



# **Queensland Indoor Bowling Association Inc**

## **By Laws**

# BY LAWS

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## **1. NOTICE OF MOTIONS**

- (a) Notices of Motions are to be received by the QIBA Inc Secretary six (6) weeks prior to Meetings.
- (b) Notices of Motion are to be sent to the QIBA Inc Secretary and will be received from Associations Secretary's, QIBA Committee of Management or its Sub-Committees.

## **2. DUTIES AND RESPONSIBILITIES**

- (a) Committee of Management are elected by the Delegates,
- (b) Must be in official dress uniform at Annual General Meeting, Delegates and Special Meetings, for State Title official duties, and for official events.
- (c) Assist with Sport and Recreation requirements
- (d) Liaise with sub-committees and members to forward plan events for the betterment of QIBA Inc

### **2.1 Patron**

- (a) Figurehead and Advisor of Queensland Indoor Bowls Association Inc.
- (b) Prepare a Patron's report for the Annual General Meeting and submit to the Secretary one month prior to the AGM

### **2.2 President**

- (a) Chairperson at meetings of QIBA Inc
- (b) Oversee the running of QIBA Inc and liaise with Secretary and Treasurer in the administration
- (c) Delegate authority to Vice Presidents when necessary
- (d) Assist with the running of QIBA events
- (e) Prepare a President's report for the Annual General Meeting and submit to the Secretary one month prior to the AGM

### **2.3 Senior Vice President**

- (a) Accept delegation as requested by the President
- (b) Acting Chairperson if President unavailable to attend meetings
- (c) Coordinator of all sub-committees for their reports to the Committee of Management
- (d) Assist with the running of QIBA events
- (e) Prepare a Senior Vice President's report for the Annual General Meeting and submit to the Secretary one month prior to the AGM

### **2.4 Junior Vice President**

- (a) Accept delegation as requested by the President
- (b) Assist Committee of Management members with their portfolio as required
- (c) Submit annual report of all competition conducted throughout each year to the AGM
- (d) Prepare a Junior Vice President's report for the Annual General Meeting and submit to the Secretary one month prior to the AGM
- (e) To assist with information being posted to our Facebook page and website

### **2.5 Secretary**

The duties of the Secretary shall be those duties usually associated with the office of Secretary:

- (a) Hold common seal, securities, all books and records pertaining to administration of the QIBA Inc
- (b) Act as Public Officer for Incorporation purposes and lodge documents when required
- (c) Maintain an accurate register of all Associations
- (d) Carry out resolutions / business of the Committee of Management
- (e) Liaise with President and Treasurer with administration and the running of the QIBA Inc
- (f) Shall receive all correspondence and distribute items of correspondence to appropriate people/committees as necessary, as soon as possible. Circulars are to be kept for 2 years only
- (g) Maintain and retain an accurate Inward and Outward correspondence file
- (h) Maintain accurate Minutes of all Meetings of the Queensland Indoor Bowling Association Inc. including previous records of Minutes
- (i) Circulate all minutes, etc. to members of the Committee of Management, Life Members, and Secretaries of each affiliated Association and independent Club and others, as required, within 30 days of the meeting
- (j) Arrange agenda and details for AGM, COM and Delegates meetings and circulate so they are received a minimum of 21 days prior to the meeting

- (k) Receipt all cheques and cash received by the Secretary to be banked within 14 days and confirmation of banking forwarded to Treasurer
- (l) Supply to Treasurer copy of receipts and banking-
- (m) Arrange ordering of winner's badges for all State Championships
- (n) Arrange with Australian Secretary for the ordering of badges for the Australian Championships when held in Queensland
- (o) Delegate authority to members of Committee of Management as required
- (p) Prepare and submit a secretary's report for the Annual General Meeting
- (q) Collate and copy Committee of Management and Committees reports for AGM
- (r) Forward list of players nominated for selection for State Team to the Queensland Selectors after the AGM
- (s) Securely hold Queensland Team members sealed medical forms and destroy at the completion of the Championships, unless it was required in the case of a medical emergency
- (t) Pass on the collated accommodation information from the Assistant Secretary and pass onto the President, Team Manager and Selectors at the Team Dinner
- (u) Notify AIBBC Secretary and Chief Umpire of any State Team player with disabilities
- (v) Liaise with Secretary to receive all membership lists from affiliated Association and independent Club Secretaries
- (w) Enter and maintain a register of current QIBA registered players
- (x) Enter and maintain a register of insured players (maintain list for a minimum of 5 years)
- (y) Check that all nominees for State Titles are registered members of the QIBA Inc
- (z) Ensure players in Restricted Events are registered members of both the QIBA Inc, and nominated Association prior to the start of play
- (aa) Assist with the running of QIBA events
- (bb) Accept delegation as requested by the President
- (cc) Assist Committee of Management members with their portfolio as required

