



RULES & REGULATIONS

Adopted - March 2026

Deer Park Bowls Club Rules & Regulations

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1. NAME

The name of the Club shall be, Deer Park Bowls Club.

2. DEFINITIONS

(a) In these Rules:

Board means the Board of the Deer Park Club Inc.

By-laws means the by-laws established by the Club.

Bowls Defined Area covers the complete area containing the 2 grass greens and associated buildings, this area also covers the complete indoor area containing the 2 new carpet greens and any building within the walls of this facility.

Chairperson of a general meeting or committee meeting, means the person chairing the meeting.

Club means the Deer Park Bowls Club.

Committee means the Committee having management of the business of the Club.

Committee meeting means a meeting of the Committee held in accordance with these Rules.

Committee member means a member of the Deer Park Bowls Club Committee.

DPC means the Deer Park Club Inc.

General meeting means a general meeting of the members of the Club includes an annual general meeting, a special general meeting and a disciplinary appeal meeting.

Member means a member of the Club.

Member entitled to vote means a member who under rule 5 is entitled to vote at a general meeting.

Special resolution means a resolution that requires not less than 51% of the members voting at a general meeting, to vote in favour of the resolution.

Staff members means persons employed by DPC to work at premises operated by the DPC.

The Act means the **Associations Incorporation Reform Act 2012** as amended and repealed from time to time and includes any regulations made under that Act.

(b) In these Rules:

(i) Except as otherwise provided, these Rules shall be construed with reference to the provisions of the Act and the Constitution of the DPC.

(ii) A reference to any statute (or subordinate legislation) includes:

a) Every amendment, re-enactment, or replacement of that statute (or subordinate legislation); and

b) Any subordinate legislation made under that statute; and

(iii) A reference to any statutory authority includes any successor to that authority.

(iv) Where there is an inconsistency between these Rules and the Constitution of the DPC, the Constitution of the DPC will take effect to the extent of that inconsistency.

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3. BACKGROUND AND STATEMENT OF PURPOSE

- (a) The Club is an Affiliated Sporting Association of the DPC, the powers of which are provided by the Constitution and By-Laws of the DPC.
- (b) The purposes of the Club are:
 - (i) To provide the opportunity and the facilities for members, their guests and visitors, to meet and participate in the game of Lawn bowls.
 - (ii) To promote contribution to playing the game of Lawn Bowls, including Pennant, Championships, in Club competitions, or social games; and
 - (iii) To provide clubrooms and other recreational facilities for members of the Club, their guests and visitors.

4. MEMBERSHIP

- (a) The Club consists of the following classes of members:
 - (i) Full Members
 - (ii) Life Members
 - (iii) Non-Bowling Social Members
 - (iv) Facility Member
 - (v) Junior Members
 - (vi) Honorary Members
 - (vii) Temporary Members
 - (viii) Staff Members
- (b) The Secretary must keep and maintain a register of members that includes:
 - (i) For each current member:
 - a) The member's name.
 - b) The address for notice last given by the member.
 - c) The date of becoming a member.
 - d) The category of membership.
 - e) Any other information determined by the Committee; and
 - (ii) For each former member:
 - a) the date of ceasing to be a member.
- (c) To be approved as a member of the Club the applicant must:
 - (i) Be a member of the DPC; and
 - (ii) Agree to comply with these Rules.
- (d) Applications for membership must be:
 - (i) In writing in a form approved by the Club from time to time.
 - (ii) Lodged with the Secretary or lodged electronically on the Club website; and
 - (iii) May include the relevant annual subscription fee.
- (e) Determination of Applications
 - (i) As soon as practicable after an application for membership is received, 2 office bearers of Committee must decide whether to accept or reject the application or refer it to the committee. If the office bearers make the decision, the committee will be notified of their decision.
 - (ii) The Committee must notify the applicant in writing of its decision as soon as practicable after the decision is made.
 - (iii) If the application is rejected, any money accompanying the application to the applicant will be returned. No reason need be given for the rejection of an application.
 - (iv) Following the approval of an application by the Club, a person becomes a member of the Club and is entitled to exercise his or her rights of membership after:

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- a) Paying the subscription fee or having acceptable payment arrangements with the approval of the Treasurer; and
 - b) Being approved as a member of the DPC.
- (v) If an applicant fails to pay their annual subscription within Thirty-Days (30) after their membership application is lodged with the Club, their membership application becomes void.
- (vi) The Committee may determine that any new member who joins after the start of a financial year must, for that financial year, pay a fee equal to:
 - a) The full annual subscription; or
 - b) A pro rata annual subscription based on the remaining part of the financial year; or
 - c) A fixed amount determined from time to time by the Committee.
- (f) **Suspension and resignation**
 - (i) The rights of a member (including the right to vote) who has not paid the annual subscription by the due date are suspended until the subscription is paid.
 - (ii) The rights of a member are not transferable and end when membership ceases.
 - (iii) The rights of any person who is a member of the Club are suspended for the duration of any suspension of that person's membership of the DPC.
 - (iv) Membership of a person ceases on resignation, expulsion by the Committee in accordance with these Rules, death, or in the event of the person no longer being a member of the DPC.
 - (v) A member may resign by notice in writing, and is taken to have resigned if: The member's annual subscription is more than 12 months in arrears; or
 - (vi) Where no subscription is payable, the Secretary has requested written confirmation that the person wishes to remain a member and the member has not confirmed within 3 months; or
 - (vii) The member has resigned as a member of the DPC.

5. CLASSES OF MEMBERSHIP

(a) Full Membership

- (i) Any person over the age of 18 years who is an Ordinary Member of the DPC, or who has applied to be approved as an Ordinary Member of the DPC may apply to become a Full Member.
- (ii) Full Members have full rights and privileges of membership, including:
 - a) Use of the bowling facilities at premises operated by the DPC.
 - b) To receive notice of general meetings and of proposed special resolutions in the manner and time prescribed by these Rules.
 - c) To submit items of business for consideration at a general meeting.
 - d) To attend and be heard at general meetings.
 - e) To vote at a general meeting.
 - f) To have access to the minutes of general meetings and committee meetings.
 - g) To inspect the register of members; and
 - h) Hold or nominate others to hold any position on the committee of the Club and may have other rights as determined by the Committee from time to time.

(b) Life Membership

- (i) The Committee may resolve to nominate for Life Membership any member who has given outstanding service to the Club.
- (ii) The nomination of the Committee for the election of a Life Member will be put to a vote of the members at a general meeting.

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- (iii) If more than half of the members voting at the general meeting vote to support the Committee's nomination, the member will be elected to Life Membership.
- (iv) Life Members have the same rights and privileges as Full Members, provided always that Life Members are not required to pay annual subscriptions.
- (v) Life Membership may be revoked by the Committee in accordance with the provision set out in Rule 22 (Disciplinary Action).
- (c) **Non-Bowling Social Membership**
 - (i) Any persons over the age of 18 who is a Social Member of the DPC, or who has applied to be approved as a Social Member of the DPC may apply to become a Non-Bowling Social Member.
 - (ii) Non-Bowling Social Members are not entitled to vote at general meetings, nor are they entitled to hold (or nominate other/s to hold) any position on the committee of the Club but may have other rights as determined by the Committee from time to time.
 - (iii) Non-Bowling Social Members are not entitled to use of the bowling facilities at premises operated by the Club or the DPC.
- (d) **Facility Membership**
 - (i) Any persons over the age of 18 who is a Social Member of the DPC, or who has applied to be approved as a Social Member of the DPC may apply to become a Facility Member.
 - (ii) Any persons under the age of 18 or over the age of 18 and a member of the DPC may apply to be become a Facility Member.
 - (iii) Facility Members are not entitled to vote at general meetings, nor are they entitled to hold (or nominate other/s to hold) any position on the committee of the Club but may have other rights as determined by the Committee from time to time.
 - (iv) Facility Members are entitled to use of the bowling facilities at premises operated by the Club or the DPC in accordance with the conditions of the application.
- (e) **Junior Membership**
 - (i) Any person under the age of 18 who is a Junior Member of the DPC, or who has applied to be approved as a Junior Member of the DPC, may apply to become a Junior Member.
 - (ii) A Junior Member who turns 18 years old will be transferred to Full Membership at the next membership renewal date after his/her 18th birthday.
 - (iii) Junior Members are not entitled to vote at general meetings, nor are they entitled to hold (or nominate other/s to hold) any position on the Committee of the Club but may have other rights as determined by the Committee from time to time.
- (f) **Honorary Membership**
 - (i) Any person who meets one or more of the following criteria will be an Honorary Member for the day/s upon which he/she meets those criteria:
 - a) Any person who is competing in any Inter-Club match, tournament, or game taking place on the Club premises.
 - b) Any person who is a member or official of any other recognised club and who is attending the Club premises in connection with any such match, tournament, or game.
 - c) Any person over the age of 18 years who is a member of any club which the Committee may from time to time determine as providing reciprocal rights and benefits.
 - d) Local members of parliament.
 - e) Councillors and Officers of the local municipal Council.

