

Rules and Objectives of BOWLS TARADALE, an adjunct of Taradale Club Inc.

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PART 1: NAME & OBJECTIVES	
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1.1 Name:

Name: The name of the Club will be **Bowls Taradale** (the Club).

Office: The office of the Club shall be that of the Taradale Club Inc, situated at 55 Wharerangi Road, Napier (Mother Club).

1.2 Interpretation: In the Rules, unless the context otherwise requires:

“The Club” – means Bowls Taradale

“Centre”- means Hawkes Bay Bowling Centre

“Member” – means any ordinary or Life Member of the Club as provided for in these Rules

“Executive”- means the elected governing body of the Club

“President” and “Vice-President” – mean respectively the persons duly elected to those positions in accordance with these Rules

“Secretary” and “Treasurer” – mean respectively the persons duly elected to those positions in accordance with these Rules.

“Mother Club” – means Taradale Club Inc.

1.3 Objectives: The Club is an adjunct of the Mother Club, established to promote and utilise the outdoor bowling facilities provided by the Mother Club. The Objectives of the Club are to:

- be responsible for the administration, promotion, and development of the Game of Bowls;
- encourage participation in the Game of Bowls as an amateur game which provides health, recreation, and other community benefits for all New Zealanders;
- be a member of Bowls NZ and the Hawkes Bay Centre and, to the extent applicable, comply with and enforce the Bowls NZ Constitution, the Bowls NZ Regulations, the Centre Constitution, and the Centre Regulations;
- encourage achievement in the Game of Bowls;
- enforce the Laws of the Sport;
- encourage and promote the Game of Bowls as a sport to be played in a manner which upholds the principles of fair play and is free from doping;
- provide facilities for, promote, organise, regulate, hold and conduct Tournaments, Competitions, Matches, games, and other events, and give or provide or contribute towards trophies and awards thereof;
- conduct such social activities as the Executive may from time to time approve;
- manage the financial affairs of the Club consistent with best business practice;
- where appropriate, give and seek recognition for Members for their involvement in the Game of Bowls or other services to the community;
- contribute to the maintenance/replacement of the Bowling Green and facilities owned by the Mother Club by: agreeing with the Mother Club each year on maintenance and the sharing of these costs; and ensuring the Bowling Club is financial and prudent and in keeping with a sustainable partnership towards future maintenance and replacement needs;
- provide information, assistance and resources to its Members;
- develop and train players, Officials, and other personnel involved in the Game of Bowls;
- do all that is reasonably necessary to enable the objects of Bowls NZ, the objects of the Centre and these Objects to be achieved;
- act in good faith and with loyalty to ensure the maintenance and enhancement of Bowls NZ, the Regional Centres, the Centres, the Club, and the Game of Bowls, and their standards, quality and reputation for the collective and mutual benefit of the Members and the Game of Bowls;
- at all times operate with, and promote, mutual trust and confidence between Bowls NZ, the Regional Centres, the Centres, the Club, and the Members, in pursuit of these Objects; and
- at all times to act on behalf of, and in the interests of, the Members and the Game of Bowls.

PART 2: MEMBERSHIP:

- 2.0** Bowls Taradale membership can only be applied for by approved and financial members of the Taradale Club Inc.
- 2.1** **Membership Classes:** The ordinary membership of Bowls Taradale shall consist of bowlers in each of the classes that the Executive shall determine. The classes upon the adoption of these Rules shall be:
- 2.1.1** **Full Members:** Full members shall be entitled to all the playing privileges and advantages of the Club, and the privileges offered by affiliated Clubs;
- 2.1.2** **Life Members:** Any members of not less than ten years Membership who has rendered outstanding services to the Club may be elected as a Life Member. Every proposal for a Life Member shall first be considered by the Executive and if approved by it, submitted to a ballot at a General Meeting. A three-fourths majority of those Full Members present and entitled to vote thereon shall be necessary to effect such an election. A Life Member shall not be liable for payment of any annual subscription to the Bowling Club;
- 2.1.3** **Affiliate Members:** Any Full Member of any other Club affiliated to Bowls NZ shall be eligible for election as an Affiliate Member. Affiliate members are not eligible to compete in Club Championships;
- 2.1.4** **Social Members:** Any person not desirous of the Full Membership but wishing to enjoy an ongoing relationship with the Club can apply in writing to the Club for Social Membership status. Social Members can only participate in any bowling activity as from time to time is determined by the Executive.
- 2.1.5** **Student Members:** Student Members are up to the age of 25 years and in full time course of education. They shall pay a reduced annual subscription each year as set by the Executive.
- 2.2** **Application for Membership:**
- 2.2.1** All applications for membership must be completed on the standard application form. Transferring members must provide a clearance from their previous Club. Membership acceptance will be subject to confirmation by the Executive.
- 2.2.2** Every candidate for admission to membership shall be proposed and seconded by two voting members of Bowls Taradale. Where possible the candidate should be known to the proposer and seconder.
- 2.2.3** The membership application form shall include an acknowledgement by the applicant that as a condition of membership of the Club, the applicant consents pursuant to the Privacy Act 1993 to personal information in the form of his/her details being included in a membership list for display in the clubhouse and/or circulation to the members and inclusion in the annual statistical return supplied to the Centre for any one or more of the following purposes: (i) the Centre's Membership records including Centre levy purposes; (ii) for publication and distribution in the Centre handbook (if necessary); (iii) for distribution by the Centre pursuant to arrangements entered into with approved sponsors; (iv) for forwarding to Bowls NZ for its records including capitation fee purposes and/or for distribution by Bowls NZ pursuant to arrangements entered into with approved sponsors.
- 2.3** **Termination of Membership:**
- 2.3.1** **Resignation:**
A Member may resign their membership of the Club by giving not less than 7 days' notice in writing to the Secretary (or such other person as designated by the Executive). On expiry of the notice period, and provided that the Member has paid all arrears of subscriptions and fees due and payable to the Club, the Member shall cease to be a Member. If requested to do so, and provided that all relevant conditions are satisfied, the Secretary shall give the former Member a Clearance Certification on the Bowls NZ approved form.
- 2.3.2** **Expulsion or Suspension:**
- a. Expulsion or suspension from the Mother Club means automatic expulsion or suspension from Bowls Taradale.

- b. The Executive shall have the power to determine the membership of any Member who makes default in the payment of the annual subscription and any other monies (if any) owed by the Member for one month after written notice of the debt has been given to that Member by the Secretary.
- c. If the conduct of any Member shall be reported as objectionable or inconsistent with the character, welfare or interests of the Club, or the laws of the Sport of Bowls, the Executive has the power to suspend the Member for a period determined by the Executive, or to expel the Member, or deal with the offending. In the event of expulsion the Mother Club shall be notified immediately.
- d. If the conduct of any Member of the Club shall be reported as objectionable other than relating to the Laws of the Game the Executive shall report such member to the Mother Club.
- e. Any Member dealt with in accordance of Clause 2:3:2:c above may within seven (7) days of being notified thereof appeal by notice in writing to the Secretary. Thereupon, within ten (10) days an Appeals Committee shall be convened at which a report will be presented by the Executive, the Member concerned heard, and the matter determined by ballot of the members of the Appeals Committee. Pending the hearing of the appeal any penalty or suspension shall not be operative until final adjudication thereof. The decision of the Appeals Committee shall be final.

2.4

Subscriptions:

- a. The financial year for the Club will be the twelve (12) months commencing 1st April each year.
- b. The Executive at each Annual General Meeting will recommend subscriptions for each Membership category for the ensuing year.
- c. Subscriptions will be due by 31 July each year, following the Annual General Meeting.
- d. Members who do not pay their subscriptions by the due date will not be eligible to participate in any Bowls competitions or utilise any of the bowling facilities.
- e. The Executive has the power to determine special circumstances with overdue subscriptions.

PART 3:

GOVERNANCE:

3.1

Patron: The Executive may, if it considers it appropriate to do so, make a recommendation to the Members for consideration at a General Meeting that a person be elected as the Patron of the Club for a specified period of time. If the Executive provides such a recommendation and it is approved by Ordinary Resolution at a General Meeting, then that person shall become the Patron of the Club at the conclusion of that General Meeting.

