



COLONEL LIGHT GARDENS BOWLING CLUB

Formerly Reade Park Bowling Club

(Established 1928)

CONSTITUTION

And

Rules

Colonel Light Gardens Bowling Club Inc., Constitution and Rules

1. Name of Club

1.1. The Club is called the **COLONEL LIGHT GARDENS BOWLING CLUB INC.**

2. Definitions

In these Rules, unless there is something in the subject or context inconsistent therewith, the following interpretations shall apply.

- 2.1.1. **Administration Committee** means the members for the time being of the Administration Committee of the Club as constituted in accordance with the Rules.
- 2.1.2. **Bowls Australia**, means Bowls Australia Incorporated, the governing body of lawn bowls in Australia.
- 2.1.3. **Bowls Authority** means the State, National or International authority for the purposes of the laws of the game of bowls and the Bowls Australia constitution.
- 2.1.4. **Bowls SA Inc.** means the Governing body for all bowls in South Australia.
- 2.1.5. **Chairperson** means the person holding the senior position in the Administration Committee and any Subcommittees established pursuant to the Constitution and Rules.
- 2.1.6. **Club** means the Colonel Light Gardens Bowling Club Inc.
- 2.1.7. **Clubrooms** mean the premises situated at Flinders Avenue, Colonel Light Gardens or at any other place to which it may be relocated.
- 2.1.8. **Financial year** means the 12-month period ending on June 30th each year.
- 2.1.9. **General Meeting** means either the Annual General Meeting or a Special General Meeting.
- 2.1.10. **In writing** means hand delivery of documents or any of the following that are noted within the Member's Register:
 - By post or courier to the Member's address.
 - By email to the Members email address (if any).
 - By text message to the Members mobile number (if any).
- 2.1.11. **Member** means any Member of the Colonel Light Gardens Bowling Club Inc., irrespective of category of membership.
- 2.1.12. **Month** means a calendar month.
- 2.1.13. **Member's Register** means a list of all Members containing their full contact details to be maintained at least yearly and held as a file on the Club's computer system. A back up paper-based copy is to be held by the Secretary.
- 2.1.14. **Notice Board** means an area set aside within the Clubrooms for the display of notices and other information to Members.
- 2.1.15. **Pennant day** means any day on which pennant competitions are played under the auspices of Bowls SA Inc.
- 2.1.16. **Regulations** means the Policies, Procedures, Rules and Directives promulgated by the Administration Committee of the Club.
- 2.1.17. **Rules** refer to the directives contained in this Constitution.
- 2.1.18. **The Act** means the Associations Incorporation Act (SA) 1985.
- 2.1.19. In these Rules unless the context otherwise requires:
 - A reference to the singular includes plural unless the context indicates otherwise.
 - All words have their natural ordinary meaning.
 - Reference to any gender includes all genders unless the context indicates otherwise.

Colonel Light Gardens Bowling Club Inc., Constitution and Rules

- Reference to legislation includes rules and regulations made under the constitution and all amendments.
- Reference to this Constitution includes any amendments to the Rules from time to time.

3. Purposes of the Club

The purposes for which the Club is established are:

- 3.1. To maintain and conduct a bowling Club of a non-political character and to provide a Clubhouse, bowling greens and other conveniences and facilities for the use and recreation of the members at such place or places as decided by the members.
- 3.2. To affiliate with Bowls SA Inc.
- 3.3. To achieve such other objectives as the members shall determine but always to bear in mind the advancement and the best interests of the game of lawn bowls and the engendering by association of a guiding principle of equal opportunities and fraternal feeling amongst members.
- 3.4. To do all such things as necessary for the attainment of these objectives.
- 3.5. The Club should strive to be inclusive of all Members in all of its actions and strive to achieve a fully representative Administration Committee by aiming for 40% of the composition of the Administration Committee to be female, 40% to be male and the remaining 20% to be discretionary.

