

**Northern Territory of Australia
Oaths, Affidavits and Declarations Act
Statutory Declaration**

(1)
Insert name of
person making
declaration
(2)
Address

I, (1) JENNIFER SULLIVAN
of (2) 1/2 FITZMAURICE DRIVE, LEANYER NT 0812
do solemnly and sincerely declare:

(3)
Insert name of
entity

1. I am the Public Officer of
(3) THE DARWIN BOWLS AND SOCIAL
CLUB Incorporated

(4)
Insert date of
meeting

2. The following resolution to amend the association's constitution
was passed in accordance with the constitution at a meeting held
on:
(4) 10/11/19

Resolution:

"that the constitution (a copy of which is attached at annexure "A") be
adopted".

3. The Amended Constitution complies with the *Associations Act*

I make this solemn declaration by virtue of the *Oaths, Affidavits and
Declarations Act* and conscientiously believing the statements contained
in this declaration and accompanying application to be true in every
particular.

Declared at DARWIN TBC

(5)
Today's date
(6)
Signature of the
person making the
declaration
(7)
Signature of the
person before
whom the
declaration is made

on: (5) 27
(6) NCV
Before me: (7) 2019

Name and contact address and telephone number of person before
whom the declaration is made, legibly written, typed or stamped.

(8)
Name of witness
(9)
Address of witness
(10)
Telephone number
of witness

(8) [Signature]
(9) TBC Darwin
(10) 89821700

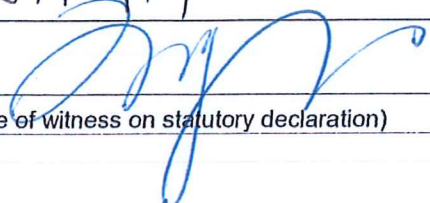
Note:

- (1) This declaration may be made before any person who has
attained the age of (18) eighteen years.
- (2) A person wilfully making a false statement in a statutory
declaration is liable to a fine or imprisonment.

This is the annexure marked "A" referred to in the statutory declaration of:

Name of Public Officer: JENNIFER SULLIVAN

Made on (date): 27/11/19

Before me 
(signature of witness on statutory declaration)



THE DARWIN BOWLS AND SOCIAL CLUB INCORPORATED

CONSTITUTION

RULES &

BY-LAWS



8 Conacher Street
FANNIE BAY NT 0820

CONTENTS

Preamble	4
1.00 Name	4
2.00 Objects	4
3.00 Club Management	4
3.01 Management Structures	4
3.02 Appointment of Office Bearers	4
3.03 Bowls Committee	4
3.04 Board	4
3.05 Restrictions on Holding Office	4
3.06 Executive	5
3.07 Club Seal	5
3.08 Board Powers	5
4.00 Membership	5
4.01 Categories	5
4.02 Eligibility	5
4.03 Definition of Memberships	5
4.04 Admission to Membership	6
4.05 Determination of Membership	6
4.06 Raising complaints (other than those dealt with in clause 4.05(c))	7
5.00 Meetings	7
5.01 Annual General Meeting	7
5.02 Special General Meeting	8
5.03 Board, Executive & Committee Meetings	8
5.04 Quorums	8
5.05 Election of Office Bearers	9
5.06 Board / Committee Vacancies	9
5.07 Voting	9
5.08 Observers	9
5.09 Eligibility	9
6.00 Finance	9
6.01 Financial Year	9
6.02 Fees and Subscriptions	9
6.03 Green Fees	10
6.04 Pro rata Subscriptions	10
6.05 Banking	10
6.06 Account Books	10
6.07 Club Auditor	10
7.00 Position and Duties	10
7.01 Bowls Committees	10
7.02 Board of Management	11
8.00 Grievance and Disputes Procedures	12
9.00 General Provisions	14
9.01 Prizes	14
9.02 Visitors	14
9.03 Supply of Liquor	14
9.04 Laws of the Game	14
9.05 Gambling, Disputes, Behaviour etc:-	14

	Dissolution	14
9.06	Insurance	13
9.07	Property	15
9.08	Notices	15
9.09	Raffles	15
9.10	Complaints re Employees	15
9.11	Adherence to Constitution, Rules, By-Laws	15
9.12	Interpretation of the Rules	15
9.13	Staff	15
9.14	By-Laws	16
9.15	Alteration to Constitution	16
9.16		
By-Laws	Dress Standards	17
1.	Conditions of Play	17
2.	Conduct of Members	18
3.		

PREAMBLE

Within the Constitution, Rules and By-laws reference to the male gender shall also include the female gender except for certain clauses the content of which makes it self-evident that reference is gender specific.

