



RULES

OF THE

BELMONT SERVICES

BOWLS CLUB Inc.

Version 6—Commenced (1/05/2026)

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These are the **Rules of Belmont Services Bowls Club Inc.**, hereinafter referred to as **the rules**, which provide for the management and related purposes of the club. For any matter upon which these rules are silent, the Model Rules (Version 8 as of 01 July 2024 issued by the Office of Fair Trading for Incorporated Associations registered in Queensland) will apply.

Part 1 Introductory

1 Name

The name of the incorporated association is the *Belmont Services Bowls Club Inc* (**the club**).

2 Commencement

These rules commence on the day of their registration under the Act.

Note— See also the Act, section 46 (Registration of incorporated association's rules)

3 Definitions

The dictionary in Schedule A defines particular words used in these rules.

Part 2 Objectives of club

4 Objectives of club

The objectives for which the club is established are—

- (a) to advance and promote the game of bowls—
 - (i) generally; and
 - (ii) in the local community; and
- (b) to provide a high standard of facilities for members for the social and competitive playing of the game of bowls under the laws of the sport of bowls; and
- (c) to provide a high standard of facilities for member and community use; and
- (d) to maintain an equitable, non-discriminatory, inclusive environment which fosters a positive atmosphere for all activities conducted on site; and
- (e) to develop, provide and promote any activities considered appropriate for the benefit of members and the broader community.

Part 3 Powers of club

5 Powers of club

- (1) The club has, in the exercise of its affairs, all the powers of an individual.
- (2) The club may do anything that is necessary or convenient to carry out its affairs, including, for example—
 - (a) enter into contracts; and
 - (b) acquire, hold, deal with, and dispose of property; and
 - (c) charge for services and facilities it supplies; and

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- (d) issue secured and unsecured notes, debentures and debenture stock for the club.

6 Compliance with lawful requirements

The club must comply with—

- (a) a lawful requirement of the local, State and Commonwealth governments; and

Examples for paragraph (a)—

Under the *Associations Incorporation Act 1981*, section 70, an incorporated association is required to have an insurance cover that is current at all times, in respect of damage to property, death or bodily injury happening on its property.

Under the *Anti-Discrimination Act 1991*, equality of opportunity must be promoted for everyone by protecting them from unfair discrimination.

- (b) a directive of an entity that has jurisdiction over any of its activities.

Example of paragraph (b)—

BQ requires the club to affiliate with BQ and to accept and abide by the rules and by-laws of BQ in so far as they apply to the game of bowls

- (c) The Brisbane City Council requires the club to operate in accordance with the terms and conditions of its sub-lease agreement with the club.
- (d) The club must handle personal and sensitive information in accordance with the *Australian Privacy Principles of the Privacy Act 1988 (Cth)* and the *Information Privacy Act 2009 (Qld)*.
- (e) For these rules, a listing of all applicable Acts (Qld & Cth), Regulations, Principles, Standards and Guidelines is included in the schedule under Schedule B- Compliance.

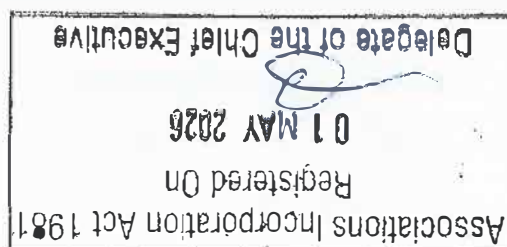
Part 4 Club membership

Division 1 Classes of membership

7 Membership of club

- (1) The membership of the club must be made up of ordinary members, and any of the following classes of members—

- (a) honorary;
- (b) junior;
- (c) life;
- (d) non-playing;
- (e) social.



- (2) The management committee may limit the number of members, including the number of ordinary members, in accordance with *Associations Incorporation Regulation 1999 (Qld)*.

Division 2 Eligibility for membership

Subdivision 1 Junior, life, non-playing and ordinary membership

8 Junior membership eligibility

A person is eligible to be granted junior membership of the club if the person is less than 18 years of age.

9 Life membership eligibility

A person is eligible to be granted life membership of the club if the person—

- (a) is an ordinary member of the club; and
- (b) has provided service to the club that is worthy of recognition as decided by a special resolution carried at the AGM of the club.

10 Non-playing membership eligibility

An existing member is eligible to become a non-playing member, if that member-

- (a) is a life member or an ordinary member of the club; and
- (b) either elects not to play bowls; or
- (c) is no longer physically able to participate in a social or competitive game of bowls; but
- (d) wishes to retain all of the rights of an ordinary member or a life member other than being able to participate in a social or a competitive game of bowls organised by the club.

11 Ordinary membership eligibility

A person is eligible to be granted ordinary membership of the club if the person is at least 18 years of age.

12 When person not eligible for membership

Despite rules 8 and 11, a person is not eligible to be granted membership of the club if the person is—

- (a) not of good character; or
- (b) indebted to a bowls club; or
- (c) under a notice of suspension from a bowls club; or
- (d) not prepared to support and promote—
 - (i) the welfare of the club; or
 - (ii) the game of bowls.

Subdivision 2 Honorary membership

13 Honorary membership eligibility

- (1) A person is eligible to be granted honorary membership of the club if the person has provided service to the club that is worthy of recognition as decided by the majority vote of the members present at a general meeting of the club.
- (2) However, the person is not eligible to be granted honorary membership if the person is—
 - (a) less than 18 years of age; or
 - (b) not of good character; or
 - (c) indebted to a bowls club; or
 - (d) under a notice of suspension from a bowls club.

Subdivision 3 Social membership

14 Social membership eligibility

- (1) A person is eligible to be granted social membership of the club if the person is at least 18 years of age.
- (2) However, the person is not eligible to be granted social membership if the person is—
 - (a) not of good character; or
 - (b) indebted to a bowls club; or
 - (c) under a notice of suspension from a bowls club.

Division 3 Application for membership

15 Definition for div 3

In this division—

application for membership means an application for membership of the club other than honorary membership, life membership or non-playing membership.

Note—See rule 22 to find out how the grant of honorary membership or life membership or non-playing membership is dealt with.

16 Application for membership

- (1) An application for membership must be—
 - (a) in the approved form; and
 - (b) signed by—
 - (i) the applicant; and
 - (ii) the 2 members (a **proposer** and a **seconder**) who are nominating the applicant for membership of the club; and
 - (c) if the application is for junior or ordinary membership, it is to be accompanied by the entry fee, unless waived under rule 17; and
 - (d) given to the secretary.
- (2) For subrule (1)(b)(ii), the proposer and seconder may only be a life member, non-playing member or an ordinary member.

17 Waiver of entry fee

The management committee may waive the requirement for an applicant to pay an entry fee when applying for junior or ordinary membership.

18 Particulars of proposed members to be recorded

- (1) The club must collect, store and disclose personal information in accordance with the *Privacy Act 1988 (Cth)*, *Information Privacy Act 2009 (Qld)* and the *Australian Privacy Principles*.
- (2) Access to membership information must be restricted to authorised persons only.
- (3) Personal information must not be disclosed to any third party without the member's consent, except as required by law or to relevant bowling authorities with the member's consent.
- (4) The secretary must promptly record in the proposed member's register—

- (a) the full name and address and contact details of each person who has applied for membership of the club; and
- (b) the date on which the application was received.

19 Application for membership to be displayed

- (1) A notice of the application for membership must be displayed on the club's notice board promptly after the applicant's particulars have been recorded in the proposed member's register.
- (2) The notice of the application must be displayed on the club's notice board for at least 7 days before being considered by the management committee.

20 Objection to application for membership

- (1) A life member or non-playing member or ordinary member may object to a person's application for membership.
- (2) The member's objection must be—
 - (a) in writing supported by reasons; and
 - (b) given to the secretary.
- (3) The management committee must consider the written objection before deciding to, either—
 - (a) grant the membership; or
 - (b) refuse to grant the membership.

21 Determining application for membership

- (1) The management committee must consider an application for membership at the next meeting of the management committee after the receipt of the application.
- (2) However, an application for membership must not be considered by the management committee less than 7 days after the day the application was received.
- (3) Despite subrule (1), the management committee may refuse to consider the application at the meeting if the committee considers that an inquiry is required to establish the applicant's eligibility to be granted membership.
- (4) The decision to grant or refuse to grant the membership must be the majority vote of members of the management committee present at the meeting. In the case of a tied vote, then rule 53(1)(e) applies.
- (5) The management committee must promptly advise the applicant of its decision.
- (6) If the management committee decides to refuse to grant the membership, the management committee must give the applicant a notice stating—
 - (a) the reasons for the decision; and
 - (b) that the applicant may apply for a reconsideration of the decision under rule 41A.

Division 4 Granting of membership

22 When class of membership is taken to have been granted

A person is taken to have been granted the class of membership of the club after the decision to grant the membership is made by—

- (a) for a junior, ordinary or social membership—the majority vote of members of the management committee present at the meeting of the management committee;
- (b) for an honorary membership—the majority vote of members present at a general meeting of the club;
- (c) for a life membership—a special resolution carried at the AGM of the club;

(d) for a non-playing membership- subsequent to the receipt of an application in writing by the secretary from a life member or ordinary member, the majority vote of the management committee present at the meeting of the management committee.

(e) In the case of (a), (b) and (d) if there is a tied vote, then rule 53(1)(e) applies.

23 Granting of life membership

- (1) In any one financial year, life membership may only be granted to no more than 2 ordinary members of the club.
- (2) A proposal for the granting of a life membership to a member may only be on the recommendation of the management committee.

24 Effect of junior membership on member reaching 18 years

A junior membership granted to a member expires the sooner of the following—

- (a) 30 days after the member reaches 18 years; or
- (b) the day after the member is granted ordinary membership.

25 Effect of refusal to grant membership

- (1) A person whose application for the grant of membership of the club has been refused may not make a further application for membership for at least 1 year after the day of the refusal.
- (2) Any fees paid by the person when applying for membership must be returned to the person.

