



BRISBANE DISTRICT BOWLS ASSOCIATION INCORPORATED

**Revised By Laws
From 2016**

*Incorporated Association No: **IA09977***

These by laws take into account changes made to the Association's rules to implement a single Management Committee responsible for the operation of the Association.

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REVISED BDBA BY LAWS
FROM 2016

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1. Definitions

Any term, appearing in these by laws as a defined term, has the same meaning as set out in the definition of that term in the rules of the Association.

2. Election and Ballot Procedure

- A. Nominations for positions on the Management Committee, and the Sub Committees in place at the time, shall be made in accordance with the rules of the Association. The results of election shall take effect from when the results of the election are declared.
- B. Nominations for positions on Sub Committees in place at the time, shall be made in writing and signed by the candidate and given to the Secretary at least 14 days before the AGM at which the election is to be held.
- C. Voting, if necessary, shall be by secret ballot.
- D. All Primary Club Delegates and all members of the Management Committee are entitled to vote for all positions on the Management Committee.
- E. All Primary Club Delegates and all members of the Management Committee are entitled to vote for all positions on a Sub Committee if its structure or operation is not based on gender.
- F. Those Primary Club Delegates of the same gender as a candidate, together with all members of the Management Committee, are entitled to vote for positions on Sub Committees where a Sub Committee's operation or structure is based on gender.
- G. The method of voting shall be to delete the name/s of the candidate/s not required, in accordance with the rules of the Association.
- H. The results of each ballot shall be determined on the "first past the post principle". If there is an equal number of votes for two or more candidates for the last remaining position in a ballot, a further ballot shall be conducted between the candidates who tied.
- I. If insufficient nominations are received for election to any of the permanent committees, then those candidates so nominated shall be declared elected. The meeting shall then proceed to fill any remaining vacancies and, if necessary, conduct a ballot in accordance with this by-law, with nominations from the floor of the meeting in accordance with the rules of the Association.
- J. Club Members who are Candidates, nominated for election to the Management Committee or of a Sub Committee, at an annual General Meeting, shall be entitled to attend that annual General Meeting. If present at the meeting at which the ballot is to take place, they shall be entitled to address the meeting for a period not exceeding three (3) minutes, unless the meeting has agreed to give all candidates a longer period.
- K. Ballot papers may be issued to those entitled to vote prior to the meeting being opened but the votes shall not be collected by the returning officer until the Chair of the meeting announces the closing of the ballots. All votes will be deemed to have been made after the opening of the meeting and before the closure of the ballots.

3. Returning Officer

- A. The Management Committee shall appoint a returning officer whose duties shall be to control the issuing of the ballot papers and subsequent collection and counting of same at the Annual General Meeting.
- B. The returning officer shall ensure that only those entitled to vote are issued with the necessary ballot papers.
- C. The Management Committee shall enlist the services of 2 tellers to assist the returning officer in conducting the ballot. Neither the returning officer nor any teller shall be a candidate in any such ballots.
- D. Each candidate in a ballot may appoint one or more members to act as his/her scrutineer.
- E. The returning officer shall advise the Chair of the meeting the result of the tellers count and the Chair shall announce the result to the meeting.
- F. The ballot material shall not be destroyed without the authority of a motion passed at the meeting, and it shall be the duty of the returning officer to carry out such destruction.

4. Removal from Management Committee or Sub Committee

- A. Any member of the Management Committee, or any Club Member who is on an Association Sub Committee, may be removed from office by a three-quarters majority of the Representatives present and entitled to vote at a Special Meeting called for that purpose, setting out the reason for the removal. The person affected shall have due notice of such meeting and shall be afforded reasonable facilities for making such representation to the meeting as the person shall think fit. The person shall be entitled to be accompanied by a legal representative or other agent.