4. Powers

The Administration Committee has power to:

- 4.1. Acquire, hold and deal with any property of the Club;
- 4.2. Administer any property on trust;
- 4.3. Open and operate bank accounts;
- 4.4. Invest money;
- 4.5. Borrow money, with or without security;
- 4.6. Give security for the discharge of liabilities incurred by the Club;
- 4.7. Support and subscribe to any association or authority associated with the game of lawn bowls;
- 4.8. Affiliate, cooperate and enter into reciprocal arrangements with any other club, association or authority having objectives similar to this Club;
- 4.9. Appoint officers and staff as it sees fit and determine their responsibilities, remuneration and conditions of engagement that are consistent with industrial laws and principles; and
- 4.10. Exercise such other powers as are reasonably necessary for, in connection with or incidental to, the performance exercise or discharge of its functions or objectives.

5. Membership

5.1. Membership Categories:

5.1.1. Full Members

- Full Members are Members who pay the full annual subscription as prescribed at the Annual General Meeting and any levied fee, or other amounts as agreed by the Administration Committee, and are eligible to represent the Club in pennant matches and all Club events. This category includes Part-time Members and First-Year Members upon payment of their respective annual subscription fee.

5.1.2. Life Members

- Life members are Full Members who have given special service to the Club and

Colonel Light Gardens Bowling Club Inc., Constitution and Rules

have on the recommendation of the Administration Committee, been elected by special resolution to that position by a majority of at least 75% of members present and eligible to vote at a general or special meeting.

- They are not required to pay the prescribed annual subscription but are required to pay, if levied, a fee.
- There shall not be more than 12 living life members at anyone time and no more than 2 life members may be elected in 1 year.

5.1.3. Social Members

- Social Members are Members who pay the prescribed annual subscription fee for that category of membership, plus any levied fee. Members registered with Bowls SA under this category shall not be selected for pennant teams;
- To play pennant games they must either upgrade to full membership or register as a Night Owl Member. They may use the facilities of the Club and enjoy such other privileges as decided from time to time by the Administration Committee;
- They may participate in such Club Events, and enjoy other privileges, as determined from time to time by the Administration Committee.

5.1.4. Junior Members

- Junior Members must be under the age of 18 years at the start of the financial year;
- Junior Members must pay the prescribed annual subscription fee for their category of membership;
- Junior Members have the same privileges as full members, subject to any voting restrictions contained in Clause 6.5.1.

5.1.5. Student Members

- Student Members must be studying full-time at a tertiary or equivalent institution or at a vocational training institute or otherwise qualify as a Student Member under Bowls Australia rules;
- Student Members must pay the prescribed annual subscription fee for their category of membership;
- Student Members have the same privileges as full members, subject to any voting restrictions contained in Clause 6.5.1.

5.1.6. Night Owl Members

- Night-owl Members are members who participate in the Club's Night Owls competition and who pay the prescribed registration fee for that category of membership, plus any levied administration fee;
- They shall not be selected in pennant teams unless all available Full Members and eligible Life Members have been selected;
- Night Owl Members shall be permitted to participate in a maximum of three (3) pennant games in any one pennant season upon registration or otherwise as determined by Bowls SA;
- They may participate in more than three (3) pennant games upon payment of the balance of the fee required to become a Full Member of the Club.

5.1.7. Honorary Members

- The President may, subject to the approval of the Administration Committee, confer Honorary Membership, for a specified period, on a visiting member of an

Colonel Light Gardens Bowling Club Inc., Constitution and Rules

overseas or interstate club or any club affiliated with Bowls SA;

- An Honorary Member shall be entitled to such privileges as decided from time to time by the Administration Committee.

5.1.8. Foundation Members

All persons who were members of the Reade Park Bowling Club at the July 1929 Annual General Meeting and any Reade Park Women's Bowling Club members at the holding of the March, 1935 Annual General Meeting, shall be known as Foundation members and their names shall be recorded permanently in the Club's records and their names displayed in a conspicuous position in the Club's premises.

5.2. **Becoming A Member**

An applicant for membership, who has satisfied the nominations for membership required under the Club's Policy and Procedures and renewing members, (other than Honorary Membership) must complete and sign a form of application approved by the Administration Committee.

5.3. **Fees**

- 5.3.1. Fees for each membership category will be determined each year at the Annual General Meeting and are payable by the date announced at that Annual General Meeting.
- 5.3.2. The Administration Committee may, notwithstanding the provisions of Clause 5.3.1., vary the time for payment and/or the amount to be paid in relation to a particular category of membership or for individual Members.