CLAUSE 1.00 NAME

The name of the club shall be "The Darwin Bowls and Social Club Incorporated" (hereinafter referred to as "the Club")

CLAUSE 2.00 OBJECTS

2.01 Objects

The principal objects of the club shall be:-

- (a) To promote and encourage the game of Lawn Bowls, and
- (b) To maintain appropriate bowls greens and other facilities, and
- (c) fellowship within the club and with other clubs with similar objects.

2.02 Public Access

The bowling greens and club facilities are open to the general public for bona fide purposes, under terms and conditions determined by the club from time to time.

2.03 Members to Benefit Equally

No Member shall be entitled to derive any profit, benefit or advantage from the club which is not shared equally by every Member.

CLAUSE 3.00 CLUB MANAGEMENT

3.01 Management Structures

The management of the club shall be vested in three groups as follows.

- (a) Bowls Committee**
- (b) Club Management Board**
("Board")
- c) Club Management Executive**
("Executive")

The Board is the group responsible for all business aspects of the club and is answerable only to an Annual or Special General Meeting of the club.

3.02 Appointment of Office Bearers

Appointment of Members to the various prescribed offices in the Bowls Committee and the Board will be undertaken at an Annual General Meeting.

3.03 Bowls Committee

The Bowls Committee will comprise:-

- (a) Men's President;**
- (b) Ladies President;**
- (c) Secretary;**
- (d) Men's Games Director;**
- (e) Ladies Games Director**
- (f) Two other Members, being a lady and a man, with power to act as required.**

3.04 Board

The Board will comprise:

- (a) Chair**
- (b) Vice-Chair**
- (c) Treasurer**
- (d) Administrative Officer**
- (e) Director - Greens and Grounds**
- (f) Director - House and Social**
- (g) Men's President (Ex-officio Board Member).**
- (h) Ladies' President (Ex-officio Board Member).**
- (i) Bowls Committee Secretary (Ex-officio Board Member).**

3.05 Restrictions on Holding Office

Directly elected Members shall not hold more than one position on the Board nor

shall they hold more than one position on the Bowls Committee.

3.06 Executive

The Board will appoint an Executive from among its elected Members to act on its behalf between regular meetings of the Board.

The Executive will comprise three persons normally but not necessarily the Chair, Treasurer and Administrative Officer.

In addition the Board may appoint any other person to join the Executive for any specific purpose and/or time.

3.07 Club Seal

The Board Chair, Treasurer and Administrative Officer will be seal holders and the Administrative Officer will be the Public Officer of the Club.

The seal shall not be fixed to any instrument except by the authority of the Board, an Annual General or Special General Meeting and shall always be attested to by at least two seal holders.

3.08 Board Powers

The Board shall have the power to engage in activities and enter into agreements as the Board sees fit.

CLAUSE 4.00 MEMBERSHIP

4.01 Categories

Categories of Membership shall comprise:-

- (a) **Ordinary**
- (b) **Life**
- (c) **Pensioner**
- (d) **Junior**
- (e) **Social**

A current Register of all Members shall be maintained by the Public Officer and kept on the Club premises.

4.02 Eligibility

To be eligible for any category of Membership of the Club, persons must be:-

- (a) Eighteen years of age (except for Junior Members who must under eighteen years of age at 1 January in that year).
- (b) Interested in playing the game of Lawn Bowls.
- (c) Of good repute and character and compatible with other existing Members of the Club.
- (d) Free of any debt to another Bowls Club or Bowls Association with which they have been previously associated.

4.03 Definition of Membership

(a) Ordinary Members

Will comprise all Members, whether male or female, paying full Membership fees as determined from time to time, and who are entitled to all Club privileges (hereinafter referred to as Members).

(b) Life Members

Those persons so honoured and appointed under the following terms:-

A Member, upon recommendation from the Board, may be elected as a Life Member of the Club in honour of outstanding services rendered to the Club. Such election shall be by a two thirds majority of Members present and voting at an Annual General Meeting of the Club during which such reasons for nomination shall be given.

Life Members shall be free to enjoy all Club privileges and exercise all rights but shall be exempt from paying annual subscriptions and shall be awarded a badge with the club design signifying their Life Membership.

(c) Pensioner Members

A Pensioner Member is a person who can present legal documentation of their status as a pensioner and thereby is entitled to relevant privileges for full or social membership categories.

(d) Junior Members

Junior Members shall be any eligible person meeting the specified age requirements and they shall be admitted subject to such nomination fee and annual subscription determined from time to time. Junior members under the age of 12 are required to be under adult supervision. They shall enjoy all the privileges of the Club except the right to nominate for any office bearer positions or vote at any General Meeting.

(e) Social Members

A Social Member can be any person who may not desire to become involved in all aspects of the game of bowls but who desires to otherwise participate in club activities. Such Member shall be admitted subject to all other rules governing admittance of Membership on payment of such nomination fee and annual subscription as determined from time to time.

