



# North Queensland District Ladies Bowling Association Inc

ABN 42 993 616 754

Incorporated Association No: IA15600

## BY-LAWS – Updated 04 September 2023

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**1. Definitions**

- A.** Any term appearing in these By-Laws as defined term, has the same meaning as set out in the definition of that term in the rules of the Association.

**2. General Meetings**

- A.** The Association shall meet for a minimum of four (4) monthly meetings (including the AGM) per year.

**3. Election and Ballot Procedures**

- A.** Management Committee nominations in place at the time for the AGM, shall be made in accordance with the rules of the Association. The results of election shall take effect from when the results of the elected members are declared.
- B.** Sub Committee nominations in place at the time, shall be made in writing and signed by the candidate and given to the Secretary at least 21 days before the AGM at which the election is to be held.
- C.** The meeting shall then proceed to fill any remaining vacancies, in accordance with the rules of the Association, and if necessary conduct a ballot with nominations from the floor of the meeting.
- D.** Voting shall be by secret ballot. The method of voting shall be to delete the name/s of the candidate/s not required, in accordance with the rules of the Association.
- E.** The results of each ballot shall be determined on the 'first past the post principle'. If there is an equal number of votes for two or more candidates for the last remaining position in a ballot, a further ballot shall be conducted between the candidates that tied.
- F.** Candidates, if present at a meeting at which a ballot is to take place, shall be entitled to address the meeting for a period not exceeding three (3) minutes, unless the meeting has agreed to give all candidates a longer period.
- G.** Ballot papers may be issued to those entitled to vote prior to the meeting being opened but the votes shall not be collected by the returning officer until the Chair of the meeting announces the closing of the ballots. All votes will be deemed to have been made after the opening of the meeting and before the closure of the ballots.

**4. Returning Officer**

- A.** The Management Committee shall appoint a returning officer whose duties shall be to control the issuing of the ballot papers and subsequent collection and counting of same at the Annual General Meeting.
- B.** The returning officer shall ensure that only those entitled to vote are issued with the necessary ballot papers.
- C.** The Management Committee shall enlist the services of two (2) scrutineers to assist the returning officer in conducting the ballot. Neither the returning officer nor any scrutineer shall be a candidate in any such ballots.
- D.** The returning officer shall advise the Chair of the meeting the result of the scrutineers count and the Chair shall announce the result to the meeting.
- E.** The ballot material shall not be destroyed without the authority of a motion passed at the meeting, and shall be the duty of the returning officer to carry out such destruction.

**5. Removal from Management Committee or Sub Committee**

- A.** Any member of the Management Committee, or any Member of an Association Sub Committee, may be removed from office by a three-quarters majority of the Representatives present and entitled to vote at a Special Meeting called for that purpose, setting out the reason for the removal.
- B.** The person affected shall have due notice of such meeting and shall be afforded reasonable facilities for making such representation to the meeting as the person shall think fit. The person shall be entitled to be accompanied by a legal representative or other agent.

**6. Patron**

- A Patron shall be appointed by the Representatives at the Annual General Meeting.

## 7. Role Descriptions:

### A. President

- i. In conjunction with any duties contained in the rules of the Association the President shall:
  - a. Lead the Association in achieving its objectives;
  - b. Ensure all Committee Members and the Association carry out their duties with integrity, treating all Clubs equally, and giving all Clubs fair opportunity in all matters;
  - c. Ensure that good communication occurs across Committee, Club and Association;
  - d. Work as part of a team dealing with resolution of disputes and implement penalties if necessary;
  - e. Chair all General Meetings to regulate and keep order in proceedings and carry into effect their decisions; ex-officio on all Sub Committees;
  - f. Provide clear directions for Management Committee;
  - g. Promote all up and coming Calendar events;
  - h. Provide training and succession planning for NQDLBA;
  - i. Be familiar with current Constitution and By-Laws;
  - j. Signatory on bank accounts.

