GOLD COAST BOWLS AND COMMUNITY CLUB INC.

CONSTITUTION

30 August 2025

Gold Coast Bowls and Community Club Inc
Constitution and Rules 2025

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1 Interpretation and Definitions

In these rules -

(1) **Act** means the Associations Incorporation Act 1981.

(2) **AGM** means Annual General Meeting of the Club or Association.

(3) **BA** means Bowls Australia.

(4) **Bowls Club** means any club in Australia, affiliated with the governing body for bowls in that State or Territory of Australia.

(5 **BQ** means Bowls Queensland.

(6) **CEO** means General Manager of the Club or delegate of that person.

(7) **Club or Association** means the above-named Club.

(8) **Constitution and Rules** means the Constitution and Rules of the Club or Association currently recognized under the Act.

(9) **DBA** means District Bowls Association recognized by the Club.

(10) **GM** means General Meeting of the Club or Association as called by the Management Committee.

(11) **President and Chairperson** means the duly elected leader of the Management Committee.

(12) **MC** means Management Committee of the Board of Directors of the Club.

(13) **Member** means Bowls Member or Life Member with full voting rights in the Club this does not include junior members or social members unless specified.

(14) **Present** means:
(a) at a General Meeting (GM) Special General Meeting (SGM) or Annual General Meeting (AGM) of the Club.
(b) at a meeting of the Management Committee.

(15) **SGM** means Special General Meeting of the Club or Association as called by the members.

(16) A word or expression that is not defined in these rules, but is defined in the Act has, if the context permits, the meaning given by the Act.

2 Name

The name of the Incorporated Association shall be:

Gold Coast Bowls and Community Club Inc.

3 Objects

The objects of the Club are:

(1) Advance and promote the game of bowls at the Club and in the local community.

(2) Provide the best possible facilities for members for the purpose of playing social and competitive bowls in accordance with the laws of the game as adopted by Bowls Australia.

(3) Provide and promote such activities as deemed appropriate to provide fellowship between members of the Club, their guests and guests of the Club or any section thereof.

(4) Promote such other sports, games, amusements and recreations as the Club deems appropriate for the benefit of its members and guests.

(5) Engage with community groups to build relationships that mutually benefit all members of the Club and community.

(6) Comply with all lawful requirements of the Commonwealth, State and Local Government and other Statutory Authorities having jurisdiction over any activity of the Club.

4 Powers

(1) The Club has the powers of an individual.

(2) The Club may, for example:

(a) enter into contracts; and
(b) acquire, hold, deal with and dispose of property; and
(c) make charges for services and facilities it supplies; and
(d) do other things necessary or convenient in carrying out its affairs.

(3) The Club may issue secured and unsecured notes, debentures and debenture stock for the Club.

5 Affiliation

The Club shall affiliate and/or hold membership with:

(1) Bowls Queensland (BQ); and
(a) accept and abide by the rules and by laws in so far as they apply to the game of bowls; and
(b) pay affiliation fees in accordance with BQ constitution.

(2) District Bowls Association's (OBA); and
(a) accept and abide by their rules and by-laws in so far as they apply to the game of bowls; and
(b) pay affiliation fees in accordance with OBA constitution.

6 Class of Members

(1) **Bowls membership** which has the following classifications:

(a) Bowls membership - affords the person full playing privileges for the club and affiliated bowling entities in so far as they apply to the game of bowls; and
(i) voting rights at the Club
(b) Life membership - affords the person full playing privileges for the club and affiliated bowling entities in so far as they apply to the game of bowls; and

(i) voting rights at the Club

(c) Junior membership - affords the person full playing privileges for the club and affiliated bowling entities in so far as they apply to the game of bowls; and
(i) no voting rights at the Club.

(2) **Social** membership which affords the person full enjoyment of the Club and facilities excluding bowling privileges; and
(a) no voting rights in the Club.