Social Members shall enjoy all club privileges except the right to nominate for any Office Bearer positions, vote at any General Meeting or take part in any club competition except by the invitation of the relevant committee.

4.04 Admission to Memberships

- (a) Application for Membership of the club must be made in writing on the form prescribed by the Board. Such applications must include a proposal and a seconding by two Members of the club.
- (b) The application will be addressed to the Bowls Committee and displayed in a conspicuous place within the club.
- (c) Recommendations on Membership applications will be made by the Bowls Committee to the Board, the Public Officer will arrange formal registration.
- (d) An application for Membership may be deferred by the Board for a period of not more than one month from the date of application. At the expiration of this period the application for Membership shall be decided and the result notified to the applicant.
- (e) All disputes in relation to Membership will be referred to the Board of Management for resolution.

4.05 Determination of Membership

- (a) Resignation from the club shall be made in writing to the Secretary of the Bowl's Committee but no such resignation shall relieve any Member from payment or any subscription or other money due or payable by the Member at the time of resignation.
- (b) Any Member failing to give notice in writing prior to 1 January in any year following that of their intended resignation shall be liable for the subscription fee for the year commencing on that date. Notwithstanding the Board shall have the power to determine a pro-rata subscription for any Member

shall they hold more than one position on the Bowls Committee.

3.06 Executive

The Board will appoint an Executive from among its elected Members to act on its behalf between regular meetings of the Board.

The Executive will comprise three persons normally but not necessarily the Chair, Treasurer and Administrative Officer.

In addition the Board may appoint any other person to join the Executive for any specific purpose and/or time.

3.07 Club Seal

The Board Chair, Treasurer and Administrative Officer will be seal holders and the Administrative Officer will be the Public Officer of the Club.

The seal shall not be fixed to any instrument except by the authority of the Board, an Annual General or Special General Meeting and shall always be attested to by at least two seal holders.

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The Board shall have the power to engage in activities and enter into agreements as the Board sees fit.

CLAUSE 4.00 MEMBERSHIP

4.01 Categories

Categories of Membership shall comprise:-

- (a) Ordinary**
- (b) Life**
- (c) Pensioner**
- (d) Junior**
- (e) Social**

A current Register of all Members shall be maintained by the Public Officer and kept on the Club premises.

4.02 Eligibility

To be eligible for any category of Membership of the Club, persons must be:-

- (a)** Eighteen years of age (except for Junior Members who must be more than twelve years of age and under nineteen years of age at 31 December in that year).
- (b)** Interested in playing the game of Lawn Bowls.
- (c)** Of good repute and character and compatible with other existing Members of the Club.
- (d)** Free of any debt to another Bowls Club or Bowls Association with which they have been previously associated.

4.03 Definition of Membership

(a) Ordinary Members

Will comprise all Members, whether male or female, paying full Membership fees as determined from time to time, and who are entitled to all Club privileges (hereinafter referred to as Members).

(b) Life Members

Those persons so honoured and appointed under the following terms:-

A Member, upon recommendation from the Board, may be elected as a Life Member of the Club in honour of outstanding services rendered to the Club. Such election shall be by a two thirds majority of Members present and voting at an Annual General Meeting of the Club during which such reasons for nomination shall be given.

Life Members shall be free to enjoy all Club privileges and exercise all rights but shall be exempt from paying annual subscriptions and shall be awarded a badge with the club design signifying their Life Membership.

(c) Pensioner Members

A Pensioner Member is a person who can present legal documentation of their status as a pensioner and thereby is entitled to relevant privileges for full or social membership categories.

(d) Junior Members

Junior Members can be any eligible person meeting the specified age requirements and they shall be admitted subject to such nomination fee and annual subscription determined from time to time. They shall enjoy all the privileges of the Club except the right to nominate for any office bearer positions, vote at any General Meeting or take part in any club competition except by the invitation of the relevant committee.

(e) Social Members

A Social Member can be any person who may not desire to become involved in all aspects of the game of bowls but who desires to otherwise participate in club activities. Such Member shall be admitted subject to all other rules governing admittance of Membership on payment of such nomination fee and annual subscription as determined from time to time.

Social Members shall enjoy all club privileges except the right to nominate for any Office Bearer positions, vote at any General Meeting or take part in any club competition except by the invitation of the relevant committee.

4.04 Admission to Memberships

- (a) Application for Membership of the club must be made in writing on the form prescribed by the Board. Such applications must include a proposal and a seconding by two Members of the club.
- (b) The application will be addressed to the Bowls Committee and displayed in a conspicuous place within the club.
- (c) Recommendations on Membership applications will be made by the Bowls Committee to the Board, the Public Officer will arrange formal registration.
- (d) An application for Membership may be deferred by the Board for a period of not more than one month from the date of application. At the expiration of this period the application for Membership shall be decided and the result notified to the applicant.
- (e) All disputes in relation to Membership will be referred to the Board of Management for resolution.

