



AUSTRALIAN TENPIN BOWLING SENIORS ORGANISATION OF A.C.T. (INC)

Constitution of the Australian Tenpin Bowling Seniors Organisation of the Australian Capital Territory Incorporated.

Preliminary

In these rules, unless a contrary intention appears: -

ATBSO of ACT (Inc.) is the Australian Tenpin Bowling Seniors Organisation of Australian Capital Territory Incorporated, hereinafter known as the **Organisation**.

ATBSON is the Australian Tenpin Bowling Seniors Organisation (National) Inc.

AGM means Annual General Meeting

EOGM means Extra-Ordinary General Meeting

financial year means the year ending on 30 June.

member means a member, however described, of the ATBSO of ACT (Inc).

Committee member means an office-bearer of the ATBSO of ACT (Inc.) as referred to in Article 4-1.

Secretary means the person holding office under these Rules as secretary of the ATBSO of ACT (Inc.), or where no such person holds that office, the public officer of the ATBSO of ACT (Inc.).

TBA means the Tenpin Bowling Association of Australia Ltd.

the Act means the **Associations Incorporation Act 1991**.

the Regulations means the Organisation Incorporation Regulations

Article 1

NAME

This Organisation will be known as the Australian Tenpin Bowling Seniors Organisation of the Australian Capital Territory Incorporated, also known as Organisation.

Article 2

PURPOSE

1. The purpose of this organisation is to promote and foster the sport of tenpin bowling at a competitive level amongst eligible bowlers aged 40 years and over within the Australian Capital Territory (ACT).
2. This Organisation will hold trials to select representative teams for each of the divisions at the Annual Interstate Teams Challenge in accordance with the ATBSON rules and regulations.
3. This Organisation will hold Masters Trials to select a Men's and a Women's representative to represent the Organisation in each of the divisions at the Annual Masters Tournaments in accordance with the ATBSON rules and regulations.



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Article 3

A. REPRESENTATIVE TEAMS

Each year the Organisation shall select teams in each of the divisions to represent the organisation at the ATBSO State Teams Challenge. This selection shall be in accordance with the ATBSO rules and regulations as laid out in the Organisation's By-laws.

B. MASTERS REPRESENTATIVES

Each year the Organisation shall select a Masters representative in each of the divisions to represent the organisation at the ATBSO Masters tournaments. This selection shall be in accordance with the conditions as laid out in the Organisation's By-laws.

C. UNIFORMS

1. Members of the Organisation's Representative teams and the Masters Champions shall be required to wear a uniform identifying them as the Organisation's representatives.
2. For each of the Male divisions the uniform shall consist of Black dress trousers and a shirt of predominantly Blue, Yellow and White colours. The shirt shall display the ACT Coat of Arms on the front left with the bowlers first name beneath it and the Organisation's Logo on the back panel, with the wording "ATBSO of ACT Interstate Challenge Team" and the year, as well as the bowler's surname.
3. For each of the Female divisions the uniform shall consist of Black dress trousers or skirt or shorts, and a shirt of predominantly Blue, Yellow and White colours. The shirt shall display the ACT Coat of Arms on the front left with the bowlers first name beneath it and the Organisation's Logo on the back panel, with the wording "ATBSO of ACT Interstate Challenge Team" and the year, as well as the bowler's surname.
4. For each of the Masters representatives the ATBSO of ACT (Inc) logo will be on the front left with the bowlers' first name beneath it and wording on the back panel of the shirt be "ATBSO of ACT Masters (division) Champion or Representative" and the year together with the bowlers' family name. The term of "Masters Representative" should only be used if the Masters Champion is unable to attend.

Article 4

A. MEMBERSHIP

1. Membership will be open to all bowlers aged 40 and over who have been issued with a current Tenpin Bowling Australia Limited membership card.
2. The Committee of this Organisation will have the right to refuse membership to any applicant without being bound to give any reason for such refusal provided that the Committee will not capriciously refuse such application.
3. Any person refused membership has the right of appeal to the Committee of the ATBSO (N) Inc.
4. Annual Membership fees will be collected each year for the season commencing 1st January and ending 31st December each year. Fees will be as set by the members from time to time at the AGM. Membership fees paid at or after 1 November will apply to the following year.
5. The Organisation will gain its funds from membership and other fees, and from official fundraising as approved by the Committee.



