



Constitution
of the
Armadale District Bowling Club

The Rules of the Association of Armadale District Bowling Club

Table of Contents

PART "A"	4
1. Name	4
2. Club Colours	4
3. Objects	4
4. Not For Profit	4
5. Definitions	4
6. General Provisions	5
7. Alteration And Rescinding Of Rules	5
8. Dissolution	6
PART "B"	7
9. Membership	7
10. Member's Rights	8
11. Membership Fees	9
12. Levies	10
13. Application for Membership	10
14. Cessation of Membership	10
PART "C"	12
15. Executive Committee	12
16. Powers of the Committee	13
17. Election of Committee	15
18. Election Voting Procedure	15
19. Casual Vacancies	17
20. Meetings of the Committee	18
21. Sub-Committees	19
22. Duties of Officers	20
PART "D"	22
23. Annual General Meetings	22
24. Special General Meetings	22
25. General Provisions for General Meetings	23
PART "E"	24
26. Member Discipline	24
27. Resolving Disputes	25
PART "F"	28
28. Finances	28
29. Executing Documents	28
30.	

The Rules of the Association of Armadale District Bowling Club

31. Liquor Act.....	28
PART "G"	30
32. Standing Orders	30

PART "A"

1. NAME

- (a) The name of the Club shall be Armadale District Bowling Club.

2. CLUB COLOURS

- (a) The official colors of the Club shall be Navy Blue, Red and White.

3. OBJECTS

The principal objects are to establish, maintain and conduct a club for lawn bowls, darts and pool and to support the recreational, social, sporting, cultural and community dimensions of that interest. These objects shall incorporate other social sporting activities and include the provision of facilities for the pursuit of literary, scientific, athletic, and professional and any other lawful purpose that provides benefits and enjoyment for the members of the Club.

- (a) To provide and maintain a clubhouse and sporting amenities for the use of the members.
- (b) To foster community partnerships by providing a hub for well-being, interaction and engagement.
- (c) To advocate for, promote and support the ongoing development of the Armadale and broader community through sport, recreation and leisure.

4. NOT FOR PROFIT

- (a) The property and income of the Club shall be applied solely towards the promotion of the objects of the Club and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to members, except in good faith in the promotion of those objects.

5. DEFINITIONS

- (a) In reading these rules, unless the context or such otherwise indicates or requires:
- (b) "Act" means the Associations Incorporation Act 2015, its amendments and any other legislation that may come into force to replace or supplement this Act, and shall form part of these Rules.
- (c) "Annual Meeting" means an Annual General Meeting called in accordance with Section 11 hereunder.
- (d) "Books of the Association" means: the Members Register; the Record of Office Holders; and the Club Constitution.
- (e) "By-Laws" means the codes of rules made and adopted by the Club in accordance with Clause 17(b)(xii).
- (f) "Club" means Armadale District Bowling Club.
- (g) "Club Premises" means all land, building and structures thereon of which the Club is the bona fide occupier.
- (h) "Commissioner" means: the person for the time being designated as the Commissioner under of the Act.
- (i) "Committee" means the Management Committee for the Club, duly elected for the time being in accordance with these Rules.
- (j) "Financial records" Includes: invoices, receipts, orders for the payment of money, bills of exchange, cheques, promissory notes and vouchers; documents of prime entry; working

The Rules of the Association of Armadale District Bowling Club

papers and other documents needed to explain the methods by which financial statements are prepared; and adjustments to be made in preparing financial statements;

- (k) "Financial report" has the meaning given in Part 5 of the Act;
- (l) "Financial statements" means the financial statements in relation to the Club required under Part 5 of the Act;
- (m) "General Meeting" means a General meeting of the Club whether Annual or Special.
- (n) "Liquor Act" means the Liquor Control Act 1988, its amendments and any other legislation that may come into force to replace or supplement this Act, and shall form part of these Rules.
- (o) "Month" means a calendar month.
- (p) "Playing Rights" mean the rights of any category of the membership or guest or visitor to use the sporting facilities as provided in these rules, in the by-laws or as determined by the Committee, as the case requires.
- (q) "Rules" means this constitution of the Club, as in force for the time being.
- (r) "Special General Meeting" means a General Meeting as defined below, called in accordance with Section 12 hereunder, at which only business that has been described in the notice may be transacted.
- (s) "Special Resolution" means a resolution passed by the members at a general meeting in accordance with Section 51 of the Act.
- (t) "Voting rights" means the ability for a financial member to propose or second an application for membership; move or second a motion or special motion; speak at all general meetings; nominate for a position on the Committee; cast a single vote at all general meetings and elections; and petition for a special general meeting.

6. GENERAL PROVISIONS

- (a) These rules shall be the rules of the Club and shall be binding on members.
- (b) The Committee shall decide all questions of interpretation of these Rules and such decision shall be binding, unless at a General Meeting such decision shall, by a three quarters majority of members then present, be disagreed with.
- (c) In the event of any ambiguity, the powers vested in the Committee shall be construed so as to widen and not restrict the powers of the Committee. --
- (d) No member shall be entitled to take any legal action against the Club other than a claim for goods sold and delivered and services rendered except where it is available under law.
 - (i) Members wishing to appeal any disciplinary proceedings must do so under Section 26 of the constitution.
- (e) Member dispute resolution will only be dealt with as per Section 27 of the constitution.
- (f) Unless a contrary intention appears, words importing the singular number include the plural and *vice-versa*, and words importing the masculine gender include the feminine and neuter gender.

7. ALTERATION AND RESCINDING OF RULES

- (a) The Club may only alter or rescind any of these rules, or to make additional rules, only by special resolution carried by a three-fourths majority of members present and voting at a General Meeting and by otherwise complying with Part 3 Division 2 of the Act.

The Rules of the Association of Armadale District Bowling Club

- (a) Notice of Special Resolution to alter or rescind any of these rules or to make additional rules shall be given to the Secretary at least twenty-one (21) days preceding the Annual or Special General Meeting at which the motion shall be presented.
- (b) Within one month after a special resolution is carried to repeal or alter the rules or adopt new rules of the Club under Section 28(b), the Committee shall lodge the required documents with the Commissioner.

8. DISSOLUTION

- (a) The Club may wind up and have its incorporation cancelled in accordance with Parts 9 and 10 of the Act, if the Club so resolves by special resolution.
- (b) On the cancellation of the incorporation or the winding up of the Club, the surplus property must be distributed as determined by special resolution and as per Section 24(1) of the Act.

