



Southern Districts Electric Light Bowls Association Inc.

SDELBA



ALL CORRESPONDENCE: Secretary Bob Baxter
3/17 Bowen Street, MALVERN EAST, Vic 3145
ph 9568 1472 email bob.backstar06@gmail.com
www.facebook.com/sdelba.nightbowls

RULES AND STATEMENT OF PURPOSES (revised June 2017)

- 1 The name of the Association is Southern Districts Electric Light Bowls Association Incorporated, in these rules, called the Association.

INTERPRETATION

- 2 In these rules, unless the contrary intention appears
 - Member club means a club which is a member of the Association.
 - Executive or Executive Committee means the Committee of Management of the Association.
 - Financial Year means the year ending on 30 May
 - General Meeting means a general meeting of club delegates from member clubs convened in accordance with Rule 10, 11 and 12.
 - Affiliated member means a bowler whose current annual affiliation fee has been paid to either Bowls Victoria (BV) or Bowls Australia (BA) or their successors.
 - Player" means an affiliated member eligible to participate in events conducted by the Association.
 - The Act means the *Associations Incorporation Act* as amended.
 - The Regulations means the regulations under the Act.
 - By-laws means the current Competition by-laws
 - Eligible club means a club which is a member of BV or their successors, and which has greens - or has an agreement to use greens - that have appropriate lighting and are situated in the area as defined in the Competition by-laws
 - In these Rules, a reference to the Secretary means Secretary of the SDELBA who shall be the Public Officer
 - Words or expressions contained in these rules shall be interpreted by the Executive Committee subject to confirmation or contradiction by a General Meeting called for the purpose.

STATEMENT OF PURPOSES

- 3 The objects of the Association are
 - (a) to promote and advance the game of bowls within the area of its jurisdiction
 - (b) to conduct and control Association events in accordance with the Laws of the Sport of Bowls (including Domestic Regulations for Australia) and the BV Rules for Competition, or their successors
 - (c) to arrange and control such inter-association and other events as the Association may from time to time determine



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- (d) to consider and deal with any matter concerning the game or its management submitted to it by a member club
- (e) to do all things incidental to the furtherance of the above objects;

MEMBERSHIP

- 4 The Association may admit to membership any eligible club situated within its boundaries, on application in writing and on payment of the annual applicable registration fee. At a General Meeting the Association by resolution may terminate the membership of any club.

REGISTER OF MEMBERS

- 5 The Secretary shall keep and maintain a register of member clubs in which shall be entered the full name, address and date of entry of each member club and the register shall be available for inspection free of charge by club delegates upon request.

REPRESENTATION BY DELEGATES

- 6 (1) Each member club shall
 - (a) appoint annually two Club Delegates from its affiliated members.
 - (b) be entitled to representation at general meetings of the Association by its two Club Delegates.
 - (c) forward the names and addresses of its Delegates to the Secretary of the Association within 14 days of their appointment.
- (2) If any Delegate is unable to attend a meeting they may be replaced by
 - A substitute Delegate who shall advise the Chairman of the meeting of their appointment.
- (3) A substitute Delegate shall not be eligible to hold office in the Association.



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LIFE MEMBERS

- 7
- (1) There may be Life Members of the Association not exceeding five persons at any one time.
 - (2) A Life Member may be elected at any General Meeting on the recommendation of 75% of the members of the Executive Committee provided that the person concerned-
 - (a) is an affiliated member of a member club
 - (b) has rendered outstanding service to the Association
 - (c) is nominated in the notice of the meeting
 - (d) receives not less than 75% of the votes taken by ballot at the meeting
 - (3) A Life Member shall be entitled to attend any General Meeting of the Association and shall have the right to engage in debate and to vote

DISCIPLINE OF MEMBERS

- 8
- (1) The Procedure set out in this rule applies to conduct between
 - (a) a member club and another member club; or
 - (b) a member club and the Association; or
 - (c) a player and a member club or any of its players; or
 - (d) a player and the Association
 - (2) Subject to these Rules, if the Executive Committee is of the opinion that a member club or player has refused or neglected to comply with these Rules, or has been guilty of conduct unbecoming a member club or player or prejudicial to the interests of the Association, the committee may by resolution-
 - (a) fine that member club or player an amount not exceeding \$500; or
 - (b) suspend that member club from membership of the Association for a specified period; or
 - (c) expel that member club from the Association; or
 - (d) suspend that player from competition for a specified period; or
 - (e) expel that player from competition.