3.2

Executive: The management of the affairs and business of the Club shall be vested in an Executive Committee of management consisting of the President, the Vice-President, Immediate Past President, Secretary, Treasurer, and five (5) Committee Members. The retiring President shall hold the Office of Immediate Past President until the following Annual General Meeting. The effective running of the Club shall also be enhanced by input from the Centre Delegate, Selectors and the Club Captain.

3.3

Elections: Elections for the following Offices shall be conducted at the Annual General Meeting and declared in the following order:

- | | | |
|---------------------------|-----------------------------------|--------------------------|
| | Patron (if appropriate) | |
| <i>Executive Officers</i> | President | } <i>Management Team</i> |
| | Vice President | |
| | Secretary | |
| | Treasurer | |
| | Committee Members (five required) | |
| | Centre Delegate | |
| | Selectors – Men and Women | |
| | Club Captain | |
| | Auditor | |

When more than the required number of candidates is nominated for any Office, the election shall be by actual division or by ballot.

- 3.4 Casual Vacancies:** The Executive shall have the power to fill any casual vacancy occurring thereon through to the next election.
- 3.5 Vacation of Office:** The Office of an Officer or Member of the Executive or Management Team shall be vacated if the holder thereof: ceases to be a Member of Bowls Taradale or the Mother Club; resigns the Office; dies or without being excused by the Executive is absent for three consecutive meetings of the Executive; or is removed from Office by resolution at a Special General Meeting convened specifically for that purpose.
- 3.6 Nominations for Office:**
- 3.6.1 Notice for elections:** A notice calling for nominations for Executive Officers and other members of the Management Team, together with nomination forms, shall be displayed on the notice board in the Club rooms at least four (4) weeks prior to closing date for nominations of 31 May each year. Every candidate for a position on the Executive or the Management Team as depicted in Rule 3:3 above shall have been a voting Member of the Club for at least six (6) months prior to the closing of nominations. All such nominations for Office must be displayed in the Club rooms on receipt and shall remain there until the Annual General Meeting.
- 3.7 Quorums:** A quorum for an Annual General Meeting or for a Special General Meeting shall be one more than one fifth of the number of full financial Members entitled to vote. A quorum for an Executive meeting must have six (6) elected Officers present. No business or transaction at any meeting shall take place unless the required quorum is present, except those present may fix a day and time for reconvening the meeting.

PART 4: MEETINGS:

- 4.1 Annual General Meetings:** The Annual General Meeting of Bowls Taradale shall be held in the month of June in each year on such a day and at such a time and place that the Executive shall fix and determine. The business of the meeting shall be to receive the Annual Report, Statement of Accounts for the preceding year, to set the annual subscription for the ensuing year, to elect and appoint Office bearers for the ensuing year, to consider and deal with Notices of Motion (which must have been received by the Secretary not less than thirty (30) days before the meeting), and to transact any other relevant business of the Club.
- 4.2 Special General Meetings:** A Special General Meeting, at which only the business for which it was convened shall be dealt with, may at any time be summoned upon the initiative and order of the Executive. Conversely, a Special General Meeting shall be held within fourteen (14) days after the receipt by the Secretary of a written request by at least fifteen (15) financial voting Members and setting forth in the form of a motion(s), the object(s) of such a meeting.
- 4.3 Notice of Meeting:** At least fourteen (14) clear days notice specifying the time, place and date of every Special and General meeting shall be given by the Secretary to every financial voting Member of the Club and be advertised within the Mother Club. The accidental omission to give any such Member notice of the meeting or their non-receipt of same shall not invalidate the proceedings of any General meeting.

5.1 COMMITTEES: Each Committee is able to co-opt Club Members as required to enable the Committee to achieve their objectives in an efficient and timely manner. Each Committee convenor is responsible for submitting a brief report in writing to the secretary for reference at each Executive meeting.

5.1.1 Judicial Committee: Following the AGM the Executive shall appoint a Judicial Committee. The Judicial Committee shall consist of three Members, at least one of whom shall not be a member of the Executive. The Judicial Committee shall have the power to consider any matter that may be referred to it from time to time by the Executive which relates in any way to the maintenance of good order and discipline within the Club. After making such inquiries as it thinks fit the Judicial Committee shall make a recommendation to the Executive in respect of the matter referred to it, and the Executive may in its absolute discretion thereafter take whatever further action it deems appropriate.

