

BYLAWS OF BARGARA BOWLS CLUB INCORPORATED

INTERPRETATION AND DEFINITIONS

Bowls Committee means see clause 4.2.

Bylaws means the bylaws of the club in force at any one time having been approved by special resolution passed by secret ballot by 75% of the voting members of the Club present at the meeting

Club means the Bargara Bowls Club Incorporated

Constitution means the constitution of the Club in force at any one time having been approved by special resolution passed by secret ballot by 75% of the voting members of the Club present at the meeting

Controlling Body means the member/s appointed by the Bowls Committee to be in charge of play at any specific time. This may be the games director, umpire, president, or, if no one is appointed, a member of the Management Committee.

Laws of the game means laws for the game of bowls as set by World Bowls and adopted by The National Body.

Management Committee means the committee appointed at a general meeting by the Club's voting members present at the meeting to manage the affairs of the Club as set out in the Constitution

National Body means Bowls Australia

RSL means Bundaberg & District R.S.L. and Citizen's Memorial Club Inc. Incorporated Association No. 07207, trading as Bundaberg Services Club or any other name this organization trades under.

Special Resolution means a resolution passed by 75% of the voting members of the Club present at the meeting by secret ballot at a general meeting or a special general meeting called to consider the resolution

State Body means Bowls Queensland

THE CLUB AND ITS MEMBERS

1.1 Objects and Powers

The objects and powers of the Club are set out in the Constitution.

1.2 Membership

Membership categories for the Club together with rules for admission, resignation and removal of members are set out in the constitution.

1.3 Club Colours

The Club uniform shall be:-

1. The shirt or blouse complying with the design [including the Bowls Australia logo] determined, from time to time, to be the Club uniform.
2. Lower body attire: the authorized colour is Dark Royal Blue.
3. Head attire: as per Bowls Australia logo policy.
4. Footwear shall be footwear approved by Bowls Australia.
5. The Club shall determine the Club uniform for side events [pennant and above] which will be approved by the District Association and registered with Bowls Queensland

5.1 For clarity "pennant is any form of structured competition between Clubs that are affiliated with Bowls Queensland where the competition uses the Laws of the Sport of Bowls and requires an umpire to adjudicate. Above pennant are all events organized by Bowls Australia, Bowls Queensland or Bowls Queensland affiliated districts.

1.4 Dress Standards

Each authorized level of the sport in Queensland is responsible for implementing dress standards for events under its control. These standards must be based on and must not be in conflict with the National/State body and Domestic Regulation 5 of The Laws of the Sport of Bowls (BQ By-Law Attire 14.2)

1. When playing as a nominated player in any Club selected or Championship event Club uniform is mandatory. ie (white Club shirt and dark royal blue lower body attire)
2. When the Club uniform is not required the Controlling body shall be responsible to ensure that mufti dress standards shall be neat and tidy and comply with licensing requirements and RSL dress standards.
3. Bowls Australia approved footwear is mandatory, except for barefoot social events.

1.5 Conduct of Members and Visitors

Any member of the Club who:

1. Fails to observe any of the rules of the Constitution or Bylaws of the Club.
2. Or is guilty of an act, practice or conduct calculated to bring discredit to the game of bowls or the Club or its members.

3. Or engages in illegal gambling, or betting or uses obscene or abusive language in the Club's controlled bowls areas or the RSL's Bargara premises will render the member liable for a reprimand, expulsion or suspension and/or other action allowed under the Constitution.

The Controlling Body or members of the Management Committee present shall have the power to deal with any breach of discipline or decorum that occurs immediately before, during, or immediately after play at the Club as promptly, efficiently and effectively as possible to suit each situation. Any other disciplinary issues are to be dealt with by the Management Committee in accordance with the Constitution.

The Management Committee of the Club shall handle any written report of any such breach or misconduct as set out in the Constitution. Visitors shall be bound by the same code of conduct and behavior as that which applies to members, and should the Management Committee see fit, they may report such incidents to the visitors' home Club.

1.6 Conduct and Control of Minors

Any Club members involved in training, coaching or supervising of minors must be licensed by and act in accordance with State Government legislation.

