

**CUNNINGHAM DISTRICT BOWLS ASSOCIATION INC.
BY LAWS**

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CUNNINGHAM DISTRICT BOWLS ASSOCIATION INC.

BY LAWS

1. MEETINGS

(a) Council:

- (i) Notice of any Council or General Meeting and the business to be conducted shall be communicated in writing to Clubs by the Management Committee at least fourteen (14) days before the date of such meeting.
- (ii) The Council will conduct regular meetings every March, June and December
- (iii) Council consists of elected delegates, one each for Mens and Ladies Divisions/Clubs. Where a club is single gender only (e.g. Mens Club or Ladies Club) then that Club shall only be entitled to one delegate, and consequently, one vote per section 1(a)(vi).
- (iv) A Councilor must be a member of and have declared a Cunningham District Bowls Association Inc. (herein after referred to as CDBA) affiliated Club as their nominated Club.
- (v) An alternative Councilor, who shall be a financial member of the same affiliated club, may represent an elected Councilor. A Management Committee member shall not be entitled to an alternate representative.
- (vi) A Councilor may represent only one Club/division.
- (vii) Voting at Council Meetings shall be in accordance with Constitution. A Councilor in addition to his/her own vote shall not exercise any vote/s on behalf of any other entity. In the case of an equality of votes, the status quo shall be maintained.
- (viii) Where a Councilor has missed three successive meetings of the Council without written explanation, the CDBA may write to the club requesting a change of club delegate.

(b) Management Committee:

- (i) The Management Committee shall meet at least once every two (2) months.
- (ii) Notice of such meetings shall be given, wherever practicable, in writing.
- (iii) The Management Committee shall decide host Clubs for CDBA matches, conditions of play, nomination fees and green fees for CDBA competitions.

- (iv) The Management Committee shall receive all decisions and recommendations from any committee appointed by the Management Committee for consideration and, where approved by the Management Committee, ratification.
- (v) The Management Committee shall appoint the District Side Manager/s and District Coach/es considering recommendations made by the Selection Committee/s.
- (vi) Each Management Committee member shall exercise one vote on any question. Where two positions are combined e.g. Secretary / Treasurer, only one vote shall be exercised. In the case of an equality of votes, the status quo shall be maintained.

2. RETURNING OFFICER

- (a) Immediately prior to the date set for the Annual General Meeting each year, the Management Committee shall appoint a Returning Officer whose duties shall be to control the issuing of the Ballot papers and subsequent collection and counting of same at the Annual General Meeting.
- (b) The Returning Officer shall ensure that only those entitled to vote are issued with the necessary ballot papers
- (c) The Chairperson shall enlist the services of two (2) Tellers to assist the Returning Officer in conducting the ballot. Neither the Returning Officer nor any Teller shall be a candidate in any such ballots.
- (d) Each candidate in a ballot may appoint one or more persons to act as his/her scrutineer.
- (e) The Returning Officer shall advise the Chairman of the meeting the result of the Teller's count and the Chairman shall announce the result to the meeting.
- (f) The ballot material shall not be destroyed without the authority of a motion passed at the meeting, and it shall be the duty of the Returning Officer to carry out such destruction.

3. ELECTION AND BALLOT PROCEDURE

- (a) Nominations for Office Bearers of the Management Committee shall be made in accordance with the Constitution. The election of an Office Bearer shall take effect from the close of the general meeting at which the ballot takes place.
- (b) All nominees must be a member of and have declared a CDBA affiliated Club as their nominated Club

- (c) Voting where necessary shall be by secret ballot, and shall be conducted in accordance with the Constitution. Each Councilor present at the meeting shall vote in accordance with Constitution.
- (d) The method of voting shall be to delete the name/s of the candidate/s not required, in accordance with the Constitution.
- (e) The results of each ballot shall be determined on the “first past the post principle”. If there are an equal number of votes for two or more candidates for the last remaining position in a ballot, a further ballot shall be conducted between the candidates who tied.
- (f) If insufficient nominations are received for election to the management committee, then those candidates so nominated shall be declared elected. The meeting shall then proceed to fill any remaining vacancies and, if necessary, conduct a ballot in accordance with this by-law, with nominations from the floor of the meeting.
- (g) Candidates nominated for election shall be entitled to attend the general meeting. If present at the meeting at which the ballot is to take place, they shall be entitled to address the meeting for a period not exceeding three (3) minutes unless the meeting has agreed to give all candidates a longer period.
- (h) Ballot papers may be issued to those entitled to vote prior to the meeting being opened but the votes shall not be collected by the Returning Officer until the Chairman of the Meeting announces the closing of the ballots. All votes will be deemed to have been made after the opening of the meeting and before the closure of the ballots.

