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BLBA-DOC-002B

Version 2

Published Date: 06 Sep 2021

Review Due Date: 06 Sep 2024

Adopted at BLBA Special General Meeting on 24 Aug 2021

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1. NAME

Barossa & Light Bowling Association (herein after referred as association)

2. OBJECTS AND PURPOSES

The Objects and Purposes of the association shall be:

- 2.1 To adopt and promote the objects and purposes of Bowls SA.
- 2.2 To comply with the Bowls SA constitution, by-laws, rules, policies and procedures.
- 2.3 To administer the game in accordance with the laws of the sport of bowls.
- 2.4 To promote, administer and advance the game of bowls within the defined area of the association.
- 2.5 To foster good relations between member clubs and members of member clubs within the association.
- 2.6 To consider and deal with matters referred to it by its attached member clubs.
- 2.7 To conduct and control the pennant competition within the association and other association and region events as determined from time to time.
- 2.8 To do all things incidental to the furtherance of the objects and purposes of the association.

3. MEMBERSHIP

- 3.1 Until otherwise determined by the board of Bowls SA, the association shall be attached to Region 4 and the following member clubs shall be attached to the association:
Angaston, Eudunda, Freeling, Kapunda, Lyndoch & Districts, Mount Pleasant, Nuriootpa and Tanunda.
- 3.2 A member club within the association requesting transfer to another association, shall apply in writing and follow procedures in accordance with the Bowls SA Constitution and By-Laws.
- 3.3 All member clubs within the association shall contribute each year to the proper transit and other expenses of their association as determined at the Annual General Meeting of the association.
- 3.4 The executive committee of the association shall have the power to levy member clubs should additional funds be required to meet the expenses of the association.



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4. LIFE MEMBERSHIP

- 4.1 Life Membership may be conferred upon a member of a member club within the association who has rendered distinguished or outstanding service to the association.
- 4.2 Nominations for Life Membership must be submitted in writing to the executive committee of the association for consideration and, if approved, shall be recommended to the next Annual General Meeting of the association. Life Membership may be granted, provided the recommendation is carried by a three quarters majority, taken by ballot, of those present and entitled to vote.
- 4.3 A Life Member shall be relieved of any of the financial obligations to the association prescribed in Rules 3.3 and 3.4.

5. OFFICE BEARERS – EXECUTIVE COMMITTEE

- 5.1 The association shall be administered by an executive committee comprising the following office bearers:
 - 5.1.1 A President, who shall be the appointee of the club, which by alphabetical rotation, is entitled to fill the position, and who shall hold office for a term of two (2) years.
 - 5.1.2 A Vice President, who shall be the appointee of the club, which by alphabetical rotation, will be entitled in two (2) years hence to fill the position of president, and who shall hold office for a two (2) year term.
 - 5.1.3 A Secretary/Treasurer, who shall be elected at the annual general meeting for a one (1) year term. If there is more than one nominee for the position, a secret ballot of the clubs present and entitled to vote shall be conducted.
 - 5.1.4 Executive Committee Members, who shall be elected at the Annual General Meeting for a one (1) year term. Executive Committee Members are to be one representative from each of the other clubs not elected as an Office Bearer.
- 5.2 In the event of a casual vacancy occurring, the executive committee may appoint a person from a member club within the association to fill the vacancy, preference will be given to the club where the vacancy has occurred and will be subject to the rules, until the conclusion of the term of office of the member causing the vacancy.
- 5.3 A Recorder who shall be appointed for a one (1) year term.

6. PRESIDENT

The president:

- 6.1 shall be appointed in accordance with Rule 5.1.1.



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- 6.2 shall regulate and keep order at all meetings at which the president is to preside as prescribed by these rules.
- 6.3 shall preside as chairperson at all meetings at which present, other than those sub-committee meetings of which not elected or appointed as chairperson. If not able to be present, or is unwilling or unable to preside, the vice president shall preside. If the vice president is not present, or is unwilling or unable to preside, the members present and entitled to vote shall appoint one of their number to preside as chairperson at that meeting only.
- 6.4 shall, at executive meetings of the association, be entitled to a deliberative and casting vote. At general meetings he/she shall have a casting vote only.
- 6.5 may take only such actions as are determined by the executive committee, or by the members at any annual general meeting or special general meeting of the association.
- 6.6 may attend as ex-officio at all committee and sub-committee meetings.

