

REGULATIONS 2014. AS AMENDED

1. 20 & 27 MARCH 2015 – 2. 20 NOVEMBER 2015 – 3. 18 MARCH 2016 – 4. 17 JUNE 2016
5. 16 JUNE 2018 – 6. 21 APRIL 2023

DONCASTER BOWLING CLUB INC.

REGULATIONS

These Regulations are made by The Board of Management of Doncaster Bowling Club Inc. in accordance with the provisions of Clause 55 of the Constitution of Doncaster Bowling Club Inc. In accordance with that Clause, The Board has power to make Regulations and By-Laws not inconsistent with the Constitution for the efficient working of The Club, and to alter, amend, or rescind same as occasion may require.

1. MEETINGS

The business to be transacted at the Annual General Meeting of Doncaster Bowling Club Inc. shall be:

- (a) Read and confirm minutes of the previous Annual General Meeting and/or Special General Meetings.
- (b) Correspondence.
- (c) Consider and adopt the Annual Report for the preceding year.
- (d) Present, consider and adopt the Balance Sheet and Statement of Accounts.
- (e) Declaration of results of elections of The Board of Management held on Polling Day.
- (f) Thank the retiring officers.
- (g) Transact any other business of The Club, of which due notice has been given.
- (h) Any other general business.

2. BOARD OF MANAGEMENT

The duties of Directors of The Board of Management shall be:

2.1 EXECUTIVE CHAIRMAN

- (a) The duties of the Executive Chairman shall include the right unless otherwise stated to preside at all meetings to regulate and keep order in all proceedings and, to carry into effect the Constitution, Regulations and By-Laws of The Club.
- (b) The Executive Chairman shall have the right to attend all meetings of the various Committees of The Club with the exception of the Selection Committees but will have no voting rights except as a Member of such Committees in their own right
- (c) The Executive Chairman and/or the Club Secretary shall preside when necessary at a meeting of representatives of the Bowls Section to co-ordinate the annual programme of the Club.

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2.2

DEPUTY EXECUTIVE CHAIRMAN

- (a) To act in the place of the Executive Chairman when the latter is absent from any Club meeting.
- (b) On the motion that the Chairman's ruling be disagreed with, the Deputy Executive Chairman takes the Chair while that motion is dealt with.

2.3

SECRETARY

The Secretary of The Club:

- (a) Shall be the Executive Officer of The Board.
- (b) Shall if possible attend all meetings of The Board and of Annual General and Special General Meetings of The Club. The Secretary shall record the minutes of all meetings in the Secretary's computer and post the record of same on the Club's notice board and web site.
- (c) Shall conduct all correspondence in connection with the general business of The Club.
- (d) Shall prepare for submission to the Annual General Meeting of The Club the Report of The Board on the activities of The Club during the year.
- (e) Shall keep a register of the Members in the Secretary's computer setting forth the name in full and address of each Member of The Club, and the date of the latest payment of there subscription, such register to be open at any time to the inspection of a Licensing Inspector in whose Division the licensed premises are situated, any authorized Member of the Police Force or any Supervisor of licensed premises.
- (f) In any other respect shall carry out those duties usually associated with the office of Secretary.
- (g) Except as otherwise provided in the Constitution, the Secretary shall keep in custody or under their control all books, Secretary's computer, documents and securities of The Club.
- (h) Must perform any duty or function required under the Act to be performed by the Secretary of an Incorporated Association.
- (i) Shall be the person holding the Office of Public Officer (now titled "Secretary") unless otherwise determined by The Board.
- (j) Where the Office of Secretary becomes vacant, The Board shall within fourteen (14) days after the vacancy arises, appoint a person to fill the vacancy.
- (k) The Secretary is required by law:
 - (i) to have attained the age of eighteen (18) years and
 - (ii) to be resident in Victoria.

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2.4

TREASURER

The duties of the Treasurer shall be to oversee:

- (a) The receipt of all moneys belonging to the funds of The Club, and within a reasonable time the deposit or arrangement for the deposit of such moneys with the Club's Bankers, and/or Financial Institutions as approved by The Board.
- (b) The payment of all accounts.
- (c) The keeping of correct records and accounts of all moneys received and expended.
- (d) The preparation and submission of financial statements to each Annual General Meeting.
- (e) The production of a statement of all cash transactions and of the financial position of The Club, including the bank balance, at each ordinary meeting of The Board.

