

BY-LAWS OF THE GOLD COAST TWEED DISTRICT LADIES BOWLING ASSOCIATION INC.



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REGISTERED OFFICE

The registered office of the Association will be determined by the Management Committee from time to time.

SECTION A.....

PROTOCOL

Official Hatbands

Office Bearers accepting personal invitations to Official, or Club functions shall not be entitled to wear the Official Hatband.

Official Visits

The President may make an Official visit to each affiliated Club at least once a year. A member of the Management Committee shall represent the Association and attend all Special Club functions whenever requested to do so.

Obituary Notice

Where practicable on the death of any Office Bearer or Past Office Bearer or Official of the Association, notice shall be sent to all Club Secretaries advising of same also via Facebook

GCTDLBA Flag

Flag to be held in the custody of the District President and shall be raised at Clubs when the President is making an official visit. Second Flag to be held by Snr. Vice President and to be used on occasions when President is not available.

GCTDLBA Priorities

- (a) Affiliated Clubs shall not be permitted to organise President’s at Home or any other major function that will clash with Association events.
- (b) BQ Rules & By-Laws and GCTDLBA Rules and By-Laws shall take precedence over Club Domestic Rules.

Perpetual Trophies and Shields

Currently presented to player’s on the day and photographs taken. To be returned to the Association for engraving and be presented to Club Delegates at the next Council meeting. Trophies and Shields to be held in safe custody by the Club, and to be returned to the Match Chair prior to the Association’s event being played again.

District President’s Day

District President’s Day to be held on a date to be decided annually. No more than five (5) members to be invited from each Club, excluding Management Committee, past President’s, Life Members and Patron of the Association. Members so named to be automatically invited at **own expense**. The Senior Vice President shall organise the social arrangements for the

day. The game of bowls to be in the hands of the Match Committee. The President may invite up to four (4) to her District President’s Day.

Gifts

The retiring Association President to receive a gift to the value of \$100 plus Badge.

Gifts to Clubs

(a) At HOME: Club President and Secretary to receive a memento from the Association on occasion of the President’s “at Home”

(b) BIRTHDAY: Club to receive a gift from the Association on the occasion of their Birthday Celebration.

(c) VISITS OUT: Gift to President and Secretary of the District Association. Gift to the President and Secretary of host Club.

Sponsorship

Money and/or goods donated shall be allocated to the relevant event for which Sponsorship was sought.

Fundraising

The number of raffles conducted, and prizes offered shall be determined by the Management Committee. From time to time.

Expenses & Allowances

On recommendation from Management, the Council shall declare that members of the Management Committee and Standing Committees to be reimbursed for the out-of-pocket expenses as determined from time to time in carrying out official business on behalf of the Association. Also, a fuel allowance to be approved by Council

Representation of Management

All requests by Clubs for official Management representation must be made in writing to the Secretary of the Association.

SECTION B.....

MEETINGS GCTDLBA Constitution

Management Committee shall hold a meeting preferably ten (10) per calendar year.

Council meetings to be held every other month (6) annually.

Annual General Meeting

The Annual General Meeting shall be held not later than the month of February as determined by the Management Committee.

All other **General** meetings are convened in accordance with Clause 25

Elections

Nominations shall be called for the position of President, Senior Vice President, Jnr. Vice President, Secretary, Treasurer, Match Chair to fill all vacancies on the Management Committee, to make a total of six (6) members.

Expressions of Interest shall be called for: Media Officer, Technical Officer, Umpire Co-ordinator, Coach Chair & Honorary Assistant Secretary.

Delegates (adopted 26th June 2023)

Where there are two delegates present at Council meetings, delegate one for a member club is entitled to one vote and the only one with the right to address the floor at Council meetings.

The second delegate is there to support delegate one or to stand in for delegate one in their absence. Should only one of two delegates attend, with a Proxy, then the attending delegate will be the only one with the right to vote and to address the floor at Council meetings.

If neither delegate is able to attend the meeting, up to two Proxies are able to attend, Proxy one and Proxy two, with Proxy one the only one with the right to vote and to address the floor at Council meetings.

The member club will need to advise the GCTDLBA Secretary in advance of the meeting, apologies for delegates and advise the names of attending proxy one and/or proxy two.

