



CONSTITUTION
of
SOUTH TOOWOOMBA BOWLS CLUB INC.

INCORPORATION NO: IA04045

effective from 28 October 2021

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1. INTERPRETATION

In these rules Act means the *Associations Incorporation Act 1981*.

2. NAME

The name of the Incorporated Association shall be South Toowoomba Bowls Club Incorporated.

3. DEFINITIONS

1. STBC means South Toowoomba Bowls Club Inc.
2. Bowls Club means any Bowls club in Australia, affiliated with the governing body for lawn Bowls in Australia.
3. Constitution means the Constitution of the STBC, in force for the time being.
4. Rules means provisions, requirements, directions, set out in this Constitution and By-Laws.
5. By-Laws means the By-Laws of the STBC, in force for the time being.
6. BA means Bowls Australia.
7. BQ means Bowls Queensland.
8. DDLBA means Downs & District Ladies Bowling Association
9. DDBA means Downs District Bowls Association.
10. Member means any Member of STBC.
11. Management Committee is the elected members to represent the Club.
12. Financial Year means the period from 1 July in any year to 30 June in the following year.
13. Membership Year means the period from 1 January in any year to 31 December in that year.
14. Term means the period that a member holds office on the Management Committee, between Annual General Meetings.
15. Notice Board means the board located in the Bowling Den on the southern wall.
16. Club Toowoomba means owner of premises that STBC has tenancy.

4. OBJECTS

The Objects of STBC are as follows:

- a. To foster, enhance and promote the game of Lawn Bowls.
- b. To encourage social interaction and good fellowship through Lawn Bowls.
- c. To promote the goodwill of STBC, where Members, guests and visitors feel welcome.
- d. To advance the profile of STBC within the community.
- e. To manage STBC's assets to achieve financial returns.

5. POWERS

STBC has the powers of an individual and will:

- a. Effectively and responsibly manage the funds, assets, and liabilities of STBC.
- b. To amalgamate with or join with another one or more incorporated associations that would benefit Members and the game of lawn bowls.
- c. To make donations for patriotic, charitable or community purposes.

- d. Shall comply with all lawful requirements of the Commonwealth, State and Local Government and other Statutory Authorities having jurisdiction of any activity of STBC.

6. AFFILIATION

STBC shall:

- a. Affiliate with BA and BQ and accept and abide by the Rules and By-Laws in so far as they apply to the game of Lawn Bowls.
- b. Be a Member of the DDLBA, DDBA and accept and abide by the Rules and By-Laws of the DDLBA and DDBA in so far as they apply to the game of Lawn Bowls.
- c. Renew its affiliation with BA & BQ each year and pay the annual affiliation fee.
- d. Renew its Membership with DDLBA and DDBA each year and pay the annual affiliation fees.
- e. Provide BA, BQ, DDLBA and DDBA the returns that are required by those bodies.
- f. Provide advice to BA, BQ, DDLBA and DDBA within thirty (30) days of any event which would affect the status of STBC's affiliation with BQ and the legal status of STBC.
- g. Not make, amend, or repeal a Rule or By-Law in relation to playing of the game of Bowls that conflict with the Rules and By-Laws of BA, BQ, DDLBA or the DDBA.

7. MEMBERSHIP CLASSES

1. Full Bowls Member
2. Junior Bowls Member
3. Honorary Bowls Member
4. Life Member

Full Bowls Member is any member who is eligible to play at club and district competitions having paid a full membership and is deemed to have full voting rights. A full bowls member may hold office within STBC.

Junior Bowls Members shall:

- a. Not be entitled to vote, nor nominate Members for office, nor be nominated for office.
- b. Be entitled to nominate Juniors only to Membership of STBC.
- c. Be entitled to play Junior Bowls in any STBC or District competition according to the conditions laid down for the playing of the event.
- d. Be entitled to play in Full Member class competitions, subject to the suitability to play, as determined by the Management Committee.
- e. On attaining the age of eighteen (18) years, a Junior Member may become a Full Bowls Member without having to make a further application for Membership, however a Membership pro-rata fee, to be determined by the Management Committee, will apply. If such fee is not paid within one (1) month, that Member will be deemed unfinancial.