5.4. **Leave of Absence**

- 5.4.1. The Administration Committee may grant leave of absence for a period considered reasonable but not exceeding 2 years to a member who expects to be absent for an extended period but wishes to remain a member of the Club.
- 5.4.2. If approved, the member's obligation to pay the annual subscription and fees will be suspended for the period of the leave granted.

5.5. **Conduct**

- 5.5.1. Members must conduct themselves appropriately when representing the Club at any event and in all Club activities.
- 5.5.2. Members must not engage in undesirable conduct and not act in a way likely to bring discredit or censure upon the Club or its management.

5.6. **Disciplining of Members – Internal Conduct and Complaints Procedure**

The Administration Committee is charged with monitoring approved behavior and handling any disciplinary action as and when required under the current Policies and Procedures processes.

5.7. **External Conduct and Complaints Processes**

- 5.7.1. Where a complaint or alleged conduct falls under the jurisdiction of a national or governing body policy or process to which the Club is bound, the matter must be referred and managed in accordance with that policy or process.
- 5.7.2. The Club shall not undertake its own disciplinary process for any matter that is required to be handled externally under such a policy and will cooperate fully with the relevant body.
- 5.7.3. All other matters that do not fall within the scope of an external process or policy will continue to be managed under this Rule.

6. **General Meetings**

6.1. **Convening the Annual General Meeting**

- 6.1.1. The Bowls SA Constitution prescribes that Member Clubs shall hold an Annual

Colonel Light Gardens Bowling Club Inc., Constitution and Rules

General Meeting not later than June 30 each year.

- 6.1.2. Full Members, Life Members, Student Members (over the age of 18 years) and Junior Members (over the age of 18 years), only are entitled to receive notice of an Annual General Meeting.
- 6.1.3. Notice of Annual General Meeting
 - At least 28 days' notice of an Annual General Meeting must be given to Members in writing and by posting a notice on the noticeboard for that period of time.
 - The convenor of the Annual General Meeting may (but is not obliged to) give separate notices to Members in any way authorised by this Constitution.
 - The notice must specify the nature of the business to be transacted at the meeting including any notices of motion.
 - No member may, without the consent of the Chairperson of the meeting, introduce any business at an Annual General meeting unless not less than 21 days before the date of the meeting the member has given the Secretary notice of intention to introduce it.

6.2. Agenda

At the Annual General Meeting the order of business will be:

- 6.2.1. Reading of the notice convening the meeting.
- 6.2.2. Reading and confirmation of the minutes of the previous Annual General Meeting and/or Special General Meetings (if any).
- 6.2.3. Presentation of the Administration Committee's Annual Report Including:
 - the President's report;
 - the financial statements of the Club;
 - the reports of all Sub Committees;
 - any other reports required by the President.
- 6.2.4. Election of Officers and Patron.
- 6.2.5. Nomination and appointment of Auditors (if required).
- 6.2.6. Fixing of annual subscriptions for the various categories of membership and adoption of any other fees levied against members on a per capita basis by a bowls authority.
- 6.2.7. Election of Life Members.
- 6.2.8. Notice of Motion.
- 6.2.9. Other Business

6.3. Special General Meetings

- 6.3.1. The Administration Committee may also convene a Special General Meeting of the Club. It must also do so upon the request in writing of at least twenty percent (20) of Members entitled to vote, or at least three (3) Administration Committee Members.
- 6.3.2. In the case of a Special General Meeting called by the Administration Committee or by request from Members, the period of notice given must be at least fourteen (14) days.
- 6.3.3. At Special General Meetings, the only business will be the matters specified in the notice of meeting.

6.4. Quorum

- 6.4.1. No item of business shall be transacted at any Annual General Meeting or Special

Colonel Light Gardens Bowling Club Inc., Constitution and Rules

General Meeting unless a quorum of members entitled to vote is present during the time the meeting is considering the item.