7. VICE PRESIDENT

The vice president:

- 7.1 shall be appointed in accordance with Rule 5.1.2.
- 7.2 shall, in the absence of the president, preside as chairperson at executive committee meetings, annual general meetings and special general meetings and, as acting chairperson, shall be entitled to a deliberative and a casting vote. At general meetings, as a club delegate, he/she shall be entitled to register his/her club's vote and, as acting chairperson, shall have a casting vote only.

8. SECRETARY/TREASURER

The secretary/treasurer:

- 8.1 shall be elected from nominations duly received in accordance with Rule 5.1.3.
- 8.2 shall, whenever possible, attend all executive committee meetings, annual general meetings and special general meetings.
- 8.3 shall, keep minutes of proceedings at executive committee meetings, annual general meetings and special general meetings.
- 8.4 shall attend to all correspondence in connection with the general business of the association.
- 8.5 shall carry out those duties usually associated with the office of secretary with the approval and direction of the executive committee.



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- 8.6 shall receive all moneys belonging to the funds of the association and, within a reasonable time, deposit, or arrange the deposit, of such moneys with the association's financial institution/s, or as directed by the executive committee.
- 8.7 shall be responsible for payment of all association accounts.
- 8.8 shall keep correct accounts of all moneys received and expended.
- 8.9 shall prepare and submit financial statements at meetings of the executive committee and audited financial statements at annual general meetings.
- 8.10 shall receive an annual honorarium as determined at the annual general meeting.
- 8.11 shall, at executive meetings be entitled to a deliberative vote.

9. RECORDER

- 9.1 shall maintain records of the results of all pennant games and to compile a points and percentage table for each competition, based upon the points' allocation and percentage calculation methods described in the relevant By-Laws.
- 9.2 shall ensure that all results from the completed pennant games are entered and confirmed in bowlink in accordance with the relevant By-Laws.
- 9.3 shall receive an annual honorarium as determined at the annual general meeting.

10. EXECUTIVE COMMITTEE MEMBERS

The Executive Committee Members:

- 10.1 shall be elected from nominations duly received and appointed in accordance with Rule 5.1.4.
- 10.2 shall perform such duties on behalf of the association as directed by the executive committee.
- 10.3 shall, at executive meetings be entitled to a deliberative vote.

11. APPOINTMENT/ELECTION OF OFFICE BEARERS

- 11.1 Office bearers shall be elected at the Annual General Meeting of the association which shall be held not later than May 31st each year.
- 11.2 Nominations of candidates subject to election shall be made in writing and submitted to the association secretary not less than twenty eight (28) days prior to the date fixed for the holding of the annual general meeting at which the elections are to take place.
- 11.3 Where more nominations than vacancies are received, voting shall be by ballot. the candidate receiving the greatest number of votes of the delegates present and entitled to vote shall be declared elected.



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- 11.4 If insufficient nominations are received to fill the vacancies, the candidates nominated shall be deemed to be elected and further nominations may be received at the annual general meeting.
- 11.5 If insufficient further nominations are received, any vacant position shall be treated as a casual vacancy in accordance with Rule 5.2.
- 11.6 If two (2) or more candidates receive an equal number of votes for any elected position, the chairperson of the meeting shall draw lots to decide the successful candidate.

