BLINDBOWLS N.S.W / ACT
Association Incorporated

1. NAME OF ASSOCIATION

The name of the Association shall be the: -
BLINDBOWLS N.S.W. ACT ASSOCIATION Incorporated

2. THE OFFICE OF THE ASSOCIATION.

The principal place of administration of the Association shall be situated where the Committee directs.

3. INTERPRETATIONS.

In this Constitution unless the context or subject matter otherwise indicates or requires: -

3.1 "Association" means the **BLINDBOWLS N.S.W / ACT Association Incorporated**

3.2 "Committee" means the members for the time being of the Management Committee constituted in accordance with this constitution.

3.3 "Month" means any calendar month

3.4 "Minimum number of members" means Members entitled to vote who are Present or from whom a valid postal vote has been received.

3.5 "Year" means the financial year of the Association which shall commence On 1st day of JULY and shall close 30th day of JUNE of the following year.

3.6 Words imparting the singular number include the plural and vice versa.

4. OBJECTS OF THE ASSOCIATI ON

4.1 To advance, encourage, plan and co-ordinate, promote and control lawn bowling and recreational activities for the people who are blind or vision impaired and make conditions therefor.

4.2 To establish liaison with other sporting bodies and government authorities.

4.3 To arrange for and approval of financial assistance and/or sponsorship for the conduct of any championship tournament or other event.

4.5 To promote and inform public understanding of vision impairment.
4.4 To assist and advise all members in such manner as the Association sees fit
4.6 To engender a fraternal feeling among all bowlers and to promote and preserve all the guest interest and tradition of the game of bowls
4.7 To consider and deal with any matter within its jurisdiction submitted by a member or any organization with which the Association may become affiliated or a Government Authority
4.8 To select and control players, teams or sides to represent the Association in State and Australian Blind Bowlers Championships.
4.9 To promote and advance the mutual interest of vision impaired and blind bowlers within the Association.

5. **MEMBERSHIP**.

Persons eligible for membership of the Association shall be:-

5.1 Fully subscribed members or associate members having contributed a set fee for any one year.
5.2 Playing members belonging to an affiliated Bowling Club duly registered with the Bowls New South Wales Association or the New South Wales Women's Bowling Association or Bowls ACT incorporated.
5.3 Applications for membership shall be made in writing to the Honorary secretary
5.4 Classes of Members shall be: **B1 B2 B3 B4**
5.4.1 Full members being those who have contributed Full Fee for the year of membership and complied with Clause
5.4.2 Associate members being non-playing members who shall otherwise be bound by the Constitution of the Association.
5.4.3 Life Members shall be any member who may in consideration of long or meritorious service or for any other reason be granted Life Membership of this Association. A proposal for Life Membership shall be made to the Committee in writing by any two Full Members of the Association. No grant of Life Membership shall be made other than on a recommendation by the Committee to an Annual Meeting or Special General Meeting of the Association Notice of the Motion proposing Life Membership shall be communicated to the membership at least fourteen (14) days prior to the date of the Annual Meeting or Special General Meeting. A vote of at least two thirds (2/3) of those present and voting at the Annual or Special Meeting shall be necessary to effect such election. Life Members elected shall enjoy all rights and privileges of the association and Association membership and shall be exempted from the payment of Annual Subscriptions.

5.5 The Honorary Secretary shall keep a Register of Members showing name and address, telephone number, email address and date of birth for each member. Also the date on which each person became a member, sight classification. A member of the Association may – inspect the Register by arrangement with the Secretary.

6. PUBLIC OFFICER

Unless decided otherwise by the Committee, the Secretary of the Association shall be the Public
Officer.

7. MEMBER'S LIABILITY

The liability of a Member of the Association to contribute towards the payment of debts and liabilities of the Association or the costs, charges and expenses of the winding up of the Association is limited to the amount, if any, owing to the Association in respect of membership.

8. MANAGEMENT

8.1 The general management of the Association shall be vested in a Management Committee consisting of:

President one (1), Vice President one (1), Honorary Secretary / Treasurer one (1)
Five (5) Committee Members with power to add as the Committee may deem necessary.
The Committee shall be elected at the Annual General Meeting of the association as herein provided.

8.2 No member of the Committee shall be appointed to any salaried office in the Association or any office of the Association paid by fees. No remuneration or other benefit in money or money's worth shall be given by the Association to any member of the Committee except re-payment of reasonable out-of-pocket expenses.