4. OFFICE BEARERS, COMMITTEE AND OTHER PERSONS

- (a) The office of an elected or appointed person shall become immediately vacant if the person:
 - (i) Becomes a bankrupt or makes any arrangement or composition with his/her creditors generally, or directly or indirectly interested in any contract or proposed contract with the CDBA and fails to declare the nature of his/her interest
 - (ii) The person's club has an unpaid financial commitment to the CDBA
 - (iii) Is or becomes a full time permanent employee of a District Association or the State Body or an elected/appointed member of another District Bowls Association.
- (b) (i) In addition, any Office Bearer, member of the Council or other elected person, may be removed from office by a majority of the members present and entitled to vote at a Special Meeting called for that purpose setting out the reason for the removal. The member affected shall have due notice of such meeting and shall be afforded reasonable facilities for making such representation to the meeting as the person shall think fit. The person shall be entitled to be accompanied by a legal representative or other agent; and
 - (ii) Any person appointed to a position by the Council or the Management Committee may be removed from that appointment by a majority of the

members present and entitled to vote at a Special Meeting called for that purpose setting out the reason for the removal. The member affected shall have due notice of such meeting and shall be afforded reasonable facilities for making such representation to the meeting as the person shall think fit. The person shall be entitled to be accompanied by a legal representative or other agent.

5. PRESIDENT

- (a) The President shall act as Chairperson at all meetings of the Association, the Council and Management Committee to regulate and keep order in proceedings and carry into effect their decisions;
- (b) Be an ex-officio member of all sub-committees of the Association;
- (c) The President may appoint another member of the Management Committee to act in their stead as an ex-officio member of a sub-committee.
- (d) Be responsible for and to carry out the duties expected of a person holding this position.

6. VICE PRESIDENT

The Vice President shall –

- (a) Understudy and assist the President and act in his/her stead when required;
- (b) Represent the District at significant events on behalf of the President.

7. SECRETARY

In addition to the duties contained in the Constitution, the Secretary shall -

- (a) Issue notices of all meetings connected with the Association in accordance with the District Constitution.
- (b) Prepare Agendas, Minutes, and Reports (including the Annual Report)
- (c) Keep a record of member Clubs with the addresses of their respective Presidents and Secretaries and a membership record of every affiliated Club.
- (d) Receive all correspondence and reply thereto as directed
- (e) Inform the President (or in his/her absence the Vice-President) of all urgent matters requiring attention.
- (f) Subject to the directions of the Management Committee, supervise the working of any staff employed.

- (g) Arranges for uploading of information to the CDBA Website and social media site

8. TREASURER

In addition to the duties contained in the Constitution, the Treasurer shall –

- (a) Prepare a Budget for each upcoming year
- (b) Prepare a Statement of Accounts for the Management Committee and Council Meeting
- (c) Monitor revenue and expenditure
- (d) Prepare books for audit
- (e) Produce a Statement of Audited Accounts for the Annual Report
- (f) Bank all money received by the Association

9. COMMITTEE PERSONS

- (a) Three committee persons may be elected annually
- (b) In the instance where the Secretary and Treasurer positions are combined, then four committee persons may be elected.

10. DEALINGS WITH OTHER ORGANISATIONS

(a) Authority to represent the interests of the District:

- (1) The Association shall have the power to join with and be a member of such organisations as may be determined by the Management Committee provided that membership of any organisation to which a membership fee is paid must first be approved by the Council. Currently approved organisations are –
 - (i) Bowls Queensland;
 - (ii) Combined South East Queensland District Bowls Association
- (2) The Management Committee shall represent the interests of the District, its Clubs and bowls generally at organisations and when considered necessary, and unless otherwise provided, shall have the power to appoint any suitably qualified person to represent the District's interests.