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- (3) A resolution of the Executive Committee under sub-rule (2) does not take effect unless-
 - (a) at a meeting held in accordance with sub-rule (4), the Executive Committee confirms the resolution; and
 - (b) if the member club or player exercises a right of appeal to the Association under this rule, the Association confirms the resolution in accordance with this rule.
- (4) A meeting of the Executive Committee to confirm or revoke a resolution passed under sub-rule (2) must be held not earlier than 14 days, and not later than 28 days, after notice has been given to the member club or player in accordance with sub-rule (5).
- (5) For the purposes of giving notice in accordance with sub-rule (4), the Secretary must, as soon as practicable, cause to be given to the member club or player a written notice-
 - (a) setting out the resolution of the Executive Committee and the grounds on which it is based; and
 - (b) stating that the member or player or their representative, may address the Executive Committee at a meeting to be held not earlier than 14 days and not later than 28 days after the notice has been given to that member; and
 - (c) stating the date, place and time of that meeting; and
 - (d) informing the member club or player that they may do one or both of the following-
 - (i) attend that meeting
 - (ii) give to the Executive Committee before the date of that meeting a written statement seeking the revocation of the resolution;
 - (e) informing the member club or player that, if at that meeting the Executive Committee confirms the resolution they may, not later than 48 hours after that meeting; give the Secretary a notice to the effect that they wish to appeal to the Association in general meeting against the resolution.
- (6) At a meeting of the Executive Committee to confirm or revoke a resolution passed under sub-rule (2), the committee must-
 - (a) give the member club or player or their representative, an opportunity to be heard; and
 - (b) give due consideration to any written statement submitted



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- by the member club or player; and
- (c) determine by resolution whether to confirm or to revoke the resolution
- (7) If at the meeting of the Executive Committee, the committee confirms the resolution, the member club or player may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that they wish to appeal to the Association in general meeting against the resolution.
- (8) If the Secretary receives a notice under sub-rule (7), they must notify the Executive Committee and the committee must convene a general meeting of the Association to be held within 21 days after the date on which the Secretary received the notice.
- (9) At a general meeting of the Association convened under sub-rule (8) -no business other than the question of the appeal may be conducted; and
- (a) the Executive Committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution; and
- (b) the member club or player or their representative, must be given an opportunity to be heard; and
- (c) the member clubs present must vote by secret ballot on the question whether the resolution should be confirmed or revoked.
- (10) A resolution is confirmed if, at the general meeting, not less than two-thirds of the member clubs vote in person in favour of the resolution. In any other case, the resolution is revoked.

DISPUTES AND MEDIATION

- 9
- (1) The grievance procedure set out in this rule applies to disputes under these Rules between-
- (a) a member club and another member club; or
- (b) a member club and the Association; or
- (c) a player and a member club or any of its players; or
- (d) a player and the Association.
- (2) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.



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- (3) 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, hold a meeting in the presence of a mediator.
- (4) The mediator must be a person chosen by agreement between the parties; or in the absence of agreement-
 - (i) in the case of a dispute between a member club or a player and another member club or player, a person appointed by the committee of the Association; or
 - (ii) in the case of a dispute between a member club or a player and the Association, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice). A Club Delegate can be a mediator.
- (5) The mediator cannot be a member who is a party to the dispute.
- (6) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (7) 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
 - (c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- (8) The mediator must not determine the dispute.
- (9) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.