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B. LIFE MEMBERSHIP

At an AGM, members may confer Life Membership on any member or former member who has rendered exceptional service to the Organisation. Notice of Motion must be included in the notice of the AGM. Life Members shall not be required to pay the annual membership fee but shall retain all rights of a full Member.

Article 5

A. COMMITTEE

1. The Committee of the Organisation shall consist of President, Vice President, Secretary, Treasurer and Tournament Director.
2. The Committee will meet at such time and places as decided by the Committee. Every effort will be made to provide Committee members with 7 days' notice of such meetings.
3. Where practicable the positions of President, Secretary and Treasurer will be signatories of the Organisation's bank accounts. All cheques are to be co-signed by two (2) members of the executive. Members of the same family cannot co-sign.
4. Incorporation within the ACT requires the appointment of a Public Officer who must be a permanent resident of the ACT, The Public Officer must be a full member and may or may not be a member of the Committee.
5. The Committee has the right to appoint Sub-Committees. The President or their delegate holds the position of Chairman of any Sub-Committees.

B. EXECUTIVE COMMITTEE

The President, Vice President, Secretary, Treasurer and Tournament Director shall be the Executive Committee of the Organisation.

Article 6

DUTIES OF THE COMMITTEE

A. The President

The President of the Organisation will perform all duties pertaining to that office including:

1. preside at all meetings of the Organisation and all Committee Meetings. The President will only be allowed to cast a vote, to maintain the status quo, if a vote on any topic is tied.
2. see to the enforcement of all the objects, provisions, and purposes of the Organisation.
3. make regular checks to verify the correctness of the balance of the Organisation's accounts.
4. will be chairman of the Committee or shall nominate another member of the Committee to the position if the Vice President is unavailable.

B. The Vice President

In the absence of the President, the Vice President will perform all of the duties of the President and will, also on request of the President, assist in the performance of the President's duties, or perform such duties as the President may request.

C. The Secretary

The Secretary will perform those duties assigned by the President and the Committee, in particular:



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1. keep for the permanent record an account of proceedings of all meetings of the Organisation and the Committee.
2. attend to all correspondence of the Organisation as requested.
3. ensure that notices of all meetings of the Organisation are circulated to all financial members as set out in this constitution.
4. keep a copy of all Tournament Entries&Results as supplied by the Tournament Director, for a period of two (2) years.
5. hold one of the two original copies of the Organisation's Constitution & By-laws signed by the President and the Secretary. The other copy is held by the Registrar General's Office.

D. The Treasurer

The Treasurer will perform those duties assigned by the President and the Committee in particular:

1. receive all dues, fees monies or property donated or paid to the Organisation. All monies received by the Treasurer must be banked within five (5) working days of such receipt in a recognised banking institution located in the ACT.
2. assist the Public Officer to keep a register of all members, membership fees paid by them and membership numbers.
3. hold and table all current books of account or bank statements at every meeting of the Committee for verification.
4. supply to the Committee a balance sheet together with a financial report at each meeting.
5. any financial member of the Organisation shall have the right to inspect the books in the presence of any available Committee member.

E. The Tournament Director

The Tournament Director will perform those duties assigned by the President and the Committee in particular:

1. conduct the Organisation's Teams Challenge roll-offs and Masters Selection Trials each year and other competitions as determined by the Committee.
2. be responsible to record and document all competitions and report the results of the same to the Committee of the Organisation.
3. be responsible to circulate the dates of any and all competitions and entry forms for the same to all members, at least twenty eight (28) days prior to the date of competition.
4. be on duty for the entire Tournament. Their assistant or appointed alternative (appointed by the Executive Committee) has Tournament powers in the absence of the Tournament Director. The alternative Tournament Director is still under the direction of the appointed Tournament Director.
5. the Tournament Director's decision in any matters arising out of the Tournament under their jurisdiction shall be deemed final and no correspondence will be entered into other than that which is called for under the TBA Rules and Regulations.
6. it shall be compulsory for the Tournament Director to place before the Executive Committee of the Organisation, within 24 hours, a report of any problems that arose from the Tournament.