Honorary Bowls Members shall:

- a. Be entitled to the social privileges of STBC.
- b. Not be entitled to hold any office in STBC.
- c. Not take part in, unless invited to do so by the Chairperson, nor vote at STBC meetings.

- d. Not nominate Bowls Members to STBC.
- e. Not take part in interclub matches and club championships.
- f. Be exempt from the payment of annual subscriptions and levies to STBC.
- g. On the recommendation of the Management Committee, STBC Members may, at any Annual General Meeting, elect as an Honorary Member.

Life Bowls Membership is the highest award recognising the exceptional contribution of individuals to STBC. It is therefore only to be awarded in exceptional circumstances. Life Members have the entitlements of a Full Bowls Member.

8. MEMBERSHIP FEES

1. All Members shall always be financial to be eligible to enjoy and participate in the privileges of their Membership class.
2. Any unfinancial Member shall forfeit their privileges of Membership until such time as all fees in arrears are paid in full.

9. MEMBERSHIP ELIGIBILITY

1. To be eligible for consideration of STBC Membership as Full, Honorary or Life Members, a person must be eighteen (18) years of age or over.
2. To be eligible for consideration of STBC Membership as a Junior Member, a person must be under the age of eighteen (18) years.
3. To be eligible for consideration for any STBC Membership, a person must be:
 - a. Of good character and work harmoniously with other Members.
 - b. Prepared to support and promote the welfare of STBC and the game of Lawn Bowls.
 - c. Free of indebtedness to any Bowls Club and/or District Bowls Association, or any State Bowls Authority.
 - d. Free of any order or notice of suspension or expulsion from any Bowls Club or Bowls Association.
 - e. Able to present a clearance, if that person has been a member of any other Bowls Club.
4. Every applicant for Bowls Membership of STBC shall be proposed by one STBC Bowls Member, as permitted elsewhere within and be seconded by any other Bowls Member other than Junior or Honorary Members. The application for Membership shall be made in writing, signed by the applicant, proposer and seconder and shall be in such form as the Management Committee may determine from time to time.
5. Nomination for a Life Membership:
 - a. Any financial Member eligible to vote may nominate, in writing to the Management Committee, another Member, having been a Member of STBC for a minimum of ten (10) years, for consideration for the Life Bowls Member award. Upon acceptance by the Management Committee, by way of simple majority vote, the
 - b. Management Committee shall present the said nomination to the next Annual General Meeting for consideration by the Members.
 - c. Such motion shall be passed by a three quarters majority vote of the Members present and entitled to vote at the Annual General Meeting of STBC.

- d. Members so honoured shall be free to enjoy all privileges and exercise all rights of Full Bowls Membership, however, shall be exempt from the payment of annual subscriptions.

10. END OF MEMBERSHIP

1. A member may resign from STBC by giving a written notice of resignation to the Secretary.
2. The resignation takes effect at:
 - a. The time the notice is received by the Secretary, or
 - b. If a later time is stated in the notice – the later time.
3. The Management Committee may terminate a member's membership if the member is:
 - a. Is convicted of an indictable offence; or
 - b. Does not comply with any of the provisions of these rules; or
 - c. Has membership fees in arrears for at least two (2) months; or
 - d. Conducts herself or himself in a way considered to be injurious or prejudicial to the character of or interests of STBC.
4. Before the Management Committee terminates a member's membership, the Committee must give the member a full and fair opportunity to show why the membership should not be terminated.
5. If after considering all representations made by the member, the Management Committee decides to terminate the membership, the Secretary must give the member written notice of the decision.