26 Register of members

- (1) The management committee must keep a secure register of members.
- (2) The secure register must contain the following particulars about each member—
 - (a) the members—
 - (i) full name and date of birth;
 - (ii) contact details including the member's postal address, email address, or other nominated means of communication for the receiving of notices from the club;
 - (iii) class of membership;
 - (b) the day the member was granted membership of the club;
 - (c) if the member's membership—
 - (i) was suspended—the period the suspension was in force;
 - (ii) was cancelled—the day of the cancellation;
 - (iii) has been reinstated—the day of the reinstatement;
 - (d) the day the member ceased to be a member of the club;
 - (e) if the member is a financial member.
- (3) Also, the management committee must give the particulars recorded on the secure register under subrule (2)(a) and (b) about a member who has been granted junior, life, non-playing or ordinary membership to the relevant authority on or before the day as specified by the relevant authority or within 30 days.

Note— See rule 22 to find out when membership is taken to have been granted.

- (4) The management committee may keep a secure record of other details about a member—
- (a) that the management committee decides is appropriate; or
 - (b) as decided by members at a general meeting.

Examples of details that may be recorded under subrule (4)—

- a member is a qualified national umpire
 - a member is a qualified coach
 - a member holds a Positive Notice blue card
- (5) To facilitate membership, personal details may be required to be provided to District, State or National Bowls Associations.
- (6) The club must take all steps as are reasonable in the circumstances to protect the personal information on members which it holds from misuse, interference and loss, as well as unauthorised access, modification or disclosure.
- (7) Where the club no longer needs personal information for any purpose for which the information may be used or disclosed under the *Australian Privacy Principles*, the club must take such steps as are reasonable in the circumstances to destroy the information or ensure that it is de-identified. This requirement applies except where:
- (a) the personal information is part of a Commonwealth record; or
 - (b) the club is required by or under an Australian law or a court/tribunal order to retain the personal information.
- (8) In this case reasonable steps include technical and organisational measures.

27 Access to information on register

- (1) The management committee must allow a member access to the details recorded in the register about their own membership details, in the approved form as determined by the management committee and consistent with privacy principles.

Note— See also rule 96 (Confidentiality of membership information)

- (2) Despite subrule (1), the management committee is only required to allow the access when—
- (a) the club is open to or being used by members; and
 - (b) a member of the management committee is present at the club.
- (3) In this rule— **access** means view or take a copy of the details.

Division 5 Entitlements of membership

28 Honorary member entitlements

- (1) An honorary member is—
- (a) entitled to enjoy the amenities of the clubhouse; but
 - (b) not required to pay a membership fee or affiliation fee.
- (2) An honorary member is not entitled to—
- (a) be elected or appointed to an office of the club; or
 - (b) nominate a person for—
 - (i) an office of the club; or
 - (ii) membership of the club; or
 - (c) participate in—

- (i) a meeting of the club; or
- (ii) a game of bowls conducted by the club.

29 Junior member entitlements

- (1) A junior member may take part in a game of bowls in any club, district, state or national competition as set out in the conditions of play published for the event.
- (2) A junior member is not entitled to—
 - (a) be elected or appointed to an office of the club; or
 - (b) nominate a person for—
 - (i) an office of the club; or
 - (ii) membership of the club; or
 - (iii) participate in a meeting of the club.
- (3) A junior member must not obtain, or buy, or attempt to buy, or consume any alcohol whilst on the licenced premises of the club.
- (4) The club must not—
 - (a) sell or supply alcohol to a junior member; or
 - (b) allow alcohol to be bought for, or be provided to a junior member.
- (5) In this rule— *liquor* has the meaning given in the *Liquor Act 1992*.

30 Life member entitlements

- (1) A life member—
 - (a) may take part in a game of bowls in any club, district, state or national competition as set out in the conditions of play published for the event; and
 - (b) is entitled to enjoy all the privileges of membership of the club; but
 - (c) is not required to pay a membership fee or affiliation fee.
- (2) However, a life member is required to pay any levy imposed by the club.

31 Non-playing member entitlements

In this class of membership there are two kinds- a non-playing life member and a non-playing ordinary member.

- (1) A non-playing life member—
 - (a) must not take part in a game of bowls in any club, district, state or national competition as set out in the conditions of play published for the event; and
 - (b) may not take part in a social game of bowls organised by the club; and
 - (c) is not required to pay a membership fee or an affiliation fee; but
 - (d) is required to pay any levy imposed by the club; and
 - (e) is entitled to enjoy all of the other privileges of membership of the club.

Note- (1)(c), (1)(d) and (1)(e) are in accordance with rule 30

(2) A non-playing ordinary member-

- (a) must not take part in a game of bowls in any club, district, state or national competition as set out in the conditions of play published for the event; and
- (b) may not take part in a social game of bowls organised by the club; and
- (c) is not required to pay an affiliation fee; but
- (d) is required to pay any levy imposed by the club; and
- (e) is entitled to enjoy all of the other privileges of membership of the club.

32 Ordinary member entitlements

An ordinary member—

- (a) may take part in a game of bowls in any club, district, state or national competition as set out in the conditions of play published for the event; and
- (b) is entitled to enjoy all the privileges of membership of the club.

33 Social member and visitor entitlements

- (1) A social member or a visitor is entitled to enjoy the amenities of the clubhouse.
- (2) A social member or a visitor is not entitled to—
 - (a) be elected or appointed to an office of the club; or
 - (b) nominate a person for—
 - (i) an office of the club; or
 - (ii) membership of the club; or
 - (c) participate in—
 - (i) a meeting of the club; or
 - (ii) a game of bowls conducted by the club.

Division 6 Miscellaneous

34 Resignation from membership

- (1) A member must give a written notice of resignation from membership of the club to the secretary.
- (2) The resignation takes effect—
 - (a) on the day specified in the notice; or
 - (b) if the notice does not specify a day—on the day the resignation is received by the secretary.
- (3) The secretary must give written notice to the member of the receipt of the member's notice of resignation within 14 days.
- (4) Also, the management committee must give particulars of the resignation of a member's membership, other than an honorary membership or non-playing membership or social membership, to the relevant authority on or before the day as specified by the relevant authority or within 30 days.
- (5) For this rule—**resignation from membership** means the giving up of the privileges of membership of the club.

35 Change of contact details

- (1) The member must notify the secretary of any change in the member's contact details within 14 days of the change.
- (2) In this rule- **contact details** include the member's postal address, email address, or other nominated means of communication for the receiving of notices from the club.

Part 5 Visiting member and visitor

Division 1 Preliminary

36 Definitions for pt 5

In this part— **visiting member** means a person who is a member of a club affiliated with at least 1 of the following—

- (a) a relevant authority;
- (b) the International Women's Bowling Board;
- (c) the World Bowls Board;

and whose membership has not been suspended or cancelled.

visitor means a person who is not a member of a bowls club.

37 Visiting member and visitor

- (1) A visitor may be permitted to enjoy the amenities of the clubhouse.
- (2) A visiting member may be permitted to—
 - (a) enjoy the amenities of the clubhouse; and
 - (b) participate in a game of bowls, other than a club event.
- (3) In this rule— **club event** means an event conducted by the club for a member of the club which may include a member of the Belmont Services Ladies' Bowling Club Inc.

Division 2 Disciplinary procedures

37A Inappropriate behaviour of visiting member or visitor

To simplify this rule, it has been divided into two parts- 37A Inappropriate behaviour of a visitor; and 37B Inappropriate behaviour of a visiting member.

37A Inappropriate behaviour of a visitor

- (1) If a visitor behaves inappropriately when on club premises, a staff member or a member of the management committee may require the visitor to do any or all of the following—
 - (a) stop the offending behaviour;
 - (b) apologise to the person offended by the behaviour;
 - (c) immediately leave the premises.
- (2) If a staff member or a member of the management committee considers it necessary, the staff member or committee member must take appropriate action in accordance with the *Liquor Act 1992 (Qld) s.165*, including requiring the visitor to leave and not return for the remainder of the day.
- (3) The staff member or the member of the management committee who has exercised a power under subrule (1)(a) or (1)(b) **may** give a report to the management committee about the incident.

- (4) The staff member or the member of the management committee who has exercised a power under subrule (1)(c) **must** give a report to the management committee about the incident.
- (5) If the management committee receives a report under subrule (3) or (4), the management committee **may**, having regard to the circumstances, decide whether to refuse to allow the visitor to re-enter the club premises for a stated period.

37B Inappropriate behaviour of a visiting member

- (1) If a visiting member behaves inappropriately when on club premises, a staff member or a member of the management committee may require the visiting member to do any or all of the following—
 - (a) stop the offending behaviour;
 - (b) apologise to the person offended by the behaviour;
 - (c) immediately leave the premises.
- (2) If a staff member or a member of the management committee considers it necessary, the staff member or committee member must take appropriate action in accordance with the *Liquor Act 1992 (Qld)* s. 165.
- (3) The staff member or the member of the management committee who has exercised a power under subrule (1)(a) or (1)(b) **may** give a report to the management committee about the incident.
- (4) The staff member or the member of the management committee who has exercised a power under subrule (1)(c) **must** give a report to the management committee about the incident.
- (5) If the management committee receives a report under subrule (3) or (4), the management committee **may**, having regard to the circumstances, decide whether to refuse to allow the visiting member to re-enter the club premises for a stated period.
- (6) If the management committee receives a report under subrule (3) or (4), the management committee **may**, having regard to the circumstances, do any or all of the following—
 - (a) report the matter to the visiting member's club;
 - (b) invite that club to make a submission about whether the management committee should refuse to allow the visiting member to re-enter the club premises for a stated period;
 - (c) after giving reasonable opportunity for the visiting member's club to make a submission, refuse to allow the visiting member to re-enter the club premises for a stated period;
 - (d) give a report to the relevant authority about the action taken by the club.

37C Grievance resolution

- (1) The grievance procedure set out in this rule applies to disputes or complaints—
 - (a) between a member and another member; or
 - (b) between a member and the club;other than matters dealt with under the disciplinary provisions of these rules.
- (2) A member who has a grievance must give written notice of the grievance to the secretary, setting out the nature of the dispute and the outcome sought.
- (3) The management committee must consider the grievance in an unbiased manner and may, subject to its discretion, take any reasonable step to attempt to resolve the matter, including—
 - (a) informal discussion;
 - (b) facilitated resolution; or

- (c) referral to mediation.
- (4) The management committee may determine that the grievance is more appropriately dealt with under the disciplinary provisions of these rules, and if so, the grievance will be dealt with in accordance with those provisions.
- (5) Each party to the grievance must be given a reasonable opportunity to be heard and may be accompanied by a support person or may appoint any person to act on behalf of the member in the grievance procedure in accordance with Section 47 of the Act.
- (6) The management committee's decision on the handling or resolution of a grievance is final, subject to any rights provided under the Act.