4.05 Determination of Membership

- (a) Resignation from the club shall be made in writing to the Secretary of the Bowl's Committee but no such resignation shall relieve any Member from payment or any subscription or other money due or payable by the Member at the time of resignation.
- (b) Any Member failing to give notice in writing prior to 1 January in any year following that of their intended resignation shall be liable for the subscription fee for the year commencing on that date. Notwithstanding the Board shall have the power to determine a pro-rata subscription for any Member

resigning after 1 January in any year.

- (c)(i) The Board shall have the power to reprimand, suspend or expel any Member who on the club premises or elsewhere is guilty of conduct considered by the Board to be prejudicial to the Club.

A Member shall not be dealt with under this sub-clause except on written complaint by another Member, another registered Bowls Club, or Bowls NT.

- (ii) Such complaint shall fully describe the conduct in question and shall be signed by the complainant.

- (iii) The complaint may be addressed to the Bowls Committee Secretary or the Club's Public Officer. In either case there shall be consultation between the Bowls Committee and the Board.

- (iv) The Bowls Committee shall in the first instance be responsible for investigating the complaint with the accused Member having the opportunity to make an appropriate submission and/or explanation.

- (iv) A full report and recommendation shall be made to the Board by the Bowls Committee and the Board shall determine and take whatever action it deems fit including review.

The result of the Board's deliberations shall be conveyed to all parties not less than seven days after receiving the report/ recommendation of the Bowls Committee.

- (d) Membership of any person whose subscription is two months in arrears from the due date will be terminated. The Board may, at its discretion, restore such

Membership on payment of the arrears.

4.06 Raising grievances and complaints (other than conduct prejudicial to the Club dealt with in 4.05(c) above).

- (a) A member may raise a grievance or complaint about a Bowls Committee member or Board member, the Bowls Committee or Board or another member of the Club.
- (b) The grievance or complaint must be dealt with by the dispute resolution procedures set out in Clause 8, unless it is a complaint relating to conduct prejudicial to the club which shall be dealt with in accordance with 4.05(c).

CLAUSE 5.00 MEETINGS

5.01 Annual General Meetings

- (a) The annual general meeting of the Club shall be held between the second Sunday in October and the second Sunday in November each year.

The meeting shall be called by giving not less than fourteen (14) day's notice by circular posted at the Club or delivered to each Member or by advertisement in the local print media prior to the date of such meeting.

The business to be conducted shall be:-

- (i) Confirmation of previous A.G.M. and/or S.G.M minutes, and
(ii) Consideration and adoption of annual reports, and

- (iii) Presentation of Balance sheet for consideration and adoption, and
- (iv) Election of Office Bearers, Patron and Auditor, and
- (v) Notice(s) of Motion for which due notice has been given (the period for notices of motion shall be seven (7) days, and
- (vi) General Business
The order of business may be changed by a majority vote of eligible Members present at the meeting.
- (b) The Annual General Meeting for the Bowls Committee Members will be held on the same day and incorporated into the Club Annual General Meeting.

With the exception of the presentation of balance sheet and the election of Patron and Auditor the order of business for the Bowl's Committee A.G.M should mirror that of the Board of Management
A.G.M. Proposed Notices of Motion are to be presented by the Secretary.

5.02 Special General Meetings

- (a) All Special General Meetings shall be held in a manner such that:-
 - (i) a minimum of fourteen (14) day's notice is given from the time a proper request to convene such a meeting was received by

Administrative Officer.

- (ii) The notice specifies the business to be conducted at the meeting.
- (iii) no other business to be conducted.
- (b) Special General Meeting for Club Members in relation to the Bowls

Committee must be convened after:-

- (i) Written request from the Board: or
- (ii) Written request from ten (10) Members relevant to the Committee required to convene the meeting.
- (c) Special General Meeting of the Club must be convened following:-
 - (i) Decision of the Board, or
 - (ii) Written request from the Bowls Committee, or
 - (iii) Written request from not less than fifteen (15) Members of the Club.

5.03 Board, Committee and Executive Meetings

- (a) Bowls Committee Meetings may be held as often as the committee deems necessary, but at least quarterly. Minutes shall be kept.
- (b) Board Meetings shall be held monthly on the Club premises. Minutes shall be kept.
- (c) Executive Meetings will be as deemed by the Executive Members recognising that the Executive is responsible and must report to the Board when it next meets.

5.04 Quorums

Quorums shall be as follows:-

- (a) Annual and Special General Meetings require 30 eligible Members or 20 %.
- (b) Bowls Club Meetings relevant to the Bowls Committee require 20 eligible Members.