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- (ii) All Honorary Members must provide the Club with their name and address in a form, as required by the Committee from time to time.
- (iii) Honorary Members are not required to pay annual subscriptions.
- (iv) The Committee will have the power to cancel the membership of any Honorary Member without notice and without assigning any cause, therefore.
- (v) Honorary Members do not have voting rights nor are they entitled to hold (or nominate other/s to hold) any of the offices of the Club but may have other rights as determined by the Committee from time to time.
- (vi) Honorary Members may utilise the DPC bowling facilities without cost while accompanied by a Full or Life Member of the Club.
- (g) **Temporary Membership**
 - (i) Any person who has applied for membership under Rule 4 will be a Temporary Member until the Committee determines whether to:
 - a) Reject the application; or
 - b) Approve the application and the member's details are entered in the register as a Full, Social or Junior Member.
 - (ii) Any person who has been approved by the Club as a member but has yet to be approved as a member (other than a Temporary or Honorary Member) of the DPC will remain a Temporary Member of the Club until such time as they are approved by the DPC.
- (h) **Staff Members**
 - (i) Staff members approved by the Club as Full, Social, Junior or Temporary Members have no voting rights nor are they be entitled to hold (or nominate other/s to hold) any position on the Committee but may have other rights as determined by the Committee from time to time.
 - (ii) Staff members cannot represent the Club in any bowling tournament, match or game or use bowling facilities of the Club or the DPC without permission of the DPC General Manager.
 - (iii) A staff member approved by the Deer Park Club to act as a bowls official shall be classified as a full member and have all rights assigned to a full member.

6. ADMINISTRATION

- (a) The administration of the Club affairs shall be entrusted to the Committee.
- (b) The Committee may exercise all the powers of the Club, except those powers that these Rules or the Act require to be exercised by general meetings of the members of the Club.
- (c) The Committee may in writing and subject to any desired conditions and limitations, delegate to a member of the Committee, a sub-committee or staff, any of its powers and functions, other than the power of delegation, or a duty imposed on the Committee by law. The Committee may in writing revoke or amend a delegation wholly or in part.
- (d) The Committee comprises of the following positions:
 - (i) Two DPC appointed and Five Elected Committee members who must all be Full or Life Members for at least 2 years and who shall be elected in accordance with Rule 10 as follows:
 - a) a President.
 - b) a Vice President.
 - c) a Secretary (DPC Appointed).
 - d) a Treasurer; and
 - e) 2 elected Committee Members and one DPC appointed Committee Member.

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7. GENERAL DUTIES

- (a) As soon as practicable after being elected or appointed to the Committee, each committee member must become familiar with these Rules and the Act.
- (b) The Committee is collectively responsible for ensuring that the Club complies with the Act and that individual members of the Committee comply with these Rules.
- (c) Committee members must exercise their powers and discharge their duties with reasonable care and diligence.
- (d) Committee members must exercise their powers and discharge their duties:
 - (i) In good faith in the best interests of the Club; and
 - (ii) For a proper purpose.
- (e) Committee members and former committee members must not make improper use of:
 - (i) Their position; or
 - (ii) Information acquired by virtue of holding their position,
To gain an advantage for themselves or any other person or to cause detriment to the Club.
- (f) In addition to any duties imposed by these Rules, a committee member must perform any other duties imposed from time to time by resolution at a general meeting.

8. DUTIES OF COMMITTEE MEMBERS

- (a) **President**
 - (i) Shall chair all meetings of the Club and Committee.
 - (ii) The President shall be ex officio member of all sub-committees of the bowls section except the pennant selection sub-committees.
- (b) **Vice President**
 - (i) To assist the President in his or her duties and to preside at meetings in their absence.
 - (ii) Where both the President and Vice President are unable to preside, the Chairperson must be a committee member elected by the members present (or committee members present, in the case of a committee meeting).
- (c) **Secretary**
 - (i) A Secretary will be appointed by the Board of the DPC for a term and on such terms and conditions as the Board in its absolute discretion may think fit.
 - (ii) The Secretary shall carry on the general administration of the Club in accordance with the requirements of these Rules and the Act and comply with the duties and responsibilities of the Committee.
 - (iii) The Secretary shall carry out the directives of the Committee of the Club and the Board of the DPC as made from time to time and keep an accurate record of such.
 - (iv) The Secretary must attend or be represented at all meetings of the Committee and the Club, prepare minutes of such meetings, and do all things necessary to preserve and maintain any licences, permits or authorities held by the Club.
 - (v) If the position of Secretary becomes vacant, the Board of the DPC will appoint an eligible person to the position within 14 days after the vacancy arises.
 - (vi) Shall keep the minutes of the Annual General Meeting and all General Meetings.
 - (vii) Shall be the liaison between the Club and Bowls Victoria or such governing body for lawn bowls in Victoria.