12. POWERS OF THE EXECUTIVE COMMITTEE

The executive committee, subject to these rules and to any resolution passed at an annual general meeting or special general meeting:

- 12.1 shall control and manage the affairs of the association;
- 12.2 has power to perform all such acts as are deemed necessary or desirable for the proper management of the affairs of the association, including but not limited to the following powers:
 - 12.2.1 to determine the strategic directions of the association, subject to confirmation by the members at an annual general meeting or special general meeting.
 - 12.2.2 to fill casual vacancies on the executive committee.
 - 12.2.3 to recommend to the annual general meeting the amount to be contributed by member clubs to the funds of the association for the ensuing year.
 - 12.2.4 to impose levies on member clubs, subject to the approval of an annual general meeting or special general meeting.
 - 12.2.5 to compile the program of games for Saturday and mid-week pennant competitions so that they accord with the applicable by-laws, hereinafter described and/or specific directions taken at an earlier general meeting and in accordance with the relevant by-laws.
 - 12.2.6 to cause correct financial accounts and administrative records to be kept detailing the affairs of the association.
 - 12.2.7 to ensure compliance with the rules of the association and to deal with any breaches as provided in rule 20.
 - 12.2.8 to deal with other matters which may arise or matters which are not specifically provided for in these rules.



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12.2.9 to establish committees and/or sub-committees to exercise such functions as the executive committee shall determine, and to appoint members to those committees and sub-committees.

12.2.10 to interpret the rules of the association, and such interpretation shall be final and binding on all members.

12.2.11 to provide pennant badges to all grand final winners.

13. MEETINGS OF THE EXECUTIVE COMMITTEE AND QUORUM

13.1 The executive committee shall meet monthly, or as often as deemed appropriate, at such place and time as the executive committee shall determine.

13.2 Special meetings of the executive committee may be convened at any time by the president, or at the request of three (3) members of the executive.

13.3 Half plus one (1) of the members of the executive committee shall constitute a quorum at a meeting of the executive committee and no business shall be transacted unless a quorum is present.

13.4 Each member present at a meeting of the executive committee, including the person presiding at that meeting, shall have one (1) vote but, in the event of an equality of votes on any question, the person presiding may exercise a casting vote.

14. DELEGATE MEETINGS AND QUORUM

14.1 A delegate meeting of the association shall comprise all members of the executive committee and two (2) delegates from each financial member club within the association.

14.2 The association president shall chair all meetings of the association and, subject to Rule 11.6, shall be entitled to a deliberative and a casting vote. If the president is not present, or is unable to preside, the vice president shall preside. If the vice president is not present, or is unable to preside, the delegates entitled to be present shall appoint one to preside at that meeting only.

14.3 A financial member club shall be entitled to appoint a member of the club to act as proxy, with power to vote, to replace a delegate unable to attend a delegate meeting of the association. Postal voting shall not be allowed.

14.4 Financial member clubs present and entitled to vote, shall be entitled to one (1) vote per club and all persons entitled to be present may take place in debate and to move or second any motion or amendment to a motion.

14.5 All questions for decision by delegates at a delegate meeting shall be duly proposed and seconded and shall be determined by a show of hands unless a ballot is requested by the majority of delegates present.



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- 14.6 A member of the executive committee may not be a delegate of a member club.
- 14.7 Delegates representing not less than 50% of member clubs, plus a minimum of three (3) members of the executive committee, shall constitute a quorum, and no business shall be transacted unless a quorum is present.
- 14.8 Members of the executive committee and member club delegates shall be given not less than twenty-one (21) days' notice of the date, time and venue for all delegate meetings, together with the agenda for the meeting.
- 14.8 Member clubs within the association shall submit to the secretary, by no later than the annual general meeting each year, or such other date as determined by the executive committee, the number of pennant sides they intend to enter for the coming season, and their proposed tournament dates for that season.
- 14.9 Notices of Motion, and other agenda items for consideration at delegate meetings, shall be submitted in writing to the secretary not less than twenty-eight (28) days prior to the date set for such meetings.