Note: If a quorum is not present within fifteen minutes of the appointed time the meeting will be adjourned to a date and time determined by those present. The adjourned meeting shall proceed with the business of the original meeting, even if there is not a quorum.

- (c) Board Meetings require four with a minimum of two directly elected Members.
- (d) Executive Meetings require two directly elected Members.
- (e) Bowls Committee require three with a minimum of two directly elected Members.

In the absence of the Chair, Vice Chair and Men's or Ladies' President the Members present shall elect a chairperson for that meeting, minutes to be recorded.

5.05 Election of Office Bearers

Nominations for Office bearers must be written by two eligible Members, including signed consent of the nominee to act in the position if elected. Nomination forms for positions shall be posted on a Club notice board at least seven days prior to the A.G.M.

At each A.G.M. elections will be conducted for half of the relevant Committee and successful nominees will hold that office for a period of two years.

In the event of multiple nominations for a position a secret ballot shall be conducted under the supervision of the Chair/ President of the meeting.

Two scrutineers may be appointed as deemed by the Chair/ President.

Any office for which there has been no nomination shall be filled at the discretion of the Board / Committee.

In relation to the Bowls Committee, the Ladies President, Games Director and Other Member shall be voted on by the lady Members present and the Men's President, Games Director and Other Member by the men Members present.

5.06 Board/ Committee Vacancies

Should any Member fail to attend three consecutive meetings without proper leave of absence, or resign from the Club, the Board / Committee shall have the discretion to terminate their Membership and may appoint another Member to fill the vacancy for the remainder of the original period of office.

5.07 Voting

Voting shall be confined to Members present at any Meeting: proxies shall not be accepted.

5.08 Observers

Any Member of the Club may attend any Meeting of the Board / Committee and their status at these meetings will be strictly limited to that of an observer.

5.09 Eligibility

To be eligible for election or appointment to the board of management as an elected member or ex-officio member, the member must first have been registered as a full financial member of The Darwin Bowls and Social Club Incorporated for a period of not less than 24 months.

CLAUSE 6.00 FINANCE

6.01 Financial year of Club

The financial year of the Club will end on 30 June each year. The Bowls and Membership years of the Club will end on 31 December of each year and annual subscriptions shall become due on the succeeding 1 January each year. Subscriptions shall be paid annually and in advance.

6.02 Fees and Subscriptions

An initial nomination fee and an annual subscription shall be paid by all Members irrespective of class except Life Members, or where the Board grants leave of absence. The Board will determine fees and subscriptions from time to time.

6.02 Green Fees

The Board reserves the right to charge a playing fee for persons using the greens. The Board may, at its discretion vary from time to time or waive all or part of such fees

6.03 Pro Rata Subscriptions

Any person taking up Membership subsequent to the commencement of the yearly period shall pay pro-rata on a monthly basis from the date of acceptance as a Member to the end of the yearly period.

6.04 Banking

All funds of the Club shall be deposited in a bank in the name of the Club and an account operated by the Board, specifically by the Treasurer, Administrative Officer and one other Board Member.

Income derived is to be applied solely to the Objects of the Constitution.

6.05 Account Books

Correct accounts and books shall be kept showing the full financial affairs of the Club.

6.06 Club Auditor

The Board will recommend an auditor for appointment by the Club to each Annual General Meeting. The Auditor shall examine all books of accounts, vouchers and other relevant documents and audit the Annual Balance sheet and financial statements prepared by the Treasurer. The Auditor shall not be a Member of the Club.

6.07 Incurring Substantial Club Debt

The Board shall not commit the Club to any substantial loan to any person or agency within or outside the Club without specific approval from an Annual General Meeting or Special General Meeting called for that purpose.

Similarly the Board will not enter into any commitments which will require the Club to borrow or raise a substantial loan without the approval of an Annual General Meeting or Special General Meeting.

CLAUSE 7.00 OFFICIAL POSITIONS & DUTIES

7.01 Bowls Committee

(a) Presidents

The Men's and Ladies elected Presidents shall chair the Committee Meetings alternately if possible. They shall assist each other in all matters requiring the Committee's attention and where applicable perform the duties of the President in the case of absence of one or the other. They shall attend to execution of decisions by the Board to ensure that Members are properly informed and accommodated and that Rules and By-Laws of the Club are understood and adhered to by all Members.

The Bowls Committee Presidents shall resign from office each year and be eligible for re-election at the A.G.M. and will serve each term as ex-officio Board Members representing their respective Members.

(b) Secretary

The Bowls Committee Secretary shall keep a true record of the business transacted at all Committee meetings and issue all appropriate notices.