5. Role Descriptions

A. President

- i. In conjunction with any duties contained in the rules of the Association the President shall
 - a. Lead the Association in achieving its objects
 - b. Chair all AGMs, General Meetings, Special General Meetings and Management Committee meetings to regulate and keep order in proceedings and carry into effect their decisions;
 - c. Be an ex-officio member of all Sub Committees of the Association

B. Vice President

- i. In conjunction with any duties contained in the rules of the Association the Vice President shall
 - a. Stand in for the President when the President is not available to fulfill one of the core activities listed above
 - b. Endeavour to assist each of the cluster of clubs established by the Association to develop collaboration and information sharing in that cluster
 - c. Review Annual Reports from Clubs and summarise key points for discussion at General Meetings
 - d. Seek specific information from clusters to report to General Meetings

C. Secretary

- i. In conjunction with any duties contained in the rules of the Association, the Secretary shall
 - a. Issue notices of all meetings connected with the Association
 - b. Prepare Agendas, Minutes, and Reports (including the Annual Report)
 - c. Keep a register of Member Clubs and contact details for all Member Club office bearers and Primary Club Delegates.
 - d. Receive all correspondence and reply thereto as directed
 - e. Inform the President (or in his/her absence an available Vice-President) of all urgent matters requiring attention.

D. Treasurer

- i. In conjunction with any duties contained in the rules of the Association, the Treasurer shall
 - a. Prepare a Budget for each upcoming year
 - b. Prepare a Statement of Accounts for the Management Committee and Council Meetings
 - c. Monitor revenue and expenditure
 - d. Prepare books for audit
 - e. Produce a Statement of Audited Accounts for the Annual Report
 - f. Bank all money received by the Association

E. Marketing Coordinator

- i. In conjunction with any duties contained in the rules of the Association the Marketing Coordinator shall
 - a. Work closely with the Vice President in building collaboration between clubs in each cluster
 - b. Cultivate harmonious relations with the community at large,
 - c. Canvas the support of sponsors for Association competitions
 - d. Carry out such other duties as may be referred to it by the Management Committee.
 - e. Liaise with media – print, electronic, radio and TV
 - f. Liaise with Member Clubs, other district bowls associations and BQ
 - g. Maintain the BDBAs electronic media

F. Bowls Coordinator (Men's Bowls)

- i. In conjunction with any duties contained in the rules of the Association, the Bowls Coordinator (Men's Bowls) shall
 - a. Manage the activities of and advise policy decisions to the (male) Match & Selection Committees;
 - b. Liaise with the Bowls Coordinator (Ladies Bowls) to implement a playing calendar for the BDBA year.
 - c. Prepare a report to Management on the activities of the committees under his control;
 - d. Oversight each BDBA event (Men's Bowls) including calling and receiving nominations for association events
 - e. Organise hospitality arrangements (Men's Bowls) in connection with Association activities,
 - f. Represent the BDBA at bowls events

G. Bowls Coordinator (Ladies Bowls)

- i. In conjunction with any duties contained in the rules of the Association the Bowls Coordinator (Ladies Bowls) shall
 - a. Manage the activities of and advise policy decisions to the (female) Match & Selection Committees;
 - b. Liaise with the Bowls Coordinator (Mens Bowls) to implement a playing calendar for the BDBA year.
 - c. Prepare a report to Management on the activities of the committees under her control;
 - d. Oversight each BDBA event (Ladies Bowls) including calling and receiving nominations for association events
 - e. Organise hospitality arrangements (Ladies Bowls) in connection with Association activities,
 - f. Represent the BDBA at bowls events

H. Bowls Coordinator (Common Services)

- i. In conjunction with any duties contained in the rules of the Association the Bowls Coordinator (Common Services) shall
 - a. Oversee the activities of and advise policy decisions to the joint Umpires & Coaching Committees;
 - b. Prepare a report for Management Committee and Council on the activities of the committees under his/her control.

I. Delegates to Bowls Queensland

- i. Two delegates to BQ (one male and one female) shall be appointed by the Management Committee. The persons shall be a financial member of a Member Club and a representative of the Management Committee. Where a delegate to BQ is unable to attend BQ meetings the person shall advise the President who, in conjunction with the Secretary, shall appoint a proxy.
- ii. The delegates to BQ shall represent the views of the BDBA at BQ meetings and shall act on the instructions of and report to the Management Committee.