(b) Delegates to Bowls Queensland

- (i) Two Delegates to the State Body (one male and one female) shall be elected annually by the Council from persons nominated by the Management Committee. The persons shall be a financial member of a CDBA affiliated Club and a member of the Management Committee. In the case of a vacancy in this appointment, the President shall have the power to temporarily appoint a replacement to serve until the Council can ratify the appointment of a replacement. Where a Delegate to the State Body is unable to attend State Body meetings the person shall advise the President who, in conjunction with the Secretary, shall appoint a proxy.
- (ii) The Delegates to the State Body shall represent the views of the CDBA at State Body meetings. Where no specific instruction has been issued by the Council, the delegates shall act on the instructions of and report to the Management Committee.

11. SUB-COMMITTEES AND OTHER APPOINTMENTS

- (a) Sub-Committees' expressions of interest accompanied by the applicant's curriculum vitae shall be called and considered by the Management Committee. The Management Committee will appoint all sub-committee positions and other positions as required.
- (b) Sub-Committees to be appointed are: Match; Selection, Coaching, Umpires and Systems Administration.
- (c) Each Sub-Committee will be responsible to the management committee and a written report shall be submitted by the relevant committee chairperson to every management committee meeting.
- (d) The Management Committee will appoint the District Coach/es considering expressions of interest.
- (e) The Management Committee may appoint other Sub-Committees as seen relevant to perform allotted tasks from time to time.
- (f) The Management Committee may dissolve a Sub-Committee at any time during their appointed.

12. SUB-COMMITTEE VACANCIES

- (a) Vacancies on all committees may be filled as required by the Management Committee.
 - (i) The President (or the president's appointed management committee members) shall be an "ex-officio" member of all Sub-Committees.
 - (ii) The Management Committee may, at its option, determine that the appointment of committee members be held prior to the 1st of January each year to give each committee a full twelve (12)

months term of office in line with the District year, excluding the Selection Committees. Where the Management Committee makes such a decision, the procedure for calling of Expressions of Interest and conduct of a selection process shall follow.

- (iii) Each Sub-Committee shall have authority to co-opt persons additional to its specified number subject to the approval of the Management Committee.
 - (iv) Sub-Committee appointments shall cease on the 31st of December for all sub-committees excluding the Selection committees.
 - (v) Selection committee appointments shall commence on the 1st July and shall cease on the 30th of June.
 - (vi) Any casual vacancies filled after the original appointment date/s of 1st January or 1st July shall cease per (iv) or (v) above.
- (b) The Management Committee shall have the role of coordinating the activities of Sub-Committees on behalf of the Council. All Sub-Committees appointed shall submit a report to the Management Committee meeting.

(1) Selection Committee (Men's/Ladies):

The Selection Committees shall be appointed annually and the appointment shall commence on the 1st July until the 30th June of the following year.

- (i) There shall be separate Men's and Ladies Selection Committees.
- (ii) Each Selection Committee shall consist of three (3) members where at least two shall be from different clubs.
- (iii) Two members of the Committee shall form a quorum.
- (iv) The duties of the Committee are
 1. To select players to represent the District in inter-district and other selected events.
 2. Where necessary, coordinate the activities of other committees and the District Sides Coach (if any) in the attainment of this objective.
 3. Within the first month of appointment, elect a chairperson and provide ongoing plans to the Management Committee to meet objectives for the year.
 4. To advise the District Side Manager of selections made for any given event.
 5. Advise unsuccessful nominees for any given event of their non-selection.

6. Provide the System Administration Committee with accurate details of events to be uploaded to the online system, in a timely manner.
 7. To attend District and District representative events.
 8. Provide write-up and photographs (if any) of events to the Systems Administration Committee for uploading to the CDBA website and social media site within three days of the events' conclusion, including any agreed changes to Conditions of Play for inter-district events.
 9. Maintain a record of the number of District Representative games played by all players
 10. Record all minutes of the meetings of the Selection Committee.
- (v) The Committee shall have the power to second and appoint persons to positions that assist the Committee in achieving its objectives, subject to approval by the Management Committee
- (vi) The Selection Committee/s shall recommend the appointment of the District Side Manager/s to the Management Committee. The District Side Manager is required to hold a current "Positive Notice blue card - Working with Children check" when there are Junior Bowlers in the selected CDBA side.