Decisions: Subject to the right of appeal, all decisions of the Club Judicial Committee shall be final and binding on all Members. All decisions will be in writing and forwarded to the Member at their last known address. The failure to adhere to a decision of the Club Judicial Committee may result in the affected Member being suspended or terminated from the Club in accordance with the Rules, and/or such other steps being taken as set out in these Rules or any applicable regulations.

5.1.2 Appeals Committee: Each year as and if required the Executive shall appoint an Appeals Committee. The Appeals Committee shall consist of three Members, at least two of whom shall not be members of the Executive. The Appeals Committee shall have the power to consider any appeal lodged by a Member or Members in accordance with the Rules.

5:1:3 Appeal Process: The appeal process for appeals of decisions involving Misconduct or a Dispute shall be as follows: where the Club (or a Committee on its behalf) is the Controlling Body and that Controlling Body has made a decision involving Misconduct or a Dispute covered by the Laws of the Sport of Bowls, any party affected by that decision may **only** appeal such decision to the Club's Appeals Committee in accordance with these Rules. An appeal must be lodged in writing with the Secretary within seven (7) days of receiving any ruling or decision being disputed.

The President or his/her appointee shall within ten (10) days of receiving a Notice of Appeal summons the Appeals Committee to meet to hear the case, but shall not admit new evidence. The decision of the Appeals Committee shall be final.

5.1.4 Match Committees: Following the AGM the Executive shall appoint a **Match Committee** of three (3) or more Members. The Match Committee, as the Controlling Body, shall programme, conduct and regulate all Club play including Club days, Galas and Championships, settle all disputes in connection therewith and generally have all control of all games played on the greens. The Match Committee shall also record and display for the information of Members the results and positions of all Club Championship matches. The Match Committee will be responsible for ensuring all players are informed of the Conditions of Play for any Gala, tournament or Championship game played. The Match Committee shall present the Club's proposed programme each year to the Centre and negotiate Centre events to be held at the Club. On behalf of the Executive, the Match Committee shall liaise with the Mother Club appointed Greenkeeper on all matters pertaining to management of the greens.

The Executive shall also appoint a **Winter Match Committee** of three (3) or more members to be responsible for the promotion, management and running of all Club days, Galas and tournaments during the Club's off-season. The Winter Match Committee, as the Controlling

Body, will be responsible for promotion of each event and for ensuring all players are informed of the Conditions of Play for every Club day, Gala or tournament played.

- 5.1.5 Membership Committee:** Following the AGM the Executive shall appoint a Membership Committee of two (2) or more Members. The Membership Committee shall maintain a register of all Members in each class of membership; promote the game of Bowls to prospective Members; arrange with the Club's Coaches for coaching as required; provide an orientation programme for new Members; and in conjunction with the Club Captain help facilitate new members' entry into the Club.
- 5:1:6 Club Captain:** The Club Captain, elected each year at the Annual General Meeting, is the primary point of contact between all Members and the Management Team. The Club Captain is responsible for welcoming all potential new Members and transferring-in Members; advising Management of all such members; encouraging their inclusion in all Club's activities; promotion of Club activities to all Members; be available to all Members and be receptive to all ideas; and for presenting to the Management Team all ideas and concerns received from Members.
- 5:1:7 Selectors:** Male and Female selectors, as appropriate, shall be elected each year at the Annual General Meeting. They are responsible for selection of Members to represent the Club at all Centre and Bowls NZ events; for selection into any Club Representative team; for arranging as required specific coaching with the Coaches.
- 5:1:8 Coaches:** Members holding current certification as a Bowls NZ Coach or Introductory Coach shall be confirmed at the Annual General Meeting each year. They or any suitably qualified or experienced person(s) appointed by the Management Committee, shall undertake the coaching of Members in the theory and practice of bowls, introduce them to the Laws of the Game and bowling etiquette relating hereto, and shall be required to cooperate to the fullest extent with Centre, Regional and other Coaches.
- 5:1:9 Umpires:** The Umpires (Full, Laws and Measurers) shall be Bowls NZ Certificated Umpires and confirmed each year at the Club's Annual General Meeting. They shall be responsible for officiating at all Club, Centre and Regional Championships, and Galas and Tournament as required by the event's Controlling Body. They shall ensure all games are played within the Bowls NZ Laws of the Game, promote the adherence of the Laws to all Members, and make all Members aware of any changes to the Laws of the Game.
- 5.1.10 Centre Delegate:** Will represent the Club at and liaise with Bowls Hawkes Bay Inc on all pertinent matters.
- 5:1:11 Plural Membership:** Full Club Members holding playing membership of another club(s) who enter a discipline in the Club's Championships or tournaments events irrevocably agree that they will represent Bowls Taradale Club, and no other club, if they are successful in that discipline of the Club Championship or tournament.

