

By-Laws as at 12th December 2016

1. GENERAL

- 1.1. The name of the organisation shall be Australian Tenpin Bowling Seniors Organisation of Western Australia INC. It is a non-profit organisation incorporated and operated under the laws of the Commonwealth of Australia.
- 1.2. The financial year of ATBSOWA will end on December 31.
- 1.3. Junior membership is for bowlers who over the age of 18 and under the age of 45 who wish to bowl in the monthly tournaments
- 1.4. The Junior members are not eligible to bowl in any roll offs or masters until they reach the age of 45.
- 1.5. To be eligible to roll off in the representative teams or masters the qualifying tournaments need to be bowled is 4.

2. MEMBERSHIP

- 2.1. The membership year shall be from the *first* day of January and cease on the last day of December inclusive.
- 2.2. Only persons who are current financial members of TBA and ATBSOWA may participate in tournaments.
- 2.3. That no tournament appearance will be credited to any bowler who has not paid his/her membership.
- 2.4. The annual fee or other levies payable by members to ATBSOWA shall be determined by the board of the ATBSOWA.
- 2.5. That the membership fees will be reduced by 50% of the yearly fees after September 30th of that year.

3. ATBSO WA BOARD

The board is responsible for overall policy and direction of the association, and delegates responsibility of day-to-day operations to the staff (when and where applicable) and committees. The board shall have not fewer than 7 members. The board receives no compensation other than reasonable expenses.

3.1. Board President/Chair Person

The board president shall be the chief volunteer officer of the association. The board president shall lead the board of directors in performing its duties and responsibilities, including, if present, presiding at all meetings of the board of directors, and shall perform all other duties incident to the office or properly required by the board of directors.

3.2. Vice President

In the absence or disability of the board president/chair person, the ranking vice-president or vice-president designated by the board of directors shall perform the duties of the board president. When so acting, the vice-president shall have all the powers of and be subject to all the restrictions upon the board president. The vice-president shall have such other powers and perform such other duties prescribed for them by the board of directors or the board president.

3.3. Secretary

The secretary shall have custody of all books, documents, records and registers. The secretary shall also keep a book of minutes of all meetings and actions of directors and committees of directors. The minutes of each meeting shall state the time and place that it was held and such other information as shall be necessary to determine the actions taken and whether the meeting was held in accordance with the law and these Bylaws. The secretary shall cause notice to be given of all meetings of directors and committees as required by the Bylaws. The secretary shall have such other powers and perform such other duties as may be prescribed by the board of directors or the board president. The secretary may appoint, with approval of the board, a director to assist in performance of all or part of the duties of the secretary.

3.4. Treasurer

The treasurer shall be the lead director for oversight of the financial condition and affairs of the association. The treasurer shall oversee and keep the board informed of the financial condition of the association and of audit or financial review results. In conjunction with other directors or officers, the treasurer shall oversee budget preparation and shall ensure that appropriate financial reports, including an account of major transactions and the financial condition of the association, are made available to the board of directors on a timely basis or as may be required by the board of directors. The treasurer shall perform all duties properly required by the board of directors or the board president/chair person. The treasurer may appoint, with approval of the board a qualified fiscal agent or member of the staff to assist in performance of all or part of the duties of the treasurer.

The Board of Directors shall make lawful and adequate provisions for sound fiscal policies and practices of the Association, including the preparation of an annual financial report and adequate fidelity bonding of officers and employees entrusted with the handling of funds or property of the Association. The annual financial report shall be posted on the Association's website.

3.5. Committee formation:

The board may create committees as needed, such as fundraising, public relations, data collection, nominations, etc. The board chair appoints all committee chairs.

4. RESIGNATION, SUSPENSION AND EXPULSION FROM MEMBERSHIP

- 4.1. A member in any category may voluntarily resign from the membership by submitting a letter of resignation to the Board of Directors.
- 4.2. A member may be suspended or expelled by the Board of Directors for
 - 4.2.1. violation of these Bylaws or any applicable rules, policies and procedures of the Association,
 - 4.2.2. violation of the requirements of membership as specified in these Bylaws or the Application for membership, or
 - 4.2.3. conduct considered by the Board of Directors to be detrimental to the interests of the Association or otherwise of sufficient gravity to warrant such action, but subject to the following conditions:
 - 4.2.3.1. Such member shall be notified in writing of the proposed action, the reason(s) for the proposed action, and the date the Board of Directors will consider the proposed action. Such notification shall be:
 - a. By registered mail.
 - b. Sent to the member not less than thirty (30) days prior to the date the Board of Directors will consider the proposed action.
 - 4.2.4. Such member shall have the right to submit a written response to the Board of Directors, which response must be received by the Association no less than fourteen (14) days prior to the date that the member has been notified as the date the Board will consider the proposed action.
 - 4.2.5. Based on the foregoing, the Board may take action to suspend or expel the member or may conduct such further investigation as it deems appropriate prior to taking action on the proposed suspension or expulsion.
 - 4.2.6. Upon finding of special circumstances or hardship, the Board of Directors may approve a pro-ration of annual dues, provided, however, that any member suspended or expelled by the Board for conduct warranting such action shall not be entitled to any pro-ration of annual dues.