2.5

GREENS DIRECTOR

- (a) The Greens Director shall liaise between The Board and the Greenkeeper, such person will have control and supervision of the playing area and power to prevent play any time when it is considered the area may be adversely affected. Notice posted by the Greens Director shall be sufficient. No Member shall be allowed to play on the playing area unless wearing smooth soled and heel-less shoes.
- (b) The Greens Committee comprising not more than ten (10) financial Members shall be elected from year to year by the Members in accordance with Clause 27 of the Constitution. Their duties are to assist the Greens Director, under direction, in the general welfare and maintenance of the greens. At any meeting held by them their Chairman shall be the Greens Director.
- (c) In the absence of the Greens Director or a Member of the Greens Committee so appointed, two Members of The Board, on the advice of the Greenkeeper, if present, shall have the power to prevent play at any time. In all other respects the supervision of the playing area and lawns shall be in the hands of The Board whose ruling thereon shall be final.

2.6

BOWLS DIRECTOR

The Bowls Director shall be responsible for the running of the Bowls Section which will arrange and organize all bowling activities of the Doncaster Bowling Club Inc. as determined by The Board from time to time.

2.7

DIRECTORS

- (a) As soon as practicable after being elected or appointed to The Board, each Director must become familiar with the Constitution and Regulations.
- (b) Directors are collectively responsible for ensuring that The Club complies with the Act and that individual Directors comply with the Constitution and Regulations.
- (c) In addition to any duties imposed by this Constitution, a Director must perform any other duties imposed from time to time by resolution at a General Meeting.

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3

COMMITTEES

As provided in Clause 31 of the Constitution, The Board shall establish the following Committees as and when required. Powers and functions of such Committees as delegated by The Board shall be:

3.1

SOCIAL COMMITTEE

A committee called the Social Committee comprising up to ten (10) financial members shall be elected by Members at the Annual General Meeting and the Committee elected shall have power to co-opt. The Committee shall appoint a Chairman who shall provide a report to the Board upon request.

3.2

DISCIPLINARY COMMITTEE

- (a) The functions of a Disciplinary Committee shall be as provided in Clause 14(a)(iii) of the Constitution.
- (b) Composition and Membership of the Committee shall be as determined by The Board from time to time.

4.

FINANCIAL PROVISIONS

4.1

ACCOUNT SIGNATORIES

Except where otherwise provided in these Regulations, withdrawals on The Club accounts shall be signed by any two of the following: Executive Chairman, Deputy Executive Chairman, Secretary and Treasurer. The Board may however authorize one person holding Office on any Committee or Sub-Committee to be one of the signatories of funds drawn.

4.2

ANNUAL SUBSCRIPTIONS

- (a) Subject to Clause 43 of the Constitution the amount of Member Annual Subscriptions and Joining Fee shall be defined from year to year by The Board at least thirty (30) days prior to the Annual General Meeting but the normal subscription in one year shall not be less than \$10 and until so defined shall be:

Full Member	\$220.00
Life Member	Nil
Honorary Member	Nil
Junior Member	\$ 40.00
Social Member - Non Bowling	\$ 30.00
Social Member - IBB	\$ 30.00
Associate member	\$ 60.00

- (b) Where a Full Member joins The Club between April 1st and December 31st in any year a fee of \$75.00 is payable. Where however a Full Member joins The Club after December 31st in any one year no fee shall be paid for the balance of that financial year.

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4.3

EXPENDITURE

Subject to Clause 46 of the Constitution the amount of expenditure defined shall be \$44,500 as at the date of adoption of these amended Regulations (2023) and adjusted annually for inflation thereafter.

5.

BOWLS SECTION

5.1

- (a) The Bowls Director will be responsible for the operation of the Bowls Section and its various Committees. The Bowls Section, its Committees and Rules are subject and subordinate to the Doncaster Bowling Club Inc. Board and Constitution in accordance with Clause 31 (c) of the Constitution.
- (b) The Bowls Director shall preside over a Committee, known as the Bowls Committee, to organize the operations of the Bowls Section. The Committee will consist of the Bowls Director, as Chairman, a Secretary, Treasurer and a Tournament Chairman. To assist with the running of the section, additional appointments to the Committee may be made by the Bowls Director as necessary. Each of these appointees will report to the Bowls Director at all times.
 - (i) The Bowls Director will be responsible to the Board for all matters relating to the bowling activities of the Doncaster Bowling Club Inc. and will Chair all meetings of the Bowls Committee.
 - (ii) The Secretary of the Bowls Committee shall attend all meetings of the Committee and keep minutes of the proceedings of these meetings and maintain such records as are required, conduct all Sectional correspondence, cause reports and notices of meetings and proceedings to be prepared and issued in accordance with the Regulations and maintain all necessary books and documents and records.
 - (iii) The Bowls Treasurer shall receive all monies raised from bowling and other activities as determined by the Bowls Committee and within a reasonable time deposit or arrange for the deposit of such moneys with the Club's Bankers. In addition the Bowls Treasurer shall arrange the payment of outgoings as required and prepare regular financial reports for the Bowls Committee when required.