(3) **Honorary** membership which affords the person full enjoyment of the Club and facilities excluding bowling privileges; and
(a) no voting rights at the Club.

(4) The number of members for all classes is unlimited.

7 New Membership

(1) An applicant for **Bowls Membership** of the club must be proposed by one **member** of the club (the proposer) and seconded by another **member** (the seconder).

(2) An application for membership must be -
(a) in writing; and
(b) signed by the applicant and the applicant's proposer and seconder; and
(c) include, when appropriate, a clearance that they haye obtained from any Bowls Club as required by BA, BQ and OBA in accordance with their rules; and
(d) in the form decided by the MC; and
(e) ineligible for resubmission until 12 months has passed from the date of rejection by the MC.

(3) An applicant under the age of 18 years may apply as above and will be eligible for Junior Membership. A Junior Member shall -
(a) be entitled to a lesser membership fee; and
(b) have No voting rights; and
(c) not hold office; and
(d) have full playing privileges the same as a Bowls Member; and
(e) upon turning 18 years, apply as above for a Bowls Membership.

(4) An application for **Social Membership** must be in writing and payment made at the time of application.

8 Life Members

(1) Nominations for Life Membership for a member who has contributed significant services to the Club over an extended period of years may be made by:
(a) the Management Committee
(b) any two Members or Life Members by lodging a nomination to the MC for their consideration.

(2) A Member becomes a Life Member on the nomination being approved by a special resolution of members at an AGM or SGM.

(3) A Life Member is entitled to vote and hold office.

9 Honorary Membership

(1) If a person, not a member of the Club, has rendered significant services or benefits to the Club over a period of years, the MC may nominate that person to be an Honorary Member of the Club. The nominated person becomes an Honorary Member by:

(a) the person consenting in writing to be an Honorary Member; or
(b) the nomination being approved by an ordinary resolution of members at an AGM or SGM.

(2) An honorary member shall be entitled only to the privileges of social membership of the Club.

(3) Honorary Membership is for one (1) year but may be renewed on an annual basis.

10 Membership Fees

(1) The membership fee for each ordinary membership and for each other class of membership (if any) -
(a) is the amount decided by the members from time to time at a general meeting; and
(b) is payable when, and in the way, the MC decides unless
(c) a bowls member is representing the Club in bowls, in which case their fee must be fully paid prior to play.
(d) the MC may determine a pro-rata rate for a portion of a year.

(2) Affiliation fees to BQ and DBA's.
(a) In the event a member holds dual membership within Australia affiliation fees to BQ are paid by the club at which the member is 'Declared' for competition; and
(b) in the event a member holds dual membership within the same District affiliation fees to DBA's will be paid by one club in each District, being the club the member is a 'Declared' player for competition.

11 Admission and Rejection of New Members

(1) The MC must consider an application for membership at the next committee meeting held after it receives the application for membership and the form has been displayed on the noticeboard for 7 days.

(2) The MC must decide at the meeting whether to accept or reject the application.

(3) If a majority of the members of the MC present at the meeting vote to accept the applicant as a member, the applicant must be accepted as a member for the class of membership applied for.

(4) The secretary or CEO of the Club must, as soon as practicable after the MC decides to accept or reject an application, give the applicant a written notice of decision.

12 When Membership Ends

(1) A member may resign from the Club by giving a written notice of resignation to the secretary or CEO.

(2) The member must include a request for Bowls Clearance if required.

(3) The resignation takes effect at -
(a) the time the notice is received by the secretary/CEO: or
(b) if a later time is stated in the notice - the later time.

(4) The MC may terminate a member's membership if the member -
(a) is convicted of an indictable offence; or
(b) does not comply with any of the provisions of these rules; or
(c) has membership fees in arrears for at least 2 months unless other arrangements are made; or
(d) conducts himself or herself in a way considered to be injurious or prejudicial to the character or interests of the Club.

(5) Before the MC terminates a member's membership, the MC must give the member a full and fair opportunity to show why the membership should not be terminated.