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(d) Treasurer

- (i) Shall keep a full record of all financial transactions of the Club.
- (ii) Shall receive all monies on behalf of the Club, shall issue receipts for the same, and shall deposit within seven (7) business days such monies in the DPC bank account (the Club's sub account).
- (iii) Shall present, with the assistance of the DPC Treasurer, to every Annual Meeting and General Meetings, a complete statement of receipts and expenditure, and a copy of the most recent Bank Statement as required under these Rules and the Act.

(e) Committee Person(s)

- (i) Shall assist in the administration of the Club affairs.

(f) Delegate(s) to Bowls Victoria

- (i) Persons appointed, as delegates of the Club shall attend Delegate Meetings of Bowls Victoria and report in full to the Committee all business as discussed at such meetings.

9. VACATION OF OFFICE

- (a) A committee member may resign from the Committee by written notice addressed to the Committee.
- (b) A person ceases to be a committee member if he or she:
 - (i) Ceases to be a member of the Club; or
 - (ii) Fails to attend 2 consecutive committee without leave of absence: or
 - (iii) Otherwise ceases to be a committee member by operation of the Rules or the Act.
- (c) The Committee may grant a committee member leave of absence from committee meetings for a period not exceeding 2 months.
- (d) The Committee must not grant leave of absence retrospectively, unless it is satisfied that it was not feasible for the committee member to seek the leave in advance.
- (e) The Committee may appoint an eligible member of the Club to fill a position on the Committee that:
 - (i) Has become vacant; or
 - (ii) Was not filled by election at the last annual general meeting.
- (f) A committee member appointed under this Rule has the same term as the committee member who vacated the position, or otherwise the same term such that they will retire at the same annual general meeting as the current Committee.
- (g) The Committee may continue to act despite any vacancy in its membership.

10. ELECTION OF OFFICIALS AND COMMITTEE

- (a) The election of the Committee, other than positions ordinarily appointed by the Committee or the DPC Board, shall be conducted by ballot that shall be held at the Annual General Meeting.
- (b) All Committee Members are elected for a period of twenty-four (24) Months commencing from the Annual General Meeting, so that they shall retire at the second annual general meeting following their election.
- (c) Nominations shall be made in writing on a form approved by the Club from time to time and must:
 - (i) Include the name and signature of the proposer and a seconder, both of whom must be members entitled to nominate members for election (not being the candidate).
 - (ii) Be accompanied by the written consent of the candidate (which may be endorsed on the form of nomination).

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- (iii) Nominations for all positions must be lodged with the Secretary at least 14 days prior to the date fixed for the Annual General Meeting.
- (iv) The Secretary shall display and update daily on the notice board, a list of all nominations received to date.
- (v) If the number of nominations received is equal to the number of vacancies to be filled, the candidates nominated are deemed to be elected.
- (vi) If the number of nominations exceeds the number of vacancies to be filled, a ballot will be held at the Annual General Meeting in accordance with these Rules.
- (d) Absentee voting is NOT permitted.
- (e) Pre-poll voting may be conducted in such reasonable manner as directed by the Committee from time to time provided always that the polling times nominated by the Committee will be notified to the members in reasonable time by being posted on the Club notice board/s or such other reasonable manner as the Committee determines.
- (f) Where an insufficient number of nominations has been received, the Chairperson will call for nominations from the floor of the Annual General Meeting and:
 - (i) If the number of members nominated for the Committee is less than or equal to the number to be elected, the Chairperson of the meeting must declare each of those members to be elected to the Committee; or
 - (ii) If the number of members nominated exceeds the number to be elected, a ballot must be held in accordance with these Rules.
- (g) A single election may be held to fill all vacant positions at the discretion of the Committee.

11. CONDUCT OF A BALLOT

- (a) If a ballot is required for the election for any position, the Chairperson of the meeting must appoint a person to act as returning officer to conduct the ballot and may appoint two scrutineers.
- (b) The returning officer and the scrutineers must not be a member nominated for the position, or persons who the Committee are biased against, or in favour of, any nominated members.
- (c) Before the ballot is taken, each candidate may make a short speech in support of his or her election.
- (d) The election must be by secret ballot.
- (e) The returning officer must present the ballot paper with each candidate's name to:
 - (i) Each member present in person
- (f) Members will receive a ballot paper with the names of the candidates, in which they will tick their preferred candidates name, unless directed otherwise by the committee. The candidate with the most ticks next to their name will be deemed elected. Ballot papers containing a greater number of persons to be elected shall be deemed informal.
- (g) Members are to receive their ballot papers on the day of the vote from an appointed scrutineer. As the paper is handed to the member, the scrutineer will then sign the ballot paper and will also cross the member's name off a prepared registry of members who are entitled to vote, which will also indicate which members have received their ballot paper.
- (h) In the event of a ballot where the nominations are called from the floor of a General Meeting, all candidates will exit the room while the vote is conducted. A Committee member will call one by one the candidates name and in response members will raise their hand to vote for their preferred candidate. A scrutineer will then count the number of hands raised as votes. The candidate(s) with the most votes will be deemed elected.

