

ELLESMERE BOWLS SUB-CENTRE

RULES

1. INTERPRETATION

In these Rules unless the context otherwise requires:

"Bowls NZ" means Bowls New Zealand Inc.

"Centre" means Bowls Canterbury Inc.

"Club" means properly constituted Bowling Club affiliated to Bowls NZ and situated within the Sub-Centre.

"Executive" means the Executive of the Ellesmere Bowls Sub-Centre

"Officers" means the Officers of the Ellesmere Bowls Sub-Centre

"Sub-Centre" means the Ellesmere Bowls Sub Centre.

2. NAME

The name of the Sub-Centre shall be the Ellesmere Bowls Sub-Centre .

3. AREA

The Sub-Centre shall consist of the following Bowling Clubs:

Akaroa , Diamond Harbour, Dunsandel, Leeston, Lincoln, Southbridge, and Tai Tapu.

4. HEADQUARTERS

The Headquarters of the Ellesmere Sub-Centre shall be in such place as the Executive may determine.

5. OBJECTS

The objects of the Sub-Centre shall be:

(a) To arrange, subject to the approval of the Centre:

- (i) Inter-Club games between all or any of the Clubs,
- (ii) Championships of such grades as may be decided upon,
- (iii) All tournaments within the Sub-Centre.

(b) Generally to do all things to encourage good fellowship among the Clubs and Club Members within its own area .

(c) To promote good fellowship between the Sub-Centre and other kindred bodies.

(d) To consider and deal with all matters as can be properly and conveniently be dealt with as submitted by the Clubs.

6. EXECUTIVE OF THE SUB-CENTRE

The general affairs of the Sub-Centre shall be managed by an Executive Committee which shall consist of Officers plus the elected Club Delegates.

7. **OFFICERS OF THE SUB-CENTRE**

The Officers of the Ellesmere Sub-Centre shall be the President, Senior Vice President, Junior Vice President, Secretary, Assistant Secretary, Treasurer, Past President, Convenor of the Match Committee, and the Deputy Convenor of the Match Committee.

No Delegate shall be elected President or Vice President unless that person has served on the Executive for a minimum of two years, or served any period of time on the Executives of the previous Ellesmere Sub-Centres.

All Delegates are eligible to vote for all positions.

8. **POWERS OF THE EXECUTIVE**

- (a) The executive may meet together for the dispatch of business, adjourn and otherwise regulate meetings as it may think fit. A meeting of the Executive may be called by the President or Secretary or by any two other Members of the Executive.
- (b) The Executive has the power to appoint any Members to Committees which they consider necessary for the well-being and successful functioning of the Sub-Centre.

9. **CLASSES OF MEMBERS**

- (a) Full Members
 - (i) Subscribing Full Members of any Club in the Sub-Centre, and
 - (ii) Patron, elected each year.
 - (iii) Life Members and each one should be noted in the minutes of AGM.
- (b) Any Full Member having served not less than five years on the Executive of the Sub-Centre may be elected as a Life Member in accordance with the following provisions:
 - (i) Life Membership shall be conferred only for outstanding service to the Sub-Centre, and not under any circumstances for monetary considerations.
 - (ii) Every proposal for Life Membership shall first be considered by the Executive and if approved, then submitted to a ballot at an Annual General Meeting.
 - (iii) A three-fourths majority of the Members present and voting shall be necessary to effect such election.
 - (iv) Unless otherwise determined, there shall not be more than three Life Members of the Sub-Centre at any one time.

10. **MATCH COMMITTEE**

- (a) The Ellesmere Sub-Centre shall have a Match Committee comprising of six (6) Members (3 female Members and 3 male Members) elected at the Annual General meeting. The Annual General Meeting shall elect a Convenor of the Match Committee and elect a person of the opposite gender as the Deputy Convenor of the Match Committee.