Part 6 Disciplinary procedures

Division 1 Preliminary

38 Purpose of pt 6

This Part-

- (a) applies where a matter is not resolved under Rule 37C or is otherwise determined by the management committee to require disciplinary action; and
- (b) provides for the grounds and procedures relating to the taking of disciplinary action against a member.

39 Definitions for pt 6

In this part— *rule* includes—

- (a) a rule or by-law of the club; or
- (b) a rule or by-law of a relevant authority.

disciplinary action means any of the following—

- (a) reprimanding a member; or
- (b) suspending a member's membership; or
- (c) cancelling a member's membership.

40 Grounds for disciplinary action

- (1) Each of the following is a ground for reprimanding a member or suspending or cancelling a member's membership—
 - (a) the member has wilfully disregarded a rule of—
 - (i) the club; or
 - (ii) a relevant authority.
 - (b) the member has behaved in a way that is detrimental, or is likely to be detrimental to—
 - (i) the interests of the club; or
 - (ii) a member of the club; or
 - (iii) the game of bowls; or
 - (iv) the interests of a relevant authority.

Examples of behaviour for paragraph (b)— illegal gambling, betting on games, using obscene or abusive language, behaving improperly.

- (c) the member has, on the basis of incorrect or misleading information, been granted membership of the club; or
 - (d) the member is no longer a person eligible to be a member of the club.
- (2) The question whether a member continues to be a person eligible to be a member of the club is decided in the same way as the question whether the person would be a person eligible for the grant of the membership.

Note— Rules 8 to 11 describe particular rules about eligibility for membership.

Division 2 Disciplinary procedures

41 Procedure for reprimanding a member or suspending or cancelling a member's membership

- (1) This rule applies if the management committee—
 - (a) receives a complaint in writing and signed by the complainant about a member's behaviour; or
 - (b) becomes aware that a member may no longer be eligible to continue to hold membership of the club.
- (2) After consideration of the matter of the complaint, the management committee may decide to take disciplinary proceedings against the member.
- (3) The management committee must give the member a written notice—
 - (a) stating that the management committee is taking disciplinary proceedings against the member; and
 - (b) outlining the facts and circumstances forming the basis for the grounds for the disciplinary proceedings; and
 - (c) inviting the member to—
 - (i) firstly, give a written submission to the management committee stating why the disciplinary action should not be taken; and
 - (ii) secondly, attend a special meeting of the management committee convened for that purpose at a stated time and place, within a specified period of at least 14 days; and
 - (d) stating that, if the member does not attend the special meeting, the matter may be determined in the member's absence.
- (4) The management committee may, before or after the end of the specified time, extend the time within which the member may make representations.
- (5) A member has no right to be represented by a legally qualified person at the hearing but has the right to be supported by a person of their choice. However, if the member is a junior member, the member is entitled to be accompanied by the member's parent or guardian at the hearing.
- (6) If, after considering any representations made within the time specified or allowed, the management committee considers grounds exist to take disciplinary action, the management committee may—
 - (a) reprimand the member; or
 - (b) suspend the member's membership; or
 - (c) cancel the member's membership.
- (7) The management committee must promptly give the member written notice of its decision.
- (8) If the management committee decides to suspend or cancel the membership, the notice must state—
 - (a) the reasons for the decision; and
 - (b) if the membership is suspended—the period of suspension; and

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- (c) if the membership is cancelled—that the person may not reapply for membership of the club for a stated period; and
- (d) the member may apply for a reconsideration of the decision under rule 41A.
- (9) The maximum period under subrule (8)(b) is 6 months.
- (10) The minimum period under subrule (8)(c) is 12 months.
- (11) The decision takes effect on the later of the following—
 - (a) the day the notice is given to the member;
 - (b) the day specified in the notice.

41A Reconsideration of decision by management committee

- (1) This rule applies if the management committee has decided to—
 - (a) refuse to grant membership of the club to a person; or
 - (b) reprimand a member; or
 - (c) suspend or cancel a member's membership.
- (2) The person or member may apply in writing for a reconsideration of the decision of the management committee.
- (3) The application must—
 - (a) be made within 28 days after the day the notice of the decision is given to the person or member; and
 - (b) include further information to support the application.
- (4) The management committee must promptly—
 - (a) convene a special meeting of the management committee for the purpose of reconsidering the decision mentioned in subrule (2); and
 - (b) invite the person or member to attend the meeting at a stated time and place.
- (5) A member has no right to be represented by a legally qualified person at the reconsideration but has the right to be supported by a person of their choice. However, if the member is a junior member, the member is entitled to be accompanied by the member's parent or guardian at the reconsideration.
- (6) After reconsideration, the management committee may—
 - (a) confirm the decision; or
 - (b) set aside the decision and substitute another decision; or
 - (c) revoke the decision.
- (7) If the management committee decides to revoke the decision to suspend or cancel the member's membership—
 - (a) the member's privileges of membership are restored from the day of the revocation; and
 - (b) for the purposes of continuity of the member's membership—the original decision to suspend or cancel the member's membership must be disregarded.
- (8) The management committee must promptly give the person or member written notice of its decision.
- (9) The person or member has no right to seek a reconsideration of the decision mentioned in subrule (8).

41B Effect of suspension of membership

A member whose membership of the club has been suspended under this part is not entitled to enjoy the privileges of membership.

41C Notification of suspension, cancellation or reinstatement to be given to relevant authority

The management committee must give the following particulars of a suspension, cancellation or reinstatement of a member's membership, other than an honorary membership or non-playing membership or social membership, to the relevant authority on or before the day as specified by the relevant authority or within 30 days—

- (a) the member's full name;
- (b) if the membership was suspended—
 - (i) the day the suspension started;
 - (ii) the period of the suspension;
- (c) if the membership was cancelled—
 - (i) the day the cancellation started;
 - (ii) the period for which the person may not apply for membership of the club;
- (d) if the membership was reinstated after being suspended or cancelled—the day the membership was reinstated.

Part 7 Function and power of committees

Division 1 The management committee

42 Membership of management committee

- (1) The management committee consists of those members of the club who have been elected to an office of the management committee by the vote of members present at an AGM of the club.

Note: See Schedule A- Dictionary for a listing of the positions of the members of the management committee.

- (2) A member may be elected to an office of the management committee only if the member is—
 - (a) a life member; or
 - (b) a non-playing member; or
 - (c) an ordinary member.
- (3) The election of a member to an office of the management committee must be conducted in accordance with rule 73.
- (4) A member may be appointed to a casual vacancy on the management committee under rule 80.

Division 2 Function of management committee

43 Function of management committee

- (1) Except as otherwise provided by these rules and subject to the resolution of members carried at any general meeting of the club, the management committee—
 - (a) is responsible for the general management of the affairs, property and funds of the club; and

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- (b) has the authority to interpret the meaning of these rules, and any matter relating to the club on which these rules are silent.
- (2) The management committee may exercise all the powers of the club—
 - (a) to invest in such manner as the members of the committee may from time to time decide; and
 - (b) to control the club's membership, finances and the use of the club's greens; and
 - (c) to authorise a single item of capital expenditure not more than the amount as decided by the majority vote of members present at—
 - (i) an AGM; or
 - (ii) a special general meeting of the club; and
 - (d) to call general meetings of members; and
 - (e) to arrange meetings of the management committee; and
 - (f) to determine fees other than membership fees and affiliation fees; and
 - (g) to advise the relevant authority not later than 30 days after the happening—
 - (i) of any event that may affect the club's affiliation with the relevant authority; or
 - (ii) of any event that may affect the club's legal status; or
 - (iii) of an amendment to, or repeal of, any of the club's rules; and
 - (h) to give any statement or document required to be given to the relevant authority.
- (3) Subject to subrule (2), the management committee may exercise all the other powers of the club on behalf of the members.
- (4) The management committee may appoint or co-opt a member or members to assist in any specific task at any time either in a one-off, temporary or extended period in that role.
- (5) Appointed members and co-opted members are non-voting unless formally appointed to a management committee role.

44 Delegation of powers of management committee

- (1) The management committee may delegate any of its powers to a subcommittee made up of members or an individual member as the management committee considers appropriate, subject to written terms of reference approved by the management committee.

Note- Section 27A of the *Acts Interpretation Act 1954* applies to the delegation of the management committee's powers and how the management committee's powers may be exercised.

- (2) The subcommittee may—
 - (a) elect a person to chair its meetings; and
 - (b) conduct its proceedings as it considers appropriate within the terms of reference provided.
- (3) If at a meeting of the subcommittee—
 - (a) the person elected to chair the meeting is not present at the meeting—rule 90 applies; or
 - (b) a quorum of members is not present—rule 91B applies.
- (4) Any question presented at a meeting of the subcommittee may only be decided by a majority vote of members present at the meeting.

- (5) However, if the votes for and against the proposal are tied, the chairperson may exercise a second or casting vote in accordance with rule 53(1)(e).
- (6) The sub-committee or the member appointed or the member co-opted must provide regular reports to the management committee as per the terms of reference in the instrument of appointment for that sub-committee or member.

45 Powers of appointment imply certain incidental powers

- (1) If a rule authorises or requires the management committee to appoint a member to a stated office—
 - (a) the power may be exercised as an occasion requires; and
 - (b) the power includes—
 - (i) power to remove, at any time, the member appointed to the stated office; and
 - (ii) power to appoint another member to act in the stated office if the member appointed to the stated office is removed or resigns; and
 - (iii) power to reinstate or reappoint the member removed; and
 - (iv) power to appoint a member to act in the stated office if it is vacant, whether or not the stated office has ever been filled; and
 - (v) power to appoint a member to act in the stated office if the member appointed to the office is unavailable to perform the functions of the stated office, whether because of illness or otherwise; and
 - (vi) the power also includes power to reappoint the member to the stated office if the member is eligible to be appointed to the office.
- (2) The power to remove a member under subrule (1)(b) may be exercised even if the rule under which the member was appointed provides that the holder of the stated office to which the member was appointed is to hold the stated office for a specified period of time.
- (3) The power to make an appointment under subrule (1)(b) may be exercised as an occasion requires.
- (4) An appointment under subrule (1)(b) may be declared to have effect only in the circumstances specified in the instrument of appointment.