### B. Vice President

- i. In conjunction with duties contained in the rules of the Association the Vice President shall:
  - a. Stand in for the President when the President is not available to fulfill the core activities listed above;
  - b. Provide support and back up to the President acting as proxy when required;
  - c. Look for opportunities for funding for the organisation;
  - d. Coordinator for all Association raffles;
  - e. Be familiar with current Constitution and By-Laws;
  - f. Signatory on bank accounts.

### C. Secretary

- i. In conjunction with duties contained in the rules of the Association the Secretary shall:
  - a. Keep a copy of the current Constitution and By-Laws available at meetings;
  - b. All NQDLBA administration is to be conducted on the NQ laptops only
  - c. Ensure that good communication occurs across committee, Club and Association;
  - d. Issue notices of all meetings connected with the Association;
  - e. Prepare Agendas, Minutes, Reports and Notices of Motion (including the Annual Report) for District meetings;
  - f. Maintain the attendance book for all meetings;
  - g. Collect, log, action and forward all incoming and outgoing correspondence in a timely manner for both Management Committee and District Meetings;
  - h. Be aware of and meet deadlines for BQ and the Association forms and documents;
  - i. Call for nominations for Selectors as per date in official Calendar
  - j. Provide digital copies of minutes and reports for Delegates and Club Secretaries;
  - k. Produce and distribute notices of Association events;
  - l. Obtain quotes and make bookings, as instructed by the meeting, for transport and accommodation for Management Committee and representative teams as appropriate. Book accommodation for District Side and Wiomen's Northern Challenge as soon as dates and location becomes known.;
  - m. Keep a register of Member Clubs and contact details for all Member Club office bearers and Delegates;
  - n. Inform the President (or in her absence an available Vice-president) of all urgent matters requiring attention;
  - o. Complete annual return for Office of Fair Trading;
  - p. Update any agreed changes to the Constitution and By-Laws Master Copy;
  - q. Notify Match Chair of all results, team registrations, declarations for dual membership etc. for all Association Competitions;
  - r. Signatory on bank accounts.

**D. Treasurer**

- i. In conjunction with duties contained in the rules of the Association the Treasurer shall:
- ii.
  - a. Monitor revenue and expenditure, provide a monthly reconciled finance report to District meetings;
  - b. All NQDLBA administration is to be conducted on the NQ laptops only.
  - c. Prepare a budget where necessary;
  - d. Issue invoices, pay all accounts, receipt and bank all monies;
  - e. Prepare books for audit and provide a statement of Audited Accounts for the Annual Report;
  - f. Recommend Auditor for next financial year;
  - g. Manage Membership database and issue invoices to Member Clubs;
  - h. Check valid membership of competitors for all NQ Competitions;
  - i. Control Petty Cash
  - j. Be familiar with current Constitution and By-Laws;
  - k. Signatory on bank accounts.

**E. Match Chair**

- i. In conjunction with duties contained in the rules of the Association the Match Chair shall
  - a. Lead the Match Committee in achieving its objectives;
  - b. Provide management and control of all NQ events, ensuring integrity in decision making, scoring, draws etc.;
  - c. Provide clear communication channels for negotiation and/or change;
  - d. Lead, set and manage the annual playing schedule and calendar;
  - e. Update as and when necessary, the Conditions of Play;
  - f. Report monthly, on determinations made by the Match Committee;
  - g. Liaise with Club Officials for smooth running of NQ events;
  - h. Be familiar with current Constitution and By-Laws.

**F. Match Secretary**

- i. In conjunction with any duties contained in the rules of the Association the Match Secretary shall:
  - a. Inform the President of all Match meetings;
  - b. All NQDLBA administration is to be conducted on the NQ laptops only
  - c. Take and present digital minutes to Management and General Meetings;
  - d. Keep and maintain the calendar of events;
  - e. In conjunction with the Match Chair provide management and control of all NQDLBA events;
  - f. As directed by the Management Committee, present to the Clubs the chronological diary of events, recommendations to conditions of play, and any other relevant information;
  - g. Be familiar with current Constitution and By-Laws.