- 6.4.2. At any General Meeting, a quorum shall be one third of the eligible Voting members of the Club present in person, being members under these Rules to vote at an Annual General Meeting or Special General Meeting.
- 6.4.3. If a quorum is not present thirty (30) minutes after the time appointed for the meeting, the meeting must be dissolved.
- 6.4.4. In any case, those present may resolve to adjourn the meeting to another date and time at least ten (10) days later. At least three (3) days' notice of the adjourned meeting must be given, and at that meeting those present will then form a quorum.

6.5. Voting

- 6.5.1. Full Members (including Part-time and First-Year Members), Life Members and Student Members (aged 18 years or over) are the only members entitled to vote at an AGM or Special General Meeting. Each Member will have one vote, whether by a show of hand or by ballot.
- 6.5.2. All Members, as described in Clause 5.1, are entitled to speak at General Meetings.
- 6.5.3. Voting on the election of officers or the election of life members will be by a show of hands, unless the Chairperson decides otherwise, and voting will be by a ballot.
- 6.5.4. A vote on any other matter will be by show of hand unless the Chairperson of the meeting decides otherwise or a ballot is demanded.
- 6.5.5. Members comprising at least 10% of the members present and entitled to vote may demand a ballot.
- 6.5.6. The Chairperson of the meeting may determine the way a ballot is taken.
- 6.5.7. The Chairperson of the meeting has a deliberative and casting vote in the event voting results in a tie.
- 6.5.8. Proxy or postal votes are not permitted at General Meetings, not even under extenuating circumstances.

6.6. Resolutions

- 6.6.1. A declaration by the Chairperson of the meeting that a resolution has been carried, or carried by a particular majority, and which is recorded in the minutes of the meeting, is to be taken as conclusive evidence of the fact, without further proof of the number or proportion of votes in favor of, or against the motion.
- 6.6.2. Resolutions passed at General Meetings bind all members, whether they are present at the meeting or not.

6.7. Adjournments

- 6.7.1. The Chairperson of the General Meeting may adjourn said meeting and decide the place and time it is to resume.
- 6.7.2. The only business to be discussed and decided at an adjourned General Meeting is the business unfinished at the time of the adjournment.
- 6.7.3. In the case where there is potential harm to members safety or participation in the Club or the finances and/or reputation of the Colonel Lights Gardens Bowling Club Inc. and a normal committee meeting cannot be convened, a special meeting of the Club's Executive (President, Secretary and Vice President) will be convened to address these immediate issues.
- 6.7.4. Resolutions and actions from this meeting will be recorded and made available for Members.

Colonel Light Gardens Bowling Club Inc., Constitution and Rules

- 6.7.5. Remaining Members of the Administration Committee will be made aware of these decisions and resolutions and be made ready to take any follow-on action as and if required.

7. Administration Committee

7.1. Responsibilities of the Administration Committee

Subject to any resolution passed in a General Meeting, the responsibilities of the Administration Committee are to:

- Control and manage the affairs of the Club.
- Appoint, as required, eligible Members to undertake the duties to assist in the running of the club.
- Exercise all the powers of the Club that are not required to be exercised by a General Meeting.
- Appoint sub committees as considered necessary and delegate any powers to them.
- Appoint any member of the Administration Committee to carry out any specific function.
- Make Policies and Procedures not inconsistent with these rules for the better management of the Club.
- Interpret these rules and their application and determine any matter for which these rules make no provision.

7.1.1. Composition

The Administration Committee will have a maximum of 10 members. It will strive to meet the gender diversity targets suggested at the time, under the National Gender Equity Policy in Australia. Members shall be elected at the Annual General Meeting, to hold the following offices:

- President;
- Vice President;
- Secretary;
- Treasurer;
- Four Other Committee Members, and
- Up to two Independent Directors, appointed for their skills by the Administration Committee, do not have to be Club Members.

7.2. Holding Office

Administration Committee members hold office, subject to the Rules for a period of two (2) years and remain in office from the conclusion of the Annual General Meeting at which the election occurred until the conclusion of the second Annual Meeting following.

7.3. Removal from Office

7.3.1. Any member of the Administration Committee may be removed from office for:

- Mental or physical incapacity to carry out duties satisfactorily;
- Neglect of duty;
- Dishonorable conduct; or
- Failing to attend three (3) or more consecutive Administration Committee meetings without the leave of the Administration Committee.

