

TENPIN QUEENSLAND INCORPORATED

RULES AND BY-LAWS

Tenpin Queensland Incorporated will affiliate with Tenpin Australia Incorporated.

1. DEFINITIONS

With these Rules and By-Laws the following definitions will apply:-

- (i) **Bowler:** Any person who is a member of the Association in accordance with Clause 3 of the Constitution.
- (ii) **League:** A group of bowlers who meet on a regular basis to engage in competition.
- (iii) **Association:** Tenpin Queensland Incorporated

2. DUTIES AND RESPONSIBILITIES OF MEMBERS

No person who has forfeited his or her membership of the Association shall be allowed to participate in any activities of, or conducted by, the Association. Each and every affiliate member is bound by and shall strictly observe the Constitution, Rules and By-Laws of the Association and shall not do anything prejudicial to the Association's interests. At all times members shall conduct themselves with propriety and decorum. No member of the Association shall be entitled to any benefits or advantage from the Association which is not shared equally by every other member. In the event of any member/s desiring to protest or complain of any breach or neglect of duties, as defined in the Rule 3, the protest or complaint shall be lodged in writing with the President or Secretary. The member/s lodging such protest or complaint may be permitted, at the discretion of the Management Committee, to attend personally and to be heard at the Management Committee meeting at which such protest or complaint is to be considered, provided that the member/s complained against shall have the same privilege. Members are required to dress in conformity with conventional requirements and as prescribed.

3. AFFILIATE MEMBERSHIP SUBSCRIPTION

The Association's financial year shall end on the 31st December each year. All annual affiliate membership subscriptions shall be made payable each year as from the 1st day of January each year, and the benefits of affiliate membership in the Association shall be conferred upon each member as from the date of receipt of the annual subscription by the Secretary of the Association.

- (a) Annual affiliate membership for Adult members of the association shall be 10% of the standard adult T.B.A.L. membership fee, or as per Constitution Rule 8 (1) (a)
- (b) Junior affiliate members must be under the age of 18 years as at the 1st of January in the current bowling year, and affiliate membership fees shall be 10% of the standard adult T.B.A.L. membership fee, or as per Constitution Rule 8 (1) (a)
- (c) Pensioner affiliate members must hold a current Pensioner Concession card or a D.V.A. Gold card, and affiliate membership fees shall be 10% of the standard adult T.B.A.L. membership fee, or as per Constitution Rule 8 (1) (a)
- (d) If or while T.Q.I. holds a licence agreement with another association, T.Q.I. affiliate membership will be available to members of that Association.

4. APPLICATION FOR AFFILIATE MEMBERSHIP

- (i) Application for affiliate membership by individuals shall be made on the forms available from the T.Q.I. committee and will be lodged together with the prescribed membership fee as per the membership form.

APPLICATION FOR AFILIAE MEMBERSHIP CONT'D

- (ii) Applications for affiliate membership by Leagues or Organisations will be prefaced by the Secretary and verified by the President of the League or Association, certifying that all bowlers are also affiliate members of the Association. There shall be no additional membership fee for Leagues.
- (iii) The Management Committee of the Association are to be financial members of the Association prior to being nominated or elected for a position on the Management Committee.
- (iv) If or while T.Q.I. holds a licence agreement with another Association, T.Q.I. affiliate membership is only required if said persons are to serve on the Management, General or Sub Committees, or wish to nominate a person to do so. This membership fee will be determined by Rule 3 item (a) or by the current Management committee, if required.
- (v) Only persons who have attended a minimum of 2/3 of the General Committee meetings during the last 12 months, may nominate for a position on the Management Committee.
- (vi) Only persons who are T.Q.I. affiliated members, or T.Q.I. Life Members, are permitted to vote at the Annual General meeting.

5. SUSPENSION AND EXPULSION

No suspension shall become operative until the Management Committee shall have inquired into a members conduct and such member shall have been given seven (7) days notice in writing by the Secretary of the proposed inquiry, forwarded to the last known address of the member and informing that member of the right to attend, and submit a defence thereat. The management Committee by a vote of the majority thereof may, after due inquiry and being satisfied of the guilt of such member, suspend the member for such period as the Management Committee shall in its discretion determine. The management Committee shall have the right by a majority vote, of terminating the membership of, and expelling from the Association, any member whose conduct, after due investigation and notice as provided above, shall be considered as rendering the member unfit for continued membership of the Association, or who shall be found to possess any of the disqualifications set forth in Rule 10 (3) of the Constitution, provided that such member may appeal to the next General meeting of the Association, or to a Special General Meeting called for that purpose against suspension or termination of membership. Upon hearing the appeal, the General meeting may confirm or disallow the suspension or termination of membership of the member and the decision will be final.