## **2.6 Treasurer**

The duties of the Treasurer shall be those usually associated with the office of Treasurer and details as set out in the Constitution:

- (a) Maintain accounts and electronic recording in proper order in accordance with the Incorporation's Act
- (b) All records are to be available for inspection by delegates at any time
- (c) Receipt and bank all finances received, including takings at QIBA Inc events
- (d) Receive confirmation from QIBA Inc Secretary of all cheques and cash monies banked
- (e) Pay accounts as authorised by the Committee of Management or Delegates' Meetings
- (f) Prepare and submit Financial Statement for each Committee of Management and Delegates Meetings
- (g) Liaise with President and Secretary with administration and running if the QIBA Inc
- (h) Invest funds as authorised by Committee of Management or Delegates' Meetings
- (i) Organise, receive and submit Audited Financial Reports for Annual General Meeting
- (j) Prepare a Treasurer's report for the Annual General Meeting and submit to the Secretary one month prior to the AGM
- (k) Maintain Asset Register
- (l) Debit cards to be used instead of petty cash account.

## **2.7 Assistant Secretary**

The Assistant Secretary shall assist with duties of the Honorary Secretary, and should the Honorary Secretary be absent or ill the Assistant Secretary may be authorised to act instead:

- (a) Prepare a draft of Committee of Management and Delegates meetings minutes and forward to the Secretary for editing and approval within 21 days of the meeting
- (b) Assist Committee of Management members with their portfolio as required
- (c) Accept delegation as requested by the President
- (d) Assist with the running of QIBA events
- (e) Collate and compile information for state team members attending Australian Championships for team dinners, accommodation, team photos, etc.
- (f) Liaise and assist the Senior Vice President in the collection of Annual Reports from Standing and Sub-Committees and forward them on the Secretary one month prior to the AGM

## **2.8 Immediate Past President**

The Past President can only hold this position for twelve (12) months, ending at the completion of the AGM.

- (a) Assist President as required at meetings and events.
- (b) Assist the Committee of Management with their duties.
- (c) Liaise and assist with the procedure of all meetings.

## **2.9 Standing and Sub Committees**

Standing Committees are required to:

- (a) Work closely with Committee of Management.
- (b) Assistant Secretary to be informed of all meetings in writing 14 days prior to the meeting. This notification to be forwarded on to the Secretary by the Assistant Secretary.
- (c) Minutes and reports to be forwarded to the Assistant Secretary within 14 days of the meeting, then forwarded on to the Secretary. Minutes are required to have attendance recorded, and at the bottom of the minutes/report a comment such as "The majority of those present agree with the above minutes/report". The minutes/report must be signed and dated by the Chairperson of that Committee.
- (d) All committees to have at a minimum of three (3) members.
- (e) Members are only allowed on two (2) committees. If already on two (2) committees a letter of resignation from one of the committees is to be received prior to or with the nomination for another committee.
- (f) A person shall be the Chairperson of only one committee.
- (g) Standing Committees are:
  - 1. Selection Committee
  - 2. Referees and Umpire Committee
  - 3. Disputes Committee
  - 4. Finance and Fundraising and Publicity Committee
  - 5. Health and Safety Committee
  - 6. Coaching Committee

## **2.10 Team Manager and Assistant Team Manager/s**

- (a) The Team Manager and Assistant Team Managers/s are elected a compulsory practice by members of the Queensland team.
- (b) A Copy of the Team Managers criteria to be given to the Team Manager as soon as possible after the being elected.
- (c) The Committee of Management of the QIBA Inc and the Team Captains are included as part of the Team Management and are there for you to liaise with and help you at any time.

## **3. GOALS of STANDING COMMITTEES**

### **3.1 Selection Committee:**

- (a) To select a State Representative Team in a fair and honest manner without bias or discrimination.

### **3.2 Referees and Umpires Committee:**

- (a) To ensure the rule book is updated to reflect the current rules and regulations under which play is undertaken.
- (b) Encourage and examine candidates for Queensland Referees and/or for National Umpire and National Measurer positions
- (c) Perform the duties of a Referee or Umpire in an unbiased and competent manner.
- (d) That Queensland Referees be Australian measurers. This would permit them to measure at Australian events.
- (e) Understanding that any questions relating to AIBBC rules are to be referred to a qualified Australian Umpire.
- (f) To recommend changes as required to the Australian Laws of the Sport of Indoor Bias Bowls (rule book).
- (g) That qualified Australian Umpires be permitted to be measurers at Queensland events
- (h) Any questions relating to the QIBA rules be referred to a qualified Queensland Referee.