11. ADMISSION, REJECTION AND RIGHT OF APPEAL FOR NEW MEMBERS

1. Any proposal for a Full or Junior Bowls Membership must be made in writing.
 - a. The name of the applicant, together with the names of the proposer and seconder must be displayed on the STBC notice board for seven (7) days.
 - b. Any Member may object to any application for new Membership by confidential written objection to the Management Committee.
 - c. If no objection has been made by any member after expiration of seven (7) days, such application shall be considered for accepted. The Secretary will advise the new member as soon as possible of their acceptance.
2. A person whose application for membership has been rejected, or whose membership has been terminated may give the Secretary written notice of the persons intention to appeal against the decision.
3. A notice of intention to appeal must be given to the Secretary within one (1) month after the person receives written notice of the decision.
4. If the Secretary receives a notice of intention to appeal, the Secretary must, within one (1) month after receiving the notice, call a closed Management Meeting General Meeting to decide the appeal.

12. GENERAL MEETING TO DECIDE APPEAL OUTCOME OR TERMINATION OF MEMBERSHIP

1. A General Meeting to decide an appeal outcome will be held within three (3) months after the Secretary receives the notice of intention to appeal.

2. At such meeting, the applicant will be given a full and fair opportunity to show why the application was rejected or the membership should not be terminated.
3. The Management Committee who rejected the application or terminated the membership must be given a full and fair opportunity to show why the application should be rejected or the membership should be terminated.
4. An appeal must be decided by a majority vote of the members present and eligible to vote at the meeting.
5. If a person whose application for membership has been rejected and the appeal is unsuccessful, the Secretary must, as soon as practicable, refund the membership fee paid by the person in full.

13. COMPLAINT AND DISCIPLINARY PROCEDURE

1. All complaints in relation to Constitution or By-Laws infringements by a member or members shall be submitted in writing to the Management Committee by the complainant/s of the alleged infringement:
 - a. Such complaints shall include the subject matter and date of the alleged infringement and shall be signed by the complainant. In the case of more than one complainant, a separate complaint in writing is required.
 - b. The complainant may, at any time, withdraw the complaint in writing. At such time, all proceedings shall cease, and the complaint or disciplinary action will be deemed resolved.
2. The Management Committee shall, at their earliest convenience on receipt of a written complaint:
 - a. Ensure that the principles of natural justice are upheld and that each party is given a reasonable opportunity, either in writing or in person, to plead their case.
 - b. The Management Committee shall perform their duties in an unbiased manner and shall endeavour to have the complaint settled within twenty-eight (28) days.
 - c. Any member of the Management Committee named in the complaint is excluded from participating in the decision procedure.
3. The Complaint Procedure shall be:
 - a. Interview the complainant to ensure that the dispute is fully and accurately documented.
 - b. Provide the respondent with a copy of the documentation of alleged complaint to allow the respondent redress.
 - c. Interview the respondent and accurately document the reply.
 - d. Obtain statements from witnesses and any other evidence to assist the decision-making process.
4. Upon resolution of a complaint, the Management Committee may dismiss the claim or impose any of the following penalties:
 - a. Direct that a written or verbal apology be issued from one party to the other.
 - b. Issue a written warning, that a similar breach of conduct in the future will result in the imposition of a more severe penalty.
 - c. Effective suspension of the respondent's membership of STBC.
 - d. Effective termination of the respondent's membership of STBC.
 - e. Any other form of disciplinary measure that the Management Committee considers appropriate.

5. Delays caused by the complainant or respondent, during this procedure may void their respective rights to present evidence or a statement supporting their cause.
6. The decision of the Management Committee is final unless the complaint is covered by the Bowls Queensland Member Protection Policy in which case the matter may be pursued through the latter.
7. The Secretary will communicate to all parties within seven (7) days of the Management Committee's decision and shall retain all records for future reference.