**G. Delegate to Bowls Queensland**

- a. The Delegate shall be a member of, and be appointed by, the Management Committee.
- b. Where a delegate to BQ is unable to attend BQ meetings the person shall advise the President who, in conjunction with the Secretary, shall appoint a proxy.
- c. Delegates to BQ shall represent the views of NQDLBA at BQ meetings and shall act on the instructions of and report to the Management Committee.

**H. Selection Coordinator**

- a. Inform the President of all Selection meetings;
- b. Organise the trials for representative events;
- c. Through formal meetings, discuss and determine selection for the District Sides and all other NQ representative sides;
- d. Report to Management and District meetings when necessary;
- e. Be familiar with current Constitution and By-Laws
- f. All communication from Selection Panel is to be sent through NQ Secretary

## 8. District Sides Role Descriptions

### A. Manager

- i. Appointed by the Management Committee;
- ii. Attend Meetings;
- iii. Complete and distribute cards, decals, rule books etc.;
- iv. Perform the coin toss;
- v. Co-Ordinate transport and accommodation arrangements for all players to the event and daily to the venue to play
- vi. Arrange all player meals including special requests, distribute meal tickets where necessary;
- vii. Collect player medical forms and return to players after the event;
- viii. Share updating the scoreboard;
- ix. Motivate and support players behind the rinks; (hydration, food, medication)

### B. Assistant Manager/Reserve Player

- i. Appointed by the Management Committee with recommendation from the Selection Committee;
- ii. A reserve player who trains with the team;
- iii. Share updating scoreboard;
- iv. Motivate and support players behind the rinks (hydration, food, medication);
- v. Assist the Manager in all duties.

## 9. Sub Committees

The President shall be ex-officio member of all Sub Committees and shall receive prior advice of all meetings. The Chair and/or Co-Ordinator shall be entitled to vote on any Sub Committee matter. Sub Committees shall have the power to appoint persons to positions to assist the Committee in achieving its objectives. All Sub Committee recommendations are subject to approval of the Management Committee.

### A. Match Committee

- i. The Match Committee comprises, Match Chair and Match Secretary, and other interested members
- ii. It is preferred the Match Committee comprise of members from three or more Clubs.
- iii. The Match Committee shall meet and report as necessary.
- iv. The duties of the Match Committee are:
  - a. Organise and control all BQ/NQDLBA level competitions;
  - b. Allocate events to Member Clubs taking due account of the current green assessments;
  - c. Review the competition Conditions of Play;
  - d. Investigate and resolve other matters referred to it by the Management Committee.

### B. Selection Committee

- i. Nominations for Selection Committee are to be called in July by the NQDLBA Secretary and elected at the following General Meeting.
- ii. The Selection Committee comprises five (5) members.
- iii. It is preferred the Selection Committee comprise of members from at least five Clubs. However, in the event of less than six (6) nominations (regardless of Club) then all nominations shall be accepted. If more than six (6) nominations are received, and comprise of multiple nominations from same Club, only single individual nominations will be taken to ensure as many Clubs are represented as possible. A ballot will be conducted to determine Selection Panel members should more than 5 nominations be received. Selectors must be available for the 12 month period.
- iv. Selectors must be available to watch players in social, tournament and championship games.
- v. It is preferred that selectors are non District players so as to avoid any conflict of interest
- vi. At the first meeting of the Committee after its election, the members shall elect a Coordinator.
- vii. The Selection Committee shall meet and report as necessary.
- viii. The duties of the Selection Committee are to select players to represent NQDLBA.
- ix. Liaise with the Secretary to ensure team accommodation booking is made promptly after announcement of District Sides Venues.

**10. Junior Members of Member Clubs**

- A. Persons under the age of eighteen (18) years may apply for Junior membership of a Member Club;
- B. They shall not be entitled to:
  - i. vote, nor;
  - ii. nominate members for office, nor;
  - iii. nominate other persons to membership of the Member Club.
- C. Junior members shall be entitled to play bowls in any State, District, or Club competition according to the conditions laid down for the playing of the event.
- D. Junior members shall be entitled to receive competition prizemoney.
- E. They shall not be allowed, under any circumstances, to be served, to obtain or to consume liquor from, or on the Club premises, or engage in any form of gambling on the premises.
- F. On attaining the age of eighteen (18) years a junior member shall apply in writing for ordinary membership which application will be dealt with in the same manner as any application for ordinary membership.