The duties of the District Side Manager/s include:

- (a) Attends Manager's Meetings at events
- (b) Provide input, as advised by the Selection Committee, to conditions of play for future Challenge matches;
- (c) Attends to scorecards, shirts, jackets and reasonable needs of players.
- (d) Provide for the players' comfort, safety and well-being at all times during the playing and staging of events;
- (e) Where necessary, allocate accommodation and travel arrangements etc.
- (f) Prepares a report for Management Committee.
- (g) The Manager may, if requested by the Selectors and District Coach, assist in team selection once the competition commences.
- (h) In conjunction with the Selection Committee, provide write-up and photographs (if any) of events to the Systems Management Committee for uploading to the CDBA website and social media site within three days of the events' conclusion, including any agreed changes to Conditions of Play for inter-district events.

- (vii) The Chairperson/s of the Selection Committee/s or the Chairman's representative shall, as required, attend Management Committee Meetings and/or Council Meetings and provide a written report on the activities of the Committee.

(2) Match Committee:

The Match Committee shall be appointed annually and the appointment shall commence on the 1st January until the 31st December

- (i) There shall be one Match Committees which may consist of not less than three (3) and up to a maximum of seven (7) members, where there are no more than two committee members from any one Club.
- (ii) A majority of the number of Match Committee Members shall form a quorum.
- (iii) Duties of the Match Committee:
 - (a) Organise and control all Association/State Body/District level competitions except where the Council decides to set up a special committee to organise and control a specific competition such as the State District Sides Championships;
 - (b) Recommend the allocation of events to Clubs taking due account of the current greens assessments. Notwithstanding the foregoing, the Management Committee, duly authorised by Council may decide the allocation(s) associated with a particular event;
 - (c) Review competition "Conditions of Play" recommending any changes to the Management Committee for subsequent ratification by the Council;
 - (d) Investigate and resolve other matters referred to it by the Management Committee or the Council.
 - (e) Within the first month of appointment elect a chairperson and provide ongoing plans to the Management Committee to meet objectives for the year
 - (f) Prepare the CDBA annual program of events for the following year, not later than 31st October annually.
 - (g) Provide the Systems Administration Committee with full and accurate details of events to be uploaded to the online system, in a timely manner.
 - (h) Provide the Systems Administration Committee with a write-up and photographs (if any) of events for uploading to the CDBA website and social media site within three days of the events' conclusion.
 - (i) Record all minutes of the meetings of the Match Committee.

- (iv) The Chairperson of the Match Committee or their representative shall, as required, attend Management Committee Meetings and/or Council Meetings and provide a written report on the activities of the Committee.

(3) Umpires Committee:

The Umpires Committee shall be appointed annually and the appointment shall commence on the 1st January until the 31st December

- (i) There shall be one Umpires Committee which may consist of not less than three (3) and up to a maximum of seven (7) members, where there are no more than two committee members from any one Club. They must be accredited National Umpires who have held a valid certificate for not less than two (2) years at the date of appointment. Such members must have met or be able to meet any requirements as set out by the State Umpires Committee.
- (ii) A majority of the number of appointments shall form a quorum
- (iii) Duties of the Umpires Committee:
 - (a) To conduct, training and examinations as required for the accreditation and re-accreditation of National Umpires and Measurers.
 - (b) To report on such questions, interpretations or decisions on the Laws of the Game as may be referred to it by the Association Secretary from the Management Committee, Council or a District Committee.
 - (c) To carry out such other duties as may be directed by the State Authority through the District Secretary.
 - (d) To liaise with the Match Committee for the appointment of Umpires for games under District control.
 - (e) Within the first month of appointment elect a chairperson and provide ongoing plans to the Management Committee to meet the objectives for the year.
 - (f) Such other duties as may be allocated by the Management Committee or Council.
 - (g) Provide accurate details advertising all courses to the Systems Administration Committee for uploading onto the CDBA Website and social media page
 - (h) Record all minutes of the meetings of the Match Committee.
- (iv) The Chairperson of the Umpires Committee or their representative shall, as required, attend Management Committee Meetings and/or Council Meetings and provide a written report on the activities of the Committee.