Unification meetings (Introduced 17 April 2023)

The unification committee shall comprise of 4 (four) duly appointed officers of the management committee. Should a vacancy occur, Management may appoint an officer to fill the vacancy.

Bowls Queensland and Notices of Motion

Notices of Motion for consideration at the Bowls Queensland Annual General Meeting must be submitted to the District Secretary, through the Club Secretary, at a time determined by Bowls Queensland.

SECTION C.....

DUTIES OF OFFICE BEARERS - VOLUNTEER POSITION DESCRIPTIONS - RESUME

- Persons nominating for a position as an Office Bearer of the Association shall present a complete resume of their qualifications and experience in Bowling Administration.
- Persons nominating from the floor at the Annual General Meeting must give a verbal resume of their qualifications and experience in Bowling Administration.
- All applicants should preferably be able to communicate by electronic methods.

PRESIDENT

- Attend all Management, Council and General meetings of the Association.
- Chair meetings effectively by maintaining control and ensuring a fair hearing for all. Be impartial, honest, and rational at all times whilst in the chair.
- Ensure that the constitution and By-Laws of the Association are fully adhered to by all members
- Be responsible for the overall administration of the Association, subject to the to the directions of the Management committee and Council Delegates.
- Shall, where required, represent the Gold Coast Tweed District Ladies Bowling Association in an official capacity at functions and district events.
- Be an ex-officio member of all standing committees appointed by the Management.
- Ensure that the Constitution and By-Laws of the association are fully adhered to by all members.
- Ensure the Management prioritise its goals and financial future, including annual budgeting and financial planning
- Remain well informed of, and act as facilitator for all Association activities
- Maintain confidentiality on relevant matters.
- Present a Report for all Management/Delegate Meetings

SENIOR VICE PRESIDENT

Assist the President in her duties.

- In the absence of the President, the Senior Vice President will carry out the duties of the President.
- Take the Chair when the President vacates it because of a conflict of interest or a wish by the President to participate in the debate.
- Assist the President in ensuring that planning and budgeting for the future is carried out in accordance with the wishes of members and in line with the Association's planning.
- To continue making yourself known to as many Members of the Association as possible by attending District Functions either as Snr. Vice or on behalf of the President if she is unable to attend.
- To maintain a good knowledge of the Association's Constitution and By-Laws.
- To learn meeting procedures and understand the organization of the Management Committee.
- To attend to tasks allotted to you by the President and Management Committee.
- To attend all Management Committee Meetings and Council Meetings.
- To organise District President's Day which is held at the Snr. Vice President's Club and purchase a raffle for the Day.
- When considering accepting the position of Snr. Vice President to be totally committed to continuing through to the office of President of the Association.

SKILLS REQUIRED:

- To enjoy dealing with people.
- To be able to communicate with people.
- To be able to listen to people.
- To be diplomatic. To be confident in your own ability which comes through the continuing learning process.

JUNIOR VICE PRESIDENT

- To make yourself known to as many Members of the Association as possible by attending District functions.
- To have a good working knowledge of the Association's Constitution and By-Laws.
- To learn meeting procedures and understand the organization of the Management Committee.
- To attend to tasks allotted to you by the President and Management Committee.
- To attend all Management and Council Meetings.
- To maintain the Delegates' sign-in book at Council meetings.
- Purchase a raffle for District President's Day.
- When considering accepting the position of Junior Vice President to be totally committed to continuing through to Vice President and on to President.

SKILLS REQUIRED:

- To enjoy dealing with people.
- To be able to communicate with people.
- To be able to listen to people.
- To be diplomatic.
- To be confident in your own ability which comes through the continuing learning process.