PART 6: SECRETARIAL & FINANCIAL RESPONSIBILITIES:
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6.1 Secretarial Responsibilities:

- 6.1.1** The **Secretary** shall summon and attend all Annual General, Special and General meetings and meetings of the Executive, and record the minutes and proceedings of each for confirmation, and record the attendance of Members. A record of attendance shall be included in the Annual Report;

- 6.1.2 conduct all correspondence and generally perform such duties required under the Rules of Bowls Taradale, the Constitution of Bowls NZ, and Hawkes Bay Bowls Inc. and any rules promulgated pursuant thereto and such other duties as are usual to the Office; and
 - 6.1.3 keep all Members informed on all information received and of interest to them.
- 6.2 Financial Responsibilities:**
- 6.2.1 The duties of the **Treasurer** shall be to keep a register of all financial members so as to collect and account for all subscriptions and all other monies payable to the Club; bank to the credit of the Club's banking account; disburse the monies of the Club under the authority of the Executive; and keep proper accounts of the financial affairs of the Club;
 - 6.2.2 submit accounts payable by the Club for the approval of the Executive before payment; report to each meeting of the Executive the state of finances of the Club with budget projections and variances;
 - 6.2.3 immediately after the close of each financial year prepare and submit to audit the Statement of Accounts and Balance Sheet for the year, and present them together with a budget of estimated Income and Expenditure for the ensuing year to the Annual General Meeting of the Club; and
 - 6.2.4 have the financial recording available at all times for the scrutiny of the Club and Mother Club.
- 6:3 Honorariums:** The Executive can offer an Honorarium each year to the Secretary and to the Treasurer of an amount that is determined from time to time at the Annual General Meeting.
- 6:4 Auditor:** The Auditor, who shall not be a member of the Management Committee, shall be elected at the Annual General Meeting each year. The Auditor shall examine and report on the Annual Statement of Accounts and Balance Sheet. The Auditor shall at all times have access to the books and accounts of the Club and shall be entitled to any information required relating thereto or to any matter deemed necessary or desirable for audit purposes.

PART 7: CONDUCT OF MEETINGS:

- 7.1 The President or the Vice President in that order shall preside at all General meetings. However, if neither Officer is available or willing to act the Members present shall appoint any financial Member to act as Chairman.
- 7.2 At all General meetings all financial Full Members shall have one vote on each question, and in the case of equality of votes the Chairman shall have a further casting vote, which, if exercised, shall be cast with regards to the status quo. There shall be no casting vote in the case of election of Office bearers. In this case of equality of votes this must be decided by a re-ballot.
- 7.3 Except for contested elections of Office bearers or a specific agreed request at a General meeting, voting at General meetings shall be by a show of hands. If required by not less than three Members present voting shall be by actual division or by ballot.
- 7.4 **Scrutineers:** Scrutineers at Annual General Meetings and Special General Meetings shall be appointed from nominations from Members in attendance at the meeting and who are not nominated for any Office. They shall distribute voting papers to all financial Members in attendance and eligible to vote, collect and determine a result, and after declaration of the result destroy the ballot papers. Alternatively they shall conduct a count by division or by show of hands as required.
- 7.5 The Chairman shall declare the result of all voting, an entry to this effect made into the minutes of the proceedings, and duly confirmed as hereinafter provided.
- 7.6 The Minutes of each Annual General Meeting shall be confirmed at the ensuing Executive meeting and finally confirmed at the next Annual General Meeting.
- 7.7 Save as otherwise expressly provided in these Rules, matters put to the vote shall be decided by a simple majority of votes cast. The Chairman shall have a deliberate and casting vote.