6. MANAGEMENT COMMITTEE

- (a) The business and affairs of the Association shall be under the management of the Management Committee, all of whom shall be financial members as per Rule 4 (iii), or life members of the Association.
- (b) The Management committee shall consist of the President, Vice President, Secretary/Office manager, Treasurer, Local Tournament Director, Interstate Tournament Director, Junior Tournament Director, Fundraising Director and Function and Travel Director.
- (c) The term of office of the Management committee members shall be one (1) year.
- (d) The Association Secretary shall hold the position of Association Office manager.

MANAGEMENT COMMITTEE CONT'D

- (e) In the event of the receipt of more nominations than there are vacancies, then a secret ballot shall be held forthwith to fill the vacancies. Should two (2) nominees receive an equal number of votes when there are more than two (2) nominations for the one position contested, the nominee with the least number of primary votes shall be removed from the ballot, and a second ballot called. If there are only two (2) nominees for the position contested and a tie occurs, whether in primary or secondary ballots, a fresh ballot will be called until the tie is broken.
- (f) A nominee may hold only one (1) position on the Management committee, unless there are insufficient nominations for a position, and none are forthcoming from the floor. In this instance the Management committee may consider a current Management committee member for said position, and if appointed by a majority of Management committee members, that member would hold the position until the next Annual general meeting.
- (g) If any Management committee member is absent from three (3) consecutive meetings of the Management committee, his or her seat may be declared vacant.
- (h) Any casual vacancy howsoever arising, shall be filled by appointment, made by the remainder of the Management committee. The appointee shall hold office until the next Annual general meeting.
- (i) All Management committee Directors may draw members from the General committee members, elected at the Annual General meeting, to form a working committee to help with the duties of their position.
- (j) The Vice President shall have the additional role of Public Relations, and in co-operation with the President, shall attend League meetings, if requested to do so, and visit Centre management.

7. DUTIES OF THE PRESIDENT

- (a) The President shall preside at all meetings, and ensure that all members comply with the objects, Rules and By-Laws and Constitution of the Association.
- (b) The President shall verify the financial position of the Association at least once each calendar month, and ensure that all bank statements are available to him/her.
- (c) The President shall answer to a Tenpin Queensland Inc. Board of Inquiry should the Treasurer misappropriate funds.

8. DUTIES OF THE SECRETARY

It shall be the duty of the Secretary:-

- (a) To keep a true and faithful record of all business transacted at all meetings of the Association and the Management committee, and deal with Association correspondence as directed.
- (b) To be subject to the general direction of the Management Committee and to carry out their instructions and decisions.
- (c) To consult with the President on urgent matters and also on those requiring attention between meetings.
- (d) To keep an up to date copy of the Constitution, Rules and By-Laws of the Association, which shall be available to affiliate members of the Association, by request, or on line at all times.
- (e) To maintain a membership list of members, recording the names of all affiliate members of the Association.
- (f) To call meetings of the Association in accordance with the Rules.
- (g) To preface the Annual Report for submission.
- (h) To keep, as custodian, all Association reports and records and to be responsible for them.
- (i) To keep accounts as to the expenditure of any petty cash.

DUTIES OF SECRETARY CONT'D

- (j) On relinquishing or being removed from office, to cause to be delivered to the President or the newly appointed Secretary, all records, reports, documents, petty cash statements, property and correspondence belonging to the Association.

9. DUTIES OF THE TREASURER

- (a) The Treasurer shall keep correct accounts and books showing the financial affairs of the Association, and shall keep a true and faithful record of all receipts and expenditure of the Association. He/she shall report the financial position of the Association to each ordinary monthly meeting of the Management committee, or as required by the President.
- (b) All cheques shall be signed by any two (2) of the following:- President, Treasurer and Secretary, or other member authorised from time to time, by the Management committee. All accounts for monies due by the Association, having been found correct by the Secretary and the Treasurer, shall be presented to the Committee. All amounts of one hundred dollars (\$100.00) or over, shall be paid by cheque, signed by the President, Treasurer, Secretary, or other member authorised from time to time, by the Management committee.
- (c) Immediately on relinquishing office, the Treasurer shall deliver to the President or to the newly appointed Treasurer, all books, records, vouchers, documents etc, and all monies belonging to the Association.
- (d) Should the Treasurer be unable temporarily to attend to his/her duties, the Committee shall have the power to appoint another member of the Committee to temporarily take over his/her duties.
- (e) The Treasurer shall submit to the Annual General meeting an Annual Financial Statement/s and Balance Sheet, duly audited and certified by the Auditor. All such reports will have first been delivered to the members of the Management Committee for prior examination.
- (f) For these duties the Treasurer shall be paid an Annual honorarium to be determined at each Annual General meeting.