8.3 The Committee may authorise fund-raising activities to assist in achieving the Objects of the Association:

8.4 The Committee will have the power to make By-Laws and Regulations deemed necessary for the control of the Association on the provision that these be in accordance with Rules and Regulations set by Bowls Australia and the Australian Blind Bowlers Association.

8.5 Meetings of the Committee shall be held monthly unless the Committee decides otherwise, and on dates as selected by the Committee.

8.6 The quorum for a Committee Meeting shall be five (5) of the members of the Committee.

8.7 The Committee have the sole right to accept or reject any new membership also: -

8.8 Any member rejected or requested to resign will have fourteen (14) days to arrange to have a Special General Meeting called for, from which a decision will be made and such will be final with no further Right of Appeal.

8.9 The President, Honorary Secretary, Vice President and one Committee member shall comprise a Sub-Committee, with power to take appropriate action in cases of emergency requiring immediate attention, and the Honorary Secretary shall submit for confirmation or otherwise a report to the next Committee meeting.

8.10 The Committee shall have the right to elect new members, accept resignations, suspend or expel any members of the Association who shall infringe this Constitution or any By-Law or whose conduct shall in its opinion render such member as unfit for membership, however no member will be suspended or expelled without receiving at least fourteen (14) clear days' notice to appeal before the Committee and the charge related to the member as to why such action is being taken. The Committee will vote as to necessary action to be taken whereby the offending member has the right to further action under Clause 8.3.

8.11 The Committee has the right to remove the name of any member from the Membership List if such member fails to comply with the Constitution and By-Laws as set down or by decisions made on such member at any Special General The Honorary Secretary will be instructed to remove such name and notify all members that same has been deleted.

9 REGISTER OF COMMITTEE MEMBERS

The Secretary shall maintain a Register of Committee members, showing names of members, office held, date on which each member elected, date on which each member ceased to hold office.

10 SUBSCRIPTIONS

10.1 The Annual Subscription for the Full Members and Associate Members shall be set by the Committee.

10.2 Any member failing to pay the Annual Subscription by the Annual Meeting will be sent a Reminder notice.

10.3 Should any member not pay the full amount within one month of receiving this Reminder Notice, such member will forfeit all rights and privileges as a member of this association.

11. ANNUAL GENERAL MEETING

11.1 The Annual, General Meeting shall be held not later than three (3) months after the end of the Associations financial year at a place and time decided by the Committee Members are to receive no less than fourteen (14) clear day notice of such meeting.11.2 The order of business at each Annual General Meeting shall be as follows:-

11.2.1 Confirmation of Minutes of last Annual General Meeting.

11.2.2 Confirmation of President's Annual Report.

11.2.3 Confirmation of Financial Statements and Treasurer's Report.

11.2.4 Auditor's Report.

11.2.5 Election of Patrons.

11.2.6 Election of Officers in accordance with Clause 8.1.

11.2.7 Election of Selection committee.

11.2.8 Election of Trustees.

11.2.9 Appointment of Auditor.

11.3 Any Special Business, notice of which has been given in writing to the Honorary Secretary twenty-one (21) days prior to the date fixed for the Annual General Meeting.

11.3.1 At the Annual General Meeting, if possible two (2) Scrutineers who are not Association members will be appointed to supervise voting.

12 SPECIAL GENERAL MEETINGS

12.1 A Special General Meeting may be called by the President or any member that sends in a letter with three signatures of financial members. Notification of the date and place shall be given to all members fourteen (14) clear days prior to the meeting being convened. The meeting will have the specific purpose as stated in the Notice of Meeting. No other matters may be voted on at the Meeting.

12.2 The Committee must, on the requisition in writing, with the signature of 3 members that are financial Members of the organisation, convene a special general meeting of the Association. Notification of the date and place shall be given to all members fourteen (14) clear days prior to the meeting being convened.

12.3 A requisition of Members for a special general meeting must state the purpose of the meeting be signed by the Members making the requisition, and be lodged with the Secretary. No other matters may be voted on at the Meeting.

