, conduct, administration and organisation of the playing of bowls at the Bowling Club Premises and all of the social activities of the Sub-Club.
- 17.2 Without derogating from the general powers conferred by Rule 17.1 or otherwise contained in these Rules:
- (a) the President, Vice President and Treasurer of the Bowls Advisory Committee shall have power from time to time to:
 - (i) operate a bank account in the name of the Sub-Club.
 - (b) the President and Vice President:
 - (i) will endeavour to meet with the HOS or their appointed representative on a monthly basis (or at such other intervals as directed by the GCEO) to discuss bowling related matters and operational management pertaining to the Bowling Club Premises; and
 - (ii) will work closely with the HOS and industry stakeholders to develop a comprehensive and robust bowls development programme to promote and support the game of bowls and the development of women, men and junior bowls; and
 - (iii) may meet with the GCEO as necessary;

- (c) the Bowls Advisory Committee shall have power from time to time to:
 - (i) affiliate with any related sporting association whether incorporated or unincorporated and in accordance with these Rules nominate members to represent the Sub-Club on such sporting association;
 - (ii) submit to the Board any complaint, report or suggestion it deems fit;
 - (iii) disburse funds generated by the Sub-Club;
 - (iv) enter competitions and for that purpose select players, appoint managers and generally control such teams as they think fit;
 - (v) create Sub-Committees in accordance with these Rules; and
 - (vi) make, amend and repeal By-Laws in accordance with these Rules.

17.3 The Bowls Advisory Committee:

- (a) will determine:
 - (i) priority of and rosters for regular use of the bowling greens for organised women's, men's and junior's bowls programs and activities provided that such rosters must allow for adequate and appropriate alternate use of the bowling greens for barefoot bowls, corporate or special events and functions in consultation with the Bowls Coordinator and the Board and in accordance with predetermined guidelines and approvals;
 - (ii) the application of funds raised by activities of members of the Sub-Club, subject to the requirements of this Constitution, the Registered Club's Constitution and the Registered Clubs Act and any other applicable law;
 - (iii) the colours and design of bowler's uniforms, in consultation with the Registered Club's corporate branding protocols, subject to the Board's approval of the supplier; and
 - (iv) prize money for competitions.

17.4 The Bowls Advisory Committee will be required to adhere to the Registered Club's code of conduct for members of a committee, including engaging professionally and constructively with the Board and management of the Registered Club to manage, promote and develop bowls and responsibly manage grants to the Sub-Club from the Registered Club.

18. PROCEEDINGS AT BOWLS ADVISORY COMMITTEE MEETINGS

- 18.1 In the exercise of its functions, the Bowls Advisory Committee shall be subject in all respects to the control and direction of the Board.
- 18.2 The Bowls Advisory Committee may meet together for conducting business, adjourn and otherwise regulate their meetings as they think fit provided that the Bowls Advisory Committee shall meet at least once in each calendar month for the transaction of business.
- 18.3 A record of all members of the Bowls Advisory Committee present at each Bowls Advisory Committee meeting and of all resolutions and proceedings of the Bowls Advisory Committee at such meeting shall be entered in a minute book provided for that purpose.
- 18.4 The President will chair all meetings of the Bowls Advisory Committee unless the President is not present or is unwilling to act, in which case the Vice President will chair the meeting. Should the Vice President be unavailable or unwilling to act, the members

of the Bowls Advisory Committee present may elect one of their number to chair that meeting.

- 18.5 Three (3) members of the Bowls Advisory Committee present constitutes a quorum for Bowls Advisory Committee meetings. If a quorum is not present within fifteen (15) minutes from the time the meeting was due to commence, the meeting shall lapse.
- 18.6 A question arising at a Bowls Advisory Committee meeting is to be decided by a majority of votes. Each Bowls Advisory Committee member present has one vote on a matter arising for decision by Committee Members. The chair of the meeting will have a casting vote.
- 18.7 All acts done at any meeting of Bowls Advisory Committee or by any person acting as a member of the Bowls Advisory Committee shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such member of the Bowls Advisory Committee or person acting as aforesaid, or that the members of the Bowls Advisory Committee or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a member of the Bowls Advisory Committee.
- 18.8 A meeting of the Bowls Advisory Committee may be called or held using any technology consented to by all the committee members. The consent may be a standing one. A committee member may only withdraw his or her consent within a reasonable period before the meeting.
- 18.9 A resolution in writing signed by all the committee members shall be as valid and effectual as if it had been passed at a meeting of the Bowls Advisory Committee duly convened and held. Any such resolution may consist of several documents in like form each signed by one or more committee members. The resolution shall be passed when the last committee member signs the document containing the resolution.
- 18.10 In addition to Rule 18.9, a resolution may be passed by the Bowls Advisory Committee if the proposed resolution is emailed to all Bowls Advisory Committee members and they all agree to the proposed resolution by sending a reply email to that effect. The resolution shall be passed when the last committee member sends their email agreeing to the resolution.

19. DELEGATES

The Bowls Advisory Committee shall annually appoint delegate(s) to Bowls NSW.

20. CASTLE HILL WOMEN'S BOWLING CLUB

- 20.1 Subject to Rule 20.4, the Castle Hill Women's Bowling Club (**CHWBC**) will be recognised as a Sub-Club of the Sub-Club.
- 20.2 The CHWBC will be operated in accordance with this Constitution including being managed by the CHWBC committee provided that:
 - (a) elections of the President and Vice-President of CHWBC will be conducted bi-annually (restricted to three (3) terms before standing down for at least one (1) term); and
 - (b) the committee will be authorised to establish its own Match/Selection Committees, independent of the Sub-Club's Match and Selection Committees, if deemed necessary by the Bowls Advisory Committee.