(6) If, after considering all representations made by the member, the MC decides to terminate the membership, the MC must give the member a written notice of the decision.

13 Appeal Against Rejection or Termination of Membership

(1) A person whose application for membership has been rejected, or whose membership has been terminated, may give the MC written notice of the person's intention to appeal against the decision.

(2) A notice of intention to appeal must be given to the MC within 1 month after the person receives written notice of the decision.

(3) If the MC receives a notice of intention to appeal, the secretary must, within 1 month after receiving the notice, call a general meeting to decide the appeal.

14 General Meeting to Decide Appeal

(1) The GM to decide an appeal must be held within 1 month after the MC receives the notice of intention to appeal.

(2) At the meeting, the applicant must be given a full and fair opportunity to show why the application should not be rejected or the membership should not be terminated.

(3) Also, the MC and the members of the committee who rejected the application or terminated the membership must be given a reasonable and fair opportunity to show why the application should be rejected or the membership should be terminated.

(4) An appeal must be decided by a majority vote of the members present and eligible to vote at the meeting.

15 Register of Members

The Management Committee shall maintain a register for -

(1) Bowls Members which will include -
(a) the class of membership being - Bowls, Junior, Life Membership.
(b) the postal or residential address of the member.
(c) phone number and/or email address of the member
(d) date of admission as a member.
(e) the date of death or resignation of the member.
(f) details about the termination or reinstatement of membership.
(g) whether the member is 'declared' for competition at the Club.
(h) any other particulars the MC or the members at a general meeting decide.
(i) If the member has opted out of unnecessary communication from the Club.

(2) Social Members which will include -
(a) date of admission of the member
(b) the postal or residential address of the member
(c) the phone number and/or email address of the member
(d) date of lapse in membership
(e) details about the termination or reinstatement of membership
(f) any other particulars the MC or the members at a general meeting decide.
(g) if the member has opted out of unnecessary communication from the Club.

(3) The registers must be open for inspection by bowls members of the Club at all reasonable times, to view the register a member must contact the secretary or CEO to arrange the inspection. However, the MC may, on application of a member of the association, withhold information about the member (other than the member's full name) from the register available for inspection if the

MC has reasonable grounds for believing the disclosure of the information would put the member at risk of harm.

16 Prohibition on use of Information on Register of Members

(1) A member of the Club must not -
(b) use information obtained from the register of members of the Club to contact, or send material to, another member of the Club for the purpose of advertising for political, religious, charitable or commercial purposes; or
(c) disclose information obtained from the register to someone else, knowing that the information is likely to be used for the purposes of advertising for political, religious, charitable or commercial purposes.

(2) Sub rule (1) does not apply if the use or disclosure of the information is approved by the Club .

17 Appointment or Election of Secretary

(1) The secretary must be an adult residing in Queensland, or in another State but not more that 65 km from the Queensland border, who is -
(a) a member of the Club elected by the Club as secretary; or
(b) any of the following people appointed by the MC as secretary -
(i) a member of the Club's MC; ...
Oil another member of the association.
(iii) another person.

(2) If a vacancy happens in the office of secretary, the members of the MC must ensure a secretary is appointed or elected for the Club within one month after the vacancy happens.

(3) If the MC appoints a person mentioned in sub rule (1)(b)(ii) as secretary, other than to fill a vacancy on the MC, the person does not become a member of the MC.

(4) However, if the MC appoints a person mentioned in sub rule (1)(b) ii), as secretary to fill a casual vacancy on the MC, the person becomes a member of the MC.

(5) If the MC appoints a person mentioned in sub rule (1)(b)(iii) as secretary, the person does not become a member of the MC.

(6) In this rule - ***casual vacancy,*** on the MC means a vacancy that happens when an elected member of the MC resigns, dies or otherwise stops holding office.

18 Removal of Secretary

(1) The MC of the Club may at any time remove a person appointed by the MC as the secretary.