14. REGISTER OF BOWLS MEMBERS

1. The Management Committee shall keep a register of STBC Members.
2. The register shall include the following particulars:
 - a. Full name of the member
 - b. The postal or residential address of the member
 - c. The current given email address of the member.
 - d. Date of admission and class of membership.
 - e. Bowls Queensland membership details.
 - f. Date of death or time of resignation of membership.
 - g. Details about the termination or reinstatement of membership.
 - h. Any other particulars the Management Committee or members at a General Meeting may decide.
3. The register will be open for inspection by members of STBC at all reasonable times.
4. A member must contact the Secretary to arrange an inspection of the register.
5. The Management Committee may, on application of a member withhold information about a member (other than a members' full name) from the register available for inspection if the Management Committee has reasonable grounds for believing the disclosure of such information would put the member at risk or harm.

15. PROHIBITION ON USE OF INFORMATION FROM THE REGISTER

1. A member must not:
 - a. use information obtained from the register of members to contact, or send material to, another member of the association for the purpose of advertising for political, religious, charitable, or commercial purposes; or
 - b. disclose information obtained from the register to someone else, knowing that the information is likely to be used to contact, or send material to, another member of the association for the purpose of advertising for political, religious, charitable, or commercial purposes.

16. QUORUMS

1. Management Committee Meeting quorums shall be a simple majority of the number of Members.
2. If within ten (10) minutes from the time appointed for the commencement of a Management Committee Meeting, a quorum is not present, the meeting shall be adjourned.
3. The meeting shall stand adjourned to such other day, time and place as the Management Committee may determine.

4. General Meeting and Annual General Meeting quorums shall be not less than twenty percent (20%) of the total Bowls Members eligible to vote.
5. If within fifteen (15) minutes from the time appointed for the commencement of a General Meeting or Annual General Meeting, a quorum is not present, the meeting shall be adjourned.
6. The meeting shall stand adjourned to such other day, time and place as the Management Committee may determine.
7. The then scheduled adjourned meeting, must have not less than ten (10) eligible voting Members present and as such, shall have the power to proceed with the business for which the meeting was called.

17. MEMBERSHIP OF THE MANAGEMENT COMMITTEE

1. The Management Committee shall comprise nine (9) members.
2. The Management Committee shall be comprised of:
Chairperson, Vice Chairperson, Secretary, Treasurer, Ladies Representative, Men's Representative, Ladies and Men's Bowls Coordinators, and a Games Director.
3. At each STBC Annual General Meeting, the members of the Management Committee shall retire from office, but are eligible, on nomination for re-election.
4. Any STBC member may be appointed to a casual vacancy on the Management Committee.

18. APPOINTMENT OR ELECTION OF THE MANAGEMENT COMMITTEE

1. A member of the Management Committee may only be elected as follows:
 - a. any two (2) members of STBC may nominate another member (the candidate) to serve as a member of the Management Committee,
 - b. the nomination must be in writing, and
 - c. signed by the candidate and the members who nominated him or her; and
 - d. given to the Secretary at least fourteen (14) days prior to the Annual General Meeting at which the election is to be held.
2. A person may be a candidate only if the person:
 - a. is an adult; and
 - b. is eligible to be elected as shown by membership category.
3. A list of the candidate names in alphabetical order, with the names of the members who nominated each candidate, must be posted on the STBC notice board located in the Bowls Den for at least seven (7) days immediately preceding the annual general meeting.
4. All members of the Management Committee will be elected by secret ballot. Members will be given a blank piece of paper on which to write his or her choice. The ballot paper is to be folded in half and placed in the sealed box supplied.
5. Prior to the secret ballot taking place, two (2) STBC members (*no candidates*) will be appointed from the floor to undertake the count with an additional two (2) STBC members also from the floor to undertake the role as scrutineers. Scrutineers may not touch the ballot papers.
6. The outcome of the secret ballot shall be delivered to the Secretary and shall be declared to all STBC members present at the Annual General Meeting.