GOVERNMENT OF THE CLUB

2.1 Management Committee

The Club is operated and run by the Management Committee. Members of the Management Committee are assisted in their tasks by volunteer members of the Club serving on committees or acting in an individual capacity at the request of the Management Committee.

2.2 Election of the Management Committee

The election of the Management Committee shall be conducted as prescribed in the Constitution.

ADMINISTRATION OF THE CLUB

3.1 Bylaws

Bylaws shall be made, amended or repealed as provided in the Constitution.

The bylaws set and control:

- the proper and diligent business and administration of the Club;
- the clarification of procedures for the management and administrative arrangements required for the Club about which the Constitution may be silent.
- the limits of authority for members of the Management Committee and members of the Club
- the financial systems, controls and procedures for the Club

3.2 Duties

The officers of the Management Committee shall provide high levels of professional services, skills and expertise for the benefit of the Club as a whole, and the Club members in particular.

3.3 Duties of Members of the Management Committee

The Management Committee members will decide amongst themselves which member/ members will be allocated the various individual tasks and responsibilities required to be performed from time to time by the Management Committee in accordance with the rules of the constitution and bylaws, with the exception of the following specific tasks:

Chairman

- Preside at all meetings of the Club and the Management Committee.
- Attend meetings of committees as often as possible;
- Oversee the initiation and development of new and innovative programmes to provide for the enhancement of the Club's operations for the benefit of all members;
- Encourage community involvement in the Club's activities;
- Ensure that the constitution, by-laws, standing orders and other rules of the Club are properly and fairly enforced;
- Unless otherwise provided for in the Constitution, diligently represent the Club on all occasions requiring official representation and be the Club's spokesman for all matters associated with the media;
- Be the liaison between the Club and the landlord, the RSL and attend monthly, meetings with the RSL, together with one other member of the Management Committee;
- Present to members at the half yearly and annual general meetings of the Club a report which fairly and comprehensively describes and identifies the state of the Club's business, social and financial reports, and records its events and achievements;
- Ensure procedures are in place to maximize income for the Club from bowls, raffles, sponsorship and donations;
- To oversee the Management Committee's annual review of honorariums, and if recommended, to ensure the amount and names of the participants are included as an agenda item at the Annual General Meeting of members; and
- Perform all other activities, which, from time to time, are proper and reasonable to undertake for and on behalf of the Club.

Secretary

Duties set out in the Constitution

Treasurer

- Managing the cash position of the Club
- Posting and maintaining a full set of books of account
- Banking all income
- Paying of authorized Club accounts
- Preparing monthly profit/loss, cash flow reports for the Management Committee
- Preparing forecasts of the Club's profit/loss, cash flow, and banking
- Ensure the security of the Club's assets
- Arrange for an annual financial audit
- Prepare half yearly profit/loss, cash forecasts, and financial reports to be presented to members at the annual and half yearly meetings.

- Ensure regular backup of financial records
- Report to the Management Committee and members on any financial impropriety
- Ensure adequacy of Club insurance policies and excesses.
- Maintain a register of period and/or term contracts and present a report to members at the annual general meeting.

Ladies' and Men's Bowls Presidents

- Manage the ladies, men's, and mixed bowling activity of the Club
- Chair bowls committees
- Prepares annual bowls calendar for distribution by 1st of January each year
- Act as Club representative for visitors, and for Bowls Association duties.
- Oversee Club member's welfare either directly or via a separate committee.

The Management Committee members may decide amongst themselves which member/members may be appointed to assist the secretary, treasurer or bowls presidents in completing the various individual tasks and responsibilities required to be performed. This assistance may be rendered by members of the Management Committee or ad hoc committees formed by the Management Committee for the specific purpose.

COMMITTEES OF THE MANAGEMENT COMMITTEE

4.1 General

The Management Committee shall establish sub-committees in accordance with the Constitution and shall provide (and subsequently amend from time to time) the brief for each sub-committee's activities.

No committee shall hold funds nor have authority to commit the Club to spending funds.