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ANNUAL GENERAL MEETING

- 10
- (1) The Association shall in each calendar year convene an Annual General Meeting.
 - (2) The Annual General Meeting shall be held on such day in the month of June or July as the Executive Committee determines.
 - (3) The Annual General Meeting shall be specified as such in the notice convening it.
 - (4) The business of the Annual General Meeting shall be-
 - (a) to confirm the minutes of the last preceding Annual General Meeting and of any general meeting held since that meeting;
 - (b) to receive Reports of Committees;
to receive and consider the Annual report and Statement submitted by the Association.
 - (c) to elect Office Bearers;
 - (d) to elect Committees;
 - (e) to consider the Fixture Program for the season;
 - (f) to fix the annual fee payable by clubs for the ensuing year;
 - (g) to transact any business of which due notice has been given;
 - (h) to transact any other General Business.
 - (5) The Annual General Meeting shall be in addition to any other general meeting that may be held in the same year.



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ORDINARY GENERAL MEETING

- 11
- (1) At least one Ordinary General Meeting shall be held each year.
 - (2) Unless the meeting consents to a variation, the business shall be-
 - (a) to confirm the minutes of the previous Ordinary General Meeting and of any Special General Meeting held since that meeting;
 - (b) to receive Reports of Committees;
 - (3) To receive documentation for the season commencing in November;
 - (a) to transact any business of which due notice has been given;
 - (b) to transact any other General Business.

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SPECIAL GENERAL MEETING

- (1) The Executive Committee may, whenever it thinks fit, convene a Special General Meeting of the Association.
- (2) The Executive Committee shall, on the requisition in writing of at least twelve member clubs, convene a Special General Meeting of the Association.
- (3) A Special General Meeting shall be convened to
 - (a) change the Rules of the Association
 - (b) amalgamate with any like incorporated organisation
 - (c) wind up the Association and distribute its assets
- (4) In these circumstances a Special Resolution shall be required
- (5) The notice of each Special General Meeting shall set out the business to be submitted and may, if such meeting be requisitioned by member clubs, include such other business as the Executive Committee may determine.
- (6) The requisition for a Special General Meeting shall state the objects of the meeting and shall be signed by the member clubs making the requisition and be sent to the address of the Secretary and may consist of several documents in a like form, each signed by one or more of the members clubs making the requisition.
- (7) If the Executive Committee does not cause a Special General Meeting to be held within one month after the date on which the requisition is



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sent to the address of the Secretary, the members clubs making the requisition, or any of them, may convene a Special General meeting to be held not later than 3 months after that date.

- (8) A Special General Meeting convened by the member clubs in pursuance of these rules shall be convened in the same manner as nearly as possible as that in which those meetings are convened by the Executive Committee and all reasonable expenses incurred in convening the meeting shall be refunded by the Association to the persons incurring the expenses.

NOTICE OF MEETINGS

- 13 (1) The Secretary of the Association, at least 14 days, or if a special resolution has been proposed at least 21 days, before the date fixed for holding a general meeting of the Association, must cause to be sent to each nominated Delegate of each member club of the Association at the address appearing in the register of members, a notice by pre-paid post or by electronic transmission stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (2) No business other than that set out in the notice convening the meeting shall be transacted at the meeting unless deemed substantially similar to that in the notice by a three-fifths majority vote of the delegates present taken without discussion.
- (3) A member club desiring to bring any business before a meeting may give notice of that business in writing to the Secretary.
- (4) A notice of motion may be given by a Delegate or a Life Member provided it is received in writing by the Secretary not less than 21 days prior to the date of the meeting and no amendment other than a verbal alteration thereto shall be accepted unless it is received in writing by the Secretary not less than 4 days prior to the date of the meeting.
- (5) Minor corrections or non-vital verbal alterations to a notice of motion or an amendment thereto may be made at the meeting with the consent of the Chairman.
- (6) Notices of motion shall be circulated to each nominated Delegate of each member club not less than 14 days prior to the date of the meeting and amendments thereto shall be circulated prior to the meeting.