PART "B"

9. MEMBERSHIP

- (a) Membership of the Club shall consist of the following:
- (i) **Full Member** – Persons of or above the age of eighteen (18) years shall be eligible to apply for Ordinary membership.
 - 1. Full members playing competitive sport shall pay the appropriate affiliation fee, however at the discretion of the committee this requirement may be waived.
 - 2. Full members shall have voting rights.
 - (ii) **Life Member** – The members may elect Persons who have rendered meritorious service to the Club as Life Members for such service.
 - 1. Life members playing competitive sport shall pay the appropriate affiliation fee, however at the discretion of the committee this requirement may be waived.
 - 2. Life members shall have voting rights.
 - (iii) **Social Member** – Persons of or above the age of eighteen (18) years interested in promoting the objects of the Club but does not wish to participate in any affiliated sporting activities shall be eligible to apply for Social membership.
 - 1. A social member shall be entitled to play club organised social bowls.
 - 2. Social Members shall not be entitled to voting rights.
 - (iv) **Junior Member** – Persons of or above nine (9) years of age and under eighteen (18) years of age, who may enjoy all the privileges of the Club but shall not be eligible:
 - 1. Junior Members shall require a sporting affiliation with the Club.
 - 2. Junior members shall not have voting rights.
 - 3. Any Junior Member on attaining the age of eighteen (18) years of age wishing to remain a member of the Club shall apply for transfer of membership.
 - 4. Junior members shall not have authority to invite guests to the Club unless otherwise approved in writing by the Committee.
 - (v) **Honorary Member** – Honorary membership may be granted without fees to the Club Patrons, The Mayor and Mayoress of the City of Armadale or persons deputising for them, and such dignitaries and sponsors of the Club as the Committee shall determine from time to time.
 - (vi) **Temporary Member** – a person who is on any day visiting the Club as a member or an official of another club or team, or a person assisting a member or an official of another club or team to:
 - (a) Engage in a pre-arranged event with the Club as per the Club's objects; or
 - (b) Hold a pre-arranged function at the Club involving the use of the Club's sporting facilities.
 - 1. Temporary Members shall not be entitled to be present at any meeting of the members of the Club, nor have voting rights or any right, title or interest in or to any of the property of the Club.
 - (vii) **Reciprocal Member** – Persons who are currently capitated members of another bowling club affiliated with Bowls WA or WALBA; or a full financial member of any like club located outside of Western Australia.

The Rules of the Association of Armadale District Bowling Club

1. Reciprocal Members shall not be entitled to represent the club in bowls, play in any pennant bowls matches for the club, however shall be entitled to play club organised social bowls.
2. Reciprocal Members shall not be entitled to be present at any meeting of the members of the Club, nor have voting rights or any right, title or interest in or to any of the property of the Club.

10. MEMBER'S RIGHTS

- (a) The rights and privileges of every member shall be personal and shall not be in any manner transferable by their own act or through any other person on their behalf or by operation of law.
- (b) Voting rights for each membership category are as detailed in Section 9.
- (c) **Employees** – Members who are employees of the Club are entitled to all the rights and privileges of membership excluding those rights concerned with the selection, election and holding of office with the Club.
- (d) All members, upon commencement of membership, will be supplied with an electronic copy of the Club Constitution or will be directed to obtain a copy of the Club Constitution from the Club's website.
- (e) Upon acceptance to membership, all members agree to be bound by the Club Code of Conduct.
- (f) **Guests** – Full, Life, Social and Honorary Members shall be at liberty to invite guests to the Club, but the number of guests shall not exceed the maximum number as contained in the Liquor Act.
 - (i) A member shall be at liberty to invite an unlimited number of guests where the sale of liquor is ancillary to a meal supplied at the Club by or on behalf of the Club to a member and to each of the guests of that member being guests of whose attendance was given prior notice to the Club as per the Liquor Act.
 - (ii) Any person who is currently under suspension or has been expelled from the Club or any affiliated Bowling Club shall not be admitted as a guest of any member of the Club.
 - (iii) Any person who has been refused membership of the Club shall not be admitted as a guest of any member of the Club except where that person is competing at the Club with another club they shall be able to receive one (1) drink and reciprocate with the purchase of one (1) drink after the competition has concluded.
 - (iv) A guest may attend the Club a maximum of three (3) times per annum before they must apply for membership.
- (c) **Functions** – Full, Life, Social and Honorary Members are entitled to host functions on the Club premises after written application for said function has been considered and approved by the Committee.
 - (i) The member may hold the function without limit to the number of guests, providing that the sale of liquor shall be to the member, for consumption by the guests of that member at the function, as per the Liquor Act.
 - (ii) The Secretary will furnish the applicant with a written copy of Club rules relating to functions after the application has been approved and any additional conditions and restrictions it shall see fit.
- (d) Upon request, a member is able to inspect the Books of the Association at such time and place as is mutually convenient to the Club and the Member.
- (e) **Member Register**

The Rules of the Association of Armadale District Bowling Club

- (i) The Club shall keep an up-to-date register of members in respect of Full, Life, Social, Junior and Honorary Members.
 - 1. Residential, postal or email address; or information by means of which contact can be made with the member, can be nominated for the members register.
 - 2. For the purposes of the Liquor Act, a register of member names and class of membership must be continually available for inspection at the Club premises by authorised officers as defined under the Liquor Act.
- (ii) A Member must contact the Secretary to request to inspect the Member Register.
- (iii) The Member may make a copy of details from the Member Register but has no right to remove the Register for that purpose.
- (iv) A Member may make a request in writing for a copy of the Member Register.
- (v) The Club may charge a reasonable fee to the Member for providing a copy of the Member Register, the amount to be determined by the Committee from time to time.
- (vi) A Member must not use or disclose the information on the Member Register:
 - 1. To gain access to information that a Member has deliberately denied them (that is, in the case of social, family or legal differences or disputes);
 - 2. To contact, send material to the Club or a Member for the purpose of advertising for political, religious, charitable or commercial purposes, or
 - 3. For any other purpose unless the use of the information is approved by the Committee and for a purpose:
 - a. That is directly connected with the affairs of the Club; or
 - b. Related to the provision of the information to the Commissioner in accordance with a requirement of the Act.
- (vii) The Committee shall require a Member who requests a copy of the Member Register to provide a statutory declaration setting out the purpose of the request and declaring that the purpose is connected with the affairs of the Club.

11. MEMBERSHIP FEES

- (a) The annual subscription and any nomination fee of the Club shall be set by majority vote of the Committee prior to the commencement of the financial year.
 - (i) Capitation and levies as determined by Bowls WA, WALBA or a General Meeting of members shall be additional to annual subscriptions and nomination fees determined by the Committee.
- (b) Notice of the subscriptions and any nomination fee shall be notified to the members before the first day of April in each year via their nominated contact on the register of members.
- (c) All subscriptions are due from the first day of April and are payable in advance on or before the thirtieth day of April in the current financial year.
- (d) Any member who, through absence; illness; financial difficulties; unemployment; physical disability or other distressful circumstances is unable to pay their full subscription but desires to retain participation with the Club may apply in writing to the Committee to relieve them of part of their liability, but not so as to make their total liability less than one third of the applicable subscription.
 - (i) The Committee will have discretion as to whether to accept the application and if accepted, any amount payable.

The Rules of the Association of Armadale District Bowling Club

- (e) Any member who does not notify the Secretary in writing before the end of the Club financial year of their withdrawal from the Club shall be liable for the subscription for the current Club financial year.
- (f) Any member whose subscription is in arrears after the 31st day of May in each year shall cease to be a member.