4.2 Bowls Committees

The Management Committee shall establish a Bowls Committee to run the day to day activities of bowls, including all coaching, umpiring, championship, Club, carnival, and social bowls. The Bowls Committee may contain games directors, three or five selectors and general bowling duty members. The duties for the various bowls positions and activities are generally set out in the Admin Guide issued from time to time by the State Body and these may be added to or varied by the Management Committee.

4.2.1

To be eligible as a selector for the Ladies and Men's committee, members will need to be nominated by 2 voting members, signed by the candidate and the members who nominated him or her. Nominations to be received by the Club Secretary at least 14 days prior to the AGM and displayed for members viewing and if there are more nominations than required a separate vote will take place. The vote will be by gender, and the required number of candidates (3 or 5) as indicated by the Men's and Ladies Bowls Sub Committees, with the most votes will be the nominated selectors until the following AGM. If there are not enough candidates nominated, nominations may be taken from the floor of the meeting.

Any person elected to a position of office in the Bargara Bowls Club can only hold one (1) position and cannot have two (2) positions --- eg President & Selector.

4.2.2

If there is a need to replace a selector during the nominated period the respective President will call for nominations to replace the outgoing selector's and then put to the Club Members for sign off.

4.3 Ad hoc Committees

The Management Committee may, from time to time and at any time, establish a sub-committee for any particular and valid purpose associated with the fulfillment of the objects of the Club, and for that purpose only.

Any such sub-committee shall only be established upon the provision of a clearly defined brief and appropriate time frame to fulfill its particular purpose. The reporting procedures for each sub-committee shall also be clearly defined.

REIMBURSEMENT OF EXPENSES

5.1 Expense reimbursement

Any member who is requested by the Management Committee to undertake any authorized activity for and/or on behalf of the Club, and who incurs an expense in association with that activity shall have the fair and reasonable expectation of reimbursement of that expense without provision of any payment by way of commission or profit. Any such reimbursement must fall within the financial guidelines and limits of authority for the Club.

5.2.1 Vehicle Expenses

The Club shall reimburse 'out of pocket' expenses to bowlers who use their own cars as transport to Clubs for official visits including Patron's, President's and Gala Days and pennant play, provided that the trip is greater than a 30kms radius from the Bargara Club. To be eligible for reimbursement the travel must be to events where the member or team is representing the Club and such travel is authorized by the Management Committee. Travel will be re-imbursed at a level to be decided by the Management Committee each year. Consideration will also be given by the Management Committee to requests for reimbursement for travel to special bowling events. Where travel is less than 30kms each way, no reimbursement will be made. All reimbursement of any such expenditure must be authorized by the treasurer.

5.2.2 Green Fees

The Club will pay Green Fees for players involved in the following competitions – Pennant, Taylor Wide Bay Classic, McCracken Cup (Men), Anderson Shield (Men), Bundaberg Trophy Shield (Ladies), and Championship Games at District & Group level which progress on to State level.

5.3 Entertainment and Expense costs

The Club shall approve expenditure, for entertainment and expense costs for the Chairman and Bowls Presidents. The level is to be set annually by members at the Annual General Meeting. The Management Committee is to provide members with its recommended levels for inclusion as an agenda item for the Annual General Meeting. Any expenditure above the approved level initially must be approved by the Treasurer and ratified by the Management Committee. The over expenditure is to be reported to members at the half yearly and annual general meetings for members ratification.

CLUB COMPETITIONS AND EVENTS

6.1 Club Events

Club competitions shall be held annually, and may consist of:

- Championship Events including Singles, Pairs, Triples, Fours as single gender and mixed competitions
- Non Championship Events
- Graded Events and
- Other competitions approved by the Management Committee

To be eligible for championship events controlled by the State Body only full affiliated members who have declared for the Club may enter, however this may be varied from time to time by the State Body.

6.2 Bowling Year

The bowling year for all events shall commence on 1st January and shall finish by 31st December of the same year. Earlier completion dates may be set by the bowls committees to comply with district or state association requirements.