(4) Coaching Committee:

The Coaching Committee shall be appointed annually and the appointment shall commence on the 1st January until the 31st December

- (i) The Coaching Committee may consist of not less than three (3) and up to a maximum of seven (7) members, where there are no more than two committee members from any one Club. All of the Coaching Committee members shall be at least Level 1 standard of the National Coaching Accreditation Scheme. Committee Members shall have held a current Coaches' accreditation for at least two (2) years.
- (ii) A majority of the number of appointments shall form a quorum.
- (iii) Duties of the Coaching Committee are:
 - a. The Coaching Committee is responsible for the education of coaches within the District
 - b. Assist Club Coaches in coaching programs at Club level;
 - c. Arrange for the examination and accreditation of Coaches (at Level 1 standard)
 - d. Within the first month of appointment elect a chairperson and provide ongoing plans to the Management Committee to meet objectives for the year.
 - e. Liaise with BQ Coaching Committee for accreditation and re-accreditation of Level II and Level III Coaches.
 - f. Provide accurate details advertising all courses to the Systems Administration Committee for uploading onto the CDBA Website and social media page.
 - g. Record all minutes of the meetings of the Coaching Committee.
- (iv) The Chairperson of the Coaching Committee or their representative shall attend as required Management Committee and/or Council Meetings and provide a written report on the activities of the Committee.

(5) District Sides Coaches (1 Men's Side Coach and 1 Ladies Side Coach):

- (i) The duties of the District Coaches:
 - (a) In conjunction with the Selection Committee, guide, direct and nurture District Teams, Junior Teams and Development Squads and conduct Coaching Programs for these Teams and Squads
 - (b) Prepares a report for Council Meetings and the Annual Report
 - (c) Liaise with the District Coaching Committee as required.

(6) Systems Administration Committee

The Systems Administration Committee shall be appointed annually and the appointment shall commence on the 1st January until the 31st December.

- (i) The Systems Administration Committee may consist of not less than three (3) and up to a maximum of seven (7) members, where there are no more than two committee members from any one Club
- (ii) The duties of the Systems Administration Committee:
 - (a) Manage the online CDBA competitions system
 - (b) Provide training and assistance to member Club's nominated managers/representatives
 - (c) Liaise with both the Match and Selection Committees to ensure all events are managed in a timely fashion meeting CDBA Calendar dates
 - (d) Enter all events into the on-line system
 - (e) Ensure all results are received/entered into the system
 - (f) Provide back-of-house system access and training to those people so authorised by the Management Committee.
 - (g) Provide system/change passwords for Clubs as required.
 - (h) Upload relevant information provided by the various committees onto the CDBA social media page
 - (i) Forward relevant event information to the CDBA Website Administrator for uploading
 - (j) Keep annual records for CDBA "Player of the Year" for both Men and Ladies.
 - (k) Record all minutes of the meetings of the Systems Administration Committee.

13 PLAYING ELIGIBILITY

(a) Eligibility to Play in Events:

- (i) In accordance with the Bowls Australia "Affiliation, Eligibility To Play & Player Clearance" Policy, a member of two clubs or more shall nominate/declare the Club for which the person wishes to be associated for the playing of eligible events by 1st January each year

and such declaration of nomination shall apply for the ensuing District bowling year.

- (ii) A player may only play in Cunningham District (not including Pennants) and above level events such as Champion of Club Champions, and such other events as may be so classified by the Management Committee:
 - a) From their “declared” Club, and
 - b) Provided that they are a current financial member at all of their Clubs. A person who is a fee “Defaulter” or “unfinancial” at any Club will be ineligible to nominate or play in any of the above District events, and
 - c) Provided they have not participated in identical championship events of more than one State Territory Authority or District during a 12 month cycle where a cycle shall be described as the financial year of the State or Territories from which the player is transferring from or to.
- (iii) Any player and/or member club who contravenes any part of this By-Law shall be disqualified from nominating or playing in any District events for the remainder of that District year and may be fined or suspended as the Management Committee, at its absolute discretion, may determine.