12. LEVIES

- (a) Members shall pay such levies as may be imposed from time to time by the Club.
- (b) A General meeting shall have power to make a levy on the members for any special project or need.
 - (i) Such levy shall not exceed one third of the Full Membership subscription in any year.

13. APPLICATION FOR MEMBERSHIP

- (a) Persons who have been expelled from the club within the previous ten (10) years shall be ineligible to apply for membership.
- (b) Subscriptions and any nomination fee shall be made at the time of application.
 - (i) Persons joining after the 31st day of October in each year shall pay one half of the Annual subscription in addition to the prescribed nomination fee.
 - (ii) The committee may waive up to 50 percent of the nomination fee for:
 - 1. A former member of the Club; or
 - 2. a person transferring current membership from a like Club in Australia.
- (c) Any person desiring to become an Full, Social or Junior member of the Club shall apply in writing on the form provided for the purpose from time to time by the Club, proposed and seconded by financial voting members of the Club.
 - (i) When the application form and all subscriptions have been received by the Secretary, the person shall be a provisional member of the Club and exercise all of the privileges of a member excluding voting rights until such time as the next Committee meeting.
 - (ii) The applicant's name and nominees names will be posted on the Club noticeboard from the time of application until the next Committee meeting.
 - (iii) At the next Committee meeting, the applicant will then be accepted or denied membership.
 - (iv) If membership is denied, all subscriptions shall be refunded.
- (d) **Life Member** – A financial voting member may propose another member for Life Membership to the Committee in writing giving reasons as per the criteria contained in the by-laws that Life Membership should be granted.
 - (i) Upon recommendation from the Committee a General Meeting may, upon a 75% majority vote, confer Life Membership on a member who has rendered special and outstanding services to the Club.
 - (ii) Life members shall not exceed fifteen (15) living members at one time and not more than two (2) shall be elected in one year.

14. CESSATION OF MEMEBERSHIP

- (a) A person ceases to be a member when any of the following takes place:
 - (i) For a member who is an individual, the individual dies;
 - (ii) The person resigns from the Club;

The Rules of the Association of Armadale District Bowling Club

- (iii) The person is expelled from the Club under Section 26;
- (iv) The person ceases to be a member under Section 10(b).
- (viii) The Secretary will keep a record on file of the date on which the person ceased to be a member and the reason why the person ceased to be a member.
- (ix) A member may resign from membership of the Club by giving written notice of the resignation to the Secretary:
 1. The resignation takes effect when the Secretary receives the notice; or if a later time is stated in the notice, at that later time.
 2. A person who has resigned from membership of the Club remains liable for any fees that are owed to the Club (the owed amount) at the time of resignation.
 3. The owed amount may be recovered by the Club in a court of competent jurisdiction as a debt due to the Club.

PART "C"

15. EXECUTIVE COMMITTEE

- (a) The Management of the Club shall be vested in the Executive Committee consisting of the following positions as elected by the Committee:
 - (i) President
 - (ii) Vice-President
 - (iii) Secretary
 - (iv) Treasurer
 - (v) Chairperson of each Standing Committee
- (b) The Positions of Men's Bowl's Captain and Ladies Bowl's Captain to be Elected by the Membership at each Annual General meeting under Section 18 (c) and (d)
- (c) President, Vice-President, Secretary and Treasurer terms commence at the conclusion of the Annual Meeting at which the election was held and ends at the conclusion of the Annual Meeting two (2) years after election.
 - (i) **Committee Transition**
 - 1. At the first Annual Meeting after acceptance of these rules, the terms of office for President and Secretary shall be three (3) years with two (2) year terms thereafter.
 - 2. At the first Annual Meeting after acceptance of these rules, the terms of office for Vice-President and Treasurer shall be two (2) years with two (2) year terms thereafter.
- (d) All other Committee member terms commence at the conclusion of the Annual Meeting at which the election was held and ends at the conclusion of the Annual Meeting one (1) year after election.
- (e) The Executive Committee shall have the power to co-opt financial full or honorary life members at any time to assist the Secretary, Treasurer, or any Committee, or a Promotions Officer to assist or further the objects of the Club. Provided such persons will not have . voting rights in any Committee except when acting in the absence of the Secretary, Treasurer or a delegate.
- (f) A Committee Member:
 - (i) Will take all reasonable steps to ensure the Club complies with its obligations under the Act and these Rules.
 - (ii) Must exercise their powers and discharge their duties with a degree of care and diligence that a reasonable person would exercise in the circumstances.
 - (iii) Must exercise their powers and discharge their duties in good faith in the best interests of the Club and for a proper purpose.
 - (iv) Must not improperly use information obtained because they are a Committee Member to:
 - 1. Gain an advantage for themselves or another person; or
 - 2. Cause detriment to the Club.
 - (v) Must not improperly use their position to:
 - 1. Gain an advantage for themselves or another person; or

The Rules of the Association of Armadale District Bowling Club

2. Cause detriment to the Club.

- (g) A Committee Member having any material personal interest, financial or non-financial, in a matter being considered at a Committee Meeting must:
 - (i) As soon as they become aware of that interest, disclose the nature and extent of their interest to the Committee;
 - (ii) Disclose the nature and extent of the interest at the next General Meeting of the Club; and
 - (iii) Not be present while the matter is being considered at the Committee Meeting or vote on the matter.
- (h) Section 15(f) does not apply in respect of a material personal interest that:
 - (i) Exists only because the Committee Member belongs to a class of persons for whose benefit the Club is established; or
 - (ii) The Committee Member has in common with all, or a substantial proportion of, the members of the Club.
- (i) The Secretary must record every disclosure made by a Committee Member under Section 15(f) in the minutes of the Committee Meeting at which the disclosure is made.
- (j) No Committee Member shall make any public statement or comment or cause to be published any words or article concerning the conduct of the Club unless the person is authorised by the Committee to do so and such authority is recorded in the minutes of the Committee Meeting.
- (k) No person shall be eligible to hold a position on the Committee if the person is, according to the Interpretation Act section 13D, a bankrupt or a person whose affairs are under insolvency laws unless the person has obtained the consent of the Commissioner.
- (l) No person shall be eligible to hold a position on the Committee if the person has been convicted of, or imprisoned in the previous five years for:
 - (i) an indictable offence in relation to the promotion, formation or management of a body corporate;
 - (ii) an offence involving fraud or dishonesty punishable by imprisonment for a period of not less than three months; or
 - (iii) an offence under Part 4 Division 3 or section 127 of the Act;unless the person has obtained the consent of the Commissioner.
- (f) All Committee Members shall maintain the privacy and confidentiality of meeting proceedings and matters relating to the strategic governance and management of the Club.
- (g) All Committee Members shall abide by the Committee Member Code of Conduct as contained in the by-laws.
- (h) As soon as is practicable after a person has ceased to be a member of the Committee of the Club, all relevant documents, records as may be defined in the by-laws and security items (including passwords and keys) must be delivered to a Committee Member of the Club.