6.3 Running Club Events

All competitions will be played in block form. For all events, nominations in the form approved by the Management Committee shall be made not later than the closing date as published. Nomination shall be made by placing the name or team on the entry sheet. All teams for mixed fours must consist of two men and two women, and mixed pairs one man and one woman. All entrants shall be financial voting members of the Club at the closing date of nominations, which will be no later than 7 days prior to the scheduled Block commencement date for each event.

6.4 Draw for Club Events

The match committee shall make all drawings for the events in the Clubhouse in the presence of at least two other members. The draw shall be made as soon as practicable after the closing date. A copy of the draw is to be placed on the boards provided, and a file copy is to be kept by the Games Director and/ or Bowls President in the Club's files.

6.5 Calling Club Events

The match committee shall call the games to be played, giving adequate notice, wherever possible in writing. Such notice having been given, no further notice shall be required if events are interrupted or postponed by inclement weather. It is a member's personal responsibility to ascertain whether a member is called for play.

When called for play, the principle of 'play, sub or forfeit' shall apply to all games. Games may be played earlier than the date called, by agreement with the players concerned.

6.6 Team Availability

Team Skips are responsible for the availability of their team member or, if necessary, shall arrange to provide a substitute who will be the same gender as the player being replaced in accordance with the Laws of the Game.

6.7 Playing Conditions

6.7.1 All play shall be under the control of the Controlling Body.

6.7.2 All play shall be under the National Body Laws of the Sport of Bowls and in accordance with Club conditions of play, except as provided for in these By-laws

6.7.3 Players may not be called to play more than two games per day whenever Championship games are scheduled.

6.7.4 An Umpire of the Day shall be appointed for all Club competition games.

6.7.5 Unless stated to the contrary, games of bowls shall commence at the following times throughout the year: The Controlling Body may vary these times during winter months to allow for shortened daylight hours.

- Morning games 9:00a.m.
- Afternoon games 1:00p.m.
- Evening games 6:30p.m.

6.8 Court Attendance

In the event a member is called for Jury Service or subpoenaed to attend court the Controlling Body shall have the power to determine each case on its merits. They shall exercise discretion depending on the circumstances, taking into account the length of notice given to the Controlling Body, whether the delay would be for a definite period the length of the delay and the urgency of the need for the completion of the event.

6.9 Grading of Players

6.9.1 At the discretion of the selectors the winner of the B grade singles is automatically reassessed at the beginning of the next competition year. The selectors shall make their decision on other players based on performance taking into consideration Club performance and performances in events conducted by other clubs and controlling bodies

6.9.2 The grading of players should take into consideration requests from members to be regraded because of their age or altered bowls playing standard. Members who have down graded by selectors may then play in their amended grade both within the Club or District, except that no former "B" grade singles winner can play in a "B" grade singles event.

6.9.3 Only players graded "B" grade or lower shall be eligible to enter "B" grade competitions.

6.9.4 The total value of all trophies and/or money shall be determined from time to time by the Management Committee

6.10 Official Games

When a member of the Club has been called to fulfill a National, State or District Association or Club commitment (excluding President's at Homes) in a match or on official

business on any day on which he/she has been drawn to play in an Association or Club commitment, the onus shall be on the player to notify the National, State or District Association or Club as the case may be, of any other commitment.

The Controlling Body may define circumstances that it will not accept as a valid reason for a player's unavailability. However, a substitute is not permitted if an intended player enters another competition scheduled to be played at the same time. If a substitute is refused on these grounds, the Controlling Body shall declare the position of the absent player vacant.

6.11 Roll Ups

Any non members enjoying a roll up will be charged a fee to be decided each year by the Management Committee.

Roll ups are not permitted on any green where a scheduled game is being played, unless approved by the Controlling Body. Greens not being used for organized games may be used for practice.

6.12 Pre play practice

The conditions for pre-game practice and trial ends are set in accordance with the laws of Bowls issued from time to time by the National Body.

6.13 Code of Conduct

Conduct of all players and officials is to be as follows.