J. Junior Liaison Officer

- i. In conjunction with any duties contained in the rules of the Association the Junior Liaison Officer (JLO) shall
 - a. Organise Junior Bowlers within the District at District level
 - b. Coordinate events at State Level
 - c. Promote the game of bowls in school
 - d. Provide training and development opportunities for Junior Bowlers and improve their skills and capability in all aspects of the game

6. Sub Committees

- A. The President and the Secretary shall be “ex-officio” members of all Sub Committees.
- B. The Bowls Coordinators on the Management Committee shall be “ex-officio” members of all Sub Committees within their area of responsibility.

C. Bowls Coordination Sub Committees (Mens/Ladies)

- i. Each year the Management Committee shall determine if there is a single BDBA Bowls Coordination Sub Committee or if there are to be separate Mens and Ladies Coordination Sub Committees. In the year in which the Association first approves these by laws, there shall be separate Mens and Ladies Coordination Sub Committees which shall each comprise
 - ii. Bowls Coordinator (Ladies/Men)
 - iii. Bowls Administrator (Ladies/Men)
 - iv. Chair of Selection Sub Committee (Ladies/Men)
 - v. Chair of Match Sub Committee (Ladies/Men)
 - vi. Chair of Umpiring & Coaching Sub Committee
 - vii. The **Bowls Administrator** role will operate to assist the Bowls Coordinators and in the year that these by laws are first approved, there shall be a Bowls Administrator for each gender. (The Bowls Administrator roles will reflect the roles previously held by the Ladies/Men’s Secretary). After the first year, the Management Committee will determine if there is single Bowls Administrator or a Bowls Administrator for each gender.

D. Selection Sub Committees (Men/Ladies)

- i. There shall be separate Mens and Ladies Selection Sub Committees. Each Selection Sub Committee shall consist of five (5) Club Members where at least three shall be from different clubs.
- ii. Three members of the Selection Sub Committee shall form a quorum.
- iii. The duties of the Selection Sub Committee are
 - a. To select players to represent the BDBA in events.
 - b. Where necessary coordinate the activities of other committees in the attainment of this objective.
- iv. The Selection Sub Committee shall have the power to second and appoint persons to positions that assist the Committee in achieving its objectives

E. Match Sub Committees: (Men/ Ladies)

- i. There shall be separate Mens and Ladies Match Sub Committees. Each Match Sub Committee shall consist of five (5) Club Members, where at least three are members of different Clubs.
- ii. Three (3) members shall form a quorum.
- iii. The duties of the Match Sub Committee are
 - a. Organise and control all BQ/BDBA level competitions
 - b. Allocate events to Clubs taking due account of the current greens assessments.
 - c. Review competition Conditions of Play recommending any changes to the Management Committee
 - d. Investigate and resolve other matters referred to it by the Management Committee

F. Umpiring and Coaching Committee

- i. The Umpiring & Coaching Sub Committee shall consist of up to three (3) men Club Members and three (3) ladies Club Members where at least two men and two ladies are each from different clubs.
- ii. A majority of the number of appointments shall form a quorum.
- iii. The duties of the Umpiring and Coaching Sub Committee are
 - a. Promote and develop umpiring and coaching across the BDBA.
 - b. Conduct, training and examinations as required for the accreditation and re-accreditation of Umpires and Measurers.
 - c. Report on such questions, interpretations or decisions on the Laws of the Game as may be referred to it by the Management Committee.
 - d. To liaise with the Match Sub Committees for the appointment of Umpires for games under BDBA control.
 - e. Provide education for coaches within the BDBA
 - f. Assist club coaches in coaching programs at club level;
 - g. Arrange for the examination and accreditation of coaches
 - h. Recommend the appointment of BDBA coach/es to the Management Committee.