16. POWERS OF THE COMMITTEE

- (a) The business of the Club shall be managed by the Committee who may exercise all powers of the Club, except those required to be exercised by the Club at a General Meeting.
- (b) Without prejudice to the powers conferred by the last preceding rule, the Committee shall have power to do the following things:

The Rules of the Association of Armadale District Bowling Club

- (i) To purchase or otherwise acquire any books, newsletters or periodicals and dispose of them as it may see fit.
- (ii) To determine from time to time the conditions on which and time when, members may use the property of the Club or any part or parts thereof, and when and under what conditions the premises of the Club or any part or parts thereof, shall be used by members.
- (iii) To determine what person, if any, not being members of the Club shall be permitted to use the premises of the Club or any part or parts thereof and during what time and under what conditions and when and at what times and places and under what conditions such persons shall be supplied with refreshments and accommodation.
- (iv) To appoint any officials or servants of the Club and to remove them as occasions may require at their discretion and to define their respective duties. Persons appointed to paid positions shall be engaged under a contract, award or classification of work in the Registered and Licensed Clubs Award (2020) and its amendments.
- (v) To delegate, subject to such conditions as it thinks fit any of its powers to sub committees consisting of such members of the Committee and other members of the Club co-opted for the purpose as it may determine and to make such regulations as to the proceedings of such sub committees as may be thought desirable.
- (vi) To regulate and control their own meeting and the transaction of business.
- (vii) To reimburse expenses of any servant of the Club for faithful and diligent service as deemed fit.
- (viii) In accordance with these rules, to discipline any member.
- (ix) To enter into or accept any lease or tenancy of the premises where on the Club shall conduct its affairs or of any furniture, goods and effects, which may be required for the use of the Club on such terms and on such conditions as the Club, may deem expedient.
- (x) To take and defend all legal proceedings by or on behalf of the Club and to appoint all necessary Attorneys for any such purpose.
- (xi) To borrow, raise or secure the payment of money, and to sell and dispose of the assets of the Club up to [\$10,000].
- (xii) To make, alter and repeal by-laws not inconsistent with these rules regulating the use and management of the Club premises, the admission of members and the conduct of the Club and its affairs generally.
- (xiii) To determine and vary Playing Rights but where particular Playing Rights are specifically stated in these rules, those Playing Rights may only be varied as necessary to accommodate tournaments, competitions and matches, or adverse conditions or works on the sporting fields.
- (xiv) To do and perform any other act, matters and things in connection with or relative to the management of the Club as shall not by these rules require to be done by the Club in General Meetings.
- (xv) To appoint such number of delegates to sporting bodies and associations with which the Club may from time to time be affiliated as may be required by the rules thereof and such delegates shall hold office in accordance with the rules of such sporting bodies and associations respectively.
- (xvi) Every member of the Committee shall be indemnified against any loss, expenses or liability incurred by reason of any act or deed performed by them in good faith on behalf of the Committee and the Committee may use the funds of the Club for any such

The Rules of the Association of Armadale District Bowling Club

purpose required, together with any reasonable expenses incidental to Committee activities.

17. ELECTION OF COMMITTEE

- (a) The Committee will comprise of no-less than five (5) and no-more than seven (7) Members, Plus Captain Men's Bowls and Captain Ladies Bowls.
- (b) Not less than seven (7) weeks prior to the Annual Meeting the Committee The Secretary shall call for nominations for Committee positions becoming vacant in the manner as determined by the Committee.
- (c) Nominations for the Committee must be in writing signed by the nominee and eligible proposer and seconder and must be in the hands of the Secretary by 5pm not less than twenty-eight (28) days before the Annual Meeting.
 - (i) Only eligible financial members with voting rights may submit nominations for a position on the Committee.
 - (ii) **Eligibility for Committee Positions**
 - 1. An acceptable volunteer police clearance from within last six (6) months provided.
 - 2. Member has not been suspended from the club within the last five (5) years.
 - 3. Not been convicted of, or imprisoned in the previous five years for :
 - 1. an indictable offence in relation to the promotion, formation or management of a body corporate; or
 - 2. an offence involving fraud or dishonesty punishable by imprisonment for a period of not less than three months; or
 - 3. an offence under Part 4 Division 3 or section 127 of the Act; and
 - 4. Not a bankrupt or a person whose affairs are under insolvency laws
 - (iii) The Secretary shall initial and date the nomination and advertise such on the Club notice board for not less than seven (7) days after closure of nominations.
 - (iv) Retiring Committee Members are eligible to renominate for the Committee

18. ELECTION VOTING PROCEDURE

- (a) If the number of candidates nominated shall exceed the number required to be elected, a ballot shall be taken.
- (b) **Scrutineers** – A candidate may nominate in writing to the Returning Officer a scrutineer to represent him at the ballot. The scrutineer shall be a financial Full or a Life member of the club and shall not be a candidate for election.
 - (i) a scrutineer may be present throughout the ballot and may query the inclusion or exclusion of any vote in the count but the Returning Officer shall have final determination of any votes so queried;
 - (ii) a scrutineer shall not place or remove any mark on a ballot paper;
- (c) Captain Men's Bowls shall be elected by all financial male voting members.
- (d) Captain Ladies Bowls shall be elected by all financial female voting members.
- (e) Ballot papers shall show separately the surnames and given names of the candidates nominated for the Committee, Captain Men's Bowls or Captain Ladies Bowls in respect of which an election is necessary.
- (f) All votes shall be made in person on the ballot paper provided on the nominated days as per advertisement on Club notice board

The Rules of the Association of Armadale District Bowling Club

- (g) Nominees are permitted to vote for themselves.
- (h) The Secretary shall supply the Returning Officer with a current register of financial voting members.
- (i) The Club shall provide a ballot box which shall be locked by the Returning Officer and placed in the Club to receive the ballot at the time of mailing the ballot papers to members.
- (j) The Committee shall fix the dates and times of the ballot provided that the ballot shall:
 - (i) Open no later than the Saturday one (1) week prior to the Annual Meeting; and
 - (ii) Close no earlier than 5pm one (1) day prior to the Annual Meeting.
- (k) The order in which names of the candidates nominated for the Committee, Captain Men's Bowls or Captain Ladies Bowls on the ballot paper shall be in accordance with a draw conducted by the Returning Officer in the presence of those candidates wishing and able to be present at the draw.
- (l) Elections are held in the following order:
 - (i) Committee Member
 - (ii) Captain Men's Bowls
 - (iii) Captain ladies
- (m) All ballots shall be decided on a 'first past the post' voting system.
 - (i) All votes shall be recorded by marking on the paper a tick opposite the name of each candidate of their choice up to the number of candidates to be elected.
 - (ii) All votes shall be counted as primary votes of equal rank.
 - (iii) The candidate receiving the highest number of votes shall be the first successful candidate. The candidate receiving the second highest number of votes shall be the next successful candidate and so on, according to the number of candidates to be elected.
 - (iv) If two or more candidates receive the same number of votes, the Returning Officer shall determine by lot the successful candidate or candidates.
 - (v) Where a member has nominated for more than one position on the committee and they are elected to a position, their additional nominations shall be withdrawn.
- (n) Ballot papers which:
 - (i) show more candidates marked as voted for than the number permitted;
 - (ii) are defaced or mutilated as to prevent the intentions of the voter being ascertained;
 - (iii) do not clearly reveal the identity of the voter on the outer envelope of a postal vote as instructed on the ballot paper;
 - (iv) carry any mark or means of identification of the voter on the ballot paper;
 - (v) have more than one ballot paper in a single ballot paper envelopeshall be deemed informal providing that a ballot paper shall not be deemed informal only on account of a voter having used a mark other than a tick to indicate their vote so long as their intention is clear.
- (o) If two or more candidates receive the same number of votes, the Returning Officer shall determine by lot the successful candidate/s.
- (p) In the case where no more than the required number of Committee Members shall be nominated, those so nominated shall be declared elected.