The Secretary shall conduct all correspondence as directed by the Committee.

Should the Secretary be absent or ill or refuse to do anything required by the constitution and/or rules of the Club, the Committee shall have the power to invite and appoint any Member of the Club to act in his/her stead. They will serve on the Board as an ex-officio Member.

(c) Games Director(s)

The Games Directors shall, subject to the direction of the Bowls Committee, be responsible for the conduct of all Club competitions and plan, organize and supervise the playing of such competitions, record all results and complete any returns thereto.

The Games Director shall see that the laws and conditions of competitions are adhered to and report to the Committee when required.

The Games Directors will seek the appointment of a sub-Committee to be known as the **Match Committee**, to assist with the conduct of the Club competitions.

The Match Committee may be any number identified and may be appointed by any method the Bowls Committee determines.

The Match Committee will act as selectors for the Pennant teams and be responsible for setting Club Handicaps and liaise direct with the Greens and Grounds Director as appropriate

(d) Additional Member

The duties of the Additional Member may be specific or general as the Committee itself determines.

7.02 Board of Management

(a) Chair

The Chair shall preside at all Board Meetings and ensure that all business and actions of the Club are properly conducted and reflect well upon its individual constituent Members.

(b) Vice-Chair

The Vice-Chair shall assist the Chair in ensuring that all matters requiring attention are appropriately executed and in the absence of the Chair the Vice Chair shall carry out the duties normally performed by the Chair.

(c) Secretary

The Board Secretary will keep a true record of the business transacted at Board meetings and shall issue all appropriate notices together with attending to Club correspondence and matters pertaining to **Public Officer** duties and Club Membership and oversee Club Membership records.

The Secretary shall keep all books and records as may be required from time to time by the Federal and /or NT Government Regulations and shall furnish such returns/information as may be required.

(d) Treasurer

The Treasurer shall keep a correct record of all receipts and expenditure of the Club and report the complete financial position of the Club at each meeting of the Board.

The Treasurer shall also submit to the Annual General Meeting a statement of accounts for the preceding year and such accounts are to be audited by a person dually appointed for that purpose.

The Treasurer shall be responsible for the management of the bar and be the Nominee for the Liquor Licence, otherwise a Member of the Club may be appointed by the Board to do so and they shall be responsible to the Treasurer.

Should the Treasurer be absent or ill or should he refuse to do anything required by the Constitution and/or rules of the Club the Board shall have the power to invite and appoint any Member of the Club to act in his stead.

The Treasurer shall have the discretion

to appoint a subcommittee (comprising any number of Members) to assist with the whole or part of the task.

(e) Greens and Grounds Director

The Greens and Grounds Director shall be responsible for ensuring that the greens, greens equipment and Club grounds are maintained in proper order and report thereon when required. The Greens and Grounds Director shall advise the committee when, in the Greens and Grounds Directors opinion, there should be no play on the greens.

In the absence of the Greens and Grounds Director Members of the Board/Committee present shall be responsible for making the decision regarding the suitability of the greens for play in conjunction with the Green Keeper. The Greens and Grounds Director shall have the discretion to appoint a Greens and Grounds sub- committee (comprising any number of Members), to assist with the whole or part of the task.

(f) House and Social Director

The House and Social Director shall be responsible for those aspects of Club house management that are not the responsibility of the Secretary or

Treasurer and to be solely responsible for managing social and fellowship aspects of the Club and its Membership.

The House and Social Director shall have the discretion to appoint a sub- committee (comprising any Members), to assist with the whole or part of the task.

CLAUSE 8- GRIEVANCE AND DISPUTES PROCEDURES

8.01 This clause applies to disputes between-

- (a) a member and another member; or
- (b) a member and the Bowls Committee or Board; or

- (c) a member and a Bowls Committee member or Board member

8.02 Within 10 days after the dispute comes to the attention of the parties to the dispute, they must meet and discuss the matter in dispute, and, if possible, resolve the dispute.

8.03 If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days after the meeting, hold another meeting in the presence of a mediator.

8.04 The mediator must be -

- (a) a person chosen by agreement between the parties; or
- (b) in the absence of agreement-