PLAYERS:

- Play by the rules of the game.
- Do not deliberately distract or provoke an opponent.
- Sportsmanship should be prized above all things. Applaud all good plays whether they are made by your team or the opposition.
- Co-operate with your teammates and opponents. Without them there would be no competition.
- Participate in the game of lawn bowls for your enjoyment.
- Respect the rights, dignity and worth of all participants in the game of lawn bowls regardless of their gender, ability, cultural background or religion.

COACHES:

- Remember that players participate for pleasure and winning is only part of the fun.
- Ensure that player's time spent with you is a positive experience. All players are deserving of equal attention.
- Be fair, considerate and honest with all. Help each player to reach their full potential.
- Make a commitment to provide a quality service for you players.
- Operate within the rules and spirit of your sport.
- Provide a safe environment for your coaching.
- Be a positive role model for your sport.

UMPIRES:

- Be fully conversant with the Laws of the Sport of Bowls.
- Be consistent, objective and courteous when making decisions.
- Condemn unsporting behaviour and promote respect for all opponents.
- Be professional in your approach to the game of lawn bowls and the part you play.

- Keep up to date with the latest trends in officiating.

ADMINISTRATORS:

- Allow all members to have an equal opportunity to participate by providing a healthy and enjoyable environment.
- Encourage the training of both officials and those members wishing to become officials on a regular basis.
- Ensure that everyone involved in the sport emphasizes fair play and not winning at all costs.
- Encourage the members to preserve the Etiquette of Bowls.
- Make it clear that abusing fellow members either on the green or off is unacceptable and should result in disciplinary action.
- Respect the rights, dignity and worth of every member.
- Encourage the members to follow the Code of Behaviour for the benefit of all.

GENERAL

7.1 Notice Boards

Notice Boards upon which all notices shall be posted shall be placed in conspicuous position in the Bowls Room. If any notice has been so posted for the prescribed time, the fact that a notice has not reached a member shall not invalidate the proceedings.

Achievement Records are to be maintained by the Club in electronic form and, subject to the Management Committee's approval, any member, team or side winning an official District, State or National event may have that achievement recorded thereon.

7.2 New Bowlers

All new bowlers are to have coaching lessons.

7.3 Member's Bowls

Each member is wholly and solely responsible for his or her bowls, bag, associated equipment and all clothes and personal items. The Club shall at no time accept any responsibility for their security, safe-keeping or any loss or damage, whether or not it is or is not contained in any locker, cupboard or cabinet provided by the Club.

No member shall use the bowls of another member without that member's permission.

7.4 Notices of Motion

Notices of Motion must be submitted in writing to the Secretary at least 21 days before a General Meeting for inclusion in the notice convening such meeting. Any Notice of Motion must be signed by a voting member of the Club as the proposer, and counter signed by a minimum of 5 other voting members as being in agreement with the motion.

7.5 Vacancies on Bowls Committees

The Management Committee may appoint any voting member of the Club to fill any casual vacancy on the Bowls Committee.

BANKING AND FINANCIAL CONTROLS

8.1 Bank Accounts

8.1.1 The Club may only operate banking facilities, including cheque, internet accounts, deposits etc with financial institutions authorized by the Australian Prudential Regulation Authority (APRA) to carry out banking business in Australia. While the appropriate Federal Government legislation remains in force, the Club may only operate these banking facilities with a financial institution whose deposits and operations are covered by the Australian Government Deposit Guarantee scheme.

8.1.2 The Club will operate a cheque account and a linked at call internet saver account.. The Management Committee may transfer its bank accounts to any financial institution, provided that it meets the conditions in clause 8.1.1

8.1.3 The Club's cheque account is to be maintained with a maximum balance of \$30000. When the balance exceeds \$30000 money is to be transferred to the linked internet saver account so that the balance of the cheque account is lower that \$30000 In the event of insufficient funds available in the cheque account, monies may be transferred from the linked account to the cheque account to meet commitments.

8.1.4 The linked internet saver account must be established and managed so the funds may only be deposited to or withdrawn from the Club's linked cheque account. No other deposits may be received into this account nor payments made from this account.