Colonel Light Gardens Bowling Club Inc., Constitution and Rules

- 7.3.2. Removal can only occur by a majority vote decision of the other members of the Administration Committee.

7.4. Casual Vacancies

- 7.4.1. The Administration Committee may appoint eligible members to fill casual vacancies on the Administration Committee and a member so appointed shall hold office until the next Annual General Meeting.

- 7.4.2. Casual vacancies may occur through:

- Death;
- Ceasing to be a member of the Club;
- Resignation from the Administration Committee; or
- Removal from the Administration Committee by resolution.

7.5. Nominations

- 7.5.1. Nominations for all elected positions on the Administration Committee shall be in writing, signed by the candidate and his or her proposer and seconder and lodged with the Secretary at least 14 days before the date of the Annual General Meeting.

- 7.5.2. After recording the nomination, the Secretary shall immediately post the nomination form on the Notice Board.

- 7.5.3. Retiring members of the Administration Committee are eligible for re-election.

- 7.5.4. A candidate may withdraw from a nomination at any time before the election takes place.

7.6. Elections

- 7.6.1. If the number of candidates is not greater than the number of positions to be filled, then those candidates will be declared duly elected.

- 7.6.2. If the number of candidates exceeds the number of positions to be filled, an election will be decided by ballot and the candidates receiving the greatest number of votes will be declared elected.

- 7.6.3. If the number of candidates is less than the number required to fill the positions, nominations may be called for from the floor of the meeting. If insufficient nominations are available from the floor, the shortfall will be considered casual vacancies, and the Administration Committee may fill the vacancies later pursuant to Clause 7.5.1.

- 7.6.4. If a ballot results in a tied vote, the outcome will be decided by lot.

- 7.6.5. A candidate is entitled to vote if an election is required.

7.7. Administration Committee Meetings

- 7.7.1. The Administration Committee shall meet at least once in each calendar month for the transaction of business of the Club.

- 7.7.2. The President or the Secretary shall when considered by either as necessary, or, when requested by no less than 3 members of the Administration Committee, convene a special meeting of the Administration Committee.

- 7.7.3. The Secretary will ordinarily give at least seven (7) day's notice of a meeting to each member of the Administration Committee, but a shorter period of notice may be given in cases of urgency and/or expediency.

- 7.7.4. The quorum for an Administration Committee meeting is one half of the members of the Administration Committee.

- 7.7.5. The President will normally preside at all meetings. If the President is not

Colonel Light Gardens Bowling Club Inc., Constitution and Rules

present, the Administration Committee will select a member present to preside.

- 7.7.6. A simple majority will decide all issues for consideration by the Administration Committee. Each member of the Administration Committee has one vote. In the event of a tied vote, the question will be decided in the negative. Proxy and postal votes are not permitted.
- 7.7.7. A member of the Administration Committee will keep minutes of each meeting which will be printed and filed and confirmed as a true record of proceedings at that meeting by the Administration Committee at its next meeting. Minutes so entered and confirmed are proof of the matters stated in them. A copy of the minutes of the Administration Committee meetings will be available to full Pennant members upon request.
- 7.7.8. Administration Committee members may attend meetings personally or by telephone or other form of audio or audiovisual instantaneous communication. A resolution passed at such a meeting is as valid as if all Administration Committee members were present.
- 7.7.9. An act or proceeding of the Administration Committee is not invalid by reason only of a vacancy in its membership or any defect in the appointment or election of a member. Any such act or proceeding will be valid and effective as if the member had been properly appointed or elected.

8. Subcommittees

The Administration Committee may establish Subcommittees as it sees fit to ensure the successful running of the Club. The Administration Committee shall set the Terms of Reference for any such Subcommittees and determine the Policies and Procedures of such Subcommittees. The Administration Committee may, by resolution, amend or revoke any Policy or Procedure and may appoint non-Club Members to a subcommittee, chosen for their skills and expertise to assist for the period of the task at hand.

9. Duties of Officers

All elected officers (referred to in Clause 7.2.) shall adhere to the Policies and Procedures formally established for their particular role(s).