5. AGM

- 5.1. The AGM of this association will be held in January of each year
- 5.2. Notice of the ATBSO AGM shall be sent by the Secretary in an appropriate form to all associations by the first of December each year. The notice shall also include nominations for Office Bearers and a request for notices of motion for the AGM.
- 5.3. It is required that all nominations and Notices of Motion **duly signed by the nominee, proposer and seconder** be returned to the Secretary at least 14 days prior to the date set for the AGM. The Nominee, Proposer and Seconder must all be registered members of ATBSOWA and and TBA.
- 5.4. After the date for nominations has closed and the credentials of all signatories have been verified, the names of nominees shall be emailed to all members.
- 5.5. If insufficient nominations are received in writing for any Office Bearers, nominations may be accepted from any eligible member (The Nominee, Proposer and Seconder must all be registered members of ATBSOWA and TBA) attending such AGM.
- 5.6. At any AGM of this Association any person being a ATBSOWA registered member in good standing may be permitted with the approval of the Chairperson to attend such meeting as an observer and such person shall not be permitted to speak (without the permission of the Chairperson) at such meeting and such person shall not be permitted to move, second or vote on any motion put before such Meeting.
- 5.7. At any properly constituted meeting of the Board of Directors the quorum shall be a majority of Board members
- 5.8. A copy of the Constitution and By-laws of the association shall be available at all times on the ATBSO website.
- 5.9. Agenda items:
 - 5.9.1. Roll Call and Apologies
 - 5.9.2. Reading of the Minutes of the previous AGM and business arising from minutes
 - 5.9.3. Correspondence
 - 5.9.4. Report from the President
 - 5.9.5. Report from the Secretary
 - 5.9.6. To receive and accept the Treasurers report
 - 5.9.7. To receive the Auditors report
 - 5.9.8. Sub Committee Reports
 - 5.9.9. To deal with the legitimate Notices of Motion.
 - 5.9.10. To elect Office Bearers
 - 5.9.11. To appoint an Auditor of the Association
 - 5.9.12. Unfinished Business
 - 5.9.13. To deal with any legitimate general business that has been handed to the chairperson in writing during the meeting.

6. PROCEEDINGS AT GENERAL MEETINGS

At a General meeting five (5) committee members constitute a quorum.

A question/decision arising at a general committee meeting shall be decided by a majority of votes, but, if there is an equality of votes, the person presiding/chairing the meeting shall have a casting vote in addition to his or her deliberative vote.

- 6.1. The business of a general meeting will be:
 - 6.1.1. apologies;
 - 6.1.2. roll call;
 - 6.1.3. to confirm the minutes of the last general meeting
 - 6.1.4. to receive the report from the President;
 - 6.1.5. to receive the report from the Treasurer;
 - 6.1.6. to receive the report from the Tournament Director;
 - 6.1.7. to receive the report from any Sub-Committees;
 - 6.1.8. any general business;

7. STATE COLOURS AND OFFICIAL UNIFORMS

- 7.1. The colours of the official uniforms (predominantly black and gold, white may be incorporated) to be worn by Representative Teams and various authorised officers shall not vary to any significant degree from the colours traditionally worn by representatives of this State in other established sports.
- 7.2. State emblems - Black swan, kangaroo paw and numbat.
- 7.3. All club members be encouraged to wear their designated club shirt at all tournaments.

8. INCORPORATION

- 8.1. This Association shall be incorporated under the Western Australian Associations Incorporation Act 1987 That act shall take precedence over any matter not covered by this Constitution/By Laws and shall also take precedence should there arise a conflict within.

9. AMENDMENTS

- 9.1. The management committee shall have the power to make, alter and rescind any by-laws that it considers necessary for the effective administration of the association, provided that no by-law may be inconsistent with the rules of association.