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- (i) The returning officer must declare elected the candidate or, in the case of an election for more than one position, the candidates who received the most votes.
- (j) If the returning officer is unable to declare the result of an election because 2 or more candidates received the same number of votes, the returning officer must:
 - (i) Conduct a further election for the position to decide which of those candidates is to be elected; or
 - (ii) With the agreement of those candidates, decide by lot which of them is to be elected.
- (k) The returning officer will count the votes for vacant positions in the following order (where the ballot is for the election of members of the Committee) and shall, despite any minor defects, attempt to give effect to each vote cast:
 - (i) President
 - (ii) Vice President
 - (iii) Treasurer
 - (iv) Committee Member(s)
- (l) If a candidate who has been nominated for more than one position is elected to a position, the votes cast for that elected Candidate(s) shall be disregarded in the counting of that Candidate(s) votes for subsequent positions.
- (m) The returning officer will report the results of the ballot to the Chairperson of the meeting.
- (n) A record will be kept by the Secretary of the number of Members voting.
- (o) All ballots will be conducted at the discretion of the Committee.

12. COMMITTEE MEETINGS

- (a) The General Committee shall meet at least every 2 months following the Annual General Meeting on dates and times and in places determined by the Committee.
- (b) Four (4) Members shall constitute a quorum for the General Committee Meeting.
- (c) Notice of each committee meeting must be given to each committee member no later than 7 days before the date of the meeting. Each notice:
 - (i) May give notice of more than one committee meeting at the same time.
 - (ii) Must state the date, time and place of the meeting.
- (d) In cases of urgency, a meeting can be held provided that as much notice as practicable is given to each committee member by the quickest means practicable.
- (e) The only business that may be conducted at an urgent meeting is the business for which the meeting is convened.
- (f) A committee member who is not physically present at a committee meeting may participate in the meeting using technology that allows that committee member and the committee members present at the meeting to clearly and simultaneously communicate with each other.
- (g) For the purposes of this Part, a committee member participating in a committee meeting as permitted by Rule 12(f) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.
- (h) On any question arising at a committee meeting, each committee member present at the meeting has one vote.
- (i) A motion is carried if a majority of committee members present at the meeting vote in favour of the motion, unless required by these Rules or the Act to be passed by an absolute majority of the Committee.
- (j) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.

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13. ANNUAL GENERAL MEETING

- (a) The Annual General Meeting of the Club shall be held on a date determined by the Committee and no later than the 30th of April each year, or later if advised to the members at least 28 days prior to the 30th of April.
- (b) No business may be conducted at an annual general meeting unless a quorum of members is present.
- (c) Twenty Percent (20%) those members entitled to vote shall constitute a quorum at the Annual General Meeting. If that number is not present within an hour of the announced time for holding the meeting, it shall be adjourned to the same time and the same day the succeeding week.
- (d) The place of the adjournment is to be announced before the original meeting closes.
- (e) At the adjourned meeting, the members may proceed with the business set down for the meeting, subject to the rules present and notwithstanding the lack of a quorum.
- (f) Business to be transacted at the Annual General Meetings shall be in the following order:
 - (i) Confirmation of Minutes of previous Annual General Meeting and any Special Meetings of the Club.
 - (ii) Apologies.
 - (iii) Presentation, consideration and adoption of annual reports.
 - (iv) Presentation, consideration and adoption of Financial Report and any financial statements.
 - (v) Annual subscriptions for all categories of memberships shall be as fixed by the Board from time to time and advised at the Annual general meeting
 - (vi) The date on which Annual Subscriptions shall fall due shall be determined by the Committee from time to time.
 - (vii) Any Special Business of which due Notice has been given in accordance with these Rules.
 - (viii) To elect members of the Committee if the term of any members of the Committee is scheduled to end at the Annual General Meeting:
 - (ix) Any General Business which may be allowed by the Chairperson to be discussed, but any motion or resolution made shall be only as a recommendation to the Committee.

14. SPECIAL GENERAL MEETINGS

- (a) Any general meeting of the Club, other than an annual general meeting or a disciplinary appeal meeting, is a special general meeting.
- (b) The Committee may convene a special general meeting whenever it thinks fit.
- (c) No business other than that set out in the notice of the special general meeting may be conducted at the special general meeting.
- (d) No business may be conducted at a special general meeting unless a quorum of members is present.
- (e) Twenty Percent (20%) of the members of the Club entitled to vote shall form a quorum for a special general meeting.
- (f) The Committee must, on requisition signed by at least Twenty Percent (20%) Full and or Life Members of the Club, convene a Special General Meeting of the Club.
- (g) A request for a special general meeting must:
 - (i) Be in writing.
 - (ii) State the business to be considered at the meeting and any resolutions to be proposed.