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- (7) No motion involving an unusual item of expenditure shall be voted upon at any General Meeting until the Executive Committee has reported upon it.
- (8) A motion or the subject thereof which has been dealt with at any General Meeting shall not again be considered for a period of six months unless consent is given by a three fifths majority vote of delegates present taken without discussion.
- (9) In the absence of any person who has given a notice of motion, another person may with the consent of the meeting, move such motion.

PROCEEDINGS AT MEETINGS

- 14
- (1) Those eligible to attend general meetings shall be the office bearers, Delegates and Life members.
 - (2) No item of business shall be transacted at a general meeting unless a quorum of persons entitled under these rules to vote is present during the time when the meeting is considering that item.
 - (3) Nominated Delegates representing at least 20 member clubs shall constitute a quorum for the transaction of the business of a general meeting.
 - (4) If within half an hour after the appointed time for the commencement of the meeting, a quorum is not present, the meeting, if convened upon the requisition of member clubs shall be dissolved, and in any other case shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairman at the time of the adjourned meeting or by written notice to member clubs and delegates given before the day to which the meeting is adjourned) at the same place, and if at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the persons present (being not less than one third of eligible Delegates) shall be a quorum.
 - (5) At a special general meeting a resolution may only be passed by not less than 75% of those present voting in favour of the special resolution.

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- 15 (1) The President, or in their absence the Match Committee Chairman, shall preside as Chairman at each general meeting of the Association.
- (2) If the President and the Match Committee Chairman are absent from a general meeting, the Delegates present shall elect one of their number to preside as Chairman at the meeting.
- 16 (1) The Chairman of a general meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- Where a meeting is adjourned for 14 days or more, a like notice of the adjourned meeting shall be given as in the case of a general meeting.
- (2) Except as provided in sub-clauses (1) and (2), it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting.
- 17 A question arising at a general meeting of the Association shall be determined by a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the Chairman that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost and an entry to the effect in the minute book of the Association is evidence of the fact, without proof of the number or the proportion of the votes recorded in favour of, or against, that resolution.
- 18 (1) Upon any question arising at a general meeting of the Association each eligible person has one vote only.
- (2) All votes shall be given personally.
- (3) In the case of an equality of voting on a question, the Chairman of the meeting is entitled to exercise a second or casting vote which, where possible, shall be exercised to preserve the status quo,
- (4) Proxy voting shall not be permitted.
- 19 (1) If at a meeting a poll of any question is demanded by not less than three delegates, it shall be taken at that meeting in such manner as the Chairman may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.



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(2) A poll that is demanded on the election of a Chairman or on a question of an adjournment shall be taken forthwith, and a poll that is demanded on any other question shall be taken at such time before the close of the meeting as the Chairman may direct.

20

Club Delegates are not entitled to vote at any general meeting unless all moneys due and payable by their club to the Association have been paid.

EXECUTIVE COMMITTEE

21

(1) The Executive Committee constituted as provided in Rule 23 shall manage the affairs of the Association

(2) The Executive Committee shall-

- (a) Deal with any business of the Association requiring attention between General Meetings;
- (b) Authorise all payments by the Association;
- (c) Recommend to the Annual General Meeting the amount of the annual fee to be payable by each club for the ensuing year;
- (d) Review the finances of the Association from time to time and, if thought fit, recommend for approval by a Special General meeting the amount and incidence of a Special Levy;
- (e) Decide the times and places of all General Meetings;
- (f) Prepare an Annual Report for submission to the Annual General Meeting;
- (g) Hear and settle all disputes and appeals in connection with Association competitions;
- (h) Carry out any other duties allotted to it by any General Meeting.

22

(1) The officers of the Association shall be-

President
Immediate Past President
Match Committee Chairman
Treasurer
Secretary

(2) All officers shall be Delegates of member clubs with the exception that the Secretary and Treasurer may be any affiliated members



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and not necessarily Club Delegates, in which case they shall have a voice but not a vote.