SECRETARY

- Keep all such books and records as may from time to time be required to be kept by Government and semi-Government Authorities and other bodies with which the Association is affiliated.
- Keep an accurate record of the business transacted at all Management and General Meetings.
- Distribute minutes of a general meeting in a timely manner each month and management minutes on request by a Club Secretary by email or post.
- Issue notices of all General Meetings of the Association and prepare agendas for such meetings.
- Cause an accurate register of members as required in the Association Incorporation Act 1981.
- Keep a record of all correspondence and reply to such correspondence as required.
- Prepare, update, and upload all documents and result records to the district web page as required.
- In collaboration with the Match Chair, collate event entries as soon as possible after closing date and forward to the Match Chair.
- Arrange distribution of draw to all participants when received from the Match Chair.
- Co-ordinate the compilation of the Annual report and any other reports as required.
- Call for nominations for Association positions.
- The Secretary will advise all affiliated Clubs at the November Council meeting each year the following:
 - The Annual General Meeting date of the Association.
 - The closing date for Notices of Motions for the Annual General Meeting.
 - The closing date for nominations for Management positions.
- Provide to Bowls Queensland such returns as required, including a list of District Bowls Association Officers within thirty (30) days of the date of the District Associations' Annual General Meeting.
- Provide Bowls Queensland with the returns required by them.
- Hand over to the incoming Secretary all records of minutes and correspondence in their possession and all other property pertaining to the Association.
- Maintain confidentiality on relevant matters.

HONORARY SECRETARY ASSISTANT

- Assist Secretary (in Office) with any delegated duties as required.
- Keep an accurate record of the business conducted at all General Meetings.
- Distribute minutes of all Management meetings in a timely manner to management once approved by the President.
- Forward Council Minutes to the President for editing if required. The secretary (in office) will distribute Minutes as instructed by the President.
- If requested assist Match Chair in attending any district events as required.
- At all times maintain confidentiality on all relevant matters.
- Should the Secretary (in office) be unable to continue to deal with matters which in the opinion of Management should be dealt with promptly. The Honorary Secretary Assistant shall be given the powers as afforded to the elected secretary when fulfilling her duties on the day.
- By appointing the Honorary Secretary Assistant to act in her stead, this allows the management to continue to operate as required and to fulfill all duties to control and manage the affairs of the Association.
- The appointment of the Honorary Secretary Assistant allows the Honorary Secretary Assistant to have full voting rights and privileges as afforded to the duly elected Secretary, but only when the elected Secretary is unable to be present and is recorded within the Minutes as an apology.

TREASURER

- Keep records of the receipts, expenditure and correct accounts showing the financial affairs of the association as required by the Associations Incorporation Act 1981.
- Maintain the lodging of the BAS as required as Public Officer.
- Report the financial position of the Association at each monthly meeting.
- Submit to the Annual general Meeting a statement of accounts audited by the auditors appointed at the previous Annual General Meeting.
- Attend Association meetings.
- Compile an annual budget from the Management planning.
- Pay all accounts that have been passed for payment by the Management and Council including legitimate expenses incurred by volunteer members who may be reimbursed prior to the next Management Meeting provided authorisation has been given by the Management.
- Hand over to the incoming Treasurer all records pertaining to accounts of the Association in their possession, also to include the handover of the Treasurer's Laptop.
- Maintain confidentiality on relevant matters.

MATCH CHAIR

- Only experienced Match Committee persons will be eligible to be considered for election as Match Chair.
- Chair will convene all meetings of the Match Committee.
- Oversee the Association's matches and competitions within the district.
- Submit following year's programs to Secretary
- Attend all Management meetings of the Association.
- Present a monthly report to the Management, covering the activities of the Match Committee for the month, events and results and details of each event attended by Committee members.
- Control matches played within the District as the Controlling Body.
- Appoint Umpires for District events.
- Control all competitions as required by the Association.
- Enquire into and settle any complaints regarding matches and competitions, consulting with the Umpire of the Day.
- Establish pertinent Conditions of Play and rules for district Events.
- Notify Clubs hosting competitions play.
- Request and arrange necessary greens/club facilities.
- Conduct the draw for all events and communicate to Secretary and Treasurer for Invoicing to Clubs.
- Arrange notification of host Clubs regarding requirements/rinks etc.
- Arrange preparation of paperwork and cards.
- Arrange preparation of master sheets.
- Receive and collate results from events and declare sections and winners when appropriate.
- Advise the Media Officer of results as soon as possible for each event to be posted on the District Facebook page and Web page.
- Receive from the Secretary and answer mail relative to the Match committee.
- If unable to attend Management meetings of the Association, appoint a proxy.
- Maintain confidentiality on relevant matters.
- Maintain a register of trophies and shields.
- Maintain a register of District player shirts, caps, hatbands etc.
- Store district shirts and ensure they are clean after each event.
- Present a monthly report for each Management Delegate Meeting.