Division 3 Meetings of management committee

46 Meeting of management committee

- (1) The management committee must meet at least once every calendar month to exercise its functions.
- (2) The management committee must decide how a meeting is to be called.
- (3) Subject to this rule and rules 47 and 48, the management committee may conduct the proceedings of a meeting as it considers appropriate. The secretary is to prepare and provide an agenda for each meeting and distribute it to the members of the management committee no later than 3 days prior to the meeting.
- (4) Any proposal presented at a meeting of the management committee may only be decided by a majority vote of members present at the meeting. For any vote taken at a meeting of the management committee, it must be recorded in accordance with rule 88.
- (5) However, if the votes for and against the proposal are of an equal number, the chairperson may exercise a second or casting vote in accordance with rule 53(1)(e).
- (6) A member of the management committee must not vote on a matter, if the member has a vested interest in the matter.
- (7) If a member of the management committee votes on a matter in which the member has a vested interest, then in that case the vote of the member must not be counted.

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- (8) The president is to preside as chairperson at a management meeting.
- (9) If at a management committee meeting convened under this rule—
 - (a) the chairperson is not available to preside at the meeting—rule 90 applies; or
 - (b) a quorum of members is not present—rule 91B applies.
- (10) The management committee may invite a person or persons to attend a management committee meeting as an observer(s). This person(s) may be invited to address the management committee on an issue(s) but that invited person(s) has no voting rights on any matter.

47 Notice about special meeting of management committee

- (1) This rule applies if the secretary is given a written request to convene a special meeting of the management committee that has been signed by at least 33% of the members of the management committee.
- (2) The secretary must give a notice of the convening of the special meeting of the management committee to each member of the management committee at least 1 day before the day of the meeting.
- (3) The notice must state—
 - (a) the reason why the meeting is being convened; and
 - (b) the nature of the business to be discussed at the meeting.

48 Resolution in writing

- (1) A written resolution signed by each member of the management committee has the same force and effect as if it had been passed at a properly convened meeting of the management committee.
- (2) A resolution mentioned in subrule (1) may consist of several copies of the same documents, each signed by one or more members of the committee.
- (3) An electronic written approval is valid.

Division 4 Executive committee

49 Function of executive committee

- (1) The executive committee is a subsidiary of the management committee which may transact any urgent business of the club that arises between management committee meetings.
- (2) However, the executive committee must not—
 - (a) authorise a single item of capital expenditure more than the amount as decided by the majority vote of members present at a management committee meeting; or
 - (b) deal with any other asset of the club.
- (3) For subrule (2)(a), the expenditure must not be more than the amount for a single item of expenditure allowed to be made by the management committee as decided by the majority vote of members under rule 43(2)(c).
- (4) The executive committee must submit a report of any business transacted by it to the next meeting of the management committee.
- (5) All business transacted by the executive committee must be approved or ratified by the management committee at its next management committee meeting.
- (6) The president is to preside as chairperson at an executive committee meeting.
- (7) If at a meeting of the executive committee—
 - (a) the chairperson is not available to preside at the meeting—rule 90 applies; or

- (b) a quorum of members is not present—rule 91B applies.
- (c) however, if the votes for and against the proposal are of an equal number, the chairperson may exercise a second or casting vote in accordance with rule 53 (1) (e).
- (8) The executive committee may, where specific input is required, invite any other member of the management committee or any club member to attend an executive meeting for input on matters pertaining directly to that specific issue.
- (9) In this rule— **executive committee** means the committee made up of the following members of the management committee—
 - (a) president; and
 - (b) secretary; and
 - (c) treasurer.

Division 5 Meetings of the club

50 When special general meeting to be convened

- (1) The secretary must convene a special general meeting of the club—
 - (a) when directed by the management committee; or
 - (b) on receiving a written request signed by—
 - (i) at least 33% of the management committee members; or
 - (ii) at least the number of life members, non-playing members and ordinary members equal to the number of members elected or appointed to the management committee plus one.
- (2) The request mentioned in subrule (1)(b) must state—
 - (a) the reason why the special general meeting is being convened; and
 - (b) the nature of the business to be discussed at the meeting.
- (3) A meeting convened under this rule must not discuss any business other than the business stated in the notice given under rule 51.

51 Notice about general or special general meeting of club

- (1) This rule applies to a notice to be given about a general meeting or special general meeting of the club.
- (2) The secretary must give 14 days' notice of the convening of the meeting of the club to each life, non-playing and ordinary member before the day of the meeting.
- (3) The notice must state—
 - (a) the reason why the meeting is being convened; and
 - (b) the nature of the business to be discussed at the meeting.
- (4) A meeting convened under this rule is not invalid merely because a member was not given or has not received a notice under subrule (2).

52 Notice of motion for general or special general meeting

A notice of motion to be included on the agenda of a general meeting or a special general meeting must be given to the secretary at least 21 days before the day the meeting is to be held.

53 Procedures of general or special general meeting of club

(1) The procedures of a general meeting or special general meeting of the club are as follows—

- (a) the chairperson must maintain order and conduct the meeting in an orderly manner;
- (b) every life member or non-playing member or ordinary member present is entitled to one vote;
- (c) the vote must be exercised in person, not by proxy;
- (d) every question, matter, resolution or special resolution must be decided by a vote of members present at the meeting. The minimum number of votes to pass any resolution is as follows—
 - (i) for matters that do not require a special resolution – a simple majority is sufficient;
 - (ii) for matters that require a special resolution - a 75% majority is required, and the resolution must comply with the *Associations Incorporation Act 1981 (Qld)*;

Note— Part 1, division 3, section 3 of the *Associations Incorporation Act 1981* deals with special resolutions.

Examples of matters requiring a special resolution include, but are not limited to—

- amending these rules;
 - conferring life membership on a member
 - capital expenditure in excess of the amount approved at the prior annual general meeting;
 - a proposed major infrastructure development;
 - dissolution of the club.
- (e) if the votes for and against the proposal are of an equal number, the chairperson has a second or casting vote;
 - (f) voting must be by—
 - (i) a show of hands; or
 - (ii) a division of members; or
 - (iii) if at least 20% of the members present demand a ballot - a secret ballot;
 - (g) the chairperson must appoint two members to conduct the secret ballot in accordance with rule 74;
 - (h) the result of a secret ballot as declared by the chairperson is to be accepted as the resolution of the meeting at which the ballot was demanded;
 - (i) the minutes of the meeting must be kept in accordance with rule 88.
- (2) The president is to preside as chairperson at a general meeting or special general meeting.
- (3) Despite subrule (1)(c), an ordinary or a non-playing member must not vote at a general meeting or special general meeting if, for at least one month before the day of the meeting, the member has not been a financial member.
- (4) If at a general meeting or special general meeting of the club convened under this rule—
- (a) the chairperson is not available to preside at the meeting—
 - (i) rule 90 applies; or
 - (ii) a quorum of members is not present—rule 91B applies.

Division 6 Annual general meeting of the club

54 When AGM to be held

The AGM of the club must be held—

- (a) at least once each year; and

(b) not later than three months after the end of the previous financial year of the club.

55 Notice of motion for AGM

A notice of motion to be included on the agenda of the AGM of the club must be given to the secretary no later than 21 days before the day the meeting is to be held.

56 Notice about AGM to be given

A notice of the convening of the AGM of the club must be given to each life member, non-playing member and ordinary member no later than 14 days before the day of the meeting.

57 Purpose of AGM of the club

The following business must be transacted at the AGM of the club—

(a) reading the notice convening the meeting;

(b) confirming the minutes of—

(i) the previous AGM of the club;

(i) any special general meeting or general meeting of the club;

(c) considering and adopting the annual report;

(d) receiving—

(i) the statement of income and expenditure, assets, liabilities and mortgages, charges and securities affecting the property of the club for the financial year;

Note—This statement is required to be prepared under section 59 of the Associations Incorporation Act 1981.

(ii) the auditor's report on the financial affairs of the club for the last financial year;

(iii) a written remuneration statement for the financial year. This statement must include the total remuneration and any other benefit received by each individual member of the management committee, or staff member, or their relatives even if this amount is zero (wages and statutory entitlements, excluded).

Note- This statement is required to be prepared under section 8 Associations Incorporation and Other Legislation Amendment Regulation 2023

(e) presenting the audited statement to the meeting for adoption;

(f) appointing—

(i) a patron;

(i) an auditor;

(g) electing members of the management committee;

(h) electing—

(i) the selection panel leader; and

(ii) at least 2 members to assist the selection panel leader (*selectors*); and

(iii) games coordinator; and

(iv) greens and grounds team leader;

(i) considering any notice of motion.

Examples of paragraph (i)—

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- granting life membership or a special merit award
- deciding the amount of single item of capital expenditure mentioned in rule 43(2)(c)(i).

j) Where a vote is required at the annual general meeting, rule 53(1)(e) applies.

k) Where the vote concerns the removal of a management committee member, rule 74 also applies.

58 Appointment of auditor

A person, firm or corporate entity may only be appointed as the club's auditor—

(a) at the AGM of the club; or

(b) by the management committee to fill a casual vacancy in the position of auditor until the next AGM of the club.

Note: auditor has the meaning given by the Associations Incorporation Act 1981.

59 Function of auditor

(1) The auditor must—

(a) audit the accounts, and prepare reports for submission to the next AGM of the club; and

(b) conduct special audits and investigations as required by the management committee; and

(c) be independent of management committee members and employees.

(2) The auditor may—

(a) access the books of account, vouchers, and relevant records of the club at all times; and

(b) obtain explanations from any person holding an office of the club about—

(i) the finances and affairs of the club; and

(ii) any account.

(3) In this rule— **function of auditor** has the meaning given by the *Associations Incorporation Act 1981*.

Division 7 Fees

60 Notice about fees

A notice setting out the fees payable under these rules as determined under rule 63 must be—

(a) displayed on the club's notice board as soon as practicable after the relevant meeting; and

(b) made available to a member on request.

61 Determination of entry fee

(1) The entry fee for junior or ordinary membership may be determined only by the majority vote of members of the management committee present at the meeting.

(2) The entry fee determined applies on and from a day as specified by the management committee.

62 Payment of entry fee

The entry fee for junior or ordinary membership, unless waived under rule 17, must be paid by a person when the person applies for membership of the club.