8.1.5 The linked internet deposit is to be managed so that it has a balance no more that \$25000. Every two months any surplus funds in this account are to be deposited in interest bearing securities with any financial institution that is qualified under clause 8.1.1. The Treasurer is to provide a recommendation to the Management Committee on the period and interest rate for the deposit and the financial institution into which it will be placed. After approval the Treasurer is to arrange placement of the deposit

8.1.6 On maturity of the interest bearing security the interest received is to be deposited into the Club's cheque account, and the principal reinvested, either on its own, or by adding surplus funds in accordance with the procedures set in clause 8.1.5

8.1.7 The Management Committee is to ensure that the sum of all deposits held with any one financial institution is maintained below the maximum limits for insurance of deposits covered by the Australian Government Deposit Guarantee scheme, whilst that scheme remains in force. However, if the financial institution in which the above mentioned deposits are held is one of the four major Australian Banks, no such maximum will apply.[Four major banks are: ANZ, Commonwealth, Nab and Westpac]

8.2 Cash management

8.2.1 All monies received by the Club are to be banked into the Club's cheque account.

8.2.2 All payments made by the Club are to be paid from the Club's cheque account.

8.3 Financial Reports and Forecasts

8.3.1 Every 6 months ending 30th June and 31st December the treasurer is to prepare and the Management Committee is to approve a forecast for the forthcoming 12 months. This is to show forecasted future income, expenditure and cash flow. The forecasts are to be supplied to members at the half yearly and annual general meetings together with a report to members on the comparison of actual results to the previous forecast.

8.3.2 The treasurer is to prepare and the Management Committee approve a set of financial reports for the balance sheet and the profit and loss of the Club for the periods 1st July to 31st December [for the half year] and 1st July to 30th June [for the full year]. These are to be presented to members at the half yearly and annual general meetings of the Club.

8.4 Capital Expenditure

The Management Committee may only approve capital expenditure to a limit of \$5000 without approval of 75% of voting members at a general meeting, called to vote on the expenditure. Payments for a larger item of capital expenditure may not be broken into smaller payments to avoid the limit.

8.5 Backup of Records

The Management Committee is to ensure and maintain a computer backup facility to ensure all of the Club's computers are automatically backed up to a secure facility on a daily basis. Where this backup is done on premises, a separate back up is to be done monthly and removed from Club premises for storage at a secure location.

8.6 Insurance

The Management Committee must ensure that the Club has adequate insurance cover for asset, public liability, misappropriation, professional indemnity and volunteers cover. This may be by separate cover or by ensuring the Club is named as an insured party under policies organized and maintained by the landlord, the RSL.

8.7 Reporting Financial Impropropriatory

All theft and misappropriation of Club property and assets must be formally reported to the Queensland Police Force for investigation, and the members advised of the results of such investigation.

8.8 Cashing Member's Cheque

Although members may pay for services by cheque, the Club prohibits the cashing of a member's cheque.

8.9 Credit Cards

The Club is not to issue any credit cards for any purpose.

8.10 Mobile Phones

The Club is not to issue any mobile phones in the Club's name for any purpose.

8.11 Borrowing

The Management Committee's limit of authority to incur borrowings is set at zero.

8.12 Mortgages or Liens

The Management Committee's limit of authority to issue a mortgage or lien of any type over any of the Club's assets or to grant a negative pledge against assets is set at zero.

8.13 Secured or unsecured notes

The Management Committee's limit of authority to issue secured or unsecured notes, debentures, or similar instruments is set at zero

8.14 Term Contracts

The Management Committee may enter into period or term contracts with any supplier or service provider, provided that the Management Committee must approve the arrangement by majority vote before the contract is signed. No contract or agreement may exceed a term of 12 months without approval by Special Resolution of voting members of the Club present at the meeting.

8.15 Engagement of employees

The Management Committee may not enter into any contract which establishes an employer/employee relationship without prior approval by Special Resolution of voting members of the Club present at the meeting.

8.16 Conflict

Where there is a conflict between powers of and limits of authority on the Management Committee set out in the Constitution and those contained in the Bylaws, the Bylaws will prevail.

STANDING ORDERS

9.1. These Standing Orders are applicable for all meetings of the Club, Management Committee and, as far as appropriate, for meetings of committees, and shall be construed subject to provisions of the Constitution.