- (i) for a dispute between a member and another member, or between a member and a Bowls Committee member or Board member, or between a member and the Bowls Committee - a person appointed by the Board; or
 - (ii) for a dispute between a member and the Board- a person who is a mediator appointed or employed by the department administering the Act.
- 8.05** A member of the Club can be a mediator.
- 8.06** The mediator cannot be a party to the dispute.
- 8.07** The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- 8.08** The mediator, in conducting the mediation, must -
 - (a) give the parties to the mediation process every opportunity -to be heard;
 - (b) allow due consideration by all parties of any written statement submitted by any party; and
 - (c) ensure natural justice is accorded to the parties to the dispute throughout the mediation process.
- 8.09** The mediator must not determine the dispute.
- 8.10** If the mediation process does not result in the resolution of a dispute between:
 - (a) a member and another member; or
 - (b) a member and a member of the Bowls Committee or a member of the Board; or
 - (c) a member and the Bowls Committee
 the Board (or the Executive if time is of the essence) or the Bowls Committee, whichever is appropriate, may determine the dispute and impose a decision on the parties and the decision of the Board, Executive or Bowls Committee shall be final save for any rights the parties to the dispute may have otherwise at law.
- 8.11** In determining the dispute The Board, Executive or Bowls Committee must:
 - (a) give the parties to the dispute at least 48 hours notice of Intention to determine the dispute including the time, date and place that it intends to do so;
 - (b) not be constituted by any member who is a party to the dispute
 - (c) give the parties an opportunity to be heard;
 - (d) allow due consideration of any written statement submitted by any party; and
 - (e) ensure natural justice is accorded to the parties to the dispute throughout the determination process.

**CLAUSE 9.00
GENERAL PROVISIONS**

9.01 Prizes

Prizes presented or offered by the Club shall be played for under such conditions as are determined by the rules of Bowls Australia as they may apply and be varied from time to time.

9.02 Visitors

Members have the privilege of introducing friend(s) to the Club and all visitors who are affiliated with Bowls Australia or with any controlling body affiliated with the International Bowling Board shall be deemed to be Visiting Members whilst on Club premises.

Such visitors are entitled to the same privileges as Members of the Club but shall not take part in any meeting or vote thereat.

A Visitors Book shall be kept on the Club premises recording the names of all visitors and the Members introducing them.

Members may introduce a maximum of six (6) visitors per day.

Where Bowls NT or affiliated Association has advised of the suspension of a Member, that Member shall not be eligible to play or attend while that suspension is in force.

9.03 Supply of Liquor

(a) Liquor shall not be sold, supplied or consumed on Club premises except in accordance with the conditions of the current liquor licence.

(b) A person under the age of eighteen (18) years other than a person

being trained as a Bar Attendant shall not be employed by the Club on bar duties.

(c) No payment or part payment of any Secretary, Manager or other Officer or servant of the Club shall be made by way of commission or allowance from or upon the receipts of the Club for liquor supplied.

(d) All relevant Northern Territory legislation relating to the sale, purchase, supply and/or consumption of alcohol shall be adhered to by the Club

9.04 Laws of the Game

The Laws and rules governing the game of Lawn Bowls as adopted from time to time by Bowls Australia and Bowls N.T. shall be the laws and rules governing all games for the Club, except where otherwise provided for the purpose of Club competitions.

9.05 Gambling, Disputes, Behavior, etc.

Gambling, betting on competitions, obscene and/or abusive language or unseemly behavior or conduct shall not be permitted on Club's premises and any alleged infringement shall be dealt with in accordance with this constitution.

9.06 Dissolution

The Club may be dissolved by resolution of the Members at two (2) Special General Meetings held at intervals of no fewer than fourteen (14) days and no more than thirty (30) days thereafter.

If a resolution for the dissolution of the Club is carried by a majority of at least two thirds of the financial Members present and voting at each Special General Meeting, the Board shall proceed forthwith to liquidate the affairs

of the Club in such a manner as directed by the resolutions of the Special General Meetings dissolving the Club and no individual Member shall gain any financial advantage from such dissolution. In the event of the dissolution of the Bowls committee only, all monies held by it shall revert back to the Club.

9.07 Insurance

The Board shall insure against loss or damage of the insurable property of the Club and its Members in such sums as the Board sees fit. In the event of loss or damage to the property of Members in respect of which insurance money is received by the Club the Board shall review all claims from Members which shall be submitted in writing and determine reasonable compensation in each case. If the money recovered under the insurance policy in respect of the property of Members is insufficient to pay the total amount of reasonable compensation in full the Board shall distribute the money on a pro-rata basis. The Board shall also insure against all risks required by the laws of the Northern Territory for those employees of the Club. The Board shall take out such public liability insurance as is considered reasonable to indemnify the Club against legal action from time to time.

9.08 Property

No person shall remove any of the property of the Club from the Club premises or borrow any such property without the express and prior permission of a Member of the Board.

Any person damaging or breaking any of the Club property shall be called upon by the Board of Management to make full restitution for such damage.

9.09 Notices

No notice may be posted on the Club premises or removed from the notice board(s) without the consent of a Board or Committee Member.

9.10 Raffles

No subscription list, raffle or collection list shall be canvassed or conducted on Club premises without approval from the Board first being obtained. No Member, whilst on the Club premises, shall knowingly commit any breach of the Northern Territory Lottery and Gaming Legislation.