The Rules of the Association of Armadale District Bowling Club

- (i) If there shall be insufficient nominations to fill the whole of the vacancies of the list of officers, those declared elected shall have power to fill the vacancies as a casual vacancy.
- (q) The Returning Officer shall post the results of each election on the Club notice board and deliver to the Annual Meeting a report on the conduct and result of the ballot.

19. CASUAL VACANCIES

- (a) A casual vacancy occurs in the office of a Committee Member and that office becomes vacant if the Committee Member:
 - (i) Dies;
 - (ii) Ceases to be a Member;
 - (iii) Becomes disqualified from holding a position under Section 19(g) or 19(h) as a result of bankruptcy or conviction of a relevant criminal offence;
 - (iv) Becomes permanently incapacitated by mental or physical ill-health;
 - (v) Resigns from office under Section 15(i)(ii);
 - (vi) Is absent from more than:
 - 1. Three consecutive Committee Meetings without a good reason; or
 - 2. Three Committee Meetings in a twelve (12) month period without tendering an apology to the person presiding at each of those Committee Meetings;
 - (vii) Is removed from office under by resolution at a General Meeting of the Club if a majority of the Members present and with voting rights at the meeting vote in favour of the removal.
 - (viii) The Committee Member who faces removal from the Committee must be given a full and fair opportunity at the General Meeting to decide the proposed resolution, to state their case as to why the Member should not be removed from their position on the Committee.
 - 1. If all Committee Members are removed by resolution at a General Meeting, the Members must, at the same General Meeting, elect an interim Committee.
 - 2. The interim Committee must, within two months, convene a General Meeting of the Club for the purpose of electing a new Committee.
- (b) Any vacancy occurring in the Committee as per Section 19 may be filled at a meeting of the Committee when a member may be elected to fill such a vacancy until the next election provided the member elected at such Committee meeting shall hold office in the place of, and upon the same terms and conditions as their predecessor, had the latter continued in the office.
- (c) No member of the Committee shall be held to have resigned their seat until their resignation, in writing, has been accepted by the Committee.
- (d) In the vacancy of the President then the [Vice President] shall become President.
- (e) A casual vacancy of [Vice President] shall be filled by the Committee from a Member of the Committee.
- (f) If vacancies in the Committee result in the number of Committee Members being less than the number fixed under Section 15(b), the continuing Committee Members may act to only:
 - (i) increase the number of Members on the Committee to the number required for a quorum; or

The Rules of the Association of Armadale District Bowling Club

- (ii) convene a General Meeting of the Club

20. MEETINGS OF THE COMMITTEE

- (a) Committee Meetings may take place:
 - (i) Where the Committee Members are physically present together; or
 - (ii) Where the Committee Members are able to communicate by using any technology that reasonably allows the Committee Member to participate fully in discussions as they happen in the Committee Meeting and in making decisions, provided that the participation of the Committee Member in the Committee Meeting must be made known to all other Members.
- (b) A Committee Member who participates in a meeting as set out in Section 20(a)(ii):
 - (i) is deemed to be present at the Committee Meeting; and
 - (ii) continues to be present at the meeting for the purposes of establishing a quorum, until the Committee Member notifies the other Committee Members that they are no longer taking part in the Committee Meeting.
- (c) The Committee shall meet at least monthly at such place and on such dates as shall be decided by the Committee from time to time.
- (d) Special meetings may be called by the President or on the request of three members of the Committee.
- (e) Notice of each Committee Meeting must be given to each committee member at least forty-eight (48) hours before the time of the meeting stating the date, time and place of the meeting and must describe the general nature of the business to be conducted at the meeting.
- (f) The quorum at all Committee meetings shall be fifty (50) percent plus one (1) of the current Committee members.
- (g) The only business that may be conducted at the meeting is the business described in the notice except in the case of urgent business where committee members at the meeting unanimously agree to treat that business as urgent.
- (h) All resolutions of the Committee shall be decided by a majority vote of all those present with each Committee member present shall have one deliberative vote only.
 - (i) In the case of equality of votes the proposal before the Committee shall be decided by the casting vote of the President.
- (i) The President shall preside at all meetings of the Committee of the Club and, in their absence, the Vice President.
 - (i) Should neither be present, the meeting shall elect a Chairperson.
- (j) The procedure to be followed at a Committee Meeting must be determined from time to time by the committee.
- (k) The order of business at a Committee Meeting may be determined by the committee members at the meeting.
- (l) The Committee is able to determine the distribution of Committee Meetings minutes to members, as detailed in the by-laws.
 - (i) Where minutes are distributed to a member, all private and confidential information pertaining to another member shall be redacted.
 - (ii) Minutes of Disciplinary Hearings as held under Section 26 shall not be distributed to any member.

The Rules of the Association of Armadale District Bowling Club

- (m) All Members, or other guests, may attend Committee Meetings if invited by the Committee but the person shall not have any right to comment without invitation, or vote on any matter, or to be provided with copies of any agenda, minutes of meetings, or documents presented to such meetings.
- (n) The President or in their absence, the acting President shall be authorised to speak on behalf of the Club.
- (o) Any act performed by the Committee, a Sub-Committee or a person acting as a Committee Member is deemed to be valid even if the act was performed when:
 - (i) There was a defect in the appointment of a Committee Member, Sub-Committee or person holding a subsidiary office; or
 - (ii) A Committee Member was disqualified from being a Committee Member as per as a result of bankruptcy or conviction of a relevant criminal offence.

21. SUB-COMMITTEES

- (a) The Committee may delegate any of its delegable powers to Sub-Committees consisting of such Members as it thinks fit.
 - (i) All members of a Sub-Committee shall be bound by Section 19.
 - (ii) Any such Sub-Committee must report to and be responsible to the Committee.
 - (iii) No act of any Sub-Committee shall be binding on the Committee or Club until ratified by the Committee.
 - (iv) The Chair must be an existing member of the Committee.
 - (v) The President and Secretary of the Committee shall be an ex-officio members.
- (b) The Club shall have the following Standing Committees.
 - (i) Men's Bowls Committee: Men's Match Committee five (5), Bowls Secretary, Chairperson of Selection Committees for Saturday and Midweek pennants in accordance with Clause 15 and the delegate to Bowls W.A. and with exclusion of the delegate, shall be elected annually by male financial full and honorary life members of the Club. The delegate shall be appointed by the Executive Committee and may hold any other position in the Club. The term of office for the delegate shall conform with election dates for appointment to Bowls W.A. Committees.
 - (ii) Ladies Bowls Committee: The Ladies Bowls Committee shall comprise of the Ladies Match Committee five (5), Bowls Secretary, Chairperson of Selection Committee and the delegate to the WALBA, and with exclusion of the delegate shall be elected by all female financial full and honorary life members of the club. The delegate shall be appointed by the Executive Committee and may hold any other position in the Club.
 - (iii) Bar: Three (3) members
 - (iv) House: Five (5) members
 - (v) Entertainment: Five (5) members
 - (vi) Grounds: Five (5) members
 - (vii) Mens Saturday Pennant Selection: three (3) members shall be elected by a secret ballot of male members who have played at least three (3) games in Saturday Pennant competition during the previous season
 - (viii) Mens Midweek Pennant Selection Committee: three (3) members shall be elected by a secret ballot of male members who have played at least three (3) games in the Midweek Pennant competition during the previous season.