12.4 If the Committee fails to convene a special general meeting to be held within 1 month of the requisition requested any of the Members who made the requisition may convene a special general meeting to be held not later than 3 months after that date.
12.5 A special general meeting must be convened as nearly as practical in the same manner as meetings convened by the President or members

13. MINIMUM MUMBER OF MEMBERS AT THE ANNUAL GENERAL MEETING AND SPECIAL GENERAL MEETINGS.

13.1 At all Annual General Meeting and Special General Meeting's the minimum Number of members shall be ten (10).
13.2 If this number is not obtained within fifteen (15) minutes of the notified time of commencement, the Annual General Meeting will be suspended for two weeks at which time it will be re convened by the secretary giving members notification 14 day prior to the meeting being re convened.

13.3 If the minimum number of members is not obtained within fifteen(15) minutes of the notified time of commencement of a Special Genera Meeting, the Meeting will be abandoned (except for a Special General Meeting called by the Trustees in accordance with Clause 25.2).ln this case, the Trustees will determine the minimum number of members.

14. ABSENCE FROM COMMITTEE MEETINGS

Should any member be absent without just cause or notification from three (3) consecutive meetings of the Committee, such member shall cease to be a Committee Member and the Committee shall call nominations to fill the vacancy.

15 VOTING

15.1 At all meetings only Life Members and those Members who have paid the subscription for the current year shall be entitled to one (1) vote. In the case of an equality of votes the Chairman shall have a second or casting vote except in the voting for the Election of Officers.

15.2 Members eligible to vote who are unable to attend an Annual General Meeting or Special General Meeting may apply to the Honorary Secretary for a postal vote

15.3 All matters, for which a valid postal vote has been received, will be decided by poll. All other matters will be decided by a show of hands unless a poll is requested by one fourth (1/4) of those attending and entitled to vote.

15.4 Resolutions at a Special General Meeting will not be effective unless approved by at least three fourths (75%) of Members entitled to vote who are present, or from whom a valid postal vote has been received.

16 RECISSION OF RESOLUTIONS.

No resolution passed by the Committee shall be altered or rescinded except by Notice of Motion in writing of intention to move such resolution. Such notice must be given at a meeting of the Committee prior to the date of the meeting to alter or rescind the motion.

17 DUTIES OF OFFICERS

17.1 PRESIDENT – The President shall be Chairman of all meetings whether of Members or of Committee and be responsible with the Honorary Secretary for carrying out all decisions by the members

17.2 VICE PRESIDENT – In the absence of the President the Vice President shall exercise all powers, duties and responsibilities of the president

17.3 HONORARY SECRETARY – shall:-

17.3.1 Be the prime officer of the Association in dealings with the public, Government Departments, other Association and Organizations.

17.3.2 Keep a record of all business conducted at all meetings in a book provided for that purpose.

17.3.3 Call all meetings as per the Association's Constitution.

17.3.4 Keep a record of all Office Bearers and Committees.

17.3.5 Keep a Members Register (as provided for in Clause 5), and the Register of Committee Members (Clause 9)

17.3.6 In the case of playing members, record the Club to which the member belongs and inform Members of their responsibility to be a Registered Bowler.

17.3.7 Keep record of Members who represent the Association at National and other such Championships. .

17.3.8 The Honorary Secretary shall be the Returning Officer at all meetings..

17.3.9 Keep record of awards, trophies, medals etc. received by Members at State and National Championships.

17.4 HONORARY TREASURER (CONTINUED)

17.4.1 Keep in his custody account books and records which the financial transactions of the Association

17.4.2 Pay all accounts by direction of the committee

17.4.3 Keep a record of all financial dealings

17.4.4 Arrange for all money received to be banked in the Association's bank account as soon as practicable, and to issue appropriate receipts.

17.4.5 Close and balance all financial records as at 30th day of June each year

17.4.6 Submit all financial records and balanced accounts to auditors as soon as possible after 30th June each year.

17.4.7 Submit audited Financial Statements to the Annual General Meeting.

17.5 SELECTORS

17.5.1 Select Members to represent the Association at National and other championships as required and submit their selections to the Committee for approval.

17.6 AUDITORS

17.6.1 Shall have access to all books, accounts, vouchers and other documents and make a report to the Annual General Meeting.

18. CHEQUE SIGNATORIES

All cheques shall be signed by any two (2) of the following President, Honorary Secretary, Honorary, Treasurer, Vice president.

19. ALTERATION TO CONSTITUTION

In this Constitution no Clauses shall he added, repealed or otherwise altered other than at a Special General Meeting of the Association, duly convened for that purpose at which three fourths (3/4) of the members eligible to vote consent to the Motion for change.