F. Event Co-Coordinator

The Event Co-Coordinator of the Organisation shall be responsible for:

1. sourcing and coordinating fundraising events/activities for the Organisation throughout the year,
2. coordinating fundraising events specifically for the purpose of raising funds to support the ACT Team's attendance at the Nationals, and
3. support the Secretary in organising the ACT Team's attendance at the National event.



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G. Public Officer

The Executive Committee of the Organisation will appoint a full member of the Organisation to hold this office at the Executive's pleasure or until they vacate the position or move their permanent residence from the ACT. The Public Officer will, in accordance with the Associated Incorporation Act 1991 of the ACT;

1. keep a register of the members of the Organisation.
2. notify the Registrar of Incorporated Associations in the ACT of the rules of the Organisation and any changes made in them from time to time.
3. sign or receive any notices to be served by the Organisation or served upon the Organisation.
4. provide the Registrar of Incorporated Associations in the ACT with a balance sheet of the Organisation's assets and liabilities within the prescribed time limit each financial year.
5. notify the Registrar of Incorporated Associations in the ACT of appointments to any position on the Committee, and when an office becomes vacant, and notify any change of address of any member of the Committee.
6. notify the Registrar of Incorporated Associations in the ACT of their appointment as the Public Officer, and of any change of their address.

Article 7

TERMS AND VACANCIES

1. The term of office of the Committee members shall be two (2) years with the terms to be staggered as follows:
 - a. The positions of President, Treasurer and Tournament Director shall be elected one year and,
 - b. The Vice-President and Secretary elected the following year.
2. The newly elected Committee shall commence their duties immediately on election.
3. If a vacancy occurs in any position within the Committee, it will be filled in the following manner;
 - a. The President: the Vice President will fill the vacancy.
 - b. The Vice President: a person elected by the remaining Committee members from amongst their number will fill the vacancy.
 - c. Other positions: a person elected by the Committee members will fill the vacancy.
 - d. All such appointments will be for the remainder of the existing term of office.
4. If a member of the Committee is accused in writing of failing in the proper performance of their duties by any financial member of the Organisation, the Committee will conduct an investigatory meeting within Fourteen (14) days from receipt of the allegation. If after hearing from both the accused and the accuser at the meeting the charge is seen by a two-thirds majority of the Committee to be substantiated, the accused Committee member's position will be declared vacant. If the accused refuses to attend any such meeting then that meeting will proceed in their absence.
5. For the purpose of these rules, a vacancy in the office of a member of the Committee occurs if the member:
 - a. dies;
 - b. ceases to be a member of the association;
 - c. resigns the office;
 - d. is removed from office pursuant to rule 7A4;



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- e. becomes an insolvent under administration within the meaning of the Corporations Law;
- f. suffers from mental or physical incapacity;
- g. is disqualified from office under 63 (1) of the Act; or
- h. is absent without the consent of the committee from all meetings of the committee held during a period of 6 months.

Article 8

MEETINGS

A. Annual General Meeting (AGM)

1. The AGM of this Organisation will be held within five (5) months of the end of the associations financial year.
2. A quorum at an AGM will be 50% +1 of the total number of members of the Organisation.
3. If a quorum is not achieved at the AGM, another meeting is to be convened within twenty eight (28) days. The members present at the re-scheduled meeting will constitute a quorum.
4. All financial members will be eligible to vote at the AGM.
5. Any non-financial member shall forfeit their right to speak and vote at any meeting.
6. The Committee shall notify all members of the date, time and venue that the AGM is to be convened. Members will receive notification twenty eight (28) days before the meeting date.
7. Notice of Motion forms must be lodged with the Secretary at least 14 days prior to the AGM (see Attachment 2: Notice of Motion form).
8. Nomination forms for election of members of the Committee will be available to members as well as included in the Notice of Meeting (Attachment 3: Committee Member Nomination Form)
9. Written nominations for election of Committee members will close, with the Secretary, seven (7) days before the AGM.
10. The acceptance of any nomination for election to the new Committee of any person who has previously served as a member of any Committee, and who has been removed for any reason, shall be at the discretion of the current Committee.
11. Nominations for election to the Committee are limited to financial members of good standing of the Organisation.
12. If a single nomination is received for a position then that person is automatically elected, if more than one (1) nomination is received for a position then a ballot will take place.
13. In the absence of a written nomination for a position on the Committee, nominations will be called from the floor at the meeting concerned, in the event of more than one (1) nominee then a ballot will take place.
14. Election of Committee Members shall be by way of secret ballot at the AGM.

