

ZONE 3 BOWLING ASSOCIATION INCORPORATED

REGULATIONS



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INTRODUCTION

These Regulations are:

- *made under Rule 29 of the Constitution of Zone 3 Bowling Association Incorporated*
- *subject to the Constitution, and*
- *are binding on the Association and all Members*

1 - Governance and Administration

Regulation 1.1 – *Proposals and submissions*

Proposals and/or submissions presented to the Executive Committee for consideration shall be in writing (either paper or digital form) addressed to the Secretary (*Constitution Rule 5.4 (b) (ii)*).

Regulation 1.2 – *Composition of the Executive Committee*

Should one or more Committee Members be elected to hold two (2) Executive Committee positions additional Ordinary Committee Members may be appointed to fill the required number of Committee Member positions (*Constitution Rules 11.1, 11.2 and 12.1*).

Regulation 1.3 – *Committee Members*

Committee Members shall be Members of a Club in the Zone and reside within the Zone boundaries (*Constitution Rules 11.4 and 11.8*).

Regulation 1.4 – *Election of Executive Committee*

Nominations shall be called at least two (2) months prior to the date set for the Annual General Meeting (*Constitution Rule 11.8*).

Regulation 1.5 – *Election of Councillor*

The election of a State Councillor for Zone 3 shall be conducted in accordance with *Constitution Rule 11.8*.

Regulation 1.6 – *Appointment of Sub-Committees*

Expression of interest, for Membership of all sub-committees as determined by the Executive Committee shall be invited at least two (2) months prior to the Annual General Meeting and that appointments to such sub-committees, as indicated by expression of interest, be determined, by the Executive Committee and such appointments advised to the Management Meeting of delegates to be held in November of each year (*Constitution Rules 10 and 15*).

Regulation 1.7 – *Executive Committee may delegate function*

Such functions within Zone 3 shall include Match Chairperson to control Zone Bowls, Chairperson of Junior Bowls to oversee, encourage, promote and advance junior bowls across the Zone, Chairperson of Coaches to promote and advance competent coaching in the Zone Clubs through liaison with Bowls Australia and Bowls NSW Accreditation procedures, a Sides Manager to manage selected Zone Representative Sides, including organisation of uniforms, and a

Selection Committee of three (3) to select Zone Representative Sides, which committee shall appoint its own Chairperson.

Chairperson of Umpires to facilitate and oversee the necessary requirements for both courses regarding Umpiring and Measuring which will enable Bowlers within Zone 3 to obtain qualifications to act in an official capacity as required (*Constitution Rule 15.1*).

Regulation 1.8 – *Public Officer – Duties of*

(*Constitution Rule 11.9*)

- Act as official contact for the Association.
- Notify Fair Trading of any change in appointment of Public Officer and change in association address within 28 days of taking office.
- Lodge an Annual Summary of Financial Affairs-Tier2 within one month of the Association Annual General Meeting.
- Advise the Australian Taxation Office of any changes in registration details such as address and contact person in relation to the associations Australian Business Register ABN within 28 days of any change.

(*Associations Incorporation Act 2009 and Regulation 2016*)

2 – Meetings

Regulation 2.1 – *Management Meetings to be held*

Management Meetings shall be held at least three (3) times per year as notified to Delegates (*Constitution Rule 21*).

Regulation 2.2 – *Executive Meetings to be held*

Executive Meetings shall be held as often as deemed necessary.

(*Constitution Rule 13*).

Regulation 2.3 – *Notice of a Delegates Meeting*

The Secretary shall give notice to all eligible persons twenty-one (21) days in advance of the next General Meeting, including the Place, Date and Time (*Constitution Rule 21.5*).

Regulation 2.4 – *Club Delegate Compliance*

Clubs shall appoint Club Delegates who will be authorised to attend both Management and General Meetings, speak and act on behalf of their Club, vote on any resolutions and motions on behalf of their Club and vote on the election of Committee Members (*Constitution Rules 16,21 and 31*).

Regulation 2.5 – Attendance General Meetings

The Chairperson, or representative, of each of the delegated Sub-committees may attend all general meetings of the Association (*Constitution Rule 16*).

Regulation 2.6 – Patrons

Patrons may attend Zone meetings and participate in discussion and debate but do not have voting rights (except if entitled otherwise) (*Constitution Rule 33*).