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- (iii) Include a notice of special general meeting in the form required by the
- (iv) Rules and by the Act to be distributed by the Committee.
- (v) Include the names and signatures of the members requesting the meeting; and
- (vi) Be given to the Secretary.
- (h) If the Committee does not convene a special general meeting within 2 months after the date on which the request is made, the members making the request (or any of them) may convene the special general meeting.
- (i) A special general meeting convened by members:
 - (i) Must be held within 3 months after the date on which the original request was made; and
 - (ii) May only consider the business stated in that request.
- (j) Notice of the special general meeting requested by members will be given by the Club to each member of the Club entitled to vote at least 28 days prior to the proposed date of the special general meeting.
- (k) If within an hour from the appointed time for such Special General Meeting, a quorum is not present:
 - (i) In the case of a meeting convened by, or at the request of, members, the meeting shall be dissolved; and
 - (ii) In any other case it shall be adjourned to the same time and the same day the succeeding week. The place of the adjournment to be announced before the adjournment.
- (l) At the adjourned meeting, the members may proceed with the business set down for the meeting, subject to the rules present and notwithstanding the lack of a quorum.

15. NOTICE OF GENERAL MEETINGS

- (a) The Secretary will at least 28 days prior to the date fixed for the Annual General Meeting in each year issue a preliminary notice advising members of:
 - (i) The place date and time of the Annual General Meeting.
 - (ii) The Committee Members to be elected at the Annual General Meeting and how to nominate for election as a Committee Member, if applicable.
 - (iii) The requirement to lodge notice of special business with the Secretary at least 14 days prior to the date fixed for the Annual General Meeting.
- (b) The preliminary notice referred to will be communicated by way of newsletter or notice posted on the notice Board/s, electronically or such other manner as the Club determines.
- (c) The Secretary (or, in the case of a special general meeting convened by members, by the members convening the meeting) must give to each member of the Club:
 - (i) At least 21 days notice of a special general meeting if a special resolution is to be proposed at the meeting: or
 - (ii) At least 14 days notice of a special general meeting in any other case.
- (d) The notice must:
 - (i) Specify the date, time and place of the meeting.
 - (ii) Indicate the general nature of each item of business to be considered at the meeting.
 - (iii) If a special resolution is to be proposed:
 - a) State in full the proposed resolution.
 - b) State the intention to propose the resolution as a special resolution.
 - (iv) State whether a member may appoint another member as a proxy for the meeting and include a copy of any approved form for the appointment of a proxy; and

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- (v) State whether absentee voting or pre-polling is permitted and include any approved form or information required.
- (e) This rule does not apply to a disciplinary appeal meeting.

16. VOTING AT GENERAL MEETINGS

- (a) On any question arising at a general meeting:
 - (i) Each member who is entitled to vote has one vote; and
 - (ii) Except in the case of a special resolution, the question must be decided on a majority of votes.
- (b) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- (c) A special resolution is passed if not less than 51% of the members voting at a general meeting vote in favour of the resolution.
- (d) Subject to subsection (b), the Chairperson of a general meeting may, based on a show of hands, declare that a resolution has been:
 - (i) Carried.
 - (ii) Carried unanimously.
 - (iii) Carried by a particular majority; or
 - (iv) Lost, and an entry to that effect in the minutes of the meeting is conclusive proof of that fact.
- (e) If a poll (where votes are cast in writing) is demanded by three or more members on any question:
 - (i) Poll must be taken at the meeting in the manner determined by the
 - (ii) Chairperson of the meeting; and
- (f) The Chairperson must declare the result of the resolution based on the poll.
- (g) A poll demanded on the election of the Chairperson or on a question of an adjournment must be taken immediately.
- (h) A poll demanded on any other question must be taken before the close of the meeting at a time determined by the Chairperson.

17. SUB-COMMITTEES

- (a) The Committee may from time to time appoint any sub-committees and may delegate to a sub-committee any of the Committee's powers or duties as they may determine.
- (b) The Committee may vary, recall or revoke any appointment or delegation made in accordance with this Rule.
- (c) The business of sub-committees will be conducted in accordance with the direction of the Committee and sub-committees will conform to any regulations that may be prescribed by the Committee.
- (d) All sub-committees will report to the Committee and decisions of a subcommittee will be subject to confirmation by the Committee, except where the sub-committee has been given express power to act by the Committee.
- (e) The President will be an ex-officio member of all sub-committees.
- (f) The Committee may end the term of a sub-committee member, appoint an additional sub-committee member, or vary the terms of the appointment of a sub-committee member at any time.
- (g) Any Full or Life Member of the Club, including a committee member, is eligible to be a committee member of a sub-committee.