B. Extra-Ordinary General Meeting (EOGM)

1. An EOGM of all members of the Organisation will be called by the President on receipt of a written request from eight (8) members or one fifth of the membership of the Organisation (whichever is the greater).
2. Such written request for a meeting must set out the reasons for convening an EOGM.



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3. An EOGM must be held within twenty eight (28) days of receipt of such a request.
4. In the case of an EOGM being convened, all members must be given a minimum of twenty-one (21) days' notice of such meeting.
5. All financial members will be eligible to vote at the EOGM.
6. A quorum at an EOGM will be 50% +1 of the total number of members of the Organisation.
7. If a quorum is not achieved at an EOGM, another meeting is to be convened within twenty eight (28) days. The members present at the re-scheduled meeting will constitute a quorum.
8. EOGM cannot be called for the purpose of removing a Committee member.

C. General Meetings

1. Each financial member will be given 14 days' notice in writing of the date, time and location of a General Meeting.
2. General Meetings and Committee Meetings will be run within the guidelines of the Act.

D. Committee Meetings

1. Committee meetings will be held on an "as required" basis, and can be requested by any member of the Committee.
2. A request to convene a Committee meeting should be made to the President by telephone or email stating the reasons for holding the meeting.
3. A quorum of all Committee meetings shall be 50%+1 of the members of the Committee.

E. Voting by Proxy

Voting by proxy or by mail in any form whatsoever will not be permitted. Only votes cast by financial members physically present at those meetings will be permitted.

Article 9

CONSTITUTION

Every member shall be entitled to a current copy of this Constitution and By-laws.

Article 10

AUDIT

1. The books, accounts and records of this Organisation shall be subject to audit. The AGM shall appoint the auditors. Members of the Committee may not stand for appointment as auditors.
2. At least once a year, and at other times as requested by the members, the Auditor shall examine the books, accounts and records of the Organisation. The Auditor shall then certify, whether in their opinion, the Treasurer's financial statements and report are properly drawn up and exhibit a true and correct view of the state of affairs of the Organisation.
3. In the event of the Treasurer ceasing to hold office an immediate audit of the books of the Organisation shall be made.



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Article 11

COMMON SEAL OF ASSOCIATION

1. The Association shall have a common seal on which its corporate name shall appear in legible characters.
2. The common seal of the Association shall not be used without the express authority of the Executive and every use of that common seal shall be recorded.
3. The affixing of the common seal of the Association shall be witnessed by any two of the Committee of the Organisation. Members of the same family cannot be both witnesses.
4. The common seal of the Association shall be kept in the custody of the Secretary.

Article 12

CHANGES TO THE CONSTITUTION

1. This Organisation may make changes to the Constitution at an AGM or at an EOGM convened for this purpose. At least **28 days notices** shall be given to members of the date of this meeting.
2. The changes to the Constitution must be **passed by at least three-quarters** of Organisation's members who are present and entitled to vote.

Article 13

CHANGES TO THE BY-LAWS

1. The Organisation may adopt, alter or remove By-Laws as it deems necessary at an AGM or at an EOGM called for that purpose.
2. The By-Laws of the Organisation must not conflict with the rules and regulations of the ATBSO (N) Inc.
3. Changes to the By-Laws will require a simple majority (50% + 1) vote of members present at the meeting.

Article 14

MISCONDUCT – OFFENCES AND SUGGESTED PENALTIES

Offences and Suggested Penalties are outlined in *Attachment 1* to this Constitution.