- (3) The same person may hold the offices of the Secretary and Treasurer.
- (4) The provisions of Rule 24 so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the offices mentioned in sub-clause (1).
- (5) Each officer of the Association shall hold office until the annual general meeting next after the date of their election but is eligible for re-election so long as they remain a Club Delegate.
- (6) In the event of a casual vacancy in any office referred to in sub-clause (1), the Executive Committee may appoint any eligible person to the vacant office and the person so appointed may continue in office up to and including the conclusion of the general meeting next following the date of their appointment, but in any case the vacancy shall be filled by election at the next held general meeting.

- 23 Subject to section 23 of the Act, the Executive Committee of the Association shall consist of the officers of the Association, plus up to four delegates, each of whom shall be elected at the annual general meeting of the Association in each year.

ELECTION OF OFFICERS AND VACANCY

- 24 (1) Nominations of candidates for election as officers of the Association-
- (a) shall be made in writing, signed by two Club Delegates of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
 - (b) shall be delivered to the Secretary of the Association not less than 7 days before the date fixed for the holding of the annual meeting.
- (2) If insufficient nominations are received to fill all vacancies on the Executive Committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at the annual general meeting for the remaining positions.



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- (3) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- (4) If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held.
- (5) The ballot for the election of officers shall be conducted at the Annual General Meeting in such usual and proper manner as the Executive Committee may direct.

- 25 For the purpose of these rules, the office of an officer of the Association becomes vacant if the officer-
- a. ceases to be a Club Delegate of the Association;
 - b. becomes an insolvent under administration within the meaning of the Companies (Victoria) Code
 - c. resigns their office by notice in writing given to the Secretary.

(c)

PROCEEDINGS OF EXECUTIVE COMMITTEE

- 26
- (1) The Executive Committee shall meet at least once in every four months in each year at such place and such times as the Executive Committee may determine.
 - (2) Special meetings of the Executive Committee may be convened by the President or by any two of the members of the Executive.
 - (3) Notice shall be given to members of the Executive Committee of any special meeting specifying the general nature of the business to be transacted and no other business shall be transacted at such meeting.
 - (4) Any four members of the Executive Committee constitute a quorum for the
 - (5) Transaction of the business of a meeting of the Executive.
 - (6) No business shall be transacted unless a quorum is present except the appointment of a person to fill a casual vacancy and, if within half an hour of the time appointed for the meeting a quorum is not present, the meeting shall be adjourned to the same place and at the same hour of the same day in the following week unless the meeting was a special meeting in which case it lapses.
 - (7) At meetings of the Executive Committee-
 - (a) the President or in their absence the Match Committee Chairman shall preside; or



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- (b) if the President and the Match Committee Chairman are absent, such one of the remaining members of the Executive as may be chosen by the members present shall preside.
- (8) Questions arising at a meeting of the Executive Committee or of any sub-committee appointed by the Executive shall be determined on a show of hands, or if demanded by a member, by a poll taken in such manner as the person presiding at the meeting may determine.
- (9) Each member present at a meeting of the Executive Committee or of any sub-committee appointed by the Executive (including the person presiding at the meeting) is entitled to one vote and, in the event of an equality of votes on any question; the person presiding may exercise a second or casting vote.
- (9) Written notice of each committee meeting shall be served on each member of the Executive Committee by delivering it to them in reasonable time before the meeting, or by sending it by pre-paid post addressed to them at their usual or last known place of abode, or by sending it to them by electronic transmission, at least two business days before the date of the meeting.
- (10) Subject to sub-clause (4) the Executive Committee may act notwithstanding any vacancy on the Executive.

SECRETARY

- 27 (1) The Secretary of the Association shall keep minutes of the resolutions and proceedings of each general meeting and each Executive Committee meeting, together with a record of the names of persons present at committee meetings.
- (2) All minutes and other relevant documents shall be available upon request for inspection by Club Delegates free of charge.

