



NEWCASTLE DISTRICT BOWLING ASSOCIATION (ZONE 2) INC

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PREFACE

In recent years club administration has become increasingly more demanding, more time consuming and requires greater professionalism, accountability and transparency in all aspects of club operations.

The Advisory Pamphlets contained in this document were last reviewed in 1990. The decision to up-grade the information was taken following the Revised Constitution and By-Laws coming into practice in July 2007.

The Pamphlets are only a guide and have been formulated from the experience of former and current Executive and Sub-Committee Members who acknowledge the operational requirements of clubs into the future.

The information is general and needs to be read in conjunction with the “Clubs NSW Director’s Guide” and does not replace other legal requirements for club operations.

ADVISORY COMMITTEE PAMPHLET NO.1

Conduct of the Annual General Meeting Guidelines for Presidents/Chairman/Directors & Returning Officers

1. Prior to the Meeting Date
 - a. Confirm with all Directors the dress arrangements for the Annual General Meeting, ie. Bowls or club blazer, sponsor's shirt or appropriate shirt and tie.
 - b. Confirm with the Secretary/Treasurer that a copy of the Agenda and Annual Report is available for the NDBA Representative on his arrival, also inform him of the following:
 - Any Notice of Motions.
 - Any Nominations for Life Membership.
 - Any anticipated problems.
 - Any additional information you consider necessary for him to be of assistance (if required).
 - c. Read Section 4 Clubs NSW Directors Guide – Members Meeting and Elections.
2. On the Meeting Date
 - a. Close the Bar.
3. Confirm with the Returning Officer you have a Quorum to commence the Meeting.
4. At the appointed time of commencing the Annual General Meeting, if there is a delay, inform the members present of the reason for the delay. Do not have them sitting around and wondering.
5. If no delay, formally declare the Annual General Meeting of Bowling Club officially open and introduce your guests. Do check to see you have given them their correct title.
6. Passing of Members. Ask the meeting to be upstanding and observe a one minute's silence for members who have passed on since the last Annual General Meeting.
Note: Their names may be read out and referred to as listed in the Annual Report or observe one minute's silence without reference. This varies from club to club.
7. Agenda Items
 - a. Apologies – Request the Secretary to read the apologies received, call for further apologies from the floor.
 - b. Confirmation of the Minutes of the previous Annual General Meeting.
 - c. Confirmation of any Extraordinary or Special General Meeting held during the year.
Note: There are two methods related to Minutes:
 - (1) Minutes are incorporated in the Annual Report and can be taken as received and read.
 - (2) Minutes are read by the Secretary at the Meeting.

In all cases the Minutes are to be moved for acceptance and seconded by members who were in attendance at the previous meeting/s before putting acceptance to members of the current meeting.

Note: Always ensure the meeting is aware that the motions are moved and seconded.

 - d. Any Business Arising.

8. To Receive the Annual Report, Balance Sheet, Statement of Accounts and Auditor's Report.
- a. Invite the Club Auditors to present their Report.
- Note: This presentation can be presented by the Auditor or can be presented separately. Usually the following applies:
- Annual Report can be taken as read or have the Secretary elaborate on the Report.
 - Balance Sheet, Statement of Accounts and Auditor's Report are usually taken as one.
 - Financial Report may be given by the Treasurer.
 - Always ask if there are questions related to the Reports. Any questions to be answered by the Auditor or Treasurer (not the President).
 - A good practice is to request in the Annual Report for members to submit any questions relating to the club's accounts to the Secretary Manger/Hon. Secretary not less than seven days before the meeting to allow time for the Club and Auditor give a suitably researched response.
 - Ask for a Motion that the Auditor's Report, Financial Reports as a whole, the Director's Report and Director's Statement be accepted.
 - Have the Motion seconded, put the Acceptance of the Reports to the Meeting.
9. Consideration of Allowances & Honorarium for Directors
- a. Pursuant to the Registered Clubs Act 1976, an Honorarium and Allowances for Directors must be approved by way of an Ordinary Resolution at a general meeting (Annual General Meeting). Clubs NSW Directors Guide Section 4 – Members Meetings and Elections refers.
- This is an item on the agenda that takes up unnecessary time due to a number of reasons:
- i. Some clubs have a Sub-Committee that makes recommendations to the Annual General Meeting.
 - ii. Others allow for Motions to come from the floor.
 - iii. A figure quoted as a total and not defining the amounts for each Office Bearer.
 - iv. That the allowances remain the same as last year.
- Too often a member will ask how much did the President get and so on. The best practice is a recommendation comes from the existing Board by generally the Treasurer or authorised person for the coming ensuing year. Have the amounts per Office Bearer listed and included in the Concise Report sent out to all members prior to the Annual General Meeting so as discussions on increases recommended or otherwise be discussed and voted upon in a short period of time.
- Note: A Director is to receive the amount voted on at the Annual General Meeting and serves the 12 months or longer term before receiving the Honorarium agreed upon by the Members at the Annual General Meeting. Should a Director resign part way through the term of office, they normally are entitled to a percentage of the overall figure for the period served.
10. Election of Office Bearers for the ensuing periods, yearly, bi-annually or triennial (one third of the Board Members retiring yearly). The Constitution of the Club must clearly define the time period of Office Bearers.