- (b) Both the Convenor and Deputy Convenor of the Match Committee shall become members of the Executive of the Sub-Centre.
- (c) The duties of the Match Committee shall be:
 - (i) To conduct and regulate all Sub-Centre fixtures and Inter-Club events.
 - (ii) To ensure greens for Championship and Representative fixtures shall be of an acceptable standard.
- (d) All complaints regarding any decision of the Match Committee must be made in writing plus a \$20 deposit lodged to the complainant's own Club. If satisfaction cannot be obtained, the complaint plus the deposit shall be forwarded to the Sub-Centre for consideration of the Executive.
- (e) Only Full financial playing Members of Clubs in the Sub-Centre shall be eligible to compete in Sub-Centre fixtures.
- (f) Championship and Representative players unavailable to play in a fixture must notify the Match Committee or Selectors within seven (7) days of having been advised of their selections.
- (g) Match Committee Members (other than the Convenor and the Deputy Convenor) shall be entitled to attend Executive meetings but have no voting rights unless they are an appointed Delegate.

11. DELEGATES

Each Club shall have the right to elect two (2) delegates.

In the absence of the elected Delegate, a Substitute Delegate may represent their Club and assume full Delegate powers.

The Delegates shall report to their Clubs all decisions affecting or of interest to their Club.

12. DELEGATE CEASING TO HOLD OFFICE

In the event of a Delegate ceasing to hold office due to:

- (a) Ceasing membership of that Club;
- (b) Resigning from office;
- (c) Death;
- (d) Absenting themselves from three consecutive meetings of the Executive without being excused by the Executive;
- (e) Being removed from office by resolution of the Members present and voting at a Special General Meeting convened for the purpose;

They shall be replaced by another Delegate from the Club concerned.

13. ANNUAL GENERAL MEETING

The Annual General Meeting of the Sub-Centre shall be held in the month of June each year on such a date and such time and place as the Executive shall determine. The business of the meeting shall be:

- (a) To receive a report of the outgoing Executive on the activities of the Sub-Centre during the previous year.
- (b) To receive a duly audited Balance Sheet and Statement of Income and Expenditure,
- (c) To nominate and elect Officers of the Sub-Centre.
- (d) To elect the Match Committee (6 Members – 3 female and 3 male)
- (e) To elect an Auditor.
- (f) To consider Notices of Motion, provided that if carrying of such Motions shall materially affect any of the above-mentioned business, then such Motions shall be dealt with prior to such business.
- (g) To decide on all Sub-Centre Tournaments and Competitions for the ensuing year.
- (h) Transact such other general Business which has been properly introduced.

The Past President shall be an Officer of the Sub-Centre, but shall not have voting rights unless otherwise eligible.

At least seven (7) days' notice of each Annual General Meeting shall be given by the Secretary by circular to all Clubs. The meeting shall not be void should any Club having not received the due notification.

14. SPECIAL GENERAL MEETING

A Special General meeting shall be called by the Secretary under the direction of the President, or within seven(7) days of receiving a requisition signed by the Delegates of four of the Constituent Clubs setting forth the objects of the meeting.

Fourteen (14) days' notice shall be given by the Secretary to the Clubs and to each Delegate, stating the business for which the meeting has been called.

At such Special General Meeting no other business shall be dealt with, other than that which due notice has been given.

15. QUOROM

The Quorum for all General Meetings of the Sub-Centre shall be eight (8) members, plus the President or Vice-President, Secretary, and Treasurer.

No business shall be transacted at any General Meeting unless a quorum shall be present, except that those present may fix a date and venue for the reconvening of the meeting.

16. VOTING

- (a) The voting at all General Meetings shall be taken by a show of hands unless a Motion to take a ballot shall be proposed and carried. Each Delegate shall be entitled to one (1) vote.
- (b) At all Executive meetings each Member of the Executive shall be entitled to one (1) vote.
- (c) In the case of equality of votes, the Chairperson shall have one further casting vote, which shall be exercised with due regard to the status quo.
- (d) Life Members and Patron are entitled to attend and speak at all meetings, but are not entitled to vote unless attending as a Club Delegate or Executive member.

17. ACQUISITION AND CONTROL OF REAL AND PERSONAL PROPERTY

The Sub-Centre shall have in general have powers to invest and otherwise deal with the monies not immediately required in such a manner as may be determined from time to time.

18. SECRETARY

The Secretary in addition to other duties shall:

- (a) Summon all meetings of the Executive
- (b) Attend all General and Special Meetings of the Sub-Centre and Executive thereof, and keep correct records of all proceedings, and be responsible for the minutes and records of the Sub-Centre.
- (c) Conduct all correspondence on behalf of the Executive and attend generally to all clerical work in connection with the Sub-Centre.