10. ASSOCIATION FINANCES

All monies, the property of the Association, shall be deposited to the credit of the Association in such bank account as the Committee may determine. Deposits shall be made within four (4) days of receipt by members of the Committee, or any duly authorised Sub-Committee. The income and profits, if any, of the Association, shall be applied in promotion of its objects and dividends, and shall not be paid to, nor profit any individual members of the Association.

11. MEETINGS

- (i) Annual General Meeting:-

The Annual General Meeting of the Association shall be held no later than the last day of February, in each year.

Notification of the Annual general meeting shall be published at least fourteen (14) days prior to such meeting. The business to be transacted at the Annual General meeting shall be:-

 - (a) To confirm the minutes of the previous Annual General meeting and any Special General meetings held during the year.
 - (b) To receive and adopt the Annual report of the Committee.
 - (c) To receive and adopt the audited Annual Financial Statements of Account.

MEETINGS CONT'D

- (d) To elect the Management Committee in accordance with Rule 19 of the Constitution. Accept nominations, duly seconded, for the General Committee, provided that the said nominees accept appointment to an established sub-committee as directed by the Management Committee.
- (e) To appoint the Auditor
- (f) To transact any business of which due notice has been given.
- (ii) Only financial affiliated members of the Association shall be entitled to a vote at any meeting.

12. STANDING ORDERS

The following shall be the Standing Orders for meetings of the Association and of the Committee

- (a) The President, or in his/her absence, the Vice President, shall preside at all meetings.
- (b) In the event of a quorum not being present thirty (30) minutes after the time appointed for any meeting, the meeting shall lapse.
- (c) It shall be the duty of the Secretary to notify the members of the Committee.
- (d) The order of business shall be:-
 - (1) Reading and confirmation of the minutes of the previous meeting.
 - (2) Business arising out of the previous minutes.
 - (3) Correspondence and action thereon.
 - (4) Reports of Committee Directors
 - (5) Questions
 - (6) Reception of Notices of Motion
 - (7) Consideration of motions of which due notice has been given.
 - (8) General business.
- (e) Members will be allowed to speak only once to a motion, but may "rise to a point of order" or to correct a mis-statement, but no second speech shall be allowed when speaking to an amendment. The proposer of the motion shall be allowed ten (10) minutes in opening; all other speakers, five (5) minutes; the proposer of the motion shall be allowed an extra five (5) minutes in reply. At any stage of the discussion of any subject, any member may move "That the question be put without further discussion" and on being seconded and carried, the Chairman shall immediately put the motion. An extension of time may be granted to any speaker by a majority of the members present.
- (f) Any decision or ruling by the Chairperson may be dissented from and over-ruled by a simple majority vote of the members present, but a motion to dissent from the Chairperson's ruling shall be put without discussion.
- (g) Unless a vote by ballot be required or demanded, voting at all meetings shall be by a show of hands, which shall be conclusive on the declaration of the result by the Chairperson.
- (h) The President or Chairperson of any meeting shall have a primary and casting vote.
- (i) Should a member of any committee fail to exercise his/her vote on the call of the Chairperson of the meeting, such omission shall be counted in declaration of the result by the Chairperson as a negative vote.
- (j) Any meeting may be adjourned to such time as a majority of voters may determine.
- (k) No motions to amend, repeal or add to a Standing Order shall be considered, unless seven (7) days' notice has been given in writing, giving the name of the mover and seconder, and no such motion shall be declared, or carried, unless a majority of members present vote in favour thereof.

STANDING ORDERS CONT'D

- (l) No member of the Committee shall leave the room while a meeting is in progress except with the Chairperson's permission. Any member arriving later than thirty (30) minutes after a meeting has been opened may not participate in the meeting, but may observe as a visitor.
- (m) These Standing Orders shall, subject to these Rules and By-Laws, and so far as practicable, be adopted in conduct of all meetings of the Association and of the Committee.
- (n) The Secretary shall, as soon as practicable after the holding of each meeting of the Committee, forward to each member of the Committee, a copy of the minutes showing the business transacted at the Meeting.

13. GENERAL

No affiliated member shall give the address of the Association in any advertisement or use the Association for business purposes.

14. ALTERATIONS AND AMENDMENTS TO RULES AND BY-LAWS

The management Committee may from time to time make, amend or repeal by-laws, not inconsistent with the Association Constitution, for the internal management of the Association, and any by-law may be set aside by a General meeting of affiliated members.

15. INTERPRETATION OF RULES

In the event of any difference of opinion arising as to the meaning of these Rules and By-Laws, such meaning shall be decided by the Committee and such decision shall be recorded and shall be accepted as the true meaning of the Rules and By-Laws.