(2) If the MC removes a secretary who is a person mentioned in rule 15 (1)(b)(ii), the person remains a member of the MC.

(3) If the MC removes a secretary who is a person mentioned in rule 15(1)(b)(i) and who has been appointed to a casual vacancy on the MC under rule 15(4), the person remains a member of the MC

19 Functions of Secretary

The secretary's functions include but are not limited to -
(a) calling meeting of the Club, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the president of the Club; and
(b) keeping minutes of each meeting; and
(c) keeping copies of all correspondence and other documents relating to the Club; and
(d) maintaining the register of members of the Club.

20 Membership of the Management Committee

(1) The committee shall consist of President, Vice President, Treasurer, Secretary, Greens Director, Ladies Bowls Director, Men's Bowls Director Maintenance Director and 2 Committee members.

(2) A member of the MC, other than a secretary appointed by the MC under rule 15(1)(b)(iii), must be a member of the Club.

(3) At each AGM of the Club, the members of the MC must retire from office, but are eligible, on nomination, for re-election.

(4) A member of the Club may be appointed to a casual vacancy on the MC under rule 22.

(5) No person holding office or a declared member of another bowls club in Queensland can hold a position on the MC.

21 Electing the Management Committee

(1) A member of the MC may only be elected as follows -
(a) any 2 members of the Club may nominate another member (the candidate) to serve as a member of the MC;
(b) the nomination must be -
(i) in writing; and
(ii) signed by the candidate and Bowls members who nominated him or her; and
(iii) given to the secretary at least 14 days before the AGM at which the election is to be held;
(c) Each member of the Club present and eligible to vote at the AGM may vote for 1 candidate for each position on the MC;
(d) If at the start of the meeting, there are not enough candidates nominated, nominations may be taken from the floor of the meeting.

(2) A person may be a candidate only if the person -
(a) is an adult (not less than 18 years); and
(b) is not eligible to be elected as a member under section 61A of the Act (eg convicted).
(c) A list of candidates' names in alphabetical order, with the names of the members who nominated each candidate, must be posted in a conspicuous place in the office or usual place of meeting of the club for at least 7 days immediately preceding the AGM.
(d) If required by the MC, balloting lists must be prepared containing the names of the candidates in alphabetical order.

22 Resignation, Removal or Vacation of Management Committee Member

(1) A member of MC may resign from the committee by giving written notice of resignation to the secretary.

(2) The resignation takes effect at -
(a) the time the notice is received by the secretary; or
(b) if a later time is stated in the notice - the later time.

(3) A member may be removed from office at a general meeting of the club if a majority of the members are present and eligible to vote at the meeting vote in favour of removing the member.

(4) Before a vote of members is taken about removing the member from office, the member must be given a full and fair opportunity to show cause why he or she should not be removed from office.

(5) A member has no right of appeal against the member's removal from office under this rule.J

(6) A member immediately vacates the office of member in the circumstances mentioned in section 64(2) of the Act (death, bankrupt, convicted etc.)

23 Vacancies on Management Committee

(1) If a casual vacancy happens on the MC, the continuing members of the MC may appoint another member of the club to fill the vacancy until the next AGM.

(2) The continuing members of the MC may act despite a casual vacancy on the MC.

(3) However, if the number of committee members is less than the numbers fixed under rule 21 (1) as a quorum of the MC, the continuing members may act only to -
(a) increase the number of MC members to the number required for a quorum; or
(b) call a GM of the club.

24 Functions of the Management Committee

(1) Subject to these rules or a resolution of the members of the Club carried at a GM, the MC has general control and management of the administration of the affairs, property and funds of the Club.