19. ASSISTANT SECRETARY

The Assistant Secretary in addition to other duties shall:

- (a) Attend General and Special Meetings of the Sub-Centre and Executive thereof.
- (b) Conduct correspondence on behalf of the Executive and attend generally to all clerical work in connection with the Sub-Centre.

20. TREASURER

The Treasurer in addition to other duties shall:

- (a) Receive and disburse all monies belonging to the Sub-Centre.
- (b) Submit to the Annual General Meeting an Audited Statement of Accounts for the previous twelve months.
- (c) Shall submit to the Executive all accounts for payment or paid.

- (d) Report on the state of the finances of the Sub-Centre and shall be responsible for the custody of their financial records.

21. FINANCE

- (a) The Sub-Centre bank accounts shall be kept at such bank as may from time to time be decided upon by the Executive. All cheques shall be signed by the Treasurer and one other of two Executive Members to be appointed at the Annual General Meeting.
- (b) Each Club shall pay to the Treasurer of the Sub-Centre such sum as fixed at the Annual General Meeting as a levy for the purpose of finances of the Sub-Centre.
- (c) The amount of the levy is to be paid by the Clubs as soon as may be convenient after the Annual General Meeting of the Sub-Centre, providing however that nothing in this clause shall affect the Centre's right to impose a levy on Clubs in the Sub-Centre.
- (d) The Executive may undertake various activities to raise finances for the Sub-Centre.
- (e) The Financial Year of the Sub-Centre shall be from the 1st day of June in one year to the 31st day of May in the following year.

22. AUDITOR

An Auditor shall be elected at the Annual General Meeting and shall examine and report on the Annual Statement of Accounts and Balance Sheet. At all reasonable times the Auditor shall have access to the Sub-Centre's books and accounts, and shall be entitled to any information relating thereof or to any matter deeming necessary or desirable for audit purposes.

23. GREENS

Greens will be selected by the Match Committee and confirmed by the Executive for the playing of general tournaments, Championship or other games.

24. COACHES AND SELECTORS

The Executive may each year appoint and define the respective duties of Coaches and Selectors; any may fill any vacancy in any of these appointments during the year.

25. BOWLS NEW ZEALAND

The Sub-Centre shall be bound by the Constitution of Bowls NZ and the constitution of Bowls Canterbury.

26. AMENDMENTS

- (a) The Rules of the Sub-Centre shall be amended, added to, or rescinded only by resolution passed by a two-thirds majority of Full Members present and entitled to vote at an Annual General Meeting, provided that written notice of the proposed amendment, addition or rescission shall have been given to the Secretary not less than fourteen(14) days before the meeting.

- (b) Any alterations, additions, amendments or rescissions of these Rules shall be submitted to the Centre for approvals, and shall not be effective or operated until such approval is received.

27. INCORPORATION

Nothing in these rules shall empower the Sub-Centre to be Registered as an Incorporated Society under the Incorporated Societies Act 1908.

28. DISSOLUTION

- (a) The Sub-Centre may be dissolved by resolution to that effect passed at any General Meeting, provided that no such resolution shall be deemed to have been passed unless the notice calling such a meeting shall specify in general terms the purposed resolution, and unless it be carried by a majority of the Members present voting thereon.
- (b) The Sub-Centre shall be dissolved as from the confirmation of such resolution by a majority at a further Special Meeting held not less than thirty (30) days after the carrying of such resolution.
- (c) The funds and assets of the Sub-Centre or the funds and proceeds of the sale of the assets shall be transferred or paid to Bowls Canterbury to be held in trust
 - (i) To transfer or pay the same to any new Committee recognised by the Centre, which has boundaries similar to the Sub-Centre and which comes into existence within twenty-four (24) months from the date of the resolution dissolving or winding up of the Sub-Centre.
 - (ii) If there shall be no such new Committee entitled established under sub-paragraph (i) above, then to transfer or pay the same to the Clubs recognised by the Sub-Centre on a pro-rata basis. Such pro-rata distribution shall be based on the average affiliated membership of Clubs over the three (3) years immediately prior to the dissolution.