15. ANNUAL GENERAL MEETING

- 15.1 The annual general meeting of the association shall be held not later than May 31st each year and, subject to rule 15.2, shall be convened at such place and time as determined by the executive committee.
- 15.2 Members of the executive committee and member club delegates shall be given not less than twenty-one (21) days' notice of the annual general meeting.
- 15.3 Prior to the annual general meeting, all member clubs shall send the names and addresses of their president, secretary and association delegates to the secretary of the association.
- 15.4 Proxies to replace members entitled to attend and vote at annual general meetings shall be allowed. Postal voting shall not be allowed.
- 15.5 Member clubs shall submit to the association secretary the names of appointed members of the executive committee in accordance with rules 5.1, 5.2 and 5.3 and nominations for election to the executive committee, and any notices of motion as heard or discussed in a prior delegate meeting, not less than twenty-eight (28) days prior to the date of the annual general meeting.
- 15.6 Member clubs delegates present and entitled to vote shall be entitled to one (1) vote per club. In the event of an equality of votes, the person presiding may subject to rule 11.6, exercise a casting vote. All member club delegates and members of executive committee shall be entitled to take place in debate and to move or second any motion or amendment to a motion.
- 15.7 The business to be transacted at the annual general meeting shall include all of the following:



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- 15.7.1 Confirmation of the minutes of the previous annual general meeting and of any special general meeting/s held subsequent to that annual general meeting.
- 15.7.2 presentation and adoption of the president's report.
- 15.7.3 presentation and adoption of financial statements.
- 15.7.4 other reports, if any.
- 15.7.5 election of office bearers and executive members and setting of the secretary/treasurer and recorder's honorarium.
- 15.7.6 election of the auditor.
- 15.7.7 election of delegates to represent the association at meetings of the region.
- 15.7.8 election of four (4) suitably experienced members, two male and two females, to represent the association at region selection meetings.
- 15.7.9 each member club to advise the name and phone number of their male and female to act as selectors to select sides to represent the association at inter-association level.
- 15.7.10 date for submission of pennant side nominations.
- 15.7.11 receipt of club open tournaments.
- 15.7.12 determination of member club contributions to association funds for the ensuing year.
- 15.7.13 notices of motion, if any.
- 15.7.14 any other general business for which 28 days prior notice has been given.

16. SPECIAL GENERAL MEETINGS

- 16.1 The executive committee shall convene a special general meeting of the association when called by the executive or upon written requisition signed by three (3) or more member clubs, directed to the secretary.
- 16.2 A special general meeting shall be held on a date and at a time and venue determined by the executive committee, such date being not less than seven (7) days or more than twenty one (21) days from the date of receipt of the request.
- 16.3 The notice of a special general meeting shall state the business to be considered, and no other business shall be transacted unless otherwise agreed by the majority of those present and entitled to vote.



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- 16.4 Members entitled to be present, or their proxies, shall be entitled to take place in the debate and to vote as prescribed in Rule 15.6.

17. FINANCE

- 17.1 The financial year of the association shall be May 1 to April 30 each year.
- 17.2 The funds of the association shall be retained with such financial institutions as shall from time to time be approved by the executive committee.
- 17.3 All moneys received by the association shall be deposited as soon as practicable and without deduction to the credit of such financial accounts.
- 17.4 All cheques, drafts, eft transactions and other negotiable instruments shall be signed or approved by any two (2) of the following:
- 17.4.1 the president, the vice president, the secretary/treasurer and such other person or persons appointed by the executive committee.
- 17.5 All fees and levies payable by member clubs in accordance with rules 3.3 and 3.4 shall be received by the association secretary/treasurer:
- 17.5.1 for all their bowling members prior to 30th November each year; and
 - 17.5.2 shall be accompanied by a list of names of the member club members and their details as may be considered necessary by the executive committee.
- 17.6 The executive committee shall keep such accounting records as are necessary to correctly record the financial transactions and financial position of the association.
- 17.7 Any expenditure exceeding two thousand dollars (\$2000) shall require the prior approval of members at an annual general meeting or special general meeting.
- 17.8 The executive committee may approve expenditure within the above limit and shall pass for payment all accounts incurred by the association.