Article 15

MEMBERS LIABILITY

The liability of a member to contribute towards the payment of the debts and liabilities of the Organisation or the costs, charges and expenses of the winding up of the Organisation is limited to:

- a. the amount, if any, of their unpaid membership fees to the Organisation, and
- b. any other unpaid debts due by the member to the Organisation.



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Article 16

DISSOLUTION

In the event of the Organisation ceasing to exist, all funds and assets held by the Organisation after payment of all outstanding debts and liabilities shall be distributed to an Organisation of a similar constituted purpose.

NOTE: This Constitution replaces all existing Constitutions as approved by members at an AGM held on 12th November 2017.

President: Albin Zagar - _____

Secretary: Richard Wayling - _____



AUSTRALIAN TENPIN BOWLING SENIORS ORGANISATION OF A.C.T. (INC)

ATTACHMENT 1

Australian Tenpin Bowling Seniors Organisation of the Australian Capital Territory Incorporated

MISCONDUCT - OFFENCES AND SUGGESTED PENALTIES

1. Any member of the Organisation who commits any of the following offences may be liable to suspension from membership for such period as the Committee thinks fit.
2. Any member suspended under any of the rules in this Article will:
 - (a) cease to be affiliated with the Organisation for the duration of the suspension unless an appeal is lodged.
 - (b) have the right of appeal to ATBSO (N) Inc.
3. If the suspension has resulted from a loss or misappropriation of funds, ATBSO (N) Inc. will be advised of the suspension.

Offence 1

ATTEMPTING TO GAIN UNFAIR ADVANTAGE

1. Gaining or attempting to gain an unfair advantage by any means whatsoever during Tournament play including (but without limiting the generality of this provision) the following:
 - (a) By tampering, directly or indirectly with lanes, bowling pins, bowling balls or other bowling equipment so that such lanes, pins, balls or other bowling equipment or any of them no longer meet with TBA requirements or specifications.
 - (b) By misrepresenting their average in order to gain a greater handicap, to qualify for a lower classification in a tournament or to gain any similar unfair advantage.
 - (c) By establishing an average below their ability prima facie proof whereof will arise where it appears that the bowler has repeatedly exceeded their average in handicap or classified competition without re-submitting themselves for re-rating, re-handicapping or re-classification.
 - (d) By deliberately throwing their ball into the gutter.
 - (e) By deliberately committing a foul.

Suggested Penalty - For any of the above offences - loss of game or games in which the unfair advantage was gained or attempted including loss of prize money (if any) and suspension of membership for not less than 6 months or suspension of membership or other penalty for a period of time as deemed appropriate by the Committee.

Offence 2

DEROGATORY CONDUCT

1. Conducting themselves in a manner derogatory or prejudicial to the best interests of the game of tenpin bowling or to the objects of the Organisation, including (but without limiting the generality of this provision) conduct prejudicial to the good order and discipline of the Organisation.
2. Placing the game of tenpin bowling in jeopardy of unfair criticism by the use of dishonest or disreputable tactics in connection with the game.

Suggested Penalty - not less than 1 month suspension of membership or suspension of membership or other penalty for a period of time as deemed appropriate by the Committee.



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Offence 3

DISTRIBUTION OF PRIZE MONEY

Failing to distribute team prize money in accordance with an oral or written agreement.

Suggested Penalty - Not less than 3 months suspension of membership or suspension of membership or other penalty for a period of time as deemed appropriate by the Committee.

Offence 4

PAYMENT OF FEES

Failing to pay fees due to the proper authority as and when the same become due and payable for participation in ATBSO tournaments.

Suggested Penalty - Not less than 3 months suspension of membership or suspension of membership or other penalty for a period of time as deemed appropriate by the Committee. Any person suspended will continue to be liable for any arrears of dues unpaid at the date of their suspension and for all other moneys due by him to the Organisation. The suspension will remain in force until full restitution has been made.

Offence 5

FAILURE TO PAY MISCELLANEOUS PAYMENTS

Failing to pay any accounts owing to the Organisation as and when the same become due and payable.

Suggested Penalty - Not less than 3 months suspension of membership or suspension of membership or other penalty for a period of time as deemed appropriate by the Committee. Any person suspended will continue to be liable for any arrears of dues unpaid at the date of their suspension and for all other moneys due by him to the Organisation. The suspension will remain in force until full restitution has been made.