### **3.3 Disputes Committee:**

- (a) To apply the principles of social justice and regional development without discrimination.

### **3.4 Finance and Fundraising and Publicity Committee:**

- (a) To obtain sufficient finance for the preservation and improvement of the sport
- (b) To manage these funds consistent with good accounting practices to ensure that the best possible returns are obtained.
- (c) To promote the awareness of Queensland Indoor Bowls to all Queenslanders (including juniors, seniors and people with disabilities) to ensure the continuity of the sport and to increase the number of Indoor Bowlers.

### **3.5 Health and Safety Committee:**

- (a) To ensure venues and events comply with Health and Safety regulations and are run in such a manner as to ensure the safety of players, officials and on-lookers.

### **3.6 Coaching Committee:**

- (a) To provide qualified coaching staff capable of coaching new and existing bowlers (both social and competitive) in knowledge, skills and attitudes to reach their potential in Indoor Bowling
- (b) To improve the overall standard of athlete development which will enable a wider representation and greater success at all levels.

## **4. MEMBERSHIP, REGISTRATION and INSURANCE**

### **4.1 Procedure for Associations to become affiliated with the Queensland Indoor Bowling Association Inc.**

- (a) Association to write to secretary of QIBA Inc requesting affiliation with QIBA Inc.
- (b) Once QIBA has accepted or rejected the Association they will be officially notified in writing.
- (c) The Association will forward their list of office bearers of their Association, Affiliated Clubs and players to the QIBA Inc Secretary.
- (d) The Association will forward to QIBA Inc Secretary their affiliation fee, and membership fees for all their players
- (e) Affiliated Associations can participate in all:
  - Restricted Events and State Titles Championships
  - Can apply to host the State Titles Championships or Restricted Events.
  - Have voting rights at Delegates meetings
  - Send up to 3 voting delegates or proxies.

### **4.2 Procedure for Clubs to become affiliated with the Queensland Indoor Bowling Association Inc.**

- a) The Independent Club to write to Secretary QIBA Inc requesting their Club be accepted as an independent Club
- b) Once QIBA Inc has accepted or rejected them as an Independent Club they will be officially notified in writing.
- c) On acceptance, the Independent Club will forward their list of office bearers of their Club, and list players to the QIBA Inc Secretary
- d) The Independent Club will forward to the QIBA Inc Secretary their affiliation fee, membership fees for all its players
- e) Affiliated Independent Clubs can participate in State Championships but not restricted events.
- f) Affiliated Independent Clubs members can attend meetings, raise issues and take part in discussion but will have no right to move or second a motion and will have no voting rights.

### **4.3 Player Membership and Transfers**

- (a) All players of affiliated Associations and Clubs are to be registered with the QIBA Inc.
- (b) Player membership and fees are to be lodged with the Secretary each year by the 31<sup>st</sup> of March. Fees will be determined by the Delegates at the November General Meeting
- (c) Player membership includes insurance unless an Association or Club can provide written proof of insurance cover equivalent to QIBA's
- (d) When players wish to transfer from one Association to another, the matter is to be dealt with by the two associations concerned
- (e) The recipient Association is to advise the QIBA Inc. Secretary, in writing, within 14 days of the transfer being accepted.
- (f) The QIBA Inc. Secretary is to update the membership register
- (g) One transfer per player will be accepted in a six-month period

## **5. WORKPLACE HEALTH AND SAFETY**

- (a) It is essential that a risk assessment for each venue be completed prior to the commencement of every event.
- (b) A safety announcement is to be given by a member of the Health and Safety committee or Games Director, prior to the commencement of each day of play at QIBA Inc. run events

## **6. DRESS REGULATIONS**

### **6.1 Official Dress Uniform**

Ladies White blouse (short or long sleeves), either maroon skirt (suitable length) or maroon slacks, maroon blazer with Queensland emblem (QIBA) on pocket, approved bowls shoes, name badge  
Pantyhose or white or beige sockettes to be worn with skirt.  
Pantyhose, white lowcut sports socks, white/or beige sockettes maybe worn with slacks. name badge.  
(Optional) - Plain black dress shoe with low or small heel and pantyhose.

Gents' White shirt (short or long sleeves), fawn trousers or shorts (QIBA summer meetings only), maroon blazer with Queensland emblem (QIBA) on pocket, maroon tie (purchased from QIBA Inc.), approved bowls shoes and fawn and/or white socks, name badge.