(2) The MC has the authority to interpret the meaning of these rules and any matter relating to the Club on which the rules are silent, any interpretation must have regard to the Act, including any regulation made under the Act,

Note-
The Act prevails if the Club's *rules are inconsistent with the Act* - see section *1 D of the Act.*

(3) The MC may exercise the powers of the Club -
(a) to borrow, raise or secure the payment of amounts in a way the members of the Club decide; and
(b) to secure the amounts mentioned in paragraph (a) or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the Club in any way, including by the issue of debentures (perpetual or otherwise) charged upon the whole or part of the Club's property, both present and future; and
(c) to purchase redeem or pay off any securities issued; and
(d) to borrow amounts from members and pay interest on the amounts borrowed; and
{e) to mortgage or charge the whole or part of its property; and
(f) to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the Club; and
{g) to provide and pay off any securities issued; and
(h) to invest in a way the members of the association may from time to time decide.

(4) For subtle (3)(d), the rate of interest must be not more that the current rate being charged for overdrawn accounts on money lent (regardless of the term of the loan) by -
(a) the financial institution for the Club; or
(b) if there is more than one financial institution for the Club - the financial institution nominated by the MC.

25 Meetings of the Management Committee

(1) Subject to this rule, the MC may meet and conduct proceedings as it considers appropriate.
Note-
See also *sections 708 and 70C of the* Act *about requirements relating to the proceedings of the MC if a member of the committee* has *a material personal interest in* a *matter being considered at* a *meeting of the committee.*

(2) The MC must meet at least once every 6 weeks to exercise its functions.

(3) The MC will decide how a meeting is to be called.

(4) Notice of meeting is given in a way decided by the MC.

(5) The MC may hold meetings, or permit a committee member to take part in its meetings, using any technology that reasonably allows the member to hear and take part in discussions as they happen.

(6) A committee member who participates in the meeting as mentioned in subtle (5) is taken to be present at the meeting.

(7) A question arising at a MC meeting if to be decided by a majority vote of the members of the committee present at the meeting and, if the votes are equal, the question is decided in the negative.

(8) The President will preside as Chairperson at a MC meeting, if the Chairperson does not attend then the Vice President will conduct the meeting.

(9) If there is no President or if the President is not present within 10 minutes after the time fixed for a MC meeting, and the Vice President is not present, the members may choose one of their number to preside as Chairperson

(5) If a member of the committee fails to attend 3 (three) consecutive meetings of the MC without apology, the position will be considered vacated unless special circumstances overturn this rule.

26 Quorum for, and Adjournment of, Management Committee Meeting

(1) The MC meeting requires 50% of members elected to the committee plus one to form quorum.

(2) If there is no quorum within 30 minutes after the time fixed for a MC meeting called on the request of members of the committee, the meeting lapses.

(3) If there is no quorum within 30 minutes after the time fixed for a MC meeting called other than on the request of members of the committee -
(a) the meeting is adjourned for at least one day; and
(b) members of the MC who are present are to decide the day, time and place of the adjourned meeting.

(4) If, at an adjourned meeting mentioned in subtle (3), there is no quorum within 30 minutes after the time fixed for the meeting, the meeting lapses.

27 Special Meeting of the Management Committee

(1) If the Secretary receives a written request signed by 33% (three) of the members of the MC, the Secretary must call a special meeting of the committee by giving each member of the committee notice of the meeting within 14 days after the Secretary receives the request.

(2) If the Secretary is unable or unwilling to call the special meeting, the President must call the meeting.

(3) A request for a special meeting must state -
(a) why the special meeting is called; and
(b) the business to be conducted at the meeting.

(4) A notice of a special meeting must state -
(a) the day, time and place of the meeting; and
(b) the business to be conducted at the meeting.

(5) A special meeting of the MC must be held within 14 days after the notice of the meeting is given to the members of the MC.

28 Minutes of the Management Committee Meetings

(1) The Secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each MC meeting are entered in a minute book.

(2) To ensure the accuracy of the minutes, the minutes of each MC meeting must be signed by the Chairperson of the meeting, or the Chairperson of the next MC meeting, verifying their accuracy.