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- (h) The Committee may also nominate two (2) individuals to represent the Club as Club Delegates for the Metro West bowls Region or any other region that applies to the Club from time to time.

18. SELECTION COMMITTEES

- (a) The Head of Bowls Operations will appoint the members necessary for:
 - (i) Weekend Pennant Selection
 - (ii) The Midweek Pennant Selection Committee
 - (iii) Night Pennant Selection Committee
- (b) The Head of Bowls Operations can add or remove members of any of the Selection Committee at his discretion,
- (c) Unless the Head of Bowls Operations determines otherwise, the term of a member of the Selection Committee is until the end of one (1) pennant season from the date of their appointment.

19. ALTERATION OF RULES AND STATEMENT OF PURPOSES

- (a) No alteration or addition to these Rules will be made except by means of a special resolution at a General Meeting where at least Twenty-one days (21) notice of the intention to propose the resolution has been sent to each member entitled to vote.
- (b) An alteration to these Rules does not take effect unless and until the Board of the DPC approves it.

20. BOWLS VICTORIA RULES AND CONDUCT OF MEMBERS

- (a) The Laws of the Game of Bowls as adopted from time to time by Bowls Victoria shall apply to all games played under the control of the Club, except when specifically stated otherwise by the Club acting as the Controlling body.
- (b) Failure to observe any such laws by any participant or official will render the Offending Player(s)/Team liable to disqualification from the competition or match.
- (c) All members of the Club, visitors and their guests must comply with the Code of Conduct as endorsed by the Committee of the Club and as amended from time to time:
 - (i) At all times on Club or DPC premises.
 - (ii) At any time the person is representing the Club, or wearing uniform or dress identifying the person as a member of the Club; or
 - (iii) When engaged in playing bowls at any level of the game, including practice and social games.
- (d) A copy of the Code of Conduct is available to any member of the public on request.

21. DISPUTE RESOLUTION PROCEDURE

- (a) The dispute resolution procedure set out in this rule applies to disputes under these Rules between:
 - (i) A member and another member.
 - (ii) A member and the Committee.
 - (iii) A member and the Club.
- (b) A member may not initiate a dispute resolution in relation to a matter that is the subject of a disciplinary action or a disciplinary appeal, until the disciplinary procedure has been completed in accordance with these Rules.
- (c) The parties to a dispute must attempt to resolve the dispute between themselves within 14 days of the dispute coming to the attention of each party.

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- (d) If the parties to a dispute are unable to resolve the dispute between themselves within the time required, the parties must within 10 days:
 - (i) Notify the Committee of the dispute; and
 - (ii) Agree to or request the appointment of a mediator; and
 - (iii) Attempt in good faith to settle the dispute by mediation.
- (e) The mediator must be:
 - (i) A person chosen by agreement between the parties; or
 - (ii) In the absence of agreement:
 - a) If the dispute is between a member and another member—a person appointed by the Committee; or
 - b) If the dispute is between a member and the Committee or the Club—a person appointed or employed by the Dispute Settlement Centre of Victoria.
- (f) A mediator appointed by the Committee may be any person including a member or former member of the Club, but in any case must not be a person who:
 - (i) Has a personal interest in the dispute; or
 - (ii) Is biased in favour of or against any party.
- (g) The mediator to the dispute, in conducting the mediation, must:
 - (i) Give each party every opportunity to be heard; and
 - (ii) Allow due consideration by all parties of any written statement submitted by any party; and
 - (iii) Ensure that natural justice is accorded to the parties throughout the mediation process.
- (h) The mediator must not determine the dispute.
- (i) If the mediation process does not resolve the dispute, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

22. DISCIPLINARY ACTION

- (a) The Club may take disciplinary action against a member in accordance with these Rules if it is determined in the opinion of the Club that the member:
 - (i) Has failed to comply with these Rules; or
 - (ii) Refuses to support the purposes of the Club; or
 - (iii) Has engaged in conduct prejudicial to the Club.
- (b) If the Committee is satisfied that there are sufficient grounds for taking disciplinary action against a member, the Committee must appoint a disciplinary sub-committee to hear the matter and determine what action, if any, to take against the member.
- (c) Upon establishing a disciplinary committee under Rule 22(b) the Committee may by resolution provisionally suspend the Member subject to the Disciplinary Hearing until such time as the disciplinary committee makes a finding.
- (d) The disciplinary committee may lift a provisional suspension prior to making a finding at the Disciplinary Hearing.
- (e) The members of the disciplinary sub-committee:
 - (i) Must comprise no less than three (3) individuals.
 - (ii) May be committee members, members of the Club or anyone else.
 - (iii) Must not be biased against, or in favour of, the member concerned.
- (f) Before disciplinary action is taken against a member, the Secretary must give written notice to the member:
 - (i) Stating that the Club proposes to take disciplinary action against the member; and
 - (ii) Stating the grounds for the proposed disciplinary action; and