63 Determination of membership fee

(1) The fee for membership of the club may be determined—

- (a) by a notice of motion to be included on the agenda of the AGM of the club; or
 - (b) at a special general meeting convened for that purpose by the majority vote of members present at the meeting.
- (2) The fee determined under subrule (1) applies—
- (a) for an application for membership of the club given to the secretary—the day after the meeting; and
 - (b) for a member of the club—from the start of the next membership year.

63A Concessional membership fees

A concessional club membership fee applies to a person who has been granted ordinary membership of the club and has attained the age of 70 years.

63B Pro rata membership fees

- (1) This rule applies when a person—
- (a) has not previously been a member of the club; and
 - (b) is granted ordinary membership of the club after the start of the current membership year.
- (2) The ordinary membership fee payable by the person may be calculated on a pro rata basis having regard to the balance of the period remaining in the current membership year.

64 Payment of membership fee

The management committee must give a member a notice, in the approved form, requesting the member, within a specified time of at least 21 days, to pay the membership fee determined for the kind of membership granted to the member.

65 Payment of affiliation fee

- (1) The management committee must, by written notice request a junior or ordinary member, within a specified time of at least 21 days, to pay an affiliation fee, as set by the relevant authority, for the class of membership granted to the member.
- (2) The payment of the affiliation fee on behalf of a member granted life membership under rule 22 is the responsibility of the club.
- (3) The management committee must pay the affiliation fees which are due and payable to the relevant governing bowling authority(ies).
- (4) For this rule, **relevant governing authority** means—
- (a) District Bowls Association of the club
 - (b) Bowls Queensland
 - (c) Bowls Australia

66 Special levy may be imposed

- (1) A special levy may be imposed on each life member, non-playing member and ordinary member after the proposal is adopted by the passing of a special resolution by members present at a general or special general meeting.
- (2) A written notice must be given to each member no later than seven days after the meeting stating that—
- (a) a levy has been imposed; and
 - (b) the amount of the levy; and
 - (c) the levy must be paid within 28 days of the day of the notice.
- (3) A special levy imposed in accordance with these rules is payable by all members unless otherwise determined under this paragraph.

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- (a) A member who believes they have special reasons, including demonstrated financial hardship, may apply in writing to the management committee seeking a waiver or reduction of the levy.
- (b) The application must be supported by appropriate evidence, which may include a statutory declaration.
- (c) The management committee may consider the application in accordance with the principles of procedural fairness and may approve, partially approve, or refuse the request.
- (d) Any decision of the management committee under this rule, including the reasons for the decision, must be fully recorded in the minutes of the meeting.
- (e) Written notice of the final decision made by the management committee must be provided to the member.

67 Member liable for outstanding fees

- (1) This rule applies to a member—
 - (a) who resigns from the club after the start of the current membership year; or
 - (b) who failed to give written notice to the secretary of the member's intended resignation before the day that the member's fee became payable; or
 - (c) whose membership was terminated under rule 68; or
 - (d) whose membership was suspended or cancelled under rule 41 after the start of the current membership year.
- (2) Notice must be sent to a member liable for outstanding fees via electronic communication or post.
- (3) The member is liable for any outstanding fees at the time of—
 - (a) the resignation; or
 - (b) the cancellation, suspension or termination of the member's membership.
- (4) For this rule— **fee** means any of the following—
 - (a) the membership fee and affiliation fee for a junior or ordinary member;
 - (b) the membership fee for a non-playing or social member;
 - (c) a special levy imposed on a life or non-playing or ordinary member under rule 66.

68 Effect of non-payment of outstanding fees

- (1) This rule applies to a member who does not pay any of the following fees (the **outstanding fees**) within one month after the specified time stated in the written notice given to the member—
 - (a) for a membership fee under rule 64;
 - (b) for an affiliation fee under rule 65;
 - (c) for a levy under rule 66.
- (2) The member—
 - (a) is taken to be no longer a financial member of the club; and
 - (b) is not entitled to exercise the entitlements associated with the member's membership during the period the member is not a financial member of the club.
- (3) If the member does not pay the outstanding fees within two months after the specified time stated in the written notice mentioned in subrule (1), the management committee may terminate the member's membership.

- (4) However, before the management committee terminates a member's membership, the committee must give the member a full and fair opportunity to show why the membership should not be terminated.
- (5) If, after considering all representations made by the member, the management committee decides to terminate the membership, the committee must give the member a written notice of the decision.
- (6) The notice sent to a member for non-payment of outstanding fees must include the consequences of non-payment of those outstanding fees and the member's appeal rights.

Division 8 Club funds

69 Definition for div 8

In this division— an **authorised deposit-taking institution** has the meaning given by the *Legislative Reference Banking Act 1959 (Cth)* and *Associations Incorporation Act 1981 (Qld)* s.59.

70 Funds and accounts of club

- (1) The funds of the club must be kept in the name of the club in an authorised deposit-taking institution (ADI) decided by the management committee.
- (2) Proper books and accounts must be kept and maintained in the English language in a way that—
 - (a) correctly records and explains the club's transactions and financial position; and
 - (b) enables the statement mentioned in section 59 of the *Associations Incorporation Act 1981* to be prepared; and
 - (c) enables the club's accounts and affairs to be properly and conveniently audited.
- (3) All money must be deposited in the account the club holds with an authorised deposit-taking institution as soon as practicable after being received.
- (4) Any payment made by the club must be made by a payment card or by electronic funds transfer.
- (5) The management committee must approve or ratify all of the club's expenditure; and
- (6) The treasurer must, as soon as practicable after the end of each financial year, ensure a statement containing the following particulars is prepared—
 - (a) the club's income and expenditure for the financial year just ended;
 - (b) the club's assets and liabilities at the close of the year;
 - (c) the mortgages, charges and securities affecting the property of the club at the close of the year.
- (7) The auditor must examine the statement prepared under subrule (6) and present a report about it to the secretary before the AGM after the financial year for which the audit was made.

71 Use of club income and property

- (1) The income and property of the club must be used solely in promoting the club's objectives, exercising the club's powers and ensuring financial security of the club.
- (2) Despite subrule (1), no portion of the income and property of the club is to be given directly or indirectly to a member of the club other than as genuine compensation for a service carried out, or expenses incurred, by the member on behalf of the club.

72 Distribution of surplus assets

- (1) This rule applies if the club is wound up under part 10 of the *Association Incorporation Act 1981* and there are surplus assets.
- (2) The surplus assets must not be distributed among the members but must be given to another entity—
 - (a) that has objectives similar to the club's objectives; and

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

(3) In this rule— **surplus assets** has the meaning given by section 92(3) of the *Association Incorporation Act 1981*.

Part 8 General

Division 1 Election procedures

73 Procedures for election of member to an office

- (1) This rule describes the procedures for the election of a member to an office of the club.
- (2) Any two members (a **proposer** and a **seconder**) may nominate any other member (the **candidate**) for election to the office.
- (3) The proposer and seconder of a candidate must be financial members between the day that the nomination is made and the day of the meeting at which the election is to take place.
- (4) Written nominations must be given to the secretary no later than 10 days before the day of the meeting when the election is to take place (the **election day**), and be signed by—
 - (a) the candidate; and
 - (b) the proposer; and
 - (c) the seconder.
- (5) A list must be displayed in a conspicuous place on the notice board for at least 7 days before the election day stating—
 - (a) the name of each—
 - (i) candidate in alphabetical order; and
 - (ii) proposer and seconder for the candidate; and
 - (b) the office to which the candidate has been nominated for election.
- (6) If more than one member has been nominated for an office, the election of a member to that office must be conducted by ballot in accordance with rule 74.
- (7) If at the start of the meeting there is an insufficient number of candidates, nominations may be taken from the floor of the meeting.
- (8) For subrule (2), the proposer and seconder may only be a life member or a non-playing member or an ordinary member.

74 Ballot procedures

- (1) This rule applies if—
 - (a) at least 20% of the members present at a meeting demand a ballot to decide a matter other than the election of a candidate to an office or a position within an office; or
 - (b) more than one member has been nominated for election to an office; or
 - (c) the number of members nominated for a position within an office is more than the number of vacant positions available within the office.

Example of paragraph (c)—

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Five members have been nominated for election to the position of selector to assist the selectors coordinator but there are only three vacant positions available as selector.

(2) The ballot must take place as follows—

- (a) the ballot must be a secret ballot;
- (b) every member entitled to vote must be supplied with ballot papers;
- (c) the ballot papers must not be collected by the returning officer(s) until the person chairing the meeting announces the close of the ballot;
- (d) the destruction of the ballot papers may only be carried out under a motion decided by the majority vote of members present at the meeting.

(3) The method of voting by secret ballot must be conducted as follows—

- (a) if the ballot is to decide a matter other than the election of a candidate to an office or a position within an office—the member is to place a mark on the ballot paper indicating the preferred choice of the member;

Example of paragraph (a)—

If the member wishes to vote for the matter the member must mark the ballot paper with the word 'yes' or a tick. If the member wishes to vote against the matter the member must mark the ballot paper with the word 'no' or a cross.

- (b) if the ballot is for the election of a candidate to an office—the member is to mark the ballot paper with the word 'yes' or a tick against the name of the candidate preferred by the member;
- (c) if the ballot is for the election of a number of candidates to a number of vacant positions available within an office—the member is to mark the ballot paper with the word 'yes' or a tick against the name of each candidate preferred by the member.

(4) Despite subrule (3)(c), the total number of candidates marked as being preferred by the member must not be more than the number of vacant positions available within the office.

Example of subrule (4)—

If five members have been nominated for election to the position of selector to assist the selection panel leader but there are only three vacant positions available, a member may only mark the ballot paper with the word 'yes' or a tick against the name of no more than three candidates preferred by the member.

(5) If the number of marked preferred candidates on a completed ballot paper is—

- (a) more than the number of vacant positions available within the office, the ballot paper is an informal vote and must be disregarded; or
- (b) equal to or less than the number of vacant positions available within the office the ballot paper is a formal vote.

(6) In the event that there are tied candidates, a further ballot must take place between the tied candidates if a decision is required to decide the preferred candidate.