10. Finance

10.1. Funds of the Club

- 10.1.1. The Club is a non-proprietary, not-for-profit Club.
- 10.1.2. Any income of the Club shall be applied in accordance with the objectives of the Club as set out in the Constitution and no payment of any dividends or distribution of income to or amongst the members of the Club shall be made.
- 10.1.3. Provided that nothing herein shall prevent payment by way of an honorarium or refund of expenses to any officer of the Club for services rendered to the Club.

10.2. Banking

- 10.2.1. The Administration Committee will maintain appropriate bank accounts into which all monies of the Club must be banked.
- 10.2.2. All withdrawals from the Club's accounts must be:
 - Approved by two (2) members of the Administration Committee who have been designated by the Administration Committee as authorised signatories; and
 - approved or ratified by the Administration Committee.

10.3. Major Transactions

- 10.3.1. The Administration Committee must not enter into any transaction involving capital and or maintenance expenditure exceeding \$25,000 dollars.

Colonel Light Gardens Bowling Club Inc., Constitution and Rules

- 10.3.2. The Administration Committee must not incur any debt or liabilities beyond the assets of the Club and its estimated revenue without the prior approval of a General Meeting of the Club.

10.4. Club Property

- 10.4.1. All property of the Club is under the control of the Administration Committee.
- 10.4.2. No member of the Club, shall remove any property from the Club, of any kind, without the permission of that member of the Administration Committee nominated at the time to approve and document the borrowing of the item(s).
- 10.4.3. Any member who removes, breaks or damages any of the club's property shall pay for the property at a price determined by the Administration Committee.

10.5. Security for Borrowings

The prior approval of an Annual General Meeting or Special General Meeting of the club is required for the following matters:

- Negotiating a loan;
- Granting security over any property of the Club;
- Leasing any property of the Club; and
- All other measures in any way extend the liabilities of the Club beyond the assets of the Club.

10.6. Accounts and Audit

- 10.6.1. The Club must cause proper accounts to be kept of its financial affairs for each financial year.
- 10.6.2. The accounts for each year must present a true and accurate record of the Club's activities and financial position.
- 10.6.3. The accounts so prepared, may be reviewed as opposed to an audit, provided the Club's gross annual receipts do not exceed the threshold prescribed under the Associations Incorporated Act 1985 as amended, and presented to members at the Annual General Meeting.

11. General

11.1. Amendments

- 11.1.1. This Constitution may only be amended by a special resolution of Members.
- 11.1.2. An amendment comes into effect at the time the resolution is passed, unless the resolution specifies some other time in which case it will take effect at the time specified in the resolution.

11.2. Indemnity and Liability

- 11.2.1. Indemnity of Officers, Staff and Agents
To the extent permitted by law, the Club shall indemnify each member of the Administration Committee, any subcommittee, staff, agent or auditor of the Club against any liability incurred in good faith in the performance of their duties, except where such liability arises from gross negligence or willful misconduct.
- 11.2.2. Specific Indemnity for Secretary and Treasurer
If the Secretary or Treasurer is required, by virtue of their office, to pay money due to an act, default or omission of another person, the Club shall bear that cost or reimburse any such payment made.
- 11.2.3. Members' Liability
The liability of a member contributing toward the debts or liabilities of the Club is

Colonel Light Gardens Bowling Club Inc., Constitution and Rules

limited to any unpaid membership fees as set out in Rule 5.3.1.

11.3. Winding Up

- 11.3.1. The Club may only be wound up in conformity with the Act.
- 11.3.2. If the Club is wound up, the remaining assets after discharging the Club's liabilities must:
 - 11.3.3. Be transferred to a Club or institution having objectives similar to this Club or to a charitable institution; and
 - 11.3.4. Not be paid to or distributed among the Members or any of their associates.

12. Constitution

A copy of this Constitution shall be stored as a hard copy at the Club and available to Members and saved and displayed as a PDF on the Club website.

Copies of this Constitution, for which a charge may be made, are obtainable from the Secretary.

This Constitution of the Colonel Light Gardens Bowling Club Inc. adopted in May 2026, after a vote at a Special General Meeting of the Club, replaces the 2013 Club Constitution.