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- (iii) Specifying the date, place and time of the meeting at which the disciplinary sub-committee intends to consider the disciplinary action (the disciplinary meeting); and
- (iv) Advising the member that he or she may do one or both of the following:
 - a) Attend the disciplinary meeting and address the disciplinary sub-committee at that meeting.
 - b) Give a written statement to the disciplinary sub-committee at any time before the disciplinary meeting.
- (v) Setting out the member's appeal rights under these Rules.
- (g) The notice must be given no later than 7 days, before the disciplinary meeting is held.
- (h) At the disciplinary meeting, the disciplinary sub-committee must:
 - (i) Give the member an opportunity to be heard; and
 - (ii) Consider any written statement submitted by the member.
- (i) At the disciplinary meeting, the disciplinary sub-committee may at its absolute discretion with regard to the subject matter of the breach:
 - (i) Choose to conduct the meeting publicly or in private; and
 - (ii) May give any other member an opportunity to be heard or may consider written statements submitted by any other member that may assist the disciplinary subcommittee in making a determination.
- (j) The disciplinary sub-committee may then:
 - (i) Take no further action against the member; or
 - (ii) Reprimand the member; or
 - (iii) Suspend the membership rights of the member for a specified period; or
 - (iv) Expel the member from the Club.
- (k) The disciplinary sub-committee may not fine the member.
- (l) If the person whose membership has been suspended or who has been expelled is not present at the meeting the Secretary must notify them of the outcome as soon as possible.
- (m) The suspension of membership rights or the expulsion of a member by the disciplinary sub-committee under this rule takes effect immediately after the vote is passed.
- (n) Any person whose membership has been suspended or who has been expelled is not permitted to enter any bowls defined area and their rights as a bowls member are also removed.

23. APPEAL RIGHTS TO DISCIPLINARY ACTION

- (a) A person whose membership rights have been suspended or who has been expelled from the Club under rule 22 may give notice to the effect that he or she wishes to appeal against the suspension or expulsion.
- (b) The notice must be in writing and given to the Secretary not later than 48 hours after the decision of the disciplinary sub-committee.
- (c) For the avoidance of doubt, the original decision of the disciplinary subcommittee stands until revoked, varied or overturned by the Committee.
- (d) A disciplinary appeal meeting of the Committee must be convened as soon as practicable, but in any event not later than 7 days, after the notice is received.
- (e) Except where this rule provides to the contrary, the disciplinary appeal meeting of the Committee may be conducted in accordance with the procedure for a general meeting of the Committee.
- (f) At a disciplinary appeal meeting of the Committee:
 - (i) No business other than the question of the appeal may be conducted; and

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- (ii) Any member of the Committee who was part of the disciplinary subcommittee who suspended or expelled the member may not be present; and
- (iii) The Committee must state the grounds for the disciplinary subcommittee suspending or expelling the member and the reasons for taking that action; and
- (iv) The person whose membership has been suspended or who has been expelled must be given an opportunity to be heard, either in person or in writing; and
- (v) May give any other member an opportunity to be heard or may consider written statements submitted by any other member that may assist the disciplinary subcommittee in making a determination.
- (g) The Committee must vote by secret ballot on the question of whether the decision to suspend or expel the person should be upheld, varied or revoked.
- (h) The decision is upheld if not less than three quarters of the members voting at the meeting vote in favour of the decision.
- (i) If the person whose membership has been suspended or who has been expelled is not present at the meeting the Secretary must notify them of the outcome as soon as possible.
- (j) Any decision of the Committee under this rule is final and binding.

24. NOTICE REQUIREMENTS

- (a) Unless these Rules require otherwise, any notice required to be given to a member or a committee member under these Rules may be given:
 - (i) By handing the notice to the member personally; or
 - (ii) By sending it by post to the member at the address recorded for the member on the register of members; or
 - (iii) By email or facsimile transmission.
- (b) Any notice required to be given to the Club, or the Committee may be given:
 - (i) By handing the notice to a member of the Committee; or
 - (ii) By sending the notice by post to the registered address; or
 - (iii) By leaving the notice at the registered address; or
 - (iv) If the Committee determines that it is appropriate in the circumstances:
 - a) By email to the email address of the Club or the Secretary

25. CUSTODIAN OF THE RULES AND REGULATIONS

The Secretary as Chief Custodian of the Clubs Rules and Regulations shall always endeavour to maintain and preserve the said Rules and Regulations.