**11. Life Membership of The Association**

- i. Life Membership may be conferred on any member where that person has provided meritorious service to the Association over an extended period, and on account of such services, are elected as Life members at an a General Meeting of the Association by a secret ballot of not less than two-thirds (66 per cent) majority of the members present and entitled to vote provided always that any proposal for Life membership shall be made by not less than two members in writing to the Management Committee.
- ii. A life member is not entitled to vote at General Meetings, but shall be entitled to receive notice of and attend at all General Meetings.

**12. Administration Volunteers**

The Management Committee may co-opt volunteers to assist in administrative duties as required. These may include assistants at meetings & competition events.

**13. Expenses**

With prior authorisation from the Management Committee, out-of-pocket expenses (including travel expenses) properly incurred shall be reimbursed.

**14. Honorarium**

Honorarium (if needed) shall be recommended by the Management Committee and subject to a resolution of Member Clubs at the Annual General Meeting.

**15. Official Club Visits**

- A. For special events; Clubs may send an invitation to NQDLBA President & Management Committee Members to attend.
- B. Where an invitation has been extended to NQDLBA, Clubs shall be responsible for the green fees and meals of the visiting NQDLBA Representatives.
- C. NQDLBA shall be responsible for travel and accommodation costs.

**16. Unaffiliated Players in NQDLBA Calendar Events**

- A. The Management Committee shall promote and support bowls within the District by compiling a Calendar containing Club and BQ events and deadlines.
- B. Clubs shall inform the Secretary of events they would like included in the Calendar.
- C. It is the responsibility of Clubs to ensure that players entering events listed on the Calendar; are a current affiliated bowling Member of Bowls Australia.
- D. If it appears that a Club has deliberately or knowingly allowed an unaffiliated player in an event listed on the Calendar, then the Club shall explain their actions at the next General Meeting.
- E. The Meeting shall then decide whether to:
  - i. Remove the event from the NQ Calendar for the following year; and
  - ii. Inform Clubs requesting their members not to play, support, advertise or distribute flyers for the event.

**17. Seeded Events**

NQDLBA does not support or provide financial support to seeded Championship events.

**18. Colours and Emblem**

The colours of the Association shall be green and white. The emblem of the Association shall be the NQDLBA Open Championships badge which symbolizes the diverse industries (cattle, sheep, mining, sugar cane and agriculture) of North Queensland and Association Member Clubs.

**19. Uniform**

The official NQDLBA uniform shall be prescribed by the Management Committee.

**20. Attire**

In all matches where members are representing NQDLBA, players shall wear attire provided by the NQDLBA and this attire shall not be worn at any other time without the consent of the NQDLBA.

**21. Allocation of Venue Clubs for NQDLBA Events**

- A. Member Clubs are to be given fair and equal opportunity to be the venue Club for NQDLBA and inter-district events.
- B. A rotating roster system may be implemented.

**22. Provision of Umpires**

- A. In the event that the Club cannot provide an event umpires, and the umpire has to travel to that destination, the Club will be responsible for all reasonable transport and accommodation costs.

**23. Forfeits**

- A. Any affiliated Club who forfeits/cancels a designated NQDLBA Match without due course and approval of the Match and/or the Management Committee; by making this decision may render themselves liable for disciplinary action and or fine as determined by the Management Committee.

**24. Player Eligibility for Championship Events**

- A. A Club Member of two or more bowls Clubs must declare at the beginning of the calendar year, the Club they will represent in Championship events. A Club Member may then only play in Championship events at NQDLBA level for their declared Club. If a Club Member does not declare their Club, that Club Member's declared Club will be the Club for which BQ records show that they were last declared for or deemed to be declared for.
- B. This By-Law applies to all Club Members including those who are under the age of 18 years.
- C. Club championship events are;
  - A Singles
  - Ch Pairs.
  - Ch Fours
 B Singles and are to be completed and reported to NQDLBA Secretary by stated calendar date in July each year. B Singles will be played at District level only.
- D. It is preferred that District winners play through to Zone 8 playoffs.