19. RESIGNATION OR REMOVAL OF OFFICE FROM THE MANAGEMENT COMMITTEE

1. A member of the Management Committee may resign from the committee by giving written notice of resignation to the Secretary.
2. The resignation takes effect at:
 - a. the time the notice is received by the secretary; or
 - b. if a later date is stated in the letter of resignation.
3. Any Member of the Management Committee may be removed from office by a closed majority vote of Members at a General Meeting.
4. The Management Committee Member affected shall have due notice of such meeting and shall be:
 - a. Provided with particulars and reasons for the proposed removal.
 - b. Afforded reasonable opportunities for making such representation to the meeting as they see fit but shall not be entitled to be represented by a Solicitor, Barrister, or any other Agent.

20. VACANCIES ON THE MANAGEMENT COMMITTEE

1. If a casual vacancy occurs on the Management Committee, the continuing members of the committee may appoint another member of STBC to fill the vacancy until the next Annual General Meeting.
2. The continuing members of the Management Committee may act despite a casual vacancy on the committee.
3. However, if the number of committee members is less than the number fixed as a quorum of the Management Committee, the continuing members may act only to:
 - a. increase the number of Management Committee members to the number required for a quorum; or
 - b. call a general meeting of STBC.

21. FUNCTIONS OF THE MANAGEMENT COMMITTEE

1. Except where otherwise stated by these rules and subject to resolutions of the Members the Management Committee will:
 - a. Have the general control and management of the administration of the affairs, and funds of STBC.
 - b. Have oversight of all bowls operations.
 - c. Have authority to interpret the meaning of these rules and determine/decide or resolve any matter relating to STBC on which these rules are silent.
2. The Management Committee may exercise all powers including:
 - a. To call General or Special Meetings.
 - b. To appoint an Assistant Secretary or any sub-committee.
 - c. To ensure behaviour of members is appropriate.
 - d. Meet with Club Toowoomba as required.
 - e. To comply with all lawful requirements of the Commonwealth, State and Local Governments and other Statutory Authorities having jurisdiction over any activity of STBC.
 - f. To invest funds in such a manner as the Members of STBC from time to time determine.
 - g. To acquire licences.
 - h. To act otherwise in the interest of Members

- i. Appointment a solicitor, and
- j. Appointment an auditor.

22. MANAGEMENT COMMITTEE MEETINGS

1. Management Committee meetings shall be held on a regular time and day each month to exercise its functions and regulate its proceedings as per an Agenda.
2. The Chairperson of the Management Committee meeting shall have the casting vote.
3. The business to transact at any Management Committee Meeting shall be:
 - a. The Chairperson to open the meeting.
 - b. Confirmation of Minutes from previous Management Committee Meeting.
 - c. Secretary to table correspondence.
 - d. Matters arising from correspondence.
 - e. Presentation of current balance sheet and financial statements by the Treasurer.
 - f. Matters arising therefrom.
 - g. Presentation of all reports.
 - h. Matters arising therefrom.
 - i. General business introduced from the floor.
4. Any Management Committee Member absent from three (3) consecutive monthly Management Committee meetings, without the consent of the Management Committee, shall be deemed to have vacated office.
5. A Member of the Management Committee shall not vote in respect of any matter with where there is a business, pecuniary interest, or conflict of interest.

23. SPECIAL MEETING OF THE MANAGEMENT COMMITTEE

1. If the Secretary receives a written request signed by at least 33% of the members of the Management Committee, the Secretary must call a special meeting of the Committee by giving each member of the committee notice of the meeting within fourteen (14) days after the Secretary receives the request.
2. If the Secretary is unable or unwilling to call the special meeting, the Chairperson must call the meeting.
3. A request for a special meeting must state:
 - a. why the special meeting is called; and
 - b. the business to be conducted at the meeting.
4. A notice of a special meeting must state:
 - a. the day, time, and place of the meeting; and
 - b. the business to be conducted at the meeting.
5. A special meeting of the Management Committee must be held within fourteen (14) days after notice of the meeting is given to the members of the management committee.