MATCH COMMITTEE

- To be appointed by the Management Committee on the recommendation of the Match Chair
- To assist the Match Chair in carrying out all the above duties.
- Maintain confidentiality on relevant matters.

DUTIES OF MATCH COMMITTEE

- A maximum of one (1) declared member from anyone (1) Club may serve on the Match committee.
- Any member of the Match committee who is absent from more than three (3) consecutive committee meetings, or is considered to be not discharging her duties, may have their appointment revoked by the Management.
- Any Match Committee member may resign her position at any time by giving notice in writing to the district Secretary and such resignation shall take effect at the time such notice is received by the Secretary, unless a later date is specified in the notice, when it shall take effect on that later date.
- Appointed Match Committee members may attend Council meetings as observers at their own expense but will have no voting rights.

MEDIA OFFICER

- The Media Officer shall be a person appointed by the Management Committee and be able to demonstrate appropriate skills and knowledge and be able to promote the Ladies District as deemed appropriate.
- To attend photograph and report on all district events for publication to web page and Facebook.
- To collaborate with the Match Committee to advise of upcoming events through the web page or Facebook as required.
- To carry out any duties that may be required from time to time by the Management Committee.
- To liaise with Bowls Queensland on a regular basis for District news to be included in BQ publications.
- May attend Council meetings as an observer at her own expense but will have no voting rights.

TECHNICAL OFFICER

- The Technical Officer shall be a person appointed by the Management Committee who is able to demonstrate the expertise and skills required to assist the Association.
- To also liaise with the Secretary when required to update logins and passwords in Excel when committee members change.
- To educate on technical matters that involve the electronic devices used by Management.
- To assist the Committee in the preparation of forms, flyers for events as required. To include assistance with any requirements to update Constitution, By-Laws and Policies and procedures.

- To attend Council meetings as required to set up Zoom and Power Point Presentations
- To prepare and deliver information to others via – Zoom, Power Point presentation as instructed.
- To liaise with external IT providers in areas that require assistance.
- May attend Council meetings as an observer at own expense but will have no voting rights.

DISTRICT UMPIRE CO-ORDINATOR

- The Management may appoint a District Umpire, who must be a full financial member of a Club affiliated with the GCTDLBA. Inc.
- Must hold a current Umpire's Certificate and possess suitable qualifications to carry out the requirements of the position.
- Any appointed person may resign her position at any time by giving notice in writing to the District Secretary and such resignation shall take effect at the time such notice is received by the Secretary, unless a later date is specified in the notice, when it shall take effect at that later date.
- The person appointed will be requested to carry out such duties as the Management Committee may require.
- The appointed District Umpire is required to present a report to be tabled at all Council Meetings.
- To liaise with Match Chair on Conditions of Play and to arrange Umpires for all Association events when required.
- Should attend all Council meetings at own expense, but will have no voting rights, unless attending as a Club Delegate.

DISTRICT COACHING CHAIRPERSON

- Must hold a current Coaching Certificate.
- Arrange coaching of bowlers where coaches of affiliated clubs are unavailable or are available but lack the resources to conduct a particular form of coaching.
- Keep abreast of up-to-date principles, teaching methods in planning and conducting effective coaching sessions.
- Arrange opportunities for coaches of affiliated Clubs to improve their proficiency of their bowls knowledge and coaching skills if requested.
- Carry out such duties as may be required by the Management Committee.
- Provide report to be presented to be tabled at all Council Meetings.
- Should attend all Council meetings at own expense, but will have no voting rights, unless attending as a Club Delegate.

COACH ASSISTANT

- To be appointed by Management Committee on the recommendation of the District Coach Chairperson.
- Must hold a current Coaching Certificate.
- To assist the Coach Chairperson in carrying out all the above duties.
- To carry out any duties that may be requested by the Management Committee.

- Should attend all Council meetings at own expense, but will have no voting rights, unless attending as a Club Delegate.