Regulation 2.7– Management Meeting Reports

Reports shall be presented by the President, Secretary, Treasurer and State Councillor, and from the delegated Match, Selection, Umpires, Juniors and Coaches Sub-Committees, and Side Manager (*Constitution Rule 21.3*).

Regulation 2.8 – Reports from Various Committees

All reports from such Committees be a matter for Management Meetings consideration and not be included in the agenda of the Annual General Meeting (*Constitution Rule 15.2*)

Regulation 2.9– Completion of Minutes as Duties of Secretary

Following completion of any Meeting the Minutes from such Meeting is to be submitted to Members of the Executive Committee within a period of no longer than fifteen (15) days, for their information and possible submission to future Meetings of both Management and Executive Meetings (*Constitution Rule 11.6*).

Regulation 2.10 – Miscellaneous Notices and Circulars

These items as received be attended to in house as a matter of management procedure and that only correspondence received as per *Constitution Rule 18c* be included in meeting agendas.

3 – Membership

Regulation 3.1 – Fixation of Zone 3 Membership Fees

- In December 2019 Zone 3 adopted a fixed Membership Fee for all Bowling Clubs within the boundaries of the Zone. This Fee was based on the Fee paid for the financial year 2019-2020.
- These Fees then commenced as from the financial year 1st October 2020.

- In June 2022 Zone 3 then adopted the policy that the method of calculating Membership Fees is to be based on 40% of each Clubs Bowls NSW male component Membership Fee each year.
- This Fee calculation then commenced as from the October 2022-September 2023 financial year.
- This Fixed Fee shall not be adjusted based on capitation by way of loss of players or registration of new players within Clubs.
- Should any deficit result from this Fixed Fee Policy, such deficit be funded from accumulated surplus funds.
- Such Fees are to be reviewed by the Executive at the end of each Year and may be altered as per any factors found necessary (*Constitution Rule 9*).

Regulation 3.2 – *Zone 3 Membership Fees payable*

Clubs will not be issued invoices for their Fee prior to 1st July each year. These invoices will be due and payable no later than 30th September each year (*Constitution Rules 7, 9 and 10*).

Regulation 3.3 – *Zone 3 financial year for membership*

The financial year of the Association will commence on 1st October in each year and end on 30th September in the following year (*Constitution Rule 35*).

4 – Selection and Player Representation

Regulation 4.1 – *Side Managers – Responsibilities of*

Following consultation with the Executive, take all necessary appropriate action that will ensure a successful presentation of representatives selected for Zone and or Inter-Zone events together with a competitive performance (*Constitution Rule 15*).

Regulation 4.2 – *Appointment of Side Manager*

The Side Manager of selected Zone and Inter-Zone teams be appointed by the Executive Committee at the first meeting of such committee after the Annual General Meeting of each year (*Constitution Rule 15*).

Regulation 4.3 – *Chairman of Selectors – Responsibilities of*

Following consultation with the Executive take all necessary appropriate action that will ensure a most thorough selection process which will result with the most competitive and compatible representative Zone 3 team to compete at Zone and or Inter-Zone events (*Constitution Rule 15*).

Regulation 4.4 – *Dress Requirements Management and Player representatives*

Officials and players required to represent the Zone in any State Bowling Competition shall be required to be attired in the official Zone 3 uniform whilst representing or carrying out duties (*Constitution Rule 15*).

5 – Finance

Regulation 5.1 – *Auditor – Appointment of*

Zone 3 is classified as a Tier 2 (Revenue under \$250,000) Incorporated Association and is required to report to NSW Fair Trading following the AGM each year. Audit of Incorporated Associations Tier 2 financial accounts are not required by NSW Fair Trading.

Our Zone 3 policy is that financial accounts will be subject to audit by a suitable person appointed by the Association's Executive Committee at the conclusion of each financial year (*Constitution Rule 26*).

Regulation 5.2 – *Not for Profit Tax Concession*

- a) The assets and income as per *Rule 25 of the Constitution* of the organisation shall be applied solely in furtherance of the Objects of the Association per *Rule 4 of the Constitution* and no portion shall be distributed directly or indirectly to the members of the organisation except in bona fide compensation for services rendered or expenses incurred on behalf of the organisation.
- b) In the event of the organisation being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to another organisation with similar purposes which is not carried on for the profit or gain of its individual members as per *Rule 27 of the Constitution*.

Regulation 5.3 – *Treasurer – Responsibilities of*

Further to the duties contained in *Constitution Rule 11.7* the Treasurer will –

- Prepare a budget at the beginning of each financial year for the following financial year to end on 30th September.