24. MINUTES OF THE MANAGEMENT COMMITTEE MEETINGS

1. The Secretary must ensure full and accurate minutes of all questions, matters, resolutions, and other proceedings of each Management Committee meeting are entered in a minute book.
2. To ensure the accuracy the minutes of each Management Committee meeting must be signed by the Chairperson of the meeting, or the Chairperson of the next management committee meeting, verifying their accuracy.

25. APPOINTMENT OF A SUBCOMMITTEE OR AN ASSISTANT

1. The Management Committee may appoint an assistant or subcommittee occasionally consisting of members of STBC considered appropriate by the Committee to assist with the conduct of their operations.
2. A member of the subcommittee who is not a member of the Management Committee is not entitled to vote at a Management Committee meeting.
3. A subcommittee may elect a Chairperson for their meetings.
4. If a Chairperson is not elected, or if the Chairperson is not present within ten (10) minutes after the time fixed for a meeting, the members present may choose one (1) of their number to chair the meeting.
5. A subcommittee may meet and adjourn as it considers appropriate.
6. A question arising at a subcommittee meeting is to be decided by a majority vote of the members present at the meeting and, if the votes are equal, the question is decided in the negative.

26. RESOLUTIONS OF MANAGEMENT COMMITTEE WITHOUT MEETING

A written resolution signed by each member of the Management Committee is as valid and effectual as if it had been passed at the regular monthly meeting.

27. ANNUAL GENERAL MEETING AND CONDUCTED BUSINESS

1. The Annual General Meetings shall be held in the month of September, at a date determined by the Management Committee, or as directed otherwise by Queensland State officials.
2. Notice of an Annual General Meeting shall be given at least fourteen (14) calendar days prior to the meeting, on the notice board, as well as by email, circular, mail or hand delivered to each Bowls Member, stating the date of the meeting.
3. Management Committee position descriptions shall be displayed and request for nominations thereof shall be called for a minimum of fourteen (14) days prior to the Annual General Meeting.
 - a. Such position descriptions and nominations received shall be displayed on the Notice Board until the time of the Annual General Meeting.
 - b. A nomination may be taken from the floor at the Annual General Meeting, only if there are no prior nominations for a position.
 - c. A nomination may be accepted for a person who is not present at the Annual General Meeting, only if the proposer has the nominee's written consent. Such document shall be provided to the Chairperson at the time of nomination.
 - d. The election of all Management Committee positions shall be by secret ballot even if only one (1) nomination is received, in which case, the ballot is to disclose "Yes" or "No" for the single nomination.
 - e. Voting for the position of the Management Committee shall be by all bowls members who are eligible to vote.
4. The business to transact at every Annual General Meeting shall be:
 - a. Chairperson to declare the meeting open.
 - b. Secretary to note Members who have submitted their apologies.
 - c. One-minute silence for deceased Members.

- d. Confirmation of Minutes of the previous Annual General Meeting.
- e. Business arising from previous minutes.
- f. Chairperson's Report and the consideration and adoption by the Members.
- g. Treasurer's Report and presentation of the Balance Sheet and Financial Statements and adoption thereof.
- h. Motions of Notice, if any.
- i. Chairperson to declare all positions vacant and the meeting to appoint a temporary Chairperson for election of a new Chairperson.
- j. Presentation of nominations for President and vote on this position.
- k. New Chairperson takes the chair and calls for the presentation of nominations for the other Management Committee positions and conducts votes for each position.
- l. The transaction of any general business as may be introduced from the floor, including calling nominations for the role of four bowls selectors.

28. AMENDMENT OF BY-LAWS

1. The Management Committee may, provided it is consistent with the STBC Constitution, make, amend, or repeal By-Laws, for the internal management of STBC.
2. A By-Law may be set aside by vote of Members at a General Meeting of STBC.
3. No By-Law will be made that contravenes The Act, the rules of Bowls Australia, Bowls Queensland, or District Bowls as they apply to the game of bowls, and any By-Law made, that is later found to contravene such rules of Bowls Australia, Bowls Queensland or District Bowls will be immediately amended or repealed.