TREASURER

- 28 (1) The Treasurer of the Association shall-
- maintain a bank account in the name of the Association in such bank as the Executive Committee shall direct and shall bank or cause to be banked to the credit of such account all monies received by the Association.
- a. keep correct accounts and books showing the financial affairs of



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the Association with full details of all receipts and expenditure connected with the activities of the Association.

- b. present at regular meetings of the Executive Committee a statement of accounts to be passed for payment and a statement of receipts and expenditure since the previous meeting.
 - c. submit to the Annual General Meeting a statement of accounts and balance sheet for the year ended 30 May
- (2) The accounts and books referred to in sub-clause (1) shall be available for inspection by Club Delegates free of charge.
- (3)

COMMITTEE

- 29 (1) At each Annual General Meeting, the Association shall appoint committees, comprising a chairman who shall be a Club Delegate and such number of other affiliated members as shall be determined at the meeting. Voting at the election is to be by Club Delegates only.
- (2) The Match Committee shall-
- (a) prepare a Fixture Program for the next season;
 - (b) manage and carry out all fixtures and competitions held and controlled by the Association.
- (4) The provisions of Rule 24 with appropriate modification shall apply in the election of committees.
- (5) A casual vacancy occurring in any committee shall be filled in the same manner as provided in Rule 22(6).

SPECIAL COMMITTEES

- 30 Any General Meeting may appoint a Special Committee for any specified purpose.

REMOVAL OF MEMBER OF COMMITTEE

- 31 (1) The Association in general meeting may by resolution remove any member of any Committee before the expiration of their term of office and appoint another affiliated member of a Member Club in their stead to hold office until the expiration of the term of the first-mentioned member.
- (2) Where the committee member to whom a proposed resolution referred to in sub-clause (1) makes representations in writing to the Secretary or



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President of the Association (not exceeding a reasonable length) and requests that they be notified to the Member Clubs and Delegates of the Association, the Secretary or President may send a copy of the representations to each Member Club and Delegate of the Association or, if they are not so sent, the committee member may require that they be read at the meeting.

FUNDS

- 32
- (1) The funds of the Association shall be derived from annual registration fees, competition entry fees, donations and such other sources as the Executive Committee determine.
 - (2) (a) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by any two of the Treasurer, President or Secretary.
(b) The Executive Committee may appoint a substitute or substitutes to sign in the absence of one or more of the officers referred to in sub-clause (2)(a).

BY-LAWS

- 33
- Subject to these Rules, By-laws for the conduct of the Association's business and the carrying-out of its objects may be enacted, altered or repealed at any General Meeting.

ALTERATION OF RULES AND STATEMENT OF PURPOSES

- 34
- These rules and the statement of purposes of the Association shall not be altered except in accordance with the Act.



Southern Districts Electric Light Bowls Association Inc.

SDELBA



ALL CORRESPONDENCE: Secretary Bob Baxter

3/17 Bowen Street, MALVERN EAST, Vic 3145

ph 9568 1472 email bob.backstar06@gmail.com

www.facebook.com/sdelba.nightbowls

NOTICES

- 35 (1) The notice may be served by or on behalf of the Association upon any member club either personally to its Delegates or by sending it by post to the member club at the address shown in the Register of Members or by sending it by electronic transmission.
- (2) Where a document is properly addressed pre-paid and posted to a person as a letter, the document shall, unless the contrary is proved, be deemed to have been given to the person at the time at which the letter would have been delivered in the ordinary course of post.

WINDING UP OR CANCELLATION

- 36 In the event of the winding up or the cancellation of the incorporation of the Association, the assets of the Association shall be disposed of to Sandbelt Bowls Region

CUSTODY OF RECORDS

- 37 Except as otherwise provided in these Rules, the Secretary shall keep in their custody or under their control all books, documents and securities of the Association There shall be no common seal for the Association.