SELECTORS

- The elected Match Chair in office, shall be the Chairperson of Selectors.
- Expressions of Interest shall be called for in September each year and appointed at the next management meeting in October. This procedure is to ensure that a Selectors Sub-Committee is up and running to make decisions on District Events as required. The Expression of Interest form to include Team Player Selection Policy.
- Selectors to be appointed by the Management Committee.
- Selectors must be prepared to attend major events to evaluate player ability.
- Select teams or sides to represent the Association for all organised fixtures, or matches.
- Prepare reports as requested by the Management Committee.
- Advise the Management Committee the list of those selected to represent the association for approval before publication or distribution.

PATRON

A Patron may be appointed, if required, by the council on the recommendation of the Management Committee.

LIFE MEMBERS

Can be appointed by the Council on recommendation of the Management Committee.

SECTION D.....

Calendar of Events

Club Secretaries are required to submit dates for President’s at Home, Birthday and Annual sponsored events, to the District Secretary, by a date to be determined by the Management Committee annually.

Nomination Forms

Nomination forms for all events under the patronage of the Association shall be entered on the prescribed form, distributed by the District Secretary.

Nomination forms for Election of Office Bearers shall be distributed by the District Secretary and returned to the Secretary within the prescribed closing date for same.

Nomination Fees

Nomination fees for all Association events shall be determined by Management. Player’s are to pay their Club Secretary’s prior to the closing date. (see Event Flyers) Clubs will be invoiced for their club entries.

Prize Money

Prize Money for all District events shall be determined by the Management Committee.

Pennant

The Secretary of the Association must be notified in writing, on the appropriate form, of any new member joining a Club and wishing to play Pennant, seven days prior to the commencement of the first Pennant game. Pennant Shields and badges to be awarded to winning team in each division. (Cost of further badges to be borne by the Club)

SECTION E.....

Controlling Body

The Controlling Body for all matches will be the District Match Committee. In the event the Match Committee not being in attendance the Umpire of the Day may be appointed to represent the Controlling Body.

Player Commitments

When a member of a Club has been called to fulfil a Bowls Australia, Bowls Queensland, District Bowls Association or Club commitment in a match or on official business, on any day on which they are drawn to play in a Bowls Australia, Bowls Queensland, District Bowls Association or Club commitment, the onus shall be on the player to notify the Bowls Queensland, District Bowls Association or Club, as the case may be.

The Controlling Body may define circumstances which it will not accept as a valid reason for a player's unavailability. However, a substitute is not to be permitted, if an intended player enters another competition scheduled to be played at the same time. If a substitute is refused on these grounds the Controlling Body shall declare the position of the absent player vacant, and the provisions of the Bowls Australia Policy shall apply.

Competitions

All competitions and other matches played or held under the patronage and auspices of the association will be in accordance with the current Laws of the Sport of Bowls Crystal Mark edition (including domestic regulations for Australia).

The Association Match Committee will frame the Conditions of Play for all District competitions provided such competitions do not conflict with the **Current** Laws of the Sport of Bowls Crystal Mark edition (including the domestic regulations for Australia)

The Association is empowered to impose and collect penalties in respect of any breaches of any Conditions of Play for any competition conducted by the Association, provided that such penalty does not conflict with any penalty provided by the **current** Laws of the Sport of Bowls Crystal Mark edition (including domestic regulations for Australia).

Spectator Obligations

Spectators and anyone else not directly taking part in the game should stay outside the boundaries of the rinks and clear of the players.

They should not disturb or advise the players in any way unless registered as a Coach or Team Manager.

If, in the Umpire's opinion, this law has been broken, the Umpire should ask the spectator or spectators concerned to stay within the law. If they do not stay within the law, the Umpire should ask the Controlling Body to take immediate action to make sure that the offender/s stop breaking this law, including escorting the offender/s away from the area immediately surrounding the rink or away from the venue as appropriate. Law 58

Attire

GCTDLBA will determine dress rules for all events under the control of the Association. (As per BQ attire rules)

Discs for Bowls

Discs may be affixed to Bowls for Association Event Finals and Challenge matches.

Smoking on the Greens

No player shall be permitted to smoke on the green during the progress of her game.