### **6.2 Official Playing Uniform**

Ladies Current playing shirt, either with maroon skirt (suitable length) or maroon slacks, spray jacket, approved bowls shoes, pantyhose. White lowcut sports socks, white or beige sockettes or pantyhose may be worn with slacks. White or beige sockettes or pantyhose may be worn with skirts

Gents Current playing shirt, fawn trousers, spray jacket, approved bowls shoes and fawn or white socks.

Juniors Same as above with spray jacket.

#### **Optional Dress during National Titles:**

White or maroon cardigan, white or maroon sleeveless vest.

A white long sleeve plain crew new or v neck shirt maybe worn under the playing shirt.

### **6.3 When Each Uniform is Appropriate**

- (a) Official playing uniform is to be worn at the Australian Indoor Bias Bowls Championships.
- (b) In addition, it is required for the Official Team photographs.
- (c) The Blazer is required for QIBA representative at the Official Opening and Closing ceremonies of the Australian Indoor Bias Bowls Championships and AIBBC meetings.
- (d) That uniforms no longer be required for Committee of Management for the Opening of State Championships unless there is a dignitary there to open the event. If there is a dignitary there that the secretary to advise the Committee of management a minimum of 7 days prior to the event as the host of the event should have advised the QIBA secretary prior to this.

## **7. BEHAVIOUR CODE**

### **7.1 Code of Conduct**

All Players, Spectators and Officials must:

- (a) Play by the Rules
- (b) Never argue with an Official
- (c) Control your temper. Verbal abuse of officials, other players or deliberately provoking or distracting others is not acceptable or permitted.
- (d) Be seen to be a good sport.
- (e) Treat all players, spectators and officials as you would like to be treated.
- (f) Refrain from using obscene or derogatory language.
- (g) Accept decisions made by the controlling body.

## 7.2 Disputes

All disputes will be handled in the following manner.

### 1. Disputes relating to Infringements of the Code of Conduct.

- (a) Any person, player, official or spectator who believes they have seen or been subject to an infringement of the Code of Conduct must submit a WRITTEN COMPLAINT to the Secretary of the QIBA Inc. within twenty-one days of the alleged infringement. If a letter is not received within this time, then NO ACTION will be taken.

### 2. Disputes arising from Team Selection.

- (a) If a selected team member has a grievance about any aspect regarding the selection process, then a letter is to be sent within fourteen days to the QIBA Inc.
- (b) Secretary will copy and forward to each member of the Selection Committee.
- (c) The Selection Committee will meet with the Team member to discuss the letter ASAP, and a reply will be sent to the member outlining their decision within seven days.
- (d) If the matter cannot be resolved, then the matter will be passed to the Committee of Management and then forwarded to the Disputes Committee to resolve as per Appeals section.

### 3. Disputes arising from Referees and Umpires decision.

- (a) These are covered in the QIBA and AIBBC Rule Books.

### 4. Disputes arising from Coaching

- (a) These are handled by the Coaching Committee in conjunction with Disputes Committee and the Committee of Management.

### 4. Disputes against Team Managers and Officials (including Committee of Management).

- (a) These will go through the Disputes Committee.

### 5. Disputes against Selection of Playing Venues.

- (a) These will be dealt with by the Disputes Committee and Committee of Management.

## 7.3 Process of the Lodgement of Complaint / Dispute

- (a) On receipt of the letter, the QIBA Inc. Secretary is to inform the members of the Committee of Management Executive.
- (b) The letter is to be forwarded to the Chairperson of Disputes within seven days of receipt.
- (c) If the letter is received at the time the incident occurred, then the Disputes Committee will try to have the issue resolved on the day, if all parties are still present.
- (d) If the matter cannot be dealt with at the time, because all parties are no longer present, or the letter is received later, then the following procedure will be followed:
  - 1) The Secretary must notify the members of the Committee of Management Executive.
  - 2) The Secretary to forward the letter to the Chairperson of Disputes Committee within seven days of receipt.
  - 3) The Chairperson of the Disputes Committee to contact all Committee members and arrange a meeting to be held no later than fourteen days after the letter is received. (Refer to Disputes Resolution Policy).
  - 4) Both parties involved in the Dispute are to be notified and be requested to attend the meeting. The alleged offending party is to write down their version of events and bring this to the meeting.
  - 5) Both parties are advised that they may bring a support person / representative and any other evidence they believe supports their version of events.
  - 6) Both parties will attend the meeting at different times to present their version of events.
  - 7