29 Appointment of Subcommittees

(1) The MC may appoint a subcommittee consisting of members of the Club considered appropriate by the committee to help with the conduct of the Clubs operations.

(2) A member of a subcommittee who is not a member of the MC is not entitled to vote at a MC meeting.

(3) A subcommittee may elect a chairperson of its' meetings.

(4) If a chairperson is not elected, or if the chairperson is not present within 1o minutes after the time fixed for a meeting, members present may choose 1 of their number to be chairperson of the meeting.

(5) A subcommittee may meet and adjourn as it considers appropriate.

(6) A question arising at a subcommittee meeting is to be decided by a majority vote of the members present at the meeting and, if votes are equal, the question is to be decided in the negative.

30 Acts not Affected by Defects or Disqualifications

(1) An act performed but the MC, a subcommittee or a person acting as a member of the MC is taken to have been validly performed.

(2) Sub rule (1) applies even if the act was performed when -
(a) there was a defect in the appointment of a member of the MC, subcommittee or person acting as a member of the MC; or
(b) a MC member, subcommittee member or person acting as a member of the MC was disqualified from being a member.

31 Resolutions of Management Committee Without Meeting

(1) A written resolution signed by each member of the MC is as valid as if it had been passed at a committee meeting that was properly called and held.

(2) A resolution mentioned in subtle (1) may consist of several documents in like form, each signed by 1 or more members of the committee.

32 Annual General Meeting (AGM)

(1) An AGM must be held each year within 6 months after the end date of the club's reportable financial year (30th June).

(2) The following business must be conducted at each AGM of the club -
(a) receiving the club's financial statement and audit report, for the last reportable financial year.

(b) presenting the financial statement and audit report for adoption; and
(c) appointing an auditor or an accountant for the present financial year.

(3) The Club must elect the member of the MC at each AGM of the Club.

33 Notice of General Meeting

(1} the Secretary may call a general meeting of the association.

(2) The Secretary must give at least 14 days notice of the meeting to each member of the association.

(3) If the secretary is unable or unwilling to call the meeting, the President must call the meeting.

(4) The MC may decide the way in which the notice must be given.

(5) However, notice of the following meetings must be given in writing -
(a) meeting called to hear and decide the appeal of a person against the MC decision -
(i) to reject the person's application for membership of the Club; or
(ii) to terminate the person's membership of the Club.
(b) a meeting called to hear and decide a proposed special resolution of the Club.

(6) A notice of a general meeting must state the business to be conducted at the meeting.

34 Quorum for, and Adjournment, General Meeting

(1) At any General Meeting the number of Members (being entitled to vote at the General Meeting) required to constitute a quorum shall be double the number of Members on the Board, plus one.

(2) However, if all members of the Club are members of the MC, the quorum is the total number of members less 1.

(3) No business may be conducted at a GM unless there is a quorum of members when the meeting proceeds to business.

(4) If there is no quorum within 30 mins after the time fixed for a GM called on the request of members of the MC or the Club the meeting lapses.

(5) If there is no quorum within 30 mins after the time fixed for a GM called, other than on the request of members of the MC or the Club -
a. the meeting is to be adjourned for at least 7 days; and
b. the MC is to decide the day, time and place of the adjourned meeting.

(6) The chairperson may, with the consent of any meeting at which there is a quorum, and must if directed by the meeting, adjourn the meeting from time to time and from place to place.

(7) If a meeting is adjourned under sub rule (6), only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.

(8) The secretary is not required to give the members notice of an adjournment or of the business to be conducted at an adjourned meeting unless a meeting is adjourned for at least 30 days.

(9) If a meeting is adjourned for at least 30 days, notice of the adjourned meeting must be given in the same way notice is given for an original meeting.

35 Procedure for the General Meeting

(1) A member may take part and vote in a GM in person, by proxy, or by using any technology that reasonably allows the member to hear and take part in discussions as they happen.

(2) A member who participates in a meeting as mentioned in sub-rule (1) is taken to be present.