20. TRUSTEES

20.1 All Real and Personal Property now and hereafter acquired by the Association or by any person for or on its behalf, shall be vested in two (2) Trustees in trust for the Association.

20.2. 2 Such Trustees are hereby empowered at the direction of the Committee, to sign, seal and otherwise execute and complete all documents at any time to be made in pursuance of this Constitution or otherwise in connection with any of the Association's properties or affairs and any such documents so executed as have been authorised and approved by the Committee and members of the Association.

21. CLAIMS TO PROPERTY

No member by any reason of membership has any transmissible or assignable interest by operation of law or otherwise in any of the property of the Association. On any member ceasing to be such, all his interests shall survive to accrue and so belong to all members of the Association.

22. COMPLAINTS

All complaints by members shall be in writing, submitted to the President; or Honorary Secretary who shall submit such complaints for consideration at the next Committee meeting. The decision of the meeting shall be final:

23. INTERNAL

23.1 The Committee shall ensure a mechanism is established for resolving internal disputes within its membership. This may include ·

23.1.1 The appointment of an independent person to arbitrate in the dispute.

23.1.2 A process to bring the parties together to resolve the dispute at an early stage.

23.1.3 A process to ensure that all parties receive a full and fair opportunity of presenting their case.

23.1.4 Where the dispute cannot be resolved internally by arbitration or by mediation, to refer the matter to National Sports Disputes Centre.

24. COMMON SEAL

24.1 The Common Seal of the Association must be kept in the custody of the Public Officer.

24.2 The Common Seal must not be affixed to any document except by authority of the Committee and the affixing of the Common Seal must be attested by the signatures either of 2 members of the Committee or by 1 member of the Committee and the Public Officer, or Secretary.

25. NON –PROFIT AND DISSOLUTION

25.1. The assets and income of the Association shall be applied solely in furtherance of its objects. No portion shall be distributed directly or indirectly to its members except as bona fide compensation for services rendered or expenses incurred on behalf of the Association.

25.2 If at any time total membership of Life Members and Members who have paid their subscription falls below fifteen (15), the Trustees will request the Honorary Secretary to call a Special General Meeting to consider dissolving the Association

25 3 If at a Special General Meeting called for that purpose, three fourths (3/4) of the members present and entitled to vote so resolve, the Association shall be disbanded and the net assets of the Association disbursed

25.4 In the event of the Association being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to another organization with similar purposes which is not carried on for the profit or gain of the individual members

26. ADOPTION OF CONSTITUTION.

This Constitution of the BLINDBOWLS N.S.W. /ACT Incorporated was adopted by a duly constituted Meeting of Members held on 19th August 2016 and is effective immediately.

BLINDBOWLS N.S.W. / ACT. ASSOCIATION INCORPORATED

C O N S T I T U T I O N

AMENDED 19th SEPTEMBER 2016

CONSTITUTION INDEX

PAGE 1	1.	NAME OF ASSOCIATION
	2.	THE OFFICE OF THE ASSOCIATION.
	3.	INTERPRETATIONS.
	4.	OBJECTS OF THE ASSOCIATI ON
PAGE 2	5.	MEMBERSHIP
PAGE 3	6.	PUBLIC OFFICER
	7.	MEMBER'S LIABILITY
	8.	MANAGEMENT
PAGE 4	9.	REGISTER OF COMMITTEE MEMBERS
	10.	SUBSCRIPTIONS
PAGE 5	11	ANNUAL GENERAL MEETING
	12.	SPECIAL GENERAL MEETINGS
PAGE 6	13.	MINIMUM MUMBER OF MEMBERS AT THE ANNUAL GENERAL MEETING AND SPECIAL GENERAL MEETINGS.
	14.	ABSENCE FROM COMMITTEE MEETINGS
	15.	VOTING
PAGE 7	16.	RECISSION OF RESOLUTIONS.
PAGE 8	17.	DUTIES OF OFFICERS
	18.	CHEQUE SIGNATORIES
	19.	ALTERATION TO CONSTITUTION
PAGE 9	20.	TRUSTEES
	21.	CLAIMS TO PROPERTY
	22.	COMPLAINTS
	23.	INTERNAL
PAGE 10	24.	COMMON SEAL
	25.	NON –PROFIT AND DISSOLUTION
	26.	ADOPTION OF CONSTITUTION.