29. ALTERATION OF CONSTITUTION

1. Subject to the Act, these rules may be amended, repealed, or added to by a special resolution carried at a general meeting.
2. An amendment, repeal or addition is only valid if it is registered by the Secretary using the required Associations Incorporation Form 8 which is then forwarded to the Office of Fair Trading for approval.

30. COMMON SEAL

1. The Management Committee shall provide for a Common Seal and for its safe custody.
2. The Common Seal shall only be used by the authority of the Management Committee.
3. Every instrument to which the seal is affixed shall be signed by the Chairperson and shall be countersigned by the Secretary or a second member of the Management Committee, or by some other Member appointed by the Management Committee.

31. FUNDS AND ACCOUNTS

1. All funds must be placed in an account in the name of STBC with a financial institution as decided by the Management Committee. Such financial institution has been deemed as Heritage Bank.
2. Any payment made by cheque must be signed by two (2) signatories from the following: Chairperson, Vice Chairperson, Secretary or Treasurer.
3. All expenditure must be approved by the Management Committee.
4. All amounts are to be deposited in the financial institution as soon as practicable after receipt.

5. Records and accounts must be kept showing full and accurate particulars of the financial affairs of STBC.
6. Electronic transfers for payment of accounts or reimbursement to members are acceptable.
7. The Treasurer must present a financial report at each Management Meeting, Special Meeting, and Annual General Meeting.

32. GENERAL FINANCIAL MATTERS

1. The financial year of STBC will end on 30 June each year.
2. The annual subscription for Members of each class shall be for the period 1 January to 31 December each year.
3. All subscriptions are to be paid in full by 30 November each year, to ensure clear Memberships for competition eligibility.
4. An official STBC Membership card shall be issued to all financial STBC Members. A Membership card shall be produced if requested when visiting other Bowls clubs.
5. The annual subscription for Full and Junior Bowls Members shall be recommended by the Management Committee and approved by Members at the Annual General Meeting. Such subscription to be paid to Club Toowoomba.
6. The Management Committee shall have the right to vary the annual subscription in the case of any Full or Junior Bowls Member in difficult financial circumstances, by reducing the amount payable in any particular year.
7. If such Member pays the reduced subscription within one (1) month of the Management Committee decision being advised to that Member, that Member shall be deemed financial.
8. The Management Committee shall have the power to charge a playing fee, being an amount over and above the green fee at any STBC event.
9. Any successful Full or Junior Bowls applicant, commencing Membership after 1 January, shall pay a calculated subscription for that class, as determined by the Management Committee.

33. DOCUMENTS

The Management Committee shall provide for the safe custody of books, documents, electronic records, instruments of title and securities of STBC.

34. DISTRIBUTION OF SURPLUS ASSETS

If STBC shall be wound up in accordance with the provisions of the Associations Incorporation Act 1981 and, after payment of all its debts and liabilities, any property whatsoever, the remains shall be given or transferred to another institution/s which have Objects, similar to STBC and which shall prohibit the distribution of its or their income among its or their Members to an extent at least as great as imposed on STBC, under or by virtue of Rule 350 of the Association Incorporation Act.

Such institution/s to be determined by the STBC Members provided the institution to which the property of STBC is transferred, is an institution or institutions approved by the Commissioner of Taxation, as an institution or institutions referred to in Section 23 of the *Income Tax Assessment Act 1956* (amended).

35. DISSOLUTION

1. STBC may be dissolved by Special Resolution of the Members at a General Meeting confirmed by a Special Resolution at a further General Meeting called at an interval of not less than thirty (30) days thereafter. The two meetings may be convened by one notice given to every financial Member fourteen (14) days before the date of the first General Meeting.
2. STBC shall be dissolved when the financial Membership is reduced to twenty (20) members or less.