- 20.3 The CHWBC committee will manage and control all CHWBC activities, with the approval of the Bowls Advisory Committee and subject at all times to the absolute control and supervision of the Board of the Registered Club.
- (a) The CHWBC annual general meeting will be conducted on the same day as the CHBC annual general meeting.
- 20.4 In the event that the CHWBC ceases to exist, this Rule 20 will cease to apply.

21. SUB-COMMITTEES

- 21.1 The Bowls Advisory Committee Members shall have the power to delegate any of their powers to Sub-Committees consisting of such persons they think fit (including Bowls Advisory Committee Members, individuals and consultants), and may vary or revoke any delegation.
- 21.2 A Sub-Committee must exercise the powers delegated to it according to the terms of delegation (including any restrictions on and regulations on such powers) and it is responsible to and reports to the Bowls Advisory Committee.
- 21.3 The President of the Bowls Advisory Committee shall be ex officio a member of all such Sub-Committees and may nominate a Committee member of the Bowls Advisory Committee to represent him or her on such Sub-Committees but will not have a vote.
- 21.4 Any Sub-Committee may meet and adjourn as it thinks proper. Questions arising at any meeting of a Sub-Committee shall be determined by a majority of votes of the members present and in the case of an equality of votes the chairperson of the meeting shall have a second or casting vote.
- 21.5 The meetings and proceedings of any Sub Committee consisting of two or more persons shall be governed by the provisions herein contained for regulating the meetings and proceedings of the Bowls Advisory Committee so far as the same are applicable thereto and are not superseded by this Rule or by any By-Law made by the Board.
- 21.6 Any Sub Committee shall keep minutes of its meetings and will forthwith submit those minutes to the Bowls Advisory Committee and the Bowls Advisory Committee will retain those minutes as if they were minutes of the Bowls Advisory Committee.
- 21.7 The Bowls Advisory Committee may constitute and/or dissolve such Sub-Committees as it determines. Such Sub-Committees will carry out such duties and functions with such powers, as the Bowls Advisory Committee determines and as are prescribed in the By-Laws.

22. BY-LAWS

- 22.1 The Bowls Advisory Committee may make such By-Laws, not inconsistent with these Rules or the Constitution or By-Laws of the Registered Club or the Constitution or By-Laws of Bowls NSW, as are necessary or desirable for the proper promotion, conduct, administration, organisation or playing of bowls and may amend or repeal any such By-laws.
- 22.2 Without limiting the generality of Rule 22.1, the Bowls Advisory Committee may regulate:
- (a) such matters as the Bowls Advisory Committee are specifically, by these Rules, empowered to regulate by By-law;
- (b) the operations of the Sub-Club;
- (c) the control and management of competitions; and

- (d) all such matters as the Bowls Advisory Committee is authorised to regulate by the Board.
- 22.3 Any By-Law made under Rule 22 shall come into force and be fully operative upon the posting of an appropriate notice containing such By-Law on the Sub-Club's Notice Board and website.
- 22.4 The Bowls Advisory Committee shall cause a copy of all By-Laws to be made available to any member on request and without charge to that member.

23. MINUTES

- 23.1 The Sub-Club must keep minute books in which it records:
 - (a) proceedings at and resolutions of general meetings (including Annual General Meetings) of the Sub-Club; and
 - (b) proceedings and resolutions of meetings of the Bowls Advisory Committee of the Sub-Club (including meetings of a Sub Committee).
- 23.2 The Sub-Club must ensure that:
 - (a) minutes of a meeting are signed within one (1) month of the meeting by the chairperson of the meeting or the chairperson of the next meeting; and
 - (b) minutes of the passing of a resolution without a meeting are signed by a Bowls Advisory Committee member within one (1) month of the date on which the resolution is passed.
- 23.3 A minute that is so recorded and signed is evidence of the proceeding, resolution or declaration to which it relates, unless the contrary is proved.
- 23.4 The minute books of the Sub-Club shall be available for inspection by the HOS at all times.

24. BOOKS, RECORDS AND RECOMMENDATIONS

- 24.1 The Bowls Advisory Committee shall cause:
 - (a) books, accounts and records as required by the GCFO to be kept with respect to the Sub-Club;
 - (b) its books, accounts and records to be kept in accordance with directions from the Board;
 - (c) to be prepared and submitted at intervals required by the GCFO a statement of the financial position of the Sub-Club and the finances received and disbursed by the Sub-Club; and
 - (d) the minutes referred to in Rule 22 to be submitted to the GCFO (at intervals required by the GCFO).
- 24.2 The books, accounts and records of the Sub-Club may be audited each year by the Registered Club or the auditor of the Registered Club.
- 24.3 The books and records of the Sub-Club shall be available for inspection by the GCEO and GCFO at all times.

25. DISSOLVING SUB-CLUB

Upon the dissolution of the Sub-Club, all surplus property of the Sub-Club must be promptly transferred to the Registered Club.

26. REPORTING TO BOWLS NSW

The Sub-Club must annually lodge with Bowls NSW the following:

- (a) all annual fees payable to Bowls NSW;
- (b) a copy of the Sub-Club's annual report;
- (c) an annual membership return using the form prescribed by Bowls NSW;
- (d) an annual update of all Sub-Club contacts and Bowls Advisory Committee members using the form prescribed by Bowls NSW;
- (e) any changes to this Constitution; and
- (f) any further documents as prescribed by Bowls NSW from time to time.