18. AUDIT

- 18.1 The auditor of the association shall be appointed at the annual general meeting.
- 18.2 The auditor shall not be a member of the executive committee.
- 18.3 The auditor shall always have the power to examine the books and financial and associated documents of the association.
- 18.4 As soon as practicable after the close of the financial year, the auditor shall audit the statement of receipts and expenditure and balance sheet of the association since the end of the previous financial year. These statements shall be prepared by the secretary/treasurer in accordance with accepted accounting principles.

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19. PLAYER ELIGIBILITY AND CLEARANCES

- 19.1 No person shall be eligible or permitted to play in the association pennant competition, any region or association tournament, or any Bowls SA or Bowls Australia event, unless registered as a full member or junior/student member of the member club they represent, and with Bowls SA, and have paid all fees and levies due and payable to the association.
- 19.2 No club member shall be refused a clearance to another club unless he/she is indebted to that club by way of unpaid subscription and the like. The clearance process shall be commenced as soon as that indebtedness is cleared.
- 19.3 No member club within the association shall allow any person for whom a clearance is required in accordance with the Bowls SA Constitution and By-Laws, to play as a member of its pennant team until such clearance is obtained and confirmed by Bowls SA.

20. MISCONDUCT OR BREACH OF RULES OR LAWS

- 20.1 The executive committee shall have the power, after enquiry, to disqualify, suspend or otherwise penalise for misconduct, or for any breach of the rules or the laws of the sport of bowls, any member club or member of a member club, for such period as it may decide, provided that:
- 20.1.1 such member club or member of a member club shall be furnished with a copy of the charge against them.
- 20.1.2 not less than seven (7) days' notice of the time and venue at which the charge is to be considered has been given by the executive committee, in order that the alleged offender may attend and be heard.
- 20.2 Such member club or member of a member club shall be entitled to right of appeal. such appeal shall be submitted in writing to the association secretary and referred to Bowls SA for resolution in accordance with procedures prescribed in the Bowls SA protests, hearings and appeals policy.
- 20.3 Any penalty imposed by the executive committee which involves suspension or expulsion of a member club or a member of a member club must be reported to the Chief Executive Officer of Bowls SA and, at the same time, to all member clubs within the association.

21. DISPUTE OR PROTEST RESOLUTION

- 21.1 Any dispute between member clubs or members of a member club, or a protest by any member club or member of a member club, must be submitted in writing to the association secretary, accompanied by a fee of twenty (\$20) dollars, within seven (7) days of the dispute or protest arising.



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- 21.2 The dispute or protest shall be dealt with by the executive committee however shall not include any member of a member club who is involved in the dispute or protest.
- 21.3 The association secretary shall advise the disputant parties of the date and time of the meeting at which the dispute or protest is to be heard, not less than seven (7) days prior to such meeting. The parties in dispute shall be entitled to attend and speak at that meeting.
- 21.4 The principles of natural justice shall be applied to all disputes and protests.
- 21.5 All parties in dispute shall have the right to appeal the decision of the executive committee, and such appeal shall be submitted in writing to the association secretary and referred for resolution to the Bowls SA in accordance with their By-Laws.

22.ALTERATION OF RULES

- 22.1 No new rule shall be made, nor any existing rule altered or repealed, except by a resolution of the association passed by a seventy percent majority of clubs present and entitled to vote at an annual general meeting of the association, or special general meeting called for that purpose.
- 22.2 A copy of any proposed rule, alteration or repeal, shall be submitted to the association secretary not less than twenty-eight (28) days prior to such meeting and shall be inserted in the notice convening the meeting at which the proposed new rule, alteration or repeal is to be considered.
- 22.3 The association secretary shall notify Bowls SA of any new rule or alteration to these Rules.
- 22.4 Any new or altered rule shall come into operation from the date of adoption unless another date is specified in the motion.

23.ADOPTION OF THE RULES

These rules were adopted at a special general & delegate meeting of the Barossa and Light Bowling Association held at The Vine Inn 14-22 Murray St, Nuriootpa, SA, 5355. On the 24th Day of August 2021.

X
Sharyn Dabinet
Association Secretary

X
Jo Marslen
Association President