(b) Eligibility to Play in District Pennants

- (i) To be eligible to nominate for and to be selected to play in a CDBA Pennants Team/Side, a player must be a financial member (not under suspension or expulsion) of all of their Clubs and must have declared a CDBA affiliated Club as their nominated Club.
- (ii) The player must be a member of the Club that they play pennants for.

(c) Eligibility to Play in District Championships

To be eligible to nominate for and play in District Championship events a player must be a financial member (not under suspension or expulsion) of all their Clubs and must have declared a CDBA affiliated Club as their nominated club.

14 SELECTION POLICY

- (a) The District Management Committee shall determine the Selection Policy and Criteria following consultation with the Selectors and the District Coach. The Selectors shall select teams when required following full consideration of the approved policy and criteria.
- (b) The guiding principle in all determinations shall be the advancement of the sport of bowls and the continuous improvement in the standard of performance in all aspects by all players in the District. Successful results in all competitions are desirable, but of equal importance is the development of the team.

- (c) Eligibility to be Selected in a District Side:
- (i) To be eligible to nominate for and to be selected to play in a District Team/Side, a player must be a financial member (not under suspension or expulsion) of all of their Clubs and must have declared a CDBA affiliated Club as their nominated Club.
 - (ii) In special circumstances with the written approval of the Management Committee, a member of this District may be released to play for another District in the State District Side's competition.
- (d) Listed below are some of the items that will be utilized when considering the selection of a prospective team/squad member. The list is not necessarily complete and other aspects may be considered when required. The items are not necessarily listed in order of importance.

Selection Criteria

- A. Compatibility – Relationship with all other team members must be good.
 - B. Attitude – A desire to compete and achieve as a team member. A ready willingness to accept and follow direction from those in authority.
 - C. Dress Code and Presentation – To be neat, clean and tidy at all times.
 - D. Etiquette – All aspects of etiquette to be adhered to at all times.
 - E. Commitment – To be available for District representation.
 - F. Behaviour – Behaviour both on and off the green to be beyond reproach.
 - G. Ambitions – To have the desire to continually improve and achieve greater results.
 - H. Development – A commitment to attend training sessions as required and to pursue personal training programs as directed by the District Coach.
- (e) Following favourable consideration of the above, consideration will then be given to the ability, prospects and past performance of the prospective team member to enable a decision to be made. Performance at all levels will be taken into account.
- (f) Any player who feels he/she has missed selection may request a meeting with the Selectors and the holding of any such meeting shall be recorded, in the form of minutes, by the Chairperson of the Selection Committee. An appeal against the decision may be made in writing to the Management Committee who will hear any such appeal. Decisions shall be made by the Management Committee and will be final.

15. CLUB MEMBERS

- (a) Any member who holds membership with two (2) or more Clubs shall pay all Club fees and any other levies for each Club of which they are a member.

- (b) Only one payment of CDBA affiliation fees and BA and BQ affiliation fees (if so authorized by BQ) is required once only per person per annum. These fees are to be paid to the player's nominated/declared Club.
- (c) Proof of payment of such affiliation fees is the responsibility of the individual bowler. Without such proof, further/additional payment is required.
- (d) No person shall be admitted as a member of any Affiliated Club who is, or has been a member of any other Affiliated Club or any other Bowls Association unless they satisfy the Committee of the first mentioned Club that they do not owe any entrance fee, subscription or other monies to any other Club.
- (e) Upon resigning, or joining another affiliated club, the Secretary of that member's affiliated club shall issue the official Bowls Queensland inter-club clearance.
- (f) The Secretary of the club from where the player is leaving or joining another club shall certify on the official Bowls Queensland inter-club clearance if the player is under suspension or expulsion.
- (g) The By Laws of all CDBA affiliated Clubs shall contain a clause requiring that all resignations must be received and acknowledged in writing by the Secretary of the Club. No person shall be deemed to have resigned from a Club unless their resignation is in writing and delivered to the Club and until any outstanding discipline or other proceedings being undertaken against the member are concluded.

16. ATTIRE

In all matches under the jurisdiction of the CDBA or any of its members, players shall wear shirts provided by the District and which shall not be worn at any other time without the consent of the District Management Committee.