**25. Player Eligibility for Pennant**

- A. All Blue Pennant (Division 1) players must be a Member of the Club they are representing.
- B. Be listed on the BQ membership database as a member of that Club.
- C. Subject to approval from the Management Committee, Clubs wishing to play Blue, Red and Purple Pennant may form a composite team comprising of players from more than one Member Club.
- D. Where a player from interstate wishes to join a club in Queensland, to play pennant only, they would require an Interstate Pennant Declaration from the appropriate state authority. Upon receipt of this Interstate Pennant Declaration Bowls Queensland will advise the district, who will then advise the affiliated club accordingly. However, should the player wish to change their status and play in Club Championships, District events other than Pennant, or State Events they would be required to obtain an interstate clearance. A Pennant Declaration is only valid for the current Pennant Season.

**26. Eligibility to be Selected in NQDLBA Teams**

- A. To be eligible to represent NQDLBA, a player must not be under suspension or expulsion



(including those under 18 years of age) and must be a member of a Member Club.

### **27. NQDLBA Bowler of the Year Award**

- A.** The recipient of the Bowler of the Year Award will be invited to and presented with a trophy, at the Annual General Meeting held in February each year; the trophy to be held at the recipient's Club for the following year, and the player will be presented with a badge to mark the occasion.
- B.** To be considered for Bowler of the Year points:
  - i.** All Club Championships must be completed and be reported to the NQDLBA Secretary no later than 30 September each year.
- C.** The events included are:
  - i.** Club Championship; Singles, Pairs, Triples and Fours; and
  - ii.** The NQDLBA Open Championships; Singles, Pairs and Fours
- D.** Points for each event are allocated as follows: Club Championship Singles winners receive six (6) points; runners up receive four (4) points;
- E.** Club Championship Pairs, Triples & Fours winners receive four (4) points; runners up receive two (2) points. NQ Championship Singles winner receives eight (8) points, and the runner-up receives six (6) points.
- F.** NQDLBA Championship Pairs, Triples & Fours winners receive six points (6); runners up receive four (4) points;

### **28. Trophies and Prizes**

- A.** The Management Committee may seek and accept sponsorship and determine the value of any trophies or cash prizes for any Association event.

### **29. Conduct & Social Media**

No bowling member of NQDLBA shall use Social Media to make derogatory comments about NQDLBA, any official, any event or any player. A bowling member who fails to observe any Article or By-Law of the Association or who is deemed guilty of an act, practice, or conduct calculated to bring discredit on the game of bowls or to a Club or its members or the Association may render themselves liable for disciplinary action – Refer to BQ Social Media Policy.

The NQDLBA Facebook page is to display any information relevant to bowls. Photos, results, up coming events and other relevant posts can be included.

### **30. The official NQDLBA Website is for information to a wider audience. It includes, but not limited to governance, tournament flyers, NQDLBA calendar. This website is to be administered with NQDLBA approval required before any major changes, appeals and Disputes**

- A.** Appeals and disputes between Member Clubs and/or Club Members shall be submitted to the Secretary in writing. The decision of the Management Committee shall be final.
- B.** Any decision made by the Match Committee in relation to the conditions of play or penalty awarded against a Club Member or a Member Club, during or as part of game, where ratified by the Management Committee of the Association, shall not be the subject of any appeal.
- C.** Any request for an interpretation of the Laws of the Sport shall be made in writing to the Secretary of the NQDLBA who shall submit same to the NQDMBA Umpires Committee for examination and that Committee will report their opinion to the Secretary.

### **31. Alterations to By-Laws**

- A.** Alterations and/or additions to these By-Laws may be made by a simple majority vote of the Management Committee. A By-law may be set aside by a vote of Members at a General Meeting.

## Outline to NQDLBA's approach to organising its people & meetings to operate the Association