(3) At each GM -
(a) the president is to preside as chairperson; and
(b) if there is no president or if the president is not present within 15 minutes after the time fixed for the meeting or is unwilling to act, the members present must elect one of their number to be chairperson of the meeting; and
(c) the chairperson must conduct the meeting in a proper and orderly way.

36 Voting at General Meeting

(1) At a GM, each question, matter or resolution, including a special resolution, must be decided by a majority of votes of the members present.

(2) Each member present and eligible to vote is entitled to one vote only and, if the votes are equal, the result is negative.

(3) A member is not entitled to vote at a general meeting if the member's annual subscription is in arrears at the date of the meeting.

(4) The method of voting is to be decided but the MC.

(5) However, if at least 20% of the members present demand a secret ballot, voting must be by secret ballot.

(6) If a secret ballot is held, the chairperson must appoint two members to conduct the secret ballot in the way the chairperson decides.

(7) The result of a secret ballot as declared but the chairperson is taken to be a resolution of the meeting at which the ballot was held.

37 Special General Meeting (SGM)

(1) The secretary must call a SGM by giving each member of the club notice of the meeting within 14 days after -
(a) being directed to call the meeting by the MC; or
(b) being given a written request signed by -
(i) at least 50% of the number of members of the MC when the request is signed; or
(ii) at least the number of members of the club equal to double the number of members of the club on the MC when the request is signed plus 1; or
(c) being given a written notice of an intention to appeal against the decision of the MC -
(i) to reject an application for membership; or
(ii) to terminate a person's membership.

(2) A request mentioned in sub rule (1) (b) must state -
(a) why the SGM is being called; and
{b) the business to be conducted at the meeting.

(3) A SGM must be held within 30 days after the secretary -
(a) is directed to call the meeting by the MC; or
(b) is given the written request mentioned in sub rule (1) (b); or
(c) is given the written notice of an intention to appeal mentioned in Sub rule (1) (c).
(4) If the secretary is unable or unwilling to call the SGM, the president must call the meeting.

38 Proxies

(1) An instrument appointing a proxy must be in writing and be in the following or similar form -

Gold Coast Bowls and Community Club Inc.

I, _____ of _____ being a member of the club, appoint

_____ of _____ as my proxy to vote for me on behalf at the (AGM)

general meeting of the club, to be held on the _ day of _____ 20 and at any

adjournment of the meeting.

Signed this _ day of _____ 20__

Signature _____

(2) The instrument appointing a proxy must be signed by the appointer.

(3) A proxy may be a member of the club or another person.

(4) The instrument appointing a proxy is taken to confer authority to demand or join in demanding a secret ballot.

(5) Each instrument appointing a proxy must be given to the secretary before the start of the meeting or adjourned meeting at which the person named in the instrument proposes to vote.

(6) Unless otherwise instructed by the appointer, the proxy may vote as the proxy considers appropriate.

(7) If a member wants a proxy to vote for or against a resolution, the instrument appointing the proxy must be in the following or similar form -

Gold Coast Bowls and Community Club Inc.

I, _____ of _____ being a member of the club, appoint

_____ of _____ as my proxy to vote for me on my behalf at the (AGM)

general meeting of the club, to be held on the _ day of _____ 20 and at any

adjournment of the meeting.

Signed this _ day of _____ 20__

Signature _____

This form to be used *in favour of/* against *[strike out whichever is not wanted]* the following resolutions -

[list the resolutions]

39 Minutes of General Meeting (GM)

(1) The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each GM are entered in a minute book.

(2) To ensure the accuracy of the minutes -
(a) the minutes of each GM must be signed by the chairperson of the meeting, or the chairperson of the next GM, verifying their accuracy; and
(b) the minutes of each AGM must be signed by the chairperson of the meeting, or the chairperson of the next meeting of the club that is a GM or AGM, verifying their accuracy.