Examples of subrule (6)—

1. If there are tied candidates for an office a further ballot must take place between the tied candidates to decide the preferred candidate for the office
2. If there are three vacant positions available within an office and there are tied candidates for the second and third positions a further ballot is not necessary
3. If there are three vacant positions available within an office and there are tied candidates for the third position then a further ballot must take place between these tied candidates to decide the preferred candidate for the third position

(7) To remove any doubt—

- (a) for subrule (3)(a)—the choice that received the most number of votes is the decision of the meeting about the matter; and

- (b) for subrule (3)(b)—the candidate who received the most number of votes is elected to the office; and
 - (c) for subrule (3)(c)—if the number of marked preferred candidates is more than the number of vacant positions available within an office, each preferred candidate is elected to a vacant position in the order from the highest number of votes received to the lowest number of votes received until the vacant positions are exhausted;
 - (d) the candidates who received less votes than the tied candidates mentioned in subrule (6) must not be included in any further ballot.
- (8) Subrule (7)(c) applies subject to subrule (6).
- (9) The number of votes for, against and abstain in a ballot must be recorded in the minutes.
- (10) In this rule—

returning officer(s) means a member(s) appointed by the chairperson to manage the distribution, collection and counting of the ballot papers.

tied candidates means two or more candidates who have received an equal number of votes in a secret ballot for—

- (a) an office; or
- (b) a vacant position available within an office.

Division 2 Retirement, resignation or removal from management committee

75 When committee member must retire from office

- (1) Each member of the management committee must retire from the office to which the member was elected under rule 57(g) at the first AGM of the club after the AGM at which the member was elected.
- (2) However, at the AGM, each retired member may be nominated for re-election to the committee—
 - (a) in the same office; or
 - (b) in another office.

76 Resignation of committee member

- (1) A member may resign from the office of the management committee to which the member was elected under rule 57(g) at any time by giving written notice to the secretary.
- (2) The resignation takes effect on the later of the following—
 - (a) the day the notice is given to the secretary;
 - (b) the day specified in the notice.
- (3) The secretary must acknowledge the resignation of the member in writing within 14 days.

77 Removal of member from management committee

- (1) A member elected to an office of the management committee under rule 57(g) may be removed from the office by the majority vote of members present at a special general meeting of the club convened for that purpose.
- (2) The member must be given a written notice that—
 - (a) states the member is proposed to be removed from office; and
 - (b) states the grounds for proposing to remove the member; and
 - (c) outlines the facts and circumstances forming the basis of the grounds; and

- (d) invites the member to appear before the meeting convened for that purpose, within a specified time, to give evidence against the member's removal from office; and
 - (e) states that the decision of the majority of members at the meeting is final and binding and without further appeal.
- (3) The member must be given the right to be heard and must be allowed the company of a support person at any hearing.

Division 3 Vacancy in management committee

78 When member taken to have vacated office of management committee

A member of the management committee who fails to attend three consecutive meetings of the management committee, without apology(ies) in writing and the management committee's consent, is taken to have vacated the office to which the member was elected or appointed.

79 Function of management committee not affected by vacancy

- (1) The function of the management committee is not affected by a casual vacancy in the management committee.
- (2) However, if the number of serving members of the management committee is less than the quorum of members of the management committee, the serving members of the management committee may only act for the purpose of—
 - (a) increasing the number of members of the management committee to at least the number for a quorum of members; or
 - (b) convening a general meeting of the club.

80 If casual vacancy happens in management committee

- (1) This rule applies to the filling of a casual vacancy in an office of the management committee other than a vacancy in the office of president.
- (2) The management committee may appoint a member to fill a casual vacancy in the management committee.
- (3) Appointees must meet eligibility criteria under rule 42.
- (4) A member appointed to fill a casual vacancy must retire from the management committee at the next AGM of the club.

81 If office of president becomes vacant

- (1) If the office of president becomes vacant, it may only be filled by a member who is elected to that office by a majority of members at a special general meeting of the club convened for that purpose.
- (2) The vice president will act as the chair until such meeting is convened.
- (3) The secretary will act as chair in the absence of the vice president and the president.

Division 4 Retirement, resignation or removal from other office

82 When member must retire from other office

- (1) Each member must retire from the other office to which the member was elected under rule 57(h) at the first AGM of the club after the AGM at which the member was elected.
- (2) However, at the AGM, each retired member may be nominated for re-election to—
 - (a) the same other office; or
 - (b) a different other office.

83 Resignation of member from other office

- (1) A member may resign from the other office to which the member was elected under rule 57(h) at any time by giving written notice to the secretary.
- (2) The resignation takes effect on the later of the following—
 - (a) the day the notice is given to the secretary;
 - (b) the day specified in the notice.

84 Removal of member from other office

- (1) A member elected to another office under rule 57(h) may be removed from the office by the majority vote of members present at a special general meeting of the club convened for that purpose.
- (2) The member must be given a written notice that—
 - (a) states the member is proposed to be removed from the other office; and
 - (b) states the grounds for proposing to remove the member; and
 - (c) outlines the facts and circumstances forming the basis of the grounds; and
 - (d) invites the member, in the company of a support person, to appear before the meeting convened for that purpose, within a specified time, to give evidence against the member's removal from the other office; and
 - (e) states that the decision of the majority of members at the meeting is final and binding and without further appeal.

Division 5 Vacancy in other office

85 If vacancy happens in other office

- (1) This rule applies if the member elected to another office—
 - (a) has resigned from the other office; or
 - (b) has been removed from the other office; or
 - (c) is unavailable to perform the function of the other office for a period of time.
- (2) The management committee may appoint a member to fill the vacancy in the other office—
 - (a) for a member mentioned in subrule (1)(a) or (b)—until the next AGM of the club; or
 - (b) for a member mentioned in subrule (1)(c)—until the sooner of the following—
 - (i) the member becomes available;
 - (ii) the next AGM of the club.

Division 6 Miscellaneous

86 Affiliation with bowls association

The club must, at all times, be affiliated with the relevant authority(ies).

87 Giving of notices

- (1) If a rule requires or allows a notice to be given to a member or person, the notice may be—
 - (a) given to the member or person personally; or

- (b) sent by electronic communication or post to, the last known contact details of the member or person.
 - (c) Electronic communications are deemed to be received at the time the message enters the recipient's information system.
- (2) A notice given under subrule (1) is taken to have been properly given to the member or person.
- (3) In this rule— **electronic communication**, see the *Electronic Transactions (Queensland) Act 2001*, schedule.

88 Minutes of meeting to be kept

- (1) The secretary must—
- (a) ensure a complete and accurate record of the minutes of all questions, matters, resolutions, and other proceedings, including the number of votes for, against and those who have abstained on all votes taken at a meeting are kept on file; and
 - (b) allow the file to be inspected at any reasonable time by a member who applies in writing to the secretary to do so.
 - (c) minutes and records must be retained for at least seven years.
- (2) In this rule— **meeting** means any of the following—
- (a) a management committee meeting;
 - (b) an executive committee meeting;
 - (c) the AGM;
 - (d) a special general meeting of the club;
 - (e) a general meeting of the club.

89 Accuracy of minutes of meeting

- (1) The minutes of a meeting are taken to be an accurate record of the meeting if the minutes are signed by the person chairing the meeting.
- (2) However, if the minutes of a meeting are not signed by the person chairing the meeting, the minutes are taken to be an accurate record of the meeting if the minutes are signed by—
- (a) for a meeting of the executive committee or management committee—the person chairing the next meeting of the management committee; or
 - (b) for a general meeting or special general meeting of the club—the person chairing the next general meeting of the club; or
 - (c) for an AGM of the club—
 - (i) the person chairing the next general meeting of the club; or
 - (ii) the person chairing the next AGM of the club.

90 If chairperson not at meeting

- (1) This rule applies to the following—
- (a) a meeting of the management committee or executive committee;
 - (b) a general meeting of the club;
 - (c) a special general meeting of the club.
- (2) The members at the meeting must elect one of the members to chair the meeting if the chairperson—

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- (a) is not present within 15 minutes after the time set for the start of the meeting; or
- (b) is unwilling to preside over the meeting.
- (c) the order of succession is to be—
 - (i) for the management committee- president, vice president, secretary; and
 - (ii) for the executive- president, secretary, treasurerto assume the role as chair.

91 Rule 91 renumbered to 91B *If quorum not present at meeting* and 91A *Quorums* inserted

91A Quorums

- (1) A quorum for each of the following meetings is—
 - (a) for an annual general meeting, a special general meeting, or a general meeting of the club — the number of members equal to the total number of members of the management committee, plus one;
 - (b) for a meeting of the management committee, an executive meeting, or a sub-committee meeting — a simple majority of the total number of members of that group.
- (2) No official business may be conducted at any meeting unless a quorum is present.

91B If quorum not present at meeting

- (1) This rule applies to the following—
 - (a) an annual general meeting;
 - (b) a meeting of the management committee;
 - (c) a meeting of the executive committee;
 - (d) a special general meeting;
 - (e) a general meeting;
 - (f) a sub-committee meeting.
- (2) If a quorum is not present within 30 minutes of the scheduled start time, the meeting must be adjourned to a day, time and place decided by the chairperson.

Note— Part 10 of the Associations Incorporation Act 1981 applies to the winding up of an incorporated association.

- (3) If a quorum is not present at the adjourned meeting within 30 minutes of the scheduled start time, the members present form a quorum – except for an annual general meeting, which must be adjourned again.

92 By-laws

- (1) The management committee may make, amend or repeal a by-law about the following—
 - (a) the internal management of the club provided the by-law is consistent with these rules and the *Associations Incorporation Act 1981*; and
 - (b) the playing of the game of bowls provided the by-law is consistent with the laws of the sport of bowls.
- (2) A by-law may be set aside by a majority vote of members at a general meeting of the club.

93 Alterations to these rules

- (1) Subject to the *Associations Incorporation Act 1981*, these rules may be amended or repealed by a special resolution carried at a general meeting.

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Note— Part 5, division 2 of the *Associations Incorporation Act 1981* deals with a special resolution to amend or repeal the rules of an association.

- (2) However, the amendment or repeal of these rules is valid only if it is registered with the chief executive of the department administering the *Associations Incorporation Act 1981*.
- (3) A special resolution must meet the requirements of the *Associations Incorporation Act 1981*.