The Rules of the Association of Armadale District Bowling Club

- (ix) Ladies Selection Committee: three (3) members shall be elected by a secret ballot of female members who have played at least three (3) games in the Ladies Pennant competition during the previous season.
- (c) Members of Standing Committees shall be elected annually by all financial voting members of the Club.
- (d) Each Standing Committee shall meet at least monthly.

22. DUTIES OF OFFICERS

- (a) The President or other such person as authorised by the Committee:
 - (i) Must consult with the Secretary regarding the business to be conducted at each Committee Meeting and each General Meeting
 - (ii) May convene special meetings of the Committee under Section 15(e)(vii)
 - (iii) May preside over Committee Meetings under Section 15(e)(iv)
 - (iv) May preside over General Meetings under Sections 11 and 12; and
 - (v) Must ensure that the minutes of a General Meeting or Committee Meeting are reviewed and signed as correct.
 - 1. In the case where the President was absent from the meeting then the [Vice President] shall sign or another Committee Member in attendance at that meeting.
- (b) The Secretary or other such person as authorised by the Committee must:
 - (i) Co-ordinate the correspondence of the Club;
 - (ii) Consult with the Chairperson about all business to be conducted at meetings and convene General Meetings and Committee Meetings, including preparing the notices of meetings and of the business to be conducted at each meeting;
 - (iii) Keep and maintain in an up-to-date condition the rules of the Club and any by-laws of the Club;
 - (iv) Maintain the register of the Members including the email, street, postal address or information by means of which contact can be made of each member;
 - (v) Update the register within 28 days of new members, members resigning, members suspended/expelled and in the latter case, include date in which member ceases and reasons for cessation of membership.
 - (vi) Maintain the record of office holders of the Club.
 - 1. Committee members may nominate a business address, post office box address or email address to be used in the record in place of their personal address;
 - (vii) Ensure the Annual Information Statement is submitted;
 - (viii) Ensure the safe custody of the Books and any securities, with the exception of the Accounting Records, of the Club;
 - (ix) Take and keep full and correct minutes of Committee Meetings for approval at the next Committee meeting, which will then be stored and distributed as per the by-laws;
 - (x) Take and keep full and correct minutes of General Meetings, which will be supplied upon request to the [Secretary/Manager], distributed to all members within [x] days of the General Meeting via [detail] and will be tabled for adoption at the next General Meeting; and

The Rules of the Association of Armadale District Bowling Club

- (xi) Perform any other duties as are imposed by these Rules or the Club on the [Secretary/Manager] role.
- (c) The Treasurer or other such person as authorised by the Committee must:
 - (i) Ensure all moneys payable to the Club are collected, and that receipts are issued for those moneys in the name of the Club;
 - (ii) Ensure the payment of all moneys referred to in Section 22(b)(i) into the account or accounts of the Club as the Committee may from time to time direct;
 - (iii) Ensure timely payments from the funds of the Club with the authority of a General Meeting or of the Committee, with all cheques, drafts, bills of exchange, promissory notes and other negotiable instruments of the Club signed by either:
 - (iv) 2 committee members; or
 - (v) one committee member and a person authorised by the committee
 - (vi) Ensure that the Club complies with the account keeping requirements in Part 5 of the Act;
 - (vii) Ensure the safe custody of the Financial Records of the Club and any other relevant records of the Club;
 - (viii) Coordinate the preparation of the financial statements or financial report, as imposed on the Club under Part 5 of the Act, prior to their submission to the annual general meeting of the Club;
 - (ix) Assist the reviewer or auditor (if any) in performing their functions; and
 - (x) Perform any other duties as are imposed by these Rules or the Club on the Treasurer role.

PART "D"

23. ANNUAL GENERAL MEETINGS

- (a) The Annual General Meeting of members shall be held every calendar year within six (6) months after the end of the Club's financial year, with the Committee to determine the date, time and place.
 - (i) The Committee shall give preference to the Annual Meeting being held in the month May.
- (b) Twenty (20) financial voting members shall constitute a quorum.
 - (i) In the case of insufficient members to form a quorum being present after 30 minutes following the advertised start time for an Annual Meeting, said meeting will be automatically adjourned to re-convene at the same time seven days later and shall proceed with or without a quorum.
- (c) All Notices of Motion for consideration at the Annual Meeting must be handed to the Secretary in writing by 5pm no less than twenty-one (21) days prior to the date set for said meeting.
- (d) Notice of the meeting (including date, time and location) and agenda items, including wording of any Notices of Motion and Notices of Special Resolution, shall be provided to all members via their nominated contact on the register of members and be posted on the Club notice board for fourteen (14) days before the date of the meeting for all members to read.
- (e) The order of business at the Annual Meeting shall be as follows:
 - (i) Reading notice of meeting.
 - (ii) Reading minutes of the last Annual Meeting and any other General Meeting not yet confirmed and confirming or amending same.
 - (iii) Reading President's Report, discussion and adoption or otherwise.
 - (iv) Presenting Financial Statements, discussion and adoption or otherwise.
 - (v) Declaration of Ballot and notification of incoming Committee.
 - (vi) Special Business of which Notice of Motion has been given.

24. SPECIAL GENERAL MEETINGS

- (a) The Committee may at any time call a Special General Meeting.
 - (i) Twenty percent (20%) of financial voting members shall form a quorum.
 - (ii) In the case of insufficient members to form a quorum being present after thirty (30) minutes following the advertised start time, the meeting shall automatically adjourn to re-convene at the same time seven days later and shall proceed with or without a quorum.
- (b) A Special General Meeting shall also be called by the Committee on a requisition signed by no less than twenty percent (20%) of members with voting rights, stating in detail the purpose of the meeting.
 - (i) If the Committee does not convene a Special General Meeting within thirty-five (35) days of the date of the requisition being received, any signatory of the requisition shall have the power to convene the meeting as per 12(c).
 - (ii) Twenty percent (20%) of financial voting members shall form a quorum.

The Rules of the Association of Armadale District Bowling Club

- (iii) In the case of insufficient members to form a quorum being present after thirty (30) minutes following the advertised start time, the meeting shall automatically lapse.
- (c) Notice of the meeting (including date, time and location) and agenda items, including wording of any Notices of Motion and Notices of Special Resolution, shall be provided to all members via their nominated contact on the register of members and be posted on the Club notice board for fourteen (14) days before the date of the meeting for all members to read.
- (d) Only business of which notice shall have been given as above, or in accordance with these rules, shall be transacted at a Special General Meeting.