(3) If asked by a member of the club, the secretary must within 28 days after the request is made-
(a) make the minute book for a particular GM available for inspection by the member at a mutually agreed times and place; and
(b) give the member copies of the minutes of the meeting.

(4) The club may require the member to pay the reasonable costs of providing copies of the minutes.

40 By-laws

(1) The MC may make, amend or repeal by-laws not inconsistent with these rules, for the internal management of the club.

(2) A by-law may be set aside by a vote of members at AGM of the association.

41 Alteration to Rules

(1) Subject to the Act, these rules may be amended, repealed or added to as a result of a special resolution carried out at an AGM.

(2) However, an amendment, repeal or addition is valid only if it is registered by the secretary or CEO with the Department of Fair Trading.

42 Common Seal

The MC must ensure that the Club has a Common Seal; and -

(1) the Common Seal is kept in a secure place; and

(2) the Common Seal is only used with the authority of the MC; and

(3) any instrument with the Common Seal must be signed by the Secretary or someone authorized by the MC.

43 Funds and Accounts

(1) The funds of the Club must be kept in an account in the name of the Club in a financial institution decided by the MC.

(2) Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the Club.

(3) All amounts must be deposited in the financial institution account as soon as practicable after receipt.

(5) If a payment of $100 or more is made by cheque, the cheque must be signed by any two of the following -

(a) the President;
(b) the Secretary;
(c) the Treasurer;

(d) any one of three other members of the club who have been authorized by the MC to sign cheques issued by the Club.

(6) However, one of the persons who signs the cheque must be the president, Secretary or the Treasurer.

(7) Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed 'not negotiable'.

(8) A petty cash account must be kept on the impress system, and the MC must decide the amount of petty cash to be kept in the account.

44 General Finance Matters

(1) On behalf of the MC, the Treasurer in conjunction with the appointed auditor must, as soon as practicable after the end date of each financial year, ensure a financial statement for its last reportable financial year is prepared.

(2) The income and property of the Club must be used solely in promoting the Clubs objects and exercising the Clubs powers. • •

45 Documents

The MC must ensure the safe custody of books, documents, instruments of title and securities of the Club.

46 Financial Year

The financial year for the Club is 1st July to the 30th June in each year.

47 Distribution of Surplus Assets to Another Entity

(1) This rule applies if the Club -

(a) is wound-up under part 10 of the Act; and
(b) has surplus assets.

(2) The surplus assets must be given to another entity -

(a) having objects similar to the club's objects; and

(b) the rules of which prohibit the distribution of the entity's income and assets to its members.

(c) In this rule - ***surplus* assets** see section 92 (3) of the Act.

48. Code of Conduct and Patron Banning Policy

1. Expected Conduct

All members, guests, and patrons must behave in a respectful, responsible, and sportsmanlike manner while on club premises. Any behavior that disrupts the safety, comfort, or enjoyment of others will not be tolerated.

2. Prohibited Behavior

- Excessive intoxication or disorderly conduct, including disruptive behavior, shouting, or refusal to leave when requested.

- Aggressive, abusive, or threatening behavior towards staff, members, or other patrons.

- Harassment, discrimination, or inappropriate conduct, including offensive language or physical contact.

- Vandalism, damage to property, or any unlawful activity within the club or its grounds.

- Failure to comply with staff or management instructions regarding conduct, safety, or club rules.

3. Ban Periods and Enforcement

Management reserves the right to issue bans based on the severity and frequency of the offense:

First Minor Offense:

Verbal or written warning.

Second Minor Offense:

Temporary ban (1 month).

Serious Misconduct:

Immediate ban (3 to 6 months), depending on severity.

Severe or Repeated Violations:

Indefinite or permanent ban, at the discretion of the Club Committee.

4. Notification & Appeals

Banned individuals will be notified in writing, specifying the reason and duration of the ban.

Appeals must be submitted in writing to the Club Committee within 14 days of notification.

The Committee will review the case and respond within 30 days with a final decision.