9.11 Complaints re Employees

No Member shall personally reprimand any employee of the Club or in any way issue instructions to any of the staff as to the performance of their duties. If any Member desires to complain of the action(s) of any employee SICh complaint shall be submitted in writing to the relevant Secretary or Public Officer.

9.12 Adherence to Constitution, Rules and By-Laws

Every Member agrees to be bound by and to comply with the Constitution, Rules and By-Laws and conduct themselves at all times with propriety. Copies of the Constitution are displayed within the Club and/or made available for examination by any Member.

9.13 Interpretation of the Rules

In the event of there being any doubt as to the meaning of any portion of the Constitution the Board shall have the power of interpretation and its decision shall be final and binding on all concerned.

9.14 Staff

The Board may employ such persons as it deems appropriate for the efficient and

effective running of the Club whether it be on a full-time, part time or casual basis and such employees shall be appropriately remunerated.

9.15 By-Laws

The Board shall in addition to all other powers referred to in these rules have the power to make by-laws relating to, but not limited to, uniforms, conduct, property, dress standards, conditions of play, reserved rinks, notices, raffles and complaints against employees. Club By-Laws can be made/altered:
at a Special General Meeting called for that purpose;
or at an Annual General Meeting;
or by resolution of the Board following prior advertisement of the proposal on the Club notice board for at least fourteen (14) days and at a meeting of the Board where the normal quorum is raised to six (6) Members where a simple majority vote will determine.

9.16 Alteration of the Constitution

Alterations to this Constitution can only be made at an Annual or Special General Meeting after written notice of the proposed alteration(s) has been given to the Public Officer no later than two weeks before the said Annual General Meeting or Special General Meeting so that it can be examined by the Members prior to the said meeting. No items shall be passed unless the alteration is accepted by a two-thirds majority of those Members present and eligible to vote at that meeting.

BY-LAWS

CLAUSE 1.00 - DRESS STANDARDS

1.00. Club Badge and Motif

The Club Badge shall be 7.5 centimeters in diameter with a pale blue background and gold edging. The motif on the badge shall comprise a gold buffalo head with features in green in the center of the badge superimposed on a coconut palm colored green and gold running left to the right and an angle of approximately 45 degrees. There shall be two gold dots to the left of the motif and aligned with the word "DARWIN" in the upper left quadrant and the words "BOWLS CLUB" in the bottom and lower right quadrants in such a manner that the words and dots are around the circumference. Small metal badges shall also be permitted.

1.01. General Dress Standards

All members and visitors must at all times wear acceptable neat attire in the area of the Club.
Any member of the Board or Bowls Committee or the bar attendant may ask any visitor or member who is considered to be unacceptably attired, or attired in a manner which may give offence to another member or visitor, to temporarily leave the premises until such attire is corrected, and the member or visitor shall comply with the request.

1.03. Competition Dress Standards

All members representing the Club in competitions that are organized and/or controlled by:

- a) Clubs that are affiliated to a State or Territory bowls association recognised by Bowls Australia

- b) a State or Territory bowls association recognised by Bowls Australia
- c) Bowls Australia

shall wear the relevant men's and ladies club uniform as determined by the Bowls Committee in accordance with Bowls Australia requirements.

CLAUSE 2.00 CONDITIONS OF PLAY

2.01 The Games Director or in their absence any Member of the Games Committee shall decide if play be allowed and the direction of play.

2.02 All competition fees shall be paid by Members in accordance with announcements made before the commencement of the competition and no Member shall be allowed to continue in the competition until such fees have been paid.

2.03 Greens fees, as determined by the Games Director from time to time, shall be paid by all players before departing from the Club premises on the day of competitions where payment of such fees has been deemed appropriate.

2.04 Fees for trophies shall be fixed by the Games Director/ Committee and paid in accordance with the announcement.

2.06 The Men's or Ladies' Games Director / Committee shall determine the eligibility of any players for competition as appropriate.

2.07 The greens or such rinks as may be required from time to time shall be reserved by the Games Director/ Committee if deemed appropriate and no Member or visitor shall have the right

effective running of the club whether it be on a full-time, part time or casual basis and such employees shall be appropriately remunerated.

CLAUSE 3.00 CONDUCT OF MEMBERS

3.01 In the event of impropriety or misconduct on the part of any Member whilst on the playing area the Games Director shall have the power to suspend the offending Member from playing for the rest of the competition.

3.02 In the event of impropriety or misconduct on the part of any Member on the Club premises, any Member of the Board/Committee shall have the power to direct the offending Member to leave the Club premises.

3.03 Children and pets shall only be in the vicinity of the Club premises when under direct adult control and in strict conformity with Northern Territory Statutes, Regulations and By-Laws relating to Licensed premises.