Offence 6

BOWLING UNDER AN ASSUMED NAME

Bowling under a name dishonestly assumed including (but without limiting the generality thereof) bowling under the name of an entrant scheduled to bowl in an ATBSO tournament but unable to attend or who is under suspension.

Suggested Penalty - Not less than 3 months suspension of membership or suspension of membership or other penalty for a period of time as deemed appropriate by Committee.

Offence 7

FUND SHORTAGES

1. Embezzling, stealing, absconding with or failing to account for any funds entrusted to them.

Suggested Penalty - Ineligibility for life to hold any office in the Organisation and in addition suspension from membership for not less than 12 months or suspension of membership or other penalty for a period of time as deemed appropriate by the Committee. Any person suspended will continue to be liable for any arrears of dues unpaid at the date of their suspension and for all other moneys due by him to the Organisation. The suspension will remain in force until full restitution has been made.



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2. Being the officer required to make periodical verification of the accounts and funds of the Organisation, is guilty of malfeasance or non-feasance of any such duty.

Suggested Penalty - Suspension of membership or other penalty as deemed appropriate by the Committee.

3. Being an officer of the Organisation which has suffered a loss of funds from any cause is guilty of deliberately making or filing a false statement in relation thereto with the proper authority in order to obtain a greater sum than that to which the Organisation is entitled under any insurance policy or for any other dishonest purpose of any nature whatsoever.

Suggested Penalty - Ineligible for life to hold any office in any league or Association and in addition suspension from membership for not less than 12 months or suspension of membership or other penalty for a period of time as deemed appropriate by Committee.

Offence 8

KNOWINGLY PERMIT AN OFFENCE TO BE COMMITTED

The members of any team who knowingly permit or suffer any member thereof to bowl under a name dishonestly assumed, or to bowl under the name of an entrant scheduled to bowl in a tournament but unable to attend, or who is under suspension or who plays any bowler under suspension or who, as a team, default in attendance for tournament play without reasonable cause more than once in a season or withdraw from a tournament without reasonable cause or excuse or assist or condone the breach of any of any Rules and Regulations of the Organisation, will be guilty of an offence and be liable to be dealt with in the same manner and to the same extent as if they and each of them were the individual member committing such offence.

Suggested Penalty - suspension of membership for not less than 3 calendar months or suspension of membership or other penalty for a period of time as deemed appropriate and in addition forfeiture of all games in which such suspended bowler participated.

Offence 9

ALTERING THE SURFACE OF A BALL DURING PLAY

TBA Rule 602 of Equipment Specifications prohibits the alteration of the ball surface during any series or session of consecutive games - except with a clean cloth or towel.

Suggested Penalty - Any balls so altered will immediately be removed from the lanes and use in the competition and a warning issued to the player. If it is shown that the player had prior knowledge that their actions would be in violation of this rule, the game in which the violation occurred is subject to forfeiture. In addition, the player is subject to removal from the event in progress.

Offence 10

DRUGS IN SPORT POLICY

All members of the Organisation will abide by rules in the Anti-Doping Policy of the Australian Sports Drug Agency and the Australian Sports Commission. Copies of the Policy are available from the Organisation.

Suggested Penalty - Any person found to be in breach of the Anti-Doping Policy will be subject to the penalties defined in that Policy.



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Offence 11

BOWLING WHILST UNDER SUSPENSION

Any bowler suspended for any offence defined in Article 13 who competes in any ATBSO tournament or competition whilst still under suspension will be further penalised as follows:

First infraction – a further two year suspension will be applied, to be served in addition to the original suspension.

Second infraction – the person will be banned for life from competing in any tournament or competition held by the Organisation.

PROCEDURES FOR SUSPENSION ACTION

The procedure established is to ensure a fair hearing for any person whose right to membership in the Organisation is being challenged and also to ensure justice to all parties concerned. In all cases, the Committee or Sub-Committee appointed by them will conduct hearings and will need to be aware of any ramifications that may result from suspending a member.

