



Incorporation number:32 346 974 102

By-Laws of SOUTH COAST DISTRICT Women's Bowling Association Inc.

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1. **INTRODUCTION AND DEFINITIONS**

In pursuance of the powers conferred on it by Rule 33 of the Constitution (Constitution) of the South Coast (the **District Association**), the Management Committee makes the following By-Laws (**By-Laws**) for the regulation of the business and affairs of the District Association.

For the purposes of these By-Laws, meanings shall apply to words and expressions and capitalised terms used but not separately defined in these By-Laws as specified in the interpretation provisions of the Constitution, unless the context otherwise requires or as defined below.

2. **PRESIDENT**

The President shall be ex-officio a member of all Committees except for the Selection Committee when selection is taking place.

Should the office of President become vacant less than (6) months prior to the Annual General Meeting, an acting President shall be elected at a Special Meeting of the Management Committee called for that purpose. The elected Member Player shall have all the powers and privileges of a duly elected President.

In any other case a President shall be elected under the terms of the District Association's Constitution.

3. **SECRETARY**

The Secretary shall:

- (a) receive, open, record and keep all correspondence;
- (b) receive all moneys and hand to the Treasurer;
- (c) prepare an Agenda for all Management Committee meetings and General Meetings;
- (d) call all meetings in accordance with the District Constitution;
- (e) take minutes of all General Meetings and maintain proper records of same;
- (f) arrange for a copy of the Annual Report and Balance Sheet to be issued to all Member Clubs;
- (g) call for and receive entries for all District Fixtures;
- (h) forward a copy of the draw for all District Fixtures and Pennants to the Member Clubs;

- (i) forward a copy of the completed draws for all District Fixtures and Pennants to WBNSW; and
- (j) carry out any additional duties as listed in the District Constitution Rules.

All correspondence sent to the District Association shall be directed to and answered by the Secretary under the direction of the Management Committee.

4. TREASURER

The Treasurer shall:

- (a) receive all moneys from the Secretary;
- (b) keep current accounts in the name of the District Association at such financial institutions as the District Association shall direct, such accounts to operate upon as directed by By-Law 8;
- (c) keep correct accounts and books showing the financial affairs of the District Association and give a financial report at each Management Committee Meeting and General Meetings and furnish a properly audited Statement of Receipts and Expenditure to accompany the Annual Report.

5. COMMITTEES

Match Committee

- (a) The Match Committee shall consist of no more than 5 members, who must all be Member Players.
- (b) The Match Committee shall, when requested by the Management Committee:
 - (i) prepare and distribute to Member Clubs, a District Association Program of Events for the following year, as soon as is practicable after publishing of the State Program of Events;
 - (ii) make all arrangements for the playing of events following adoption by the Management Committee of the Program of Events;
 - (iii) complete the draw and allocate greens for the playing of the events referred to above. A copy of the draw for each event shall be forwarded to the Secretary for distribution to Member Clubs;
 - (iv) arrange for markers to be available for singles championships as required; and

- (v) settle all disputes arising about conditions of play for District Association events and pennants subject always to appeal to WBNSW
- (c) The Chair of the Match Committee shall be responsible for submitting results of District Association championships and competitions to newspapers for publishing.

Selection Committee

- (a) The Selection Committee shall consist of no more than 5 members, who must all be Member Players.
- (b) The Selection Committee shall, when requested by the Management Committee:
 - (i) select teams for all intra/inter District Association and Regional Matches; and
 - (ii) immediately report such selections to the Secretary to be taken to the next Management Committee Meeting for information.

Social Committee

- (a) The Social Committee shall consist of no more than 5 members, who must all be Member Players.
- (b) The Social Committee shall, under the direction of the Management Committee:
 - (i) assist at intra/inter Regional and District Association matches if required; and
 - (ii) organise raffles to raise funds for the District Association.

6. **GENERAL**

The Management Committee has the power to appoint a Chair of any Committee should such Committee fail to elect its Chair within fourteen (14) days of its election.

The Management Committee may appoint

- (a) a Communications Officer;
- (b) a Welfare Officer; and
- (c) any other non-management committee it sees fit.

The Management Committee may decide to combine the Selection and Match Committees into one Committee if it sees fit. However, if the Management Committee does so, such Selection and Match Committee shall have no more than 7 members, who must all be Member Players.

Limits on Committee Members

- (d) No Member Club shall have more than two (2) of its Member Players on the Management Committee.
- (e) A Member Club may also have no more than two (2) of its Member Players on any one Committee.

At any one time, there may not be more than two Vice Presidents of the District Association.

7. **COMMUNICATIONS OFFICER**

If appointed the Communications Officer shall:

- (a) attend to all communications for the District Association as directed by the Management Committee and shall be the only Member authorised to submit articles to "Bowls Matters" and "Roll Up" (e-news); and
- (b) submit a duplicate copy of anything submitted for the above, to the Secretary to be countersigned.

8. **FINANCE**

The funds of the District shall be placed in such financial institutions or as the District Association may from time to time determine, in the name of the District Association. All cheques must be signed by any two of the following:

- (a) the President,
- (b) Secretary; or
- (c) Treasurer.

All accounts must be certified for payment at a Management Committee Meeting as per the Cash Handling Policy.

The Statement of Accounts and Balance Sheet for each financial year, duly certified by the Auditor, shall be submitted to the Annual General Meeting.

9. **MEMBER CLUBS ANNUAL SUBSCRIPTIONS**

The time for, manner of payment and amount of the annual subscription payable by each Member Club to the District Association shall be as determined from time to time by the Management Committee at its first meeting in each calendar year.

10. **DISPUTES AND OBJECTIONS**

Any grievances, disputes, objections and appeals between Members shall be dealt with in accordance with the procedures detailed in the Constitution, WBNSW Constitution and WBNSW By-Laws.

11. **CHAMPIONSHIPS AND OTHER EVENTS**

Member Clubs arranging social or other competitions during the playing of a District Association event must provide green space for the District Association matches set down at their Member Club.

The District Association shall arrange championships and other events open to all Member Players of its Member Clubs and provide monetary and/or trophy awards.

Monetary awards shall not be used for the purchase of badges bearing the name of the District Association in any form.

12. **LAWS OF THE SPORT OF BOWLS AND CONDITIONS OF PLAY FOR STATE CHAMPIONSHIPS AND EVENTS**

The "Laws of the Sport of Bowls" and "Conditions of Play for State Championships and Events" shall be those adopted from time to time by WBNSW and shall apply to the District Association always.

13. **UNIFORM**

The uniform for play in District Association Events shall be as set down in the WBNSW Dress Policy (refer to WBNSW website for current policy).
<http://www.womensbowlsnsw.org/Members-Resources/Policies>