94 Acts not invalid by defective or irregular election or appointment

- (1) An act done by a member of the management committee is not invalid merely because of a defect or irregularity in relation to the member's election to the management committee.
- (2) An act done by a member of a subcommittee of the management committee or an appointed or co-opted member is not invalid merely because of a defect or irregularity in relation to the member's appointment to the subcommittee or an appointed or co-opted task.
- (3) This rule does not apply where the irregularity breaches the *Associations Incorporation Act 1981* or these rules.

95 Indemnity of members

- (1) A member of the management committee is not civilly liable for an act or omission done honestly and without negligence.
- (2) Indemnity does not apply in cases of fraud, dishonesty, or gross negligence.
- (3) If subrule (1) prevents civil liability attaching to the member, the liability attaches to the club instead.
- (4) In this rule— **management committee** includes a subcommittee or an appointed member or a member co-opted by the management committee.

96 Confidentiality of membership information

- (1) Personal information must not be disclosed without consent unless required by law.
- (2) A member must not disclose, record or use information that the member gained—
 - (a) through involvement in the management of the club; or
 - (b) because of an opportunity provided by the involvement.

Example of disclosing or using information— Giving or sending information to another person for the purpose of advertising for political, religious, charitable or commercial purposes.

- (3) However, a member may disclose, record or use the information—
 - (a) in the discharge of a function under these rules; or
 - (b) if the disclosure, recording or use of the information is—
 - (i) approved by the management committee; or
 - (ii) authorised by the person to whom the information relates.

97 Club documents

- (1) The management committee must ensure the safe custody of data, books, documents, instrument of title, registers and securities of the club.
- (2) All data and documents must be retained securely for at least seven years, or the time frame as required by the relevant Act or authority.
- (3) However, documents of historical value to the club must be retained securely indefinitely.

98 The common seal

Documents may be executed under the authority of the management committee without the use of a common seal.

99 Approval of forms

- (1) The management committee may approve forms for use under these rules.
- (2) A form approved under subrule (1) may be obtained from the secretary.

100 When special merit award may be given

- (1) A member is eligible for a special merit award if the member has provided service to the club that is worthy of recognition, other than service provided by the member that is worthy of recognition for the grant of life membership.
- (2) A proposal for the granting of a special merit award to a member may only be on the recommendation of the management committee made at an AGM of the club.
- (3) However, the special merit award may only be granted to the member if the member has provided service to the club that is worthy of recognition as decided by the majority vote of members present at the AGM.
- (4) In this rule— *special merit award* means a specifically designed badge stating—
 - (a) the member's name; and
 - (b) the year the award was granted to the member.

101 Repeal

- (1) The Constitution and By-laws of the Belmont Services Bowls Club Incorporated 1990 are repealed.
- (2) All previous constitutions and rule documents are hereby repealed.

102 Transition to the new management structure

From the date when these rules are registered until the next AGM, the current office holders will continue until the next AGM unless otherwise stated, and must perform their functions as if these rules had not been registered.

Schedule A- Dictionary

Act means the *Associations Incorporation Act 1981*.

AGM (or **annual general meeting**) see rule 57.

application for membership see rule 16.

approved form see rule 99.

BA means Bowls Australia.

bowls laws mean—

- (a) the Laws of the Sport of Bowls, Crystal Mark Edition, in force at the material time as published by World Bowls Limited; and
- (b) the Australian Domestic regulations in force at the material time as made by BA.

BowlsLink is the national online system used by lawn bowls clubs for membership, competition, and event management, including member profiles, competitions, and scoring.

BQ means Bowls Queensland.

classes of membership see rule 7

club event see rule 37.

compliance means ensuring that all activities and the conduct of the club align with relevant legislation, regulations, standards, and ethical requirements.

contact details, for a member, means— a member's name, address, email, phone, and membership information (date of joining and class of membership).

discrimination means the unfavourable treatment of a person based on a protected attribute which includes:

- (a) Direct discrimination – treating someone less favourably because of a protected attribute.
- (b) Indirect discrimination – imposing a rule or requirement that unfairly disadvantages someone with a protected attribute.
Protected Attributes include age, disability, gender identity, race ... as listed under the Anti-Discrimination Act 1991 (Qld).

eligibility means the specific criteria a person must meet to qualify for membership, office, a benefit, or another status defined by legislation or the club's rules.

entry fee see rule 61.

equity means fair and just treatment, ensuring equal access to services and opportunities, especially in the context of anti-discrimination laws.

executive committee see rule 49.

fee, in relation to the current membership year, see rule 67.

financial member means—

- (a) a life member who has paid any special levy imposed on the member by the club; and
- (b) another member who has paid the following—
 - i. the member's membership fee;
 - ii. the affiliation fee for the kind of membership the member has been granted;
 - iii. any special levy imposed on the member by the club.

financial year means a period of 1 year beginning on 1 January.

forms mean structured, organized, standardized and streamlined documents for collecting data for administrative purposes, or record-keeping

function includes duty.

GDBA means the Gateway District Bowls Association.

honorary member see part 4, div 5.

inclusiveness means ensuring that individuals feel valued, respected, and able to participate equally. It involves fair access, reasonable adjustments, and fostering a sense of belonging.

junior member see part 4, div 5.

life member see part 4, div 5.

liquor means any intoxicating fluid that is spirituous or fermented intended for human consumption- see *Queensland Liquor Act 1992*.

management committee means the committee made up of the members elected at AGM or appointed under these rules to the following offices—

- (a) president;
- (b) vice president
- (c) secretary;
- (d) treasurer;
- (e) bowls manager;
- (f) business manager;

meeting, in relation to the recording of minutes, see rule 88.

member—

- (a) in relation to the imposition of a special levy—see rule 66.
- (b) otherwise—means a financial member of the club.

membership fee see rule 63.

membership year means a period of 1 year beginning on 1 January.

month means calendar month.

National Authority means Bowls Australia (BA).

notice of resignation see rule 34.

ordinary member see part 4, div 5.

other office means the office of—

- (a) selection panel leader;
- (b) selector (min. of 2);
- (c) greens and ground team leader; and
- (d) games coordinator.

privacy means the protection of personal information in accordance with Commonwealth and Queensland privacy Acts and principles, including the secure collection, storage, use of, and disclosure of member information.

(the) privileges of membership means the right to—

- (a) be elected or appointed to an office of the club; and
- (b) participate in a meeting of the club; and
- (c) nominate a member for election to an office of the club; and
- (d) participate in games of bowls conducted by the club; and
- (e) enter the club premises.

proposed member's register means a record of the particulars of persons who have applied to become a member of the club—

- (a) recorded in a book; or
- (b) stored as a computer file.

(a) quorum of members see rule 91A

register of members see rule 26.

relevant authority means any or all of the following—

- (a) BA;
- (b) BQ;
- (c) the GDBA.

resignation from membership see rule 34.

returning officer see rule 74.

secure means that it is protected from unauthorized access, alteration and deletion through a system of physical and digital controls on both hard copy and digital files.

security of personal data means the obligation to take all reasonable steps to protect personal information from misuse, loss, unauthorised access, or disclosure, as required by Australian Privacy Principles and Queensland Privacy Principles.

service means to the benefit of the club.

special merit award see rule 100.

special resolution see *Associations Incorporation Act 1981, Schedule (Dictionary)*.

visiting member see rule 36.

visitor see rule 36.

Schedule B- Compliance

As of March 2026, **the rules** of the club are compliant with the relevant sections of-

Queensland Acts:

- Acts Interpretation Act 1954 (Qld);
- Anti-Discrimination Act 1991 (Qld);
- Associations Incorporation Act 1981 (Qld);
- Civil Liability Act 2003 (Qld);
- Electronic Transactions (Qld) Act 2001;
- Information Privacy Act 2009 (Qld);
- Liquor Act 1992 (Qld).

Commonwealth Acts:

- Corporations Act 2001 (Cth);
- Privacy Act 1988 (Cth).

Other:

- Associations Incorporation Regulation 1999 (Qld);
- Australian Privacy Principles;
- Common Law- Natural Justice Principles;
- Governance Standards;
- Office of Fair Trading- Guidelines;
- Office of Fair Trading- Model Rules, version 8, August 1, 2024.

ENDNOTES

(1) Table of Versions

Version No	Amendments included	Date of Registration
1	none	9 December 2011
2	2012 (No. 1)	4 June 2012
3	2014 (No. 1); 2014 (No. 2)	11 April 2014
4	2018 (No. 1)	4 June 2018
5	2020 (No.1)	4 March 2021
6	2026 (No. 1)	

(2) List of Rules

Rules of the Belmont Services Bowls Club Inc 2011

Registered with the Office of Fair Trading 9 December 2011

Rules of the Belmont Services Bowls Club Inc Amendment Rules (No. 1) 2012

Registered with the Office of Fair Trading 4 June 2012

Rules of the Belmont Services Bowls Club Inc Amendment Rules (No. 1) 2014

Registered with the Office of Fair Trading 11 April 2014

Rules of the Belmont Services Bowls Club Inc Amendment Rules (No. 2) 2014

Registered with the Office of Fair Trading 11 April 2014

Rules of the Belmont Services Bowls Club Inc Amendment Rules (No. 1) 2018

Registered with the Office of Fair Trading 4 June 2018

Rules of the Belmont Services Bowls Club Inc Amendment Rules (No. 1) 2020

Registered with the Office of Fair Trading 4 March 2021

Rules of the Belmont Services Bowls Club Inc Amendment Rules (No. 1) 2026

Registered with the Office of Fair Trading (date to be inserted)

(3) List of Annotations A (as of 2012)