17. UNIFORM

The official District uniform shall be as prescribed by the Management Committee.

18. APPEALS AND DISPUTES

- (a) Appeals and disputes between affiliated Clubs and/or Club members shall be submitted to the District Secretary in writing. The decision of the Management Committee shall be final.
- (b) Any decision made in relation to the Conditions of Play or a penalty awarded against a player or a Club, where ratified by the Management Committee of the District shall not be the subject of any appeal.
- (c) In the case where 18 (b) does not apply, any appeal shall be lodged in writing with the Secretary of the Association. It will be reviewed by the Management Committee whose decision shall be final.
- (d) Any request for an interpretation of the Bowls Australia Inc. Laws of the Sport of Bowls (including Domestic Regulations) shall be made in writing to the Secretary of the Association who may submit same to the Umpires Committee for examination and the Committee will report their opinion to the Secretary.

19. AFFILIATION

- (a) Subject to the BQ Constitution and By-Laws, the Council shall have power to vary the terms and conditions of, or to suspend or cancel any affiliation or provisional affiliation granted under the Rules of the Association.
- (b) Applicants for affiliation with the district may consist of Bowls Clubs within the District's defined geographical area and incorporated or otherwise whose membership may consist of men solely, ladies solely or combined men and ladies Bowls Clubs.

20. ALTERATION TO BY-LAWS

Alterations and/or additions to these By-Laws may be made by a simple majority vote of the Management Committee and submitted to Council for approval

21. COLOURS

The colours of the Association shall be Yellow and Cyan (sky blue).

22. DISCIPLINARY BY-LAW

The Cunningham District Bowls Association Inc. adopts the Bowls Queensland Disciplinary By-Laws so far as they relate to the District.

23. STANDING ORDERS

1. Except as extended by the meeting by simple majority:-
 - (a) the Mover of a proposition may speak on the proposition for not more than ten minutes;
 - (b) subsequent speakers may speak on the proposition for not more than five minutes;
 - (c) the Mover of the proposition may speak in reply for not more than five minutes.
2. Whenever an amendment is proposed to an original proposition, a second or subsequent amendment shall not be taken into consideration until the first amendment is disposed of.
3. If an amendment to a proposition is carried, the amended proposition shall displace the original proposition and become itself the proposition to which any further amendments may be moved;
4. Not more than one amendment to a proposition shall be submitted to the meeting for discussion at the one time;
5. Each proposition shall be put by the Chairperson after the Proposer has had the right of reply;
6. A person other than a Proposer shall not, except with the permission of the Chairperson or where the attention of the Chairperson is called to a point of

order, speak more than once on one proposition or proposed amendment to a proposition;

- 7 Propositions and amendments shall be submitted in writing when requested by the Chairperson;
8. Any discussion may be closed by a resolution that “the question be now put” and the resolution will then be put to the meeting without further debate;
9. Any member dissatisfied with the Chairperson’s ruling on any matter may move a motion that the Chairperson’s ruling is dissented from, in which case
 - (a) The mover shall be permitted to speak for not more than five minutes;
 - (b) The Chairperson shall in not more than five minutes state the reasons for their ruling;
 - (c) The motion shall thereupon be put in the affirmative by the Chairperson if available, or a person (other than the Chairperson) elected by the members to act temporarily as Chairperson;
 - (d) The meeting shall decide by simple majority;
 - (e) The decision of the meeting shall be final.
10. Except where six months has elapsed since a motion was adopted –
 - (a) A notice of motion to alter or rescind a previously adopted motion, or a notice of motion that has the same effect as a motion that has been negatived by the Council, shall not be accepted;
 - (b) Where a motion to rescind or to alter a motion has been negatived or when a motion which has the same effect as a previously negatived motion is negatived, no similar motion shall be accepted and the effect of this provision shall not be evaded by a substitution of words.

24. OTHER POLICIES

For policies not specifically covered in these By Laws CDBA adopts the policies of Bowls Queensland in the first instance and Bowls Australia policies in the instance that there is no Bowls Queensland policy. These policies include, but are not limited to:

- Member Protection Policy
- Conflict of Interest Policy
- Extreme Weather Policy

All affiliated Clubs and their members are required to be familiar with and abide by these policies.