ATBSO (N) Inc. may require a written report of the hearing with any penalties imposed in the event of a suspended member lodging an appeal with the ATBSO (N) Inc.

1. Suspension proceedings must be commenced after the Organisation has been supplied with a written statement of charges or by the direction of ATBSO (N) Inc.
2. In all cases involving a possible suspension of membership the Organisation, the President will call a meeting of the Committee or the Sub-Committee appointed by them, giving at least 14 clear days written notice which will specify the time, place and purpose of the meeting. He will further direct in writing the member or members charged and the complainant or complainants to appear at the said meeting and will also request the attendance of any other person or persons whose testimony may be of or appear to be relevant.

Each member charged will be sent a separate written notification of the meeting by normal mail to their last known or most usual place of address. Delivery of the notice is taken to be effected by properly addressing, pre-paying and posting a letter containing the notice to an address recorded by the Association as that last supplied by the charged member. The notice will be taken to have been delivered on the day after its posting.

Personal service of the said notification on the member or members charged will also be good and sufficient compliance with this requirement upon proof hereof. In any event, the said notification will be served personally upon or posted as aforesaid to the member or members charged not less than 14 clear days prior to the date of the said meeting.

The member or members charged will in all cases be informed in the said notification of the specific charges against them and of the right to the member or members to be represented by an advocate and the right to produce witnesses to testify on their behalf at the meeting.



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3. Procedures at the meeting

- (a) A quorum of the Committee or Sub-Committee appointed by the Committee must be present at the meeting and a roster of those present and those absent will be recorded.
- (b) Both the member or members charged and the complainant or complainants will have the right to be represented by an advocate there at, but any such advocate will obey the directions of the chairman of the meeting as to the manner in which he may participate in the proceedings.
- (c) A true and accurate transcript of the proceedings and all evidence given will be taken in such a manner as the chairman of the meeting will direct provided that where any evidence is in writing, the member or members charged, the complainant or complainants and the Committee/Sub-Committee will be entitled to have the author produced for cross-examination if this is reasonably practicable and provided further that all oral evidence given will be on oath or affirmation.
- (d) Both the member or members charged and the complainant or complainants will be entitled to see all documents submitted by way of evidence and to comment thereon and to submit documents by way of evidence on their own behalf.
- (e) The member or members charged (and if so represented) their advocate will be entitled to be present throughout the presentation of the evidence and to cross-examine the witnesses against them. He, she or they or the said advocate will in each case be entitled to call such witnesses whether as to matters of fact or good character as they or the said advocate may reasonably require, to give evidence on their behalf and to address the Committee/Sub-Committee either personally or through the said advocate after the whole of the evidence has been presented.
- (f) The member or members charged will be entitled to be assisted by a legal practitioner during the said meeting and may consult such legal practitioner at any time on matters of law. If the Committee/Sub-Committee thinks fit, such legal practitioner may be appointed chairman ex officio of the meeting.
- (g) No person other than the members of the Committee/Sub-Committee and any legal practitioner assisting or appointed by the committee aforesaid will be present during the deliberation of the Committee/Sub-Committee after the evidence has been completed.
- (h) At the conclusion of the meeting, the following will forthwith be made known verbally and in writing to all parties:
 - (i) The recommendation of the Organisation unless this is withheld pending the production of additional evidence or for any other purpose authorised by these rules.
 - (ii) That the Organisation may be required to file a complete report with ATBSO (N) Inc.
 - (iii) That the member or members charged has or have a right of appeal from the decision of the Organisation exercisable by the filing of a brief containing their grounds of appeal with ATBSO (N) Inc. and a copy thereof with the Organisation not later than 7 days after notification of the Organisation's decision.
 - (iv) That the status of the member or members charged remains unchanged until 7 days after the Organisation notifies in writing the member or members charged of the final decision.



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- (v) If an appeal is lodged with ATBSO (N) Inc., the status of the member or members charged remains unchanged until ATBSO (N) Inc. completes its investigation and hands down its findings.

For the purpose hereof notification of the above matters to the member or members charged will be effected in the same manner as in section 2 hereof, relating to notification to the member or members charged at the meeting.