25. GENERAL PROVISIONS FOR GENERAL MEETINGS

- (a) The Chair of the meeting shall be the Club President or if not available a person nominated and elected by the members present.
- (b) Only financial members with voting rights, as per these rules, will be permitted to vote on matters at a General Meeting.
 - (i) All votes shall be cast by persons present at the General Meeting.
 1. Each financial member with voting rights present shall have one deliberative vote only.
 2. Proxy votes shall not be permitted.
 3. Absentee votes will not be permitted except as provided for committee elections under Section 16(c)(i).
- (c) At any general meeting unless a poll is requested by at least three (3) members with voting rights, a declaration by the Chair that a resolution has been carried or lost, and an entry to that effect in the minutes of the Club shall be sufficient evidence of the decision.
- (d) The Chairperson shall have a deliberative and casting vote and shall decide all questions of order unless otherwise provided by these rules.

PART "E"

26. MEMBER DISCIPLINE

- (a) The Committee shall have the power to reprimand, suspend or expel any member of the Club.
- (b) Any complaints relating to a member must be in writing and must be lodged with the Committee within three (3) months of the date of the incident.
- (c) The President or Committee in receiving a complaint of a member's behaviour which is considered a serious breach of acceptable member behaviour or where police involvement is required, may suspend a member for a period of time until disciplinary action under Clause 23(f) can be taken.
- (d) The Committee shall apply the power to reprimand, suspend or expel any member of the Club who:
 - (i) Fail in the observance or commit any breach of any rule of the Club, members Code of Conduct, or any by-law of the Club or of any order or direction of the Committee or of any General Meeting; and/or
 - (ii) In the sole judgement of the Committee have been guilty in or out of the Club's premises of any act, conducted matter or thing calculated to bring discredit on the Club or its members, or to impair or affect the enjoyment of the Club by other members.
- (e) Any member charged with misconduct as above shall be furnished with a written copy of the charge and summoned before the Committee with no less than seven (7) days' notice for the matter to be heard.
 - (i) The Committee is required to exempt any member of that Committee from hearing a charge in which they have an interest.
 - (ii) At the hearing, all parties to the disciplinary proceeding must be given a full and fair opportunity to state their respective cases orally, in writing or both.
 - (iii) Members are not permitted to have legal representation attend any disciplinary matters, but may bring another member to act in a support capacity only.
 - (iv) If a responding member or a representative of the responding member does not attend within 30 minutes of the time stated on the hearing notice, the hearing may start without that member or their representative and determination will be made at the hearing.
 - 1. Any member under the age of eighteen (18) years must have a parent or legal guardian present during the entire disciplinary process.
- (f) The Committee shall, after hearing the accuser and accused and taking such evidence as they may consider proper, if they find the charge proved upon majority vote they may:
 - (i) Reprimand the Member; or
 - (ii) Impose a fine on the member that shall not exceed the annual subscription for a Full Member in addition to the cost of repair or replacement for property damage.
 - 1. If the fine remains unpaid seven (7) days from the date imposed, the Committee shall inflict a penalty of suspension from all privileges of membership until the fine is paid in full; or
 - (iii) Inflict a penalty of suspension from all or any of the privileges of membership for up to a period of twelve (12) months; or
 - (iv) Expel the member from the club.
 - (v) The committee shall first call on the member to resign within ten (10) days.

The Rules of the Association of Armadale District Bowling Club

1. If the member neglects to resign within ten (10) days the committee shall then declare the member to be expelled.
 2. An expelled member shall not be eligible to apply for membership for a period of ten (10) years.
- (g) A Member may appeal the Committee's decision under Clause 23(f) through a Special General Meeting by giving written notice to the Secretary within fourteen (14) days of receiving notice of the Committee's decision.
- (i) A sum of money equivalent to forty (40) percent of the Annual subscription for Full members shall accompany such appeal and shall be returned to the appellant if the appeal is upheld.
 - (ii) A majority of two-thirds will be required to over-turn the decision of the Committee.
 - (iii) Until the hearing of any appeal, the decision of the Committee shall have full effect but the appellant shall have the right to attend the appeal.
- (h) If a Member's membership is suspended under Clause 23(f)(i), the Secretary must record in the Register:
- (i) The name of the Member that has been suspended from membership;
 - (ii) The date on which the suspension takes effect; and
 - (iii) The length of the suspension as determined by the Committee.
- (i) During the period a member's membership is suspended, the member:
- (i) Loses any rights (including voting rights) arising as a result of membership;
 - (ii) Is not entitled to a refund, rebate, relief or credit for membership fees paid, or payable, to the Club.
- (j) Upon the expiry of the period of a Member's suspension, the Secretary must record in the Register that the Member is no longer suspended.
- (k) If the Committee's decision to suspend or expel a Member is revoked under these Rules, any act performed by the Committee or Members in a General Meeting during the period that the Member was suspended or expelled from Membership under Clause 23(f), is deemed to be valid, notwithstanding the Member's inability to exercise their rights or privileges of Membership, including voting rights, during that period.

27. RESOLVING DISPUTES

- (a) Disputes Arising under the Rules
- (i) Section 27(a) applies to:
 1. Disputes between Members; and
 2. Disputes between the Club and one or more Members that arise under the rules or relate to the rules of the Club. This does not include disciplinary matters undertaken with Club members, which are covered only under Section 26 of these rules.
 - (ii) The parties to a dispute must attempt to resolve the dispute between themselves within fourteen (14) days of the dispute coming to the attention of each party.
 - (iii) If the parties are unable to resolve the dispute, any party to the dispute may initiate a procedure under this rule by giving written notice to the Secretary of the parties to, and details of, the dispute.

The Rules of the Association of Armadale District Bowling Club

- (iv) The Secretary must convene a Committee Meeting within twenty-eight (28) days after the Secretary receives notice of the dispute under Section 27(a)(iii) for the Committee to determine the dispute.
- (v) At the Committee Meeting to determine the dispute, all parties to the dispute must be given a full and fair opportunity to state their respective cases orally, in writing or both.
- (vi) The Secretary must inform the parties to the dispute of the Committee's decision and the reasons for the decision within seven (7) days after the Committee Meeting referred to in Section 27(a)(v).
- (vii) If any party to the dispute is dissatisfied with the decision of the Committee, they may elect to initiate further dispute resolution procedures as set out in the Rules.