The Bowls Treasurer shall ensure that all funds raised by the Bowls Section shall be banked into the Bank Account of the Doncaster Bowling Club Inc. which account is controlled by the Treasurer of the Club. The Bowls Treasurer shall liaise with the Treasurer of the Club and shall present a regular statement of receipts and payments of the Section.

5.2

MANAGEMENT AND CONTROL OF THE BOWLS SECTION

- (a) The Bowls Section's affairs shall be controlled and administered by the Bowls Director on behalf of The Board. A Bowls Section Committee shall be elected in accordance with the provisions of Regulation 5.1 (b) to assist the Bowls Director.
- (b) The rules of the Bowls Section shall remain in all respects consistent with the Constitution and Regulations of The Club and subject in all things, including the raising and depositing of funds, to the control of The Board.

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- (c) Each Member of the Bowls Committee shall maintain that position for at least a 12 month period.
- (d) In the event of a casual vacancy, the Bowls Director shall appoint a financial Bowls Victoria affiliated Member of The Club to fill the vacancy and the Member so appointed shall hold office until the next Annual General Meeting of the Doncaster Bowling Club Inc. following the date of such appointment.

5.3 PROCEEDINGS OF THE BOWLS COMMITTEE

- (a) The Bowls Committee shall meet periodically a minimum of ten (10) times each year, with no meeting more than two (2) calendar months following the preceding meeting at such places and times as it may decide.
- (b) Special Meetings of the Bowls Committee may be convened by the Bowls Director. Seven (7) days' notice shall be given to all Committee Members of any Special Meeting specifying the general nature of the bowls business to be transacted. No other business may be transacted at such meeting.
- (c) At meetings of the Committee, the Bowls Director shall chair such meeting. If the Bowls Director is absent or unwilling to act, the Secretary shall chair the meeting. If both the Bowls Director and Secretary are absent the meeting will be postponed.

5.4 SELECTION COMMITTEES

- (a) Two Selection Committees, known respectively as Midweek Open Pennant Selection Committee and Saturday Open Pennant Selection Committee, comprising Affiliated Members of the Bowls Section, shall be elected at the Annual General Meeting of the Doncaster Bowling Club Inc. The Midweek Open Pennant Committee shall consist of two Members and the Saturday Open Pennant Selection Committee shall consist of four Members. The procedure for the nomination and selection of the Selectors shall be the same as that for office bearers of the Doncaster Bowling Club Inc.
- (b) The Duties of the Selection Committees shall be:
 - (i) to appoint a Chairperson for each Committee from amongst its own Members. Such elected persons shall record all decisions of the individual Selection Committees and maintain all necessary records for each division of responsibility.
 - (ii) to select and manage all Pennant sides entered in seasonal competition and to liaise with the Bowls Committee in determining the number of sides entered in such competition.
 - (iii) in the event of any Member of either Selection Committee vacating their position for any reason whatsoever, the vacancy shall be filled by another Affiliated Member appointed by the Bowls Committee and shall hold such position until the next Annual General Meeting of the Doncaster Bowling Club Inc. following the date of such appointment.
 - (iv) the Selection Committees are responsible to the Bowls Committee for their efficient operation.
- (c) The Bowls Committee and/or The Board shall have the right to advise on the vision, strategies and objectives of the Selection Committees but at all times the selection of Pennant Sides shall be the sole responsibility of the Selection Committees.

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- (d) A person appointed as Coach under the provisions of Clause 31(c) of the Constitution shall be appointed ex-officio as a member of the Selection Committee elected in accordance with Regulation 5.16(a) of the Regulations. Such appointee shall be additional to the elected members of that Committee and shall have the same rights, including the right to debate and vote on selection matters, as elected Members of that Committee.