7. BDBA Coach/es

- A. Each year the Management Committee shall appoint the BDBA Coach/es.
- B. The role of the BDBA Coach will be to
 - i. Guide direct and nurture BDBA Teams, Junior Teams and Development Squads and conduct Coaching Programs for these Teams and Squads
 - ii. Prepare a report for the Management Committee as requested.
- C. ABDBA Coach shall not participate in the BDBA Sides as a player

8. Clusters

- A. Each year the Association shall determine the clusters to operate for that year. In the first year of the approval of these by laws, the following clusters shall apply.
 - i. Cluster One**
 - a. Ferny Grove
 - b. Samford
 - ii. Cluster Two**
 - a. Merthyr
 - b. New Farm
 - c. Windsor
 - iii. Cluster Three**
 - a. Toowong
 - b. St Lucia

- c. West Toowong
- d. Red Hill
- iv. **Cluster Four**
 - a. Gaythorne
 - b. Everton Park
 - c. Stafford
 - d. Grange
 - e. Newmarket
 - f. Enoggera
 - g. Ashgrove
- B. Clubs in each cluster will endeavour to collaborate and coordinate activities so as to ensure that the Association has at least two high quality clubs in each cluster with growing memberships and offering contemporary services and facilities that attract new bowls and other memberships.
- C. This by law applies to all Club Members including those who are under the age of 18 years.

9. Player Eligibility

- A. Club Members of two or more bowls clubs must declare at the beginning of the Calendar Year the Club they will represent in Champion of Champion events. A Club Member may then only play in Champion of Champion events at the BDBA level from their declared Club. If a Club Member does not declare their club, that Club Member's declared club will be the club for which BQ records show that they were last declared for or deemed to be declared for.
- B. This by law applies to all Club Members including those who are under the age of 18 years

10. Eligibility to be Selected in BDBA Teams

- A. To be eligible to nominate for and to be selected to play in a BDBA Team/Side, a player must be a Club Member and must not be not under suspension or expulsion at any club of which they are a member.
- B. In special circumstances with the written approval of the Management Committee, a Club Member may be released to play for another Association in the BQ Sides competition.
- C. This by law applies to all Club Members including those who are under the age of 18 years

11. Player Commitments

- D. When a Club Member has been called to fulfill a BA, BQ, BDBA or club commitment in a match or on official business, on any day on which that Club Member is drawn to play in a BA, BQ, BDBA or club commitment, the onus shall be on the player to notify BA, BQ, BDBA or the club, as the case may be.
- E. The BA, BQ, BDBA or the club may define circumstances that it will not accept as a valid reason for a Club Member's unavailability. However, a substitute is not to be permitted if Club Member enters another competition scheduled to be played at the same time. If a substitute is refused on these grounds the position of the absent Club Member shall be regarded as vacant and the provisions under the heading "Concurrent Events" of the BA "Affiliation, Eligibility To Play & Player Clearance" Policy shall apply.
- F. This by law applies to all Club Members including those who are under the age of 18 years

12. Attire

- A. In all matches when Club Members are representing the BDBA, players shall wear attire provided by the BDBA and this attire shall not be worn at any other time without the consent of the BDBA.
- B. This by law applies to all Club Members including those who are under the age of 18 years

13. Uniform

The official BDBA uniform shall be as prescribed by the Management Committee.

14. Appeals and Disputes

- A. Appeals and disputes between Member Clubs and/or Club Members shall be submitted to the Secretary in writing. The decision of the Management Committee shall be final.
- B. Any decision made by a Match Sub Committee in relation to the conditions of play or a penalty awarded against a Club Member or a Member Club, during or as part of game, where ratified by the Management Committee of the Association, shall not be the subject of any appeal.

- C. Any request for an interpretation of the Laws of the Sport shall be made in writing to the Secretary of the BDBA who may submit same to the Umpires & Coaching Sub Committee for examination and that Sub Committee will report their opinion to the Secretary.

15. Alterations to By Laws

Alterations and/or additions to these By-Laws may be made by a simple majority vote of the Management Committee and submitted to the AGM or a General Meeting for approval.

16. Colours and Emblem

- A. The colours of the Association shall be red and yellow.
B. The emblem of the Association shall be the poinsettia.

17. Discipline

This By-Law applies to discipline which is not specifically referred to in the Bowls Queensland Members Protection By-Law. This by law applies to all Club Members including those who are under the age of 18 years.

A. Establishment of Disciplinary Panel

- i. The Management Committee may establish a Disciplinary Panel as required to deal with all disciplinary actions against a Club Member which come to their notice by any means.