9.2 Where a meeting lapses due to the lack of a quorum and an arrangement is made for another meeting in its stead, then all the business of the lapsed meeting shall take precedence on the agenda for the subsequent meeting.

9.3 Any member desiring to speak during the course of a meeting shall rise in his/her place and, only when called upon by the Chairman, shall address the chair. If two or more members rise simultaneously, the Chairman shall call upon the member who first caught his/her attention.

9.4 When the Chairman rises to speak, any member standing shall sit down.

9.5 Subject to these Standing Orders, the mover of a motion shall be limited in time for his/her speech to three minutes, and all subsequent speakers, including the mover of any amendment and the right of reply, shall be limited in time to three minutes.

9.6 No member other than the mover of a motion or an amendment to a motion shall speak to it until it is seconded. A motion or an amendment lapsing for want of a seconder shall not be recorded in the minutes.

9.7 A motion or amendment before the chair shall not be withdrawn except by its mover and by leave of the meeting. No motion shall be withdrawn while any amendment is under discussion or after any amendment has been adopted.

9.8 The proposer of any motion or amendment shall submit it in writing unless otherwise agreed by the Chairman.

9.9 A motion or amendment being considered by the meeting may be reworded by the mover subject to the leave of the meeting.

9.10 No member shall speak more than once to any question, except that the mover of the motion (but not an amendment), shall have a right of reply, which shall close the debate. An amendment shall constitute a separate question from the original motion and from any other amendment.

9.11 A member moving a motion or amendment shall be deemed to have spoken to it. A member seconding it without speaking to it may reserve the right to speak to it subsequently.

9.12 When an amendment is before the chair, discussion shall be confined to that amendment. No further amendment shall be proposed until the amendment before the chair has been disposed of.

9.13 The Chairman shall, as far as practicable, call on speakers for and against the motion or amendment alternatively, subject to the right of the seconder to speak immediately after the mover. If two consecutive speakers have both argued for and against a motion or amendment, and there is no member wishing to argue the opposite view; or in the case of a motion, to move an amendment, the motion or the amendment shall, subject, in the case of a motion, to the mover's right of reply, be put without further debate.

9.14 Any member may rise on a point of order, which shall take precedence over all other business. The point of order must be raised at the time the alleged irregularity occurred. An explanation or question shall not constitute a point of order. The Chairman shall immediately rule on any point of order.

9.15 Any member disagreeing with the Chairman's ruling on a point of order may move dissent. Such motion shall be put forthwith without debate.

9.16 A member who has not already participated in the debate may at any time, whether another speaker has the floor or not, move "That the question now be put", which motion, if accepted by the Chairman, shall be put without amendment or debate. The Chairman shall have absolute discretion to accept or refuse the motion. The Chairman may, without requiring a motion, put the question if he/she feels that adequate discussion has taken place. In either case, the mover of a motion shall retain the right of reply. If an amendment is before the chair, the closure motion shall be deemed to close the debate on the amendment only.

9.17 A member may at any time move “That the speaker be no longer heard” or “That the speaker be heard for a limited time only”. Such motions shall be put without amendment or debate. No other motion, except a motion dealing with the speaker’s time, shall be moved while the speaker has the floor.

9.18 A motion to alter or rescind a resolution of a previous meeting can only be moved after circulation of a Notice of Motion, which cannot occur until a period of at least two months has elapsed since the original resolution was passed.

9.19 A member may move “That the debate (or meeting) be now adjourned”. Discussion shall be in order but only amendments as to time and/or place shall be permitted. The motion shall take precedence over other business before the chair except for points of order or personal explanations.

9.20 Any of Standing Orders 1 – 19 may be suspended on a majority vote of members present. A motion to this effect shall be open to debate.

9.21 Notwithstanding anything hereinbefore contained, any decision made by a validly constituted meeting shall not be void by reason only of a departure from these Standing Orders which was not detected until after the matter was resolved.

9.22 These Standing Orders form part of the Bylaws of the Club.

9.23 Any matter not dealt with in these Standing Orders shall be governed by the customary procedure at meetings.