PART 8: POWERS AND PROCEEDINGS OF THE EXECUTIVE:

- 8:1** **Powers:** Without prejudice to the general powers by the Rules conferred on it, the Executive shall have the power to do all things which it may consider proper or expedient for accomplishing the objectives and carrying on the affairs of the Club, and in particular shall have the specific power to:
- 8.1.1** control, manage and expend the funds of the Club, including the power to judiciously invest in such as secured bank deposits or otherwise deal with such funds not currently required;
 - 8.1.2** appoint from its Members or otherwise such sub-committees as it may from time to time deem necessary or proper to ensure the effective working of the Club. The President or Vice President shall be ex-officio a member of each sub-committee;
 - 8.1.3** waive, reduce or remit a Member's subscription;
 - 8.1.4** pass resolutions that shall be binding on Members until and unless set aside by a resolution at a General meeting providing the Executive will not be inconsistent with or purport to repeal or alter anything contained in the respective constitutions of Bowls NZ or Bowls Hawkes Bay Inc; and
 - 8.1.5** meet together regularly for the dispatch of Club business as it deems fit.
- 8.2** The President or in his/her absence the Vice President shall preside at all meetings of the Executive. Should neither be available the Members of the Executive shall appoint their own Chairman.
- 8.3** The Executive has no power to borrow funds or place the Club in any debt unless underwritten by the Mother Club and sanctioned at a General Meeting of Club members.
- 8.4** Except as otherwise required by these Rules, all motions shall be determined by a bare majority of votes. Each Member present shall on each resolution have one vote. In the case of equality of votes the Chairperson shall have a further casting vote which shall have due regard to the status quo. No proxy votes shall be allowed.
- 8.5** A meeting may be convened by the President, Secretary, or any two Members of the Executive. To ratify any business a quorum for an Executive meeting must have six (6) elected Officers present.

PART 9 : LAWS OF THE GAME:

- 9:1** All games, matches, Tournaments and Championships shall be played in accordance with the Bowls NZ "Laws Of the Sport of Bowls", and its associated regulations.

PART 10: INDEMNITY:

- 10:1** The Executive, other Officers and Members of Bowls Taradale shall be indemnified against all disbursements, expenses, liabilities and losses incurred by them in or about the discharge of their duties except such as happens from their own wilful act, neglect or default.

PART 11: ALTERATIONS TO RULES:

- 11.1** These rules shall be amended, added to, or rescinded only by a resolution in that behalf passed by three-fifths majority of Members present and voting at an Annual General Meeting or a Special General Meeting convened for that purpose, provided that written

notice of the proposed amendment, addition, or rescission shall have been given to the Secretary not less than thirty (30) days before the meeting. No such amendment, addition or rescission shall be valid or adopted if it in any way affects the Winding Up clause (Rule12) hereof.

PART 12: WINDING UP:

- 12.1** In the event of the Club winding up all assets and funds shall be returned to the Mother Club. No part of the funds or income of the Club is to be used or be made available to any Member of the Club to be used for pecuniary gain.

PART 13: ASSETS:

- 13.1** The Club is not to own assets but to act as custodian of those assets provided by Mother Club.
- 13.2** In partnership with the Mother Club the Club shall endeavour each year to have funds available to contribute to the upkeep, replacement and maintenance of assets as the needs arise.

PART 14: MATTERS NOT PROVIDED FOR:

- 14.1** If any matter should arise which is not, or which in the opinion of the Executive is not provided for by this or under this set of Rules, the same shall be determined by the Executive in such manner as it shall deem fit, and every such determination shall be binding on the Club and its Members unless and until set aside by resolution of a General meeting.

PART 15: REPEALS AND SAVINGS:

- 15.1** The Rules of the Club as operative at the date of adoption of this set of Rules are hereby repealed, but all appointments to Office and all acts of authority which operated hereunder and are subsisting or in force on the coming into operation of this set of Rules shall endure as if they originated under this set of Rules.

PART 16: ENACTMENT

- 16.1** These Rules will become adopted and effective at a Special General Meeting when passed by resolution by a majority of Full Financial Members present. They will entirely replace and repeal the previous Bowls Taradale Constitution & Rules.

**Rules & Objectives of Bowls Taradale:
Adopted at a Special General Meeting 05 February 2012**