

updated
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Suite 8.01 289 King St Mascot NSW 2020
p | (02) 9267 7155
E: constitution@womensbowlsnsw.org
w | www.womensbowlsnsw.org

Recommended procedure to adopt the updated Club and District Constitution and By-Laws

WBNSW urges all Clubs and Districts to adopt the revised Constitutions and By-Laws before their next AGM.

Step 1.

Download the revised Club Constitution and By-Laws templates from the website. At a Management Committee meeting decide on the minor alterations you want to make to the By-Laws to suit the needs of your Club.

Step 2.

Recommend that the President propose the Notice of Motion/s to adopt the revised documents. Give Notice of Motion/s to Secretary at least 35 days before General Meeting.

NB. The requirements of the revised constitution and by-laws may mean that also you need to change your financial year or when you run your AGM. If so, then you need to write a Notice of Motion to do that as well. See suggested wording below.

Step 3.

The Secretary should prepare the documents as follows:

On the front page the Club/District Constitution:

- a. insert the club/district logo in the space provided
- b. insert Incorporation number if applicable
- c. insert club/district name in space provided
- d. insert date of the proposed General Meeting in the space marked 'Adopted'
- e. On page 4 – insert the club/district name.

On the front page of the Club/District By-Laws:

- a. insert the club/district logo in the space provided
- b. insert Incorporation number if applicable
- c. insert club/district name in space provided
- d. insert date of proposed General Meeting in the space marked 'Adopted'
- e. On page 3 – insert name of District in the space provided.
- f. On page 7 – insert the number of Life Members as agreed by your Club.

Make the minor alterations to the Club/District By-Laws as agreed by the Management Committee. Suggestion: if you are unsure, seek advice from WBNSW to confirm that your minor alterations are consistent with the State, District, and Club constitutions.

Step 4.

Call a General Meeting – must give members 28 days' notice. The meeting notice to include the Notice of Motion/s to adopt the revised Club Constitution and By-Laws. Send a copy of the revised documents via email or noticeboard to avoid excessive printing and postage costs. Suggestion: advise your Registered Club CEO/manager that the women's club is in the process of adopting a new Constitution and By-Laws.

Step 5.

At the General Meeting, the Notice/s of Motion are dealt with as Special Business. A quorum for a General Meeting is 33% of Members entitled to vote. The decision to adopt the revised Constitution and By-Laws is by a majority vote.

Step 6.

Send a copy of the revised Club Constitution and By-Laws to the Registered Club for their approval.

Send a digital copy of the revised Club Constitution and By-Laws to WBNSW Governance Committee via constitution@womensbowlsnsw.org for approval. A confirmation of approval email will be sent to the Club. Print the confirmation email for the Secretary's records.

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Query re Club Delegate position

Once the revised Constitution and By-laws are adopted, all the new rules/clauses become effective, therefore, **if a Club currently has more than one Delegate**, it needs to reduce that number to one. The procedure to use is as follows.

The Secretary/President should declare the position of Delegate null and void and treat it as a casual vacancy. Call for Expression of Interest to fill the position of Delegate (EOI template available on website). The Expression/s of Interest will go to a Management Committee Meeting for vote via secret ballot.

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Suggested wording for Notice/s of Motion

That WBC adopt the revised Club Constitution presented by WBNSW, as per attached.

ThatWBC adopt the revised Club By-Laws presented by WBNSW with alterations to suit the needs of the Club, as per attached.

ThatWBC change its financial year from to 1st July to 30th June of the following year to bring it in line with the revised Club Constitution.

ThatWBC move its Annual General Meeting from toto bring it in line with the revised Club Constitution.

Governance Committee