Compliance with lawful requirements

Rule 6 Amended 2012 (No. 1) Date of registration 4 June 2012

Associate membership eligibility

Rule 8 Amended 2020 (No. 1) Date of registration 4 March 2021

Junior membership eligibility

Rule 9 Amended 2020 (No. 1) Date of registration 4 March 2021

Life membership eligibility

Rule 10 Amended 2020 (No. 1) Date of registration 4 March 2021

Ordinary membership eligibility

Rule 11 Amended 2020 (No. 1) Date of registration 4 March 2021

When person not eligible for membership

Rule 12 Substituted 2020 (No. 1) Date of registration 4 March 2021

Honorary membership eligibility

Rule 13 Amended 2020 (No. 1) Date of registration 4 March 2021

Social membership eligibility

Rule 14 Amended 2020 (No. 1) Date of registration 4 March 2021

Determining application for membership

Rule 21 Amended 2012 (No. 1) Date of registration 4 June 2012

PART 5—VISITING MEMBER AND VISITOR

Part heading substituted 2012 (No. 1) Date of registration 4 June 2012

Division 1—Preliminary

Division heading inserted 2012 (No. 1) Date of registration 4 June 2012

Visiting member and visitor

Rule 37 Substituted 2012 (No. 1) Date of registration 4 June 2012

Division 2—Disciplinary procedures

Division heading inserted 2012 (No. 1) Date of registration 4 June 2012

Inappropriate behaviour of visiting member or visitor

Rule 37A Inserted 2012 (No. 1) Date of registration 4 June 2012

PART 6—DISCIPLINARY PROCEDURES

Part heading substituted 2012 (No. 1) Date of registration 4 June 2012

Division 1—Preliminary

Division heading inserted 2012 (No. 1) Date of registration 4 June 2012

Purpose of pt 6

Rule 38 Substituted 2012 (No. 1) Date of registration 4 June 2012

Definitions for pt 6

Rule 39 Substituted 2012 (No. 1) Date of registration 4 June 2012

Grounds for disciplinary action

Rule 40 Substituted 2012 (No. 1) Date of registration 4 June 2012

Division 2—Disciplinary procedures

Division heading inserted 2012 (No. 1) Date of registration 4 June 2012

Procedure for reprimanding a member or suspending or cancelling a member's membership

Rule 41 Substituted 2012 (No. 1) Date of registration 4 June 2012

Reconsideration of decision by management committee

Rule 41A Inserted 2012 (No. 1) Date of registration 4 June 2012

Effect of suspension of membership

Rule 41B Inserted 2012 (No. 1) Date of registration 4 June 2012

Notification of suspension, cancellation or reinstatement to be given to relevant authority

Rule 41C Inserted 2012 (No. 1) Date of registration 4 June 2012

Notice about fees

Rule 60 Substituted 2014 (No. 1) Date of registration 11 April 2014

Determination of membership fee

Rule 63 Amended 2012 (No. 1) Date of registration 4 June 2012

Concessional membership fees—pensioner and self-funded retiree

Rule 63A Inserted 2014 (No. 1) Date of registration 11 April 2014
Amended 2018 (No. 1) Date of registration 4 June 2018

Pro rata membership fees

Rule 63B Inserted 2014 (No. 1) Date of registration 11 April 2014

Member liable for outstanding fees

Rule 67 Amended 2012 (No. 1) Date of registration 4 June 2012

Use of club income and property

Rule 71 Substituted 2014 (No. 2) Date of registration 11 April 2014

(4) List of Annotations B (as of November 2025)

Preamble- Opening statement reworded, date of registration

4 Objectives of the club- (c), (d), and (e) inserted, date of registration

6 Compliance with lawful requirements- (c), (d) and (e) inserted, date of registration

7 Membership of club- (a) Category 'associate' deleted, replaced by non-playing member, reordered listing, date of registration

8 Associate membership eligibility- (a) Membership category 'associate' deleted, replaced by 'non-playing member', renumbered to rule 10, date of registration ...

10 Life membership eligibility- (b) word "a" deleted, renumbered to rule 9, date of registration

13 Honorary membership eligibility- (1) word 'a' deleted, date of registration

16 Application for membership- (1)(c) reworded to comply change in Rule 17, date of registration ...

15 Definition- 'non-playing member' inserted, date of registration ...

17 Waiver of entry fee- condition on waiver of fee removed, date of registration

18 Particulars of proposed members to be recorded- opening statements inserted, deletion of 'time', date of registration

19 Application for membership to be displayed- (1) & (2) amended, insert 'notice of', date of registration

20 Objections to application for membership- 'non-playing member' inserted, date of registration ...

21 Determining application for membership- (4) expanded to cover all instances, date of registration

22 When class of membership is taken to have been granted- Associate category deleted, replaced by 'non-playing member' criteria, date of registration

23 Granting of life membership- (1) Agreement of number 'members', date of registration

26 Register of members- word 'secure' inserted in (1) (2) (3) and (4), sub section (5) inserted, date of registration

27 Access to information on register- (1) amended, date of registration

28 Associate member entitlements- Membership category 'Associate' deleted, Date of registration

29 Honorary member entitlements- renumbered to Rule 28, date of registration

30 Junior member entitlements- (2)(d) deleted, replaced by (3), (4) inserted to comply with Liquor Act 1992, (5) Reference to Gaming machines deleted- no longer applicable to the club, renumbered to rule 29, Rule 30 now 'Life member entitlements', date of registration

31 Non-playing member entitlements- defined, date of registration

33 Social member and visitor entitlements- insert 'or a visitor' into title and sub sections (1) and (2), date of registration

34 Resignation from membership- (3) time limit inserted, 34 (4) associate category deleted, date of registration

Rules of the Belmont Services Bowls Club Inc.

35 Change of contact details- title changed from contact 'address' to 'details', 'contact details' defined, time limit included, date of registration

37 Visiting member and visitor- (1) and (3) deleted- no longer applicable, date of registration

37A Inappropriate behaviour of visiting member or visitor- to further clarify this rule, it is to be split into two parts- 37A Inappropriate behaviour of a visitor; and 37B Inappropriate behaviour of a visiting member, date of registration

37A Inappropriate behaviour of a visitor- Rule 37A split into two separate rules 37A and 37B, date of registration

37B Inappropriate behaviour of a visiting member- Rule 37(A) split into two separate rules, 37A and 37B, date of registration

37C Grievance procedure- inserted, date of registration

38 Opening statement- modified to link Grievance procedure to Disciplinary Action, date of registration

41 Procedure for reprimanding a member- (5) words inserted, date of registration

41A Reconsideration of decision by management committee- (5) words inserted, date of registration

41C Effect of suspension of membership- specified time included in opening statement, date of registration

42 (1) Membership of management committee- reference to Schedule (Dictionary) inserted, date of registration

43 Function of management committee- Notification of suspension ...- (4) & (5) inserted, date of registration

44 Delegation of powers of management committee- (1) insertions, 44(6) rewording and additions, date of registration

46 Meeting of management committee- (4) reference to rule 88 included, (5) reworded, 46 (10) inserted, date of registration

48 Resolution in writing- (2) inserted, 48 (2) renumbered to 48 (3), date of registration

49 Function of executive committee- (7)(c) inserted, 49(8) vice president and business operations manager deleted, 49 (9) inserted, date of registration

50 When special meeting to be convened- (1) (b) (ii) word 'double' deleted, date of registration

51 Notice about general or special general meeting of club- (2) '14 days' repositioned in sentence, 'non-playing member' included, date of registration

53 Procedures of general or special general meeting- (1) renumbered, 53(1)(b) non-playing member inserted, 53(1)(c) proxy voting not permitted added for clarity, 53(1)(d) reworded, 53(1)(e) reworded, 53(3) 'non-playing member' inserted, date of registration

55 Notice of motion for AGM- rewording 'no later than', date of registration

56 Notice about AGM to be given- rewording 'no later than', non-playing member inserted, date of registration

57 Purpose of AGM of the club- (d) (iii) tabling of Remuneration Statement inserted, (h) (i) deleted, 57(h) renumbered, name change to 'selection panel leader', 57(j) and 57(k) inserted, 'Games Coordinator' and 'Greens & Grounds Team Leader' added, date of registration

59 Function of auditor- (2)(b) 'or employed by' deleted, date of registration

62 Payment of entry fee- insertion to comply with rule 17, date of registration

63A Concessional membership fees- rewritten, (a) (2) to (5) and definitions deleted, date of registration

65 Payment of affiliation fee- (1) 'kind' replaced by 'class', 'non-playing member' inserted, (3) reworded, (4) examples provided, date of registration

66 Special levy may be imposed- (1) 'non-playing member' inserted, (3) circumstances where levy may be waived or reduced inserted, date of registration

67 Member liable for outstanding fees- (2) inserted, other sections renumbered, (4) (b) 'non-playing member' inserted, (4) (b) renumbered, (4) (d) 'non-playing member' inserted, date of registration

68 Effect of non-payment of outstanding fees- (6) inserted, date of registration

69 Definition- definition of an ADI updated to reflect Acts, date of registration

70 Funds and accounts of club- (1) insertion of ADI, (4) and (5) references to cheques deleted, (6) reference to petty cash deleted, remaining sections renumbered and re-referenced, date of registration

73 Procedures for election of member to an office- (4) insertion of qualification of time, (8) 'non-playing member' inserted, date of registration

74 Ballot procedures- (9) results of ballot to be recorded in minutes inserted, remainder of list renumbered, date of registration

76 Resignation of committee member- (3) inserted, date of registration

77 Removal of member from committee- (3) inserted, date of registration

78 When a member taken to have vacated ...- insertion of 'apology(ies) in writing', date of registration

80 If casual vacancy happens in management committee- (3) inserted, (4) renumbered, date of registration

81 If office of president becomes vacant- (2) and (3) inserted, date of registration

87 Giving of notices- (1)(b) wording revised, (1)(c) inserted, date of registration

88 Minutes of meeting to be kept- (1)(a) & (b) references to 'book' replaced by 'file', recording of actual votes counted to be recorded inserted, written request required, 88(1)c inserted, date of registration

90 If chairperson not at meeting- (2)c inserted, date of registration

91 If quorum not present at meeting- Replaced by 91A Quorums and rule 91 renumbered to 91B to preserve sequencing

91A Quorums- new rule, date of registration

91B If quorum not present at meeting- (1) reprioritised order, (2) & (3) reworded, date of registration

92 By-laws- (1)(b) reworded to comply with World Bowls terminology, (3) inserted, date of registration

93 Alterations to these rules- (3) inserted, date of registration

94 Acts not valid by defective or irregular election or appointment- (2) insertion to cover task, (3) inserted, date of registration

95 Indemnity of members- (2) inserted, (3) & (4) renumbered, date of registration

96 Confidentiality of membership information- (1) inserted, (2) & (3) renumbered, date of registration

97 Club documents- numbered, (2) inserted, date of registration

98 The common seal- rewritten to comply with Associations Incorporation Act 1981 (Qld) s.14A, date of registration

100 When special merit award may be given- (1) & (3) deletion of the word 'a', date of registration

101 Repeal- renumbered, (2) inserted, date of registration