(b) Mediation

- (i) Section 27(b) applies:
 - 1. Where a person is dissatisfied with a decision made by the Committee under Section 27(a) or
 - 2. Where a dispute arises between a Member or more than one Member and the Club and any party to the dispute elects not to have the matter determined by the Committee.
- (ii) Where the dispute relates to a proposal for the suspension or expulsion of a Member this rule does not apply until the procedure under Section 26(f)(iii) in respect of the proposed suspension or expulsion has been completed. [delete if an appeal for member discipline under Section 26 is at a General Meeting and your Club does not wish for mediation after this process]
- (iii) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by Section 27(a)(ii), or a party to the dispute is dissatisfied with a decision made by the Committee, under Section 27(a)(vii) a party to a dispute may:
 - 1. Provide written notice to the Secretary of the parties to, and the details of, the dispute;
 - 2. Agree to, or request the appointment of, a mediator.
- (iv) Party, or parties requesting the mediation must pay the costs of the mediation.
- (v) The mediator must be:
 - 1. A person chosen by agreement between the parties; or
 - 2. In the absence of agreement:
 - a. If the dispute is between a Member and another Member – a person appointed by the Committee; or
 - b. If the dispute is between a Member or more than one Member and the Club, the Committee or a Committee Member then an independent person who acts as a mediator for another not-for-profit body.
- (vi) A Member can be a mediator, but the mediator cannot be a Member who is a party to the dispute.
- (vii) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (viii) The parties are to exchange written statements of the issues that are in dispute between them and supply copies to the mediator at least five (5) days before the mediation session.

The Rules of the Association of Armadale District Bowling Club

- (ix) The mediator, in conducting the mediation, must:
 1. Give the parties to the mediation process every opportunity to be heard;
 2. Allow all parties to consider any written statement submitted by any party; and
 3. Ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- (x) The mediator must not determine the dispute and the mediation must be confidential. Information provided by the parties in the course of the mediation cannot be used in any other legal proceedings that may take place in relation to the dispute.

(c) Inability to Resolve Disputes

- (i) If a dispute cannot be resolved under the procedures set out in the Rules, any party to the dispute may apply to the State Administrative Tribunal to determine the dispute in accordance with the Act or otherwise at law.

PART "F"

28. FINANCES

- (a) The Club financial year shall be from the first day of April in each year, until the following thirty-first of March.
- (b) If the Club engages a reviewer or auditor, they shall be independent to the Club.
 - (i) Appointments of any reviewer or auditor shall be as per Part 5 of the Act.
- (c) Correct accounts and books shall be kept showing the financial affairs of the Club and the particulars usually shown in books of accounts of a like nature.
- (d) The Clubhouse and other Club facilities is to be provided and maintained from the joint funds of the Club and no person shall be entitled under these rules to derive any benefit or advantage from the Club which is not shared equally by every member thereof.
- (e) Section 22(e) does not prevent:
 - (i) The payment in good faith of remuneration to any officer, employee or Member in return for any services actually rendered to the Club or for goods supplied in the ordinary and usual course of business;
 - (ii) The payment of interest at a rate not exceeding the prevailing market rate published by the Reserve Bank of Australia as the "Cash Rate Target" from time to time on money borrowed from any Member;
 - (iii) The payment of reasonable and proper rent by the Club to a Member for premises leased by the Member to the Club; or
 - (iv) The reimbursement of expenses incurred by any Member or any Committee Member on behalf of the Club.
 - (v) The reimbursement of a Committee Member's travelling and other expenses as properly incurred:
 - 1. In attending Committee Meetings or Sub-Committee meetings;
 - 2. In attending any General Meetings of the Club; and
 - 3. In connection with the Club's business.
 - (vi) The payment of an honorarium to Committee Members as determined by members by special resolution at an Annual or Special General meeting.

29. EXECUTING DOCUMENTS

- (a) The Club shall not have a Common Seal .
- (b) The Club may execute any document without using a Common Seal if the document is signed by:
 - (i) Any two Committee Members; or
 - (ii) One Committee Member and a person authorised by the Committee.

30. LIQUOR ACT

- (a) The Club will maintain a club license under the Liquor Act.
- (b) The Club shall ensure an Approved Manager is on the licensed premises for the purposes of observing liquor licensing requirements and regulations, as required under the Liquor Act.
- (c) The Club shall be open for sale of liquor during such hours as the Committee shall from time to time determine and as permitted under the Liquor Act and Club licence documentation.

The Rules of the Association of Armadale District Bowling Club

- (d) No liquor shall be sold or supplied to any juvenile.
- (e) The Club may allow visitors onto the premises, as per the requirements of the Liquor Act.
 - (i) Visitors shall not be entitled to be present at any meeting of the members of the Club, nor have any right, title or interest in or to any of the property of the Club.
 - (ii) Visitors will be subject to withdrawal by any Club official, including bar persons, acting on the best interests of the Club.
 - (iii) An up-to-date register of visitors must be continually available for inspection at the Club premises by authorised officers.
- (f) No liquor shall be sold or supplied for consumption other than on the Club's premises, unless the member purchasing it removes such liquor from the premises of the Club.
- (g) The Club may seek an Extended Trading Permit – Associations to add local Associations as users of the Club facility to hold their functions.

PART "G"

31. STANDING ORDERS

- (a) Movers of motions shall be limited to ten minutes and all other speakers to the motion (including the right of reply) to five minutes; provided that such time limit may be extended by the Chairman with the consent of the meeting.
- (b) When a motion or amendment has been moved and seconded the next speaker should be in opposition to the motion and the debate continued with speakers for and against in that order in continuity until all the points of the motion have been discussed but the Chairman may vary this procedure.
- (c) A Member shall be entitled to speak only once to each question but with the permission of the Chairman, may correct a mis-statement. Every amendment moved shall be treated as a new question. The mover only of any original motion shall have the right of reply
- (d) The Chairman shall decide all points of order, but his decision may be reversed by a majority vote of the meeting.
- (e) No motion to dissent from the Chairman's ruling or decision shall be permitted unless made before any other business or speech has intervened, and no debate shall be allowed except by the mover -who shall be limited to five minutes - and the Chairman.
- (f) When the Chairman rises during a debate any Representative then speaking, or offering to speak, shall sit down, and the Chairman shall be heard without interruption.
- (g) It shall not be permissible to withdraw any motion that has been put from the chair, except with the consent of the meeting, one dissentient voice being sufficient objection.
- (h) A speaker shall not be interrupted except on a point of order.
- (i) A Chairman may discuss a motion or an amendment at his discretion provided that it is before the final reply by the mover.
- (j) Where a previously negatived motion or a motion to alter or rescind a motion has been negatived, no similar motion shall be brought forward within three months thereafter; and the effect of this provision shall not be evaded by substituting any motion differently worded, but in principle the same.
- (k) Discussion shall not be permitted upon any motion for an adjournment of the meeting. if upon the question being put and negatived, the subject then under consideration or next on the business paper shall be discussed, and it shall not be competent for any members to again move for an adjournment of the meeting until half an hour has elapsed from the time of moving the one that has been negatived.
- (l) All correspondence and reports shall be taken as received immediately upon being read, unless a motion to the contrary be tabled. .
- (m) The Chairman shall have a casting vote in addition to ordinary vote, except that if the President is occupying the chair shall have a casting vote only should the voting on any question be equal.
- (n) Any discussion may be closed by a resolution that "the question be now put", be it moved, seconded and carried by a three-quarter majority, such resolution shall be put to the vote without debate. No speaker shall be interrupted for the purpose of moving the closure.