- Use this budget to assist in the executive reviewing member fees each year.
- Such budget to not create a surplus any greater than \$10,000
- If in any year the budget creates a deficit this be funded from existing accumulated surplus funds.

6 – Zone 3 Expenses

Regulation 6.1 – *Honorariums*

Honorariums as determined by the Executive Committee of Zone 3 Bowling Association be paid to those members of such Committee together with Chairpersons of the Match and Selection Committee for honorary services rendered considered necessary by the Executive Committee and that such honorariums be paid within the financial year when services were rendered but no later than 30th September of each year, subject to each Executive Member completing a full term of office (*Constitution Rule 10*).

Regulation 6.2 – *Accommodation – Bowling Representatives*

Where it is necessary to provide accommodation for Zone 3 representatives, such accommodation to be a standard of at least 3 ½ star but no greater than a standard of 4 star and that breakfast to a value of twenty (\$20) dollars be included, together with lunches (*Constitution Rule 10*).

Regulation 6.3 – *Expenses on behalf of Junior Representatives*

- When representing Zone 3 in Inter-Zone Bowling Competition expenses incurred for accommodation, breakfast and lunches will be met from Zone 3 finance.
- When playing in Zone 3 Junior Bowling Championships luncheon expenses will be met from Zone 3 finance.
- Where Junior bowlers are selected to represent Zone 3 in Inter-State Bowling Competitions and are accompanied by two parents the noncarer person will be responsible for payment of one third (1/3rd) of any required accommodation and such payment shall be made to the manager of the Team before the end of the competition concerned.

(*Constitution Rule 10*)

Regulation 6.4 – *Executive Committee – Travel Expenses*

Motor vehicle travelling expenses incurred by any member of the Executive Committee while performing and or carrying out functions and or duties duly authorised by the Executive Committee shall be paid at the rate of forty (40c) cents per kilometre with a maximum payment of \$225 for any one trip. (*Constitution Rules 4 and 25*).

Regulation 6.5 – *Executive Accommodation Expenses*

- That any Executive Committee Member, while performing or carrying out functions and or duties authorised by the Executive Committee, which necessitates overnight accommodation, shall be entitled reimbursement for such expenses on behalf of themselves.
- Further, that such accommodation to be of a standard no greater than Star 4 and that breakfast be Included in the costs to the value of twenty (\$20) dollars per person.
- Where however, such functions and or duties are carried outside the boundaries of Zone 3, which necessitates overnight accommodation and breakfast for themselves and partner, such expenses shall be entitled to be reimbursed.

(*Constitution Rules 4 and 25*)

Regulation 6.6 – *Objects of the Association incurred expenses*

Any Zone 3 Executive and or Committee Member, whilst carrying out a function or functions, on behalf of the President, being authorised by the Executive Committee, and that such function be at a Bowling Club facility within the boundaries of Zone 3, shall be reimbursed for the following:

- Entry fees applicable to such function
- Travel expenses as per Regulation 6.4
- Hosting refreshments up to the value of \$90

(*Constitution Rules 4 and 25*)

Regulation 6.7 – *Expenses – Selectors*

A person appointed as a selector for Zone 3 Bowling Association shall be entitled to travelling costs of forty (40c) cents per kilometre with a maximum payment of \$225 for any one trip, together with accommodation expenses when carrying out the function of selector for Zone 3 player representatives. The standard of accommodation shall be no less than 3 1/2 star and no more than 4 star, and that breakfast to the value of twenty (\$20) dollars shall be included (*Constitution Rules 4, 10 and 25*).

Regulation 6.8 – Expenses – Sub Committees

Any Chairperson/Representative of elected Sub Committees that are required to attend Management Meetings shall be entitled to travelling costs of forty (40c) cents per kilometre with a maximum payment of \$225 for any one trip. If there are more than one required representative living in the same area a carpool is required to be arranged (*Constitution Rules 4 and 25*).

ADOPTION

The above Regulations were adopted at the Zone 3 Executive Committee Meeting held on 8th February 2022.

AMENDMENTS

Car Travel Expenses changed and adopted 24th May 2022 as follows:

- *Regulation 6.4 Executive Committee Travel Expenses*
- *Regulation 6.7 Expenses Selectors*
- *Regulation 6.8 Expenses Sub-Committees*

Calculation of Membership Fees changed and adopted 21st June 2022 as follows:

- *Regulation 3.1 Fixation of Zone 3 Membership Fees*