Read Clubs NSW Guidelines for the Conduct of Board Elections – Section 4 Items 1 to 20.

- a. Generally the Election of Officers is conducted by voting in each club, prior to the Annual General Meeting. It is the role of the Returning Officer to declare those Offices filled and the position and procedure to be followed in the event of the positions not being filled (ie. from the floor at the Meeting).
- b. The President can either elect to vacate the chair asking the NDBA Representative to officiate for the election or he may remain in charge – in either case the Returning Officer declares the poll.
It is a fairly common practice that the NDBA Representative install the incoming President and in a number of clubs the Representative installs all officers, although it is considered proper that the President should do this. If the ballot is conducted at the Annual General Meeting (which we would advise against) be sure you remain in control – ensure you are not put in the position of changing your mind or procedure.
- c. Some notes to remember:
 - i. Try and save embarrassment by ensuring all badges of office are on the table for presentation.
 - ii. Where a member nominates for more than one position and he receives sufficient votes to hold all of them, he is elected to the first position declared, eg. you nominate for President, Vice-President and Treasurer and if you miss out on the first two it won't worry you because you really want to be Treasurer. If you are elected as a Vice-President then that is what you are and for you to relinquish that position you have to abide by the Law – give one month's notice. One club had people chopping and changing positions which is against the Law.
 - iii. Be sure your ballots have been conducted in the correct manner.
 - iv. Make sure the number of people elected are in accordance with not only your Rules, but with the legal interpretation.

11. Determination of Annual Subscription: Again, ensure that all present are aware of what all the current subscriptions are before somebody moves they remain the same.

The Board should recommend amounts.

12. Election of Returning Officer and Deputy Returning Officer for the following year.

If there is any change in either position remember to thank (if warranted) the outgoing officer(s).

13. Number of Selectors: Don't let this election get mixed up with the actual election of Selectors – this item is to decide on the number of Selectors.

14. Election of Selectors: Once the number to be elected is decided this segment ELECTS those Selectors.

15. Election of Publicity Officer: Quite often this Officer is not aware of the media opportunities available, so why not inform all aspiring Publicity Officers of them eg, your local newspaper, the Newcastle Herald, the Bowls NSW Journal, through our District Secretary, NBN Television, Radio 2HD and the Journal "On The Green".

16. Appointment of Qualified Auditors: Is fairly straight forward – if any change is contemplated the move generally comes from the Board. Refer to Clubs NSW Directors Guide – Section 6.

17. Business set down for consideration of which members have been given due notice.

This has been the time honoured segment of the Annual General Meeting which has generally been regarded as “General Business Time”.

Firstly, Clubs should emphasise in the Notice to Members re the Annual General Meeting that Notice of Business to be discussed at the Annual General Meeting MUST BE given to the Secretary in the prescribed time so that all members are aware of what is going to be raised.

Secondly, the President may call for any further General Business which can only be dealt with as a recommendation to the Board.

18. Appointment of NDBA Delegates.

19. Invite the NDBA Representative to speak.

20. Voting Papers to be retained for three months.

21. Thank all speakers, thank all members attending – thank them for their contribution to the conduct of the meeting and trust that the members will give the new Officers their full support.

Declare the Annual General Meeting closed and advise members of whatever arrangements have been made re catering etc.

GENERAL INFORMATION IN REGARDS TO PATRONS & LIFE MEMBERS

(a) Patrons – If a patron seeks to use the facilities of the club then that patron is required to be admitted as a member in accordance with Section 30(1)(f) of the Act. It is an offence under Section 45 of the Act for a person, not being a member of the club, to use any accommodation, facilities or amenities provided on the defined premises of a Registered Club.

(b) Life Members –

i. Life members of the club shall only be appointed at the Annual General Meeting.

ii. A nomination for Life Members can be:

a) Proposed by the Board of Directors, or

b) Proposed and seconded by a full financial member of the bowling club and be in the hands of the Hon. Secretary / Secretary Manager at least 21 days before the Annual General Meeting date.