- (i) The chairman of the meeting will have power to adjourn the meeting from time to time for any purpose including (but without limiting the generality of this power) the purpose of production of additional evidence.
- (j) The members of the Committee/Sub-Committee will treat the evidence given, the deliberations of the Committee/Sub-Committee and all matters relating thereto or contained therein as confidential until the conclusion of the 7 day appeal period. If an appeal is lodged within that period, the members of the Committee/Sub-Committee will treat the evidence given, the deliberations of the Committee/Sub-Committee and all matters relating thereto or contained therein as confidential until ATBSO (N) Inc. completes its investigation and hands down its findings.

4. In Absentia Proceedings

In the event that the written notification referred to in paragraph 2 hereof is returned unclaimed or in the event that the member or members charged or any of them cannot be located or fail to attend the said meeting, having duly received notification thereof as aforesaid, the meeting may nevertheless proceed in accordance with paragraph 3 hereof notwithstanding the absence of the member or members charged or any of them. For the purpose hereof, notification to the absent member or members charged of the matters mentioned in paragraph 3(h) hereof will be effected as defined in section 2 hereof.

5. Reinstatement Proceedings

Reinstatement will automatically take place at the conclusion of a member's suspension, providing that full restitution has been made in the case of fund shortages.



**AUSTRALIAN TENPIN BOWLING
SENIORS ORGANISATION
OF A.C.T. (INC)**

SAMPLE LETTER OF NOTICETO APPEAR AT A HEARING OF THE ASSOCIATION

Date

Mr. John Doe
Main Street
SYDNEY NSW 2000

Dear Sir,

You are hereby summoned to appear before the Committee meeting of the Organisation (or a Sub-Committee appointed by them) to answer charges that.....

.....
(list specific charges).

The meeting is to be held Friday evening, 18th December, at 7.30 pm at the Community Civic Club, corner Main and Broad Streets.

You may bring witnesses to testify on your behalf or introduce counsel to represent you. Should you not avail yourself of your rights of defence, your case will be tried on the basis of testimony and information pertinent to the charges outlined herein, which is at the disposal of the Committee.

Yours faithfully

Name
Position
Organisation

SAMPLE LETTER OF NOTIFICATIONOF OrganisationDECISION

Date
Mr. John Doe
Main Street
SYDNEY NSW 2000

Dear Sir,

At a meeting on 18th December the Board of Organisation, or a Committee appointed by them considered charges that.....

.....
(list specific charges).

The Board /Committee have agreed upon the following decision:

.....
.....
You have the right to appeal against this decision by submitting a brief, within seven days of this letter, to the office of ATBSO (N) Inc. Your membership status remains unchanged until that period of time expires.

A copy of the appeal must be filed with the Committee of Organisation. If an appeal is lodged with ATBSO (N) Inc, the status of the your membership remains unchanged until ATBSO (N) Inc completes its investigation and hands down its findings.

Yours faithfully

Name
Position
Organisation.

ATTACHMENT 2



Australian Tenpin Bowling Seniors Organisation
of ACT (Inc)
PO Box 7230
Greenway ACT 2900



NOTICE OF MOTION

I, _____

of _____ postcode _____

a financial member of the Organisation in good standing, submit the following motion to the Annual General Meeting of Organisation being held on **(insert date)**

(Please use a separate form for each motion)

The notice of motion is

That.....
.....
.....
.....

The purpose of this motion is

.....
.....
.....
.....

Name of the seconder of this motion _____

Address _____ Postcode _____

Signed

Proposer _____ ATBSO No, _____

Secunder _____ ATBSO No. _____

This notice should be forwarded to the Secretary, Organisation by <Insert date here>

ATTACHMENT 3



Australian Tenpin Bowling Seniors Organisation
of ACT (Inc)
PO Box 7230
Greenway ACT 2900



COMMITTEE MEMBER NOMINATION FORM

I.....

being a current financial member of the Organisation nominate –

.....

for the Committee position of

to be elected at the Annual General Meeting.

Address.....

PhoneATBSO No.....

Signed Date.....

SECONDER

I

Wish to second the above nomination.

Address.....

PhoneATBSO No.....

SignedDate

Nominations close <Insert date here>