B. Composition of a Disciplinary Panel

- i. A Disciplinary Panel of up to a maximum of six (6) persons may be appointed by the Management Committee for the purpose of hearing disciplinary actions and other matters under this By-Law. The Management Committee shall also appoint a member of the Disciplinary Panel to act as the Chair. Three (3) members of the Disciplinary Panel shall normally hear a matter but in an emergency two (2) members of the Disciplinary Panel shall constitute a quorum.
- ii. No member of the Management Committee shall be appointed to the Disciplinary Panel.
- iii. A person that has been directly involved in or affected by the matter in dispute, or where a conflict of interest would otherwise arise, shall not be eligible to be a member of the Disciplinary Panel.

C. Notice of Alleged Breach

- i. Where the Management Committee is advised or considers that a Club Member has allegedly:
- intentionally breached, failed, refused or neglected to comply with a provision of the rules of the Association, By-Laws or any resolution or determination of the Management Committee or any other duly authorised Sub Committee which is not of a trivial nature;
 - breached any Code of Conduct;
 - acted in a manner prejudicial to the objects and interests of BDBA;
 - brought BDBA or the game of Bowls into disrepute;
- the Management Committee shall determine to dismiss the matter or refer the matter to the Disciplinary Panel

D. Panel Process

- i. The Committee may refer the matter to a Disciplinary Panel and nominate a Chair of the Disciplinary Panel.
- ii. The Secretary of BDBA shall, as soon as practicable following the appointment of a Disciplinary Panel, serve on the Club Member a notice in writing:
- setting out the specific details alleged breach by the Club Member;
 - setting out the facts and grounds on which the alleged breach is based;
 - stating that the Club Member or representative (who must not be a "legal" representative) may address the Disciplinary Panel at a hearing to be held not earlier than 7 days and not later than 14 days after service of the notice (A Club Member may bring a representative with them, to appear before, and/or address, the panel);
 - stating the date, place and time of that hearing;
 - informing the Club Member, who may do one or more of the following:
 - attend the hearing;

- give the Disciplinary Panel, before the date of that hearing, a written statement regarding the alleged breach.
- that if Club Member does not attend the hearing and/or provide a written statement prior to the hearing, the hearing will proceed and the matter will be determined in the Club Member's absence.
- iii. The hearing may be held at any other time that the Chair of the Disciplinary Panel and the Club Member agree.
 - iv. At a hearing of the Disciplinary Panel, the Disciplinary Panel shall:
 - a. give the Club Member every opportunity to be heard;
 - b. give other aggrieved parties and any witnesses the right to be heard, present evidence or submit a written statement;
 - c. give due consideration to any written statement submitted by the Club Member; and
 - d. by resolution determine whether the alleged breach occurred.
 - v. BDBA and the Club Member shall not be entitled to any representation (legal or otherwise) at the hearing although witnesses for all parties may be heard.
 - vi. The Disciplinary Panel shall hear and determine the alleged breach in whatever manner it considers appropriate in the circumstances and shall determine what evidence shall be admissible at the hearing, provided that it does so in accordance with the principles of natural justice.
 - vii. The Disciplinary Panel will make its decision immediately following the conclusion of the hearing if possible, but otherwise it shall inform the Club Member of its decision within seven (7) days of the hearing. If the Disciplinary Panel considers that the alleged breach did not occur, the matter shall be dismissed.
 - viii. If the Disciplinary Panel considers that the alleged breach occurred, it may impose any one or more of the penalties set out in Rule 17.E of this By-Law.
 - ix. The Disciplinary Panel shall not be required to but may provide reasons for its decision. Each party shall be responsible for their own costs associated with the matter.

E. Penalties

- i. If the Disciplinary Panel considers that the alleged breach occurred, the Disciplinary Panel may impose any one or more of the following penalties:
 - a. impose a warning;
 - b. direct the Club Member to make a verbal or written apology;
 - c. where there has been damage to property, direct that the Club Member pay restitution to the relevant person or organisation that controls or has possession of the damaged property;
 - d. withdrawal of any awards, placings, records or achievements bestowed upon the Club Member in any tournaments, activities or events held or sanctioned by BDBA;
 - e. direct that any rights, privileges and benefits provided to the Club Member by BDBA be suspended for a specified period and/or terminated;
 - f. reprimand the Club Member;
 - g. suspend the Club Member from all or specified aspects of the BDBA's operations and/or events for a specified period;
 - h. expel the member from any participation in the operation or events of the BDBA;
 - i. impose a suspended penalty;
 - j. any other such penalty that the Disciplinary Panel considers appropriate.

F. Appeals

- i. There shall be a right of appeal from the decision of the Disciplinary Panel to an Appeals Tribunal. An appellant must seek leave to appeal against the decision of the Disciplinary Panel by applying to the Committee with reasons for the appeal within seven days of written receipt of the decision of the Disciplinary Panel. Such application for leave to appeal shall be lodged together with an appeal fee of \$250.00 which is refundable only in the event that any appeal by the Club Member is upheld. The Committee shall make a decision on whether it grants leave to appeal at the next Committee meeting after the application for leave is made.
- ii. If the above leave is approved The Committee shall appoint an Appeal Tribunal of three (3) persons to hear the appeal with any such hearing to be held within 7 days of such appointment being made but no later than 14 days. Any decision of the Appeal tribunal to uphold, overturn or alter a decision of the Disciplinary Panel shall be advised immediately following the hearing if possible but no later than 7 days. All decisions of the Appeal Tribunal are final and not subject to further appeal.

18. Life Membership of the Association.

- A. Life Membership may be conferred on any Club Member where that person has provided sustained and distinguished service to the Association over a long period. It must be recommended by the Management Committee and passed by special resolution at an AGM of the Association.

19. Transition Arrangements for Calendar Year 2016

- A. In the year in which these by laws are first approved by the BDBA (and the associated rules of the Association are approved by the Chief Executive), the Management Committee in place at the time shall –
- i. Move to implement the new rules of the Association and by laws as quickly as possible. Specifically, the roles set out in Column One below will be transitioned (as far as practicable) to the roles set out in Column Two below.
 - ii. Resolve each particular role transition and submit this to the first General Meeting following the registration of the new rules of the Association by the Chief Executive. Such General Meeting to be held no later than 30 June 2016.
 - iii. Ensure that after that General Meeting, the Association will operate fully in line with the new approved rules of the Association. Column Three below indicates whether the role (in Column Two) is part of the Management Committee or a Sub Committee.

Column One	Column Two	Column Three
Chairman (Board)	President	Management Committee
Secretary (Board)	Secretary	Management Committee
Treasurer (Board)	Treasurer	Management Committee
Vice President (Board)	Vice President	Management Committee
Ladies President (Board)	Bowls Coordinator (Ladies)	Management Committee
Mens President (Board)	Bowls Coordinator (Men)	Management Committee
Ladies Vice President	Marketing Coordinator OR Common Services Coordinator	Management Committee
Mens Vice President	Marketing Coordinator OR Common Services Coordinator	Management Committee
Ladies Secretary	Bowls Administrator	Sub Committee
Mens Secretary	Bowls Administrator	Sub Committee
Ladies Chair Match	Bowls Coordination	Sub Committee
Ladies Chair Selection	Bowls Coordination	Sub Committee
Ladies Chair Umpiring / Coaching	Bowls Coordination	Sub Committee
Mens Chair Match	Bowls Coordination	Sub Committee
Mens Chair Selection	Bowls Coordination	Sub Committee
Mens Chair Umpiring / Coaching	Bowls Coordination	Sub Committee
Match Committee Ladies	Match Committee Ladies	Sub Committee
Match Committee Mens	Match Committee Mens	Sub Committee
Selection Committee Ladies	Selection Committee Ladies	Sub Committee
Selection Committee Mens	Selection Committee Mens	Sub Committee
Umpiring and Coaching Committees (Ladies)	U& C Sub Committee	Sub Committee
Umpiring and Coaching Committees (Men)	U& C Sub Committee	Sub Committee
Junior Liaison	Incorporated in other role (Common Services Coordinator)	
Publicity Officer	Incorporated in other role (Marketing Coordinator)	

- B. The diagram below is an outline of the BDBAs approach to organising its people and its meetings to operate the Association once the transition arrangements have been finalised and agreed to at a General Meeting.