5.5

TOURNAMENT COMMITTEE

- (a) A Tournament Committee comprising Affiliated Members of the Section shall be elected at the Annual General Meeting of the Doncaster Bowling Club Inc. The Tournament Committee shall consist of at least ten (10) Members who shall be responsible for organizing Tournaments within The Club.
- (b) The Duties of the Tournament Committee shall be:
 - (i) The elected chairman shall record all decisions of the Tournament Committee, maintain all necessary records and be a member of the Bowls Committee .
 - (ii) To Administer all programmed Tournaments in a manner which will enhance both the competitive and social aspects of the Club.
 - (iii) In the event of any member of the Tournament Committee vacating their position for any reason whatsoever, the vacancy shall be filled by another affiliated Member appointed by the Tournament Committee.
 - (iv) The Tournament Committee is responsible to the Bowls Committee for its efficient operation

5.6

DELEGATES OF CLUB

- (a) The Bowls Director shall appoint two members of the Bowls Committee to attend meetings and events on its behalf from time to time. This shall include, but not be limited to, Bowls Victoria meetings and Yarra Bowls Regional meetings.
- (b) The Secretary of the Bowls Committee shall advise Yarra Bowls Region and the Club Secretary prior to a relevant meeting or event who its Delegates will be.

5.7

LAWS OF THE GAME OF BOWLS

The laws of the game of bowls as adopted by Bowls Victoria shall apply to all games played under the control of the Bowls Section, except where otherwise stated. Failure to observe these laws will result in disqualification from the competition or match.

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5.8

INDOOR BIASED BOWLS COMMITTEE

The Bowls Committee shall be responsible for the conducting of Indoor Biased Bowls competitions and events during the period April to August each year. The Bowls Committee shall, immediately following the Annual General Meeting of the Doncaster Bowling Club Inc., appoint Members affiliated with the Indoor Biased Bowls Association of Victoria to convene a Committee for the purpose of administrating the Indoor Biased Bowls activity of The Club.

The Indoor Biased Bowls Committee shall:

- a) Administer all indoor biased bowling activities of Members.
- b) Appoint from amongst them a Chairman who will preside at all meetings of the Indoor Biased Bowls Committee.
- c) Appoint from amongst them a Secretary who shall attend to all matters relating to indoor biased bowling activities including correspondence with the E.S.I.B.B Association or similar Associations
- d) Ensure that the rules and activities of the Indoor Biased Bowls Committee remain in all respects consistent with the Constitution of The Club and subject in all things, including the raising and disposition of funds, to the control of The Board.
- e) Appoint Selectors who shall select and arrange Pennant Teams, attend to the draw of competition games and be responsible, where necessary, for the selection of players or teams to represent The Club in Indoor Biased Bowls competitions.
- f) Ensure that all income received by way of playing fees etc. are summarised and passed on to The Club Treasurer on a regular basis.
- g) Appoint two delegates to represent The Club as delegates to the Eastern Suburbs Indoor Biased Bowls Association.

The Indoor Biased Bowls Committee is responsible to the Bowls Committee for its efficient operation.

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AMENDMENTS

REGULATION	ACTION	DATE
4.2(a)	Revise subscription for Social (non-bowling and Social-IBB).	20.03.2015
5.16(a)	Rescind Regulation 5.16(a) re. Selection Committees and replace with a new Regulation 5.16(a) re-structuring composition of the Selection Committee.	27.03.2015
5.16(e)	include new sub-Regulation 5.16(e) to provide for addition of an appointed coach as an ex-officio member of the Selection Committee.	27.03.2015
5.16(e)	Rescind sub-regulation 5.16(e) as adopted on 27.03.2015 and adopt a new sub-regulation 5.16(e) to provide for a Coach appointed by The Board to be invited to advise the selection Committee as and when required on selection matters. The Coach is to have no voting rights unless elected in their own right.	20.11.2015
5.16(e)	Rescind sub-regulation 5.16(e) as adopted on 20.11.2015 and adopt a new sub-regulation 5.16(e) to provide for a Coach appointed by The Board to be an ex-officio Member of the selection Committee with the same rights as elected Members of that Committee.	18.03.2016
2.4	Rescind sub-regulation 2.4 and adopt a new sub-regulation 2.4 replacing the word "Treasurer" with the words "Director of Finance"	17.06.2016
5.16 (a)	Rescind Regulation 5.16(a) re Selection Committees and replace with a new Regulation 5.16(a) re-structuring composition of nominated Selection Committees.	16.03.2018
	Significant restructure of Regulations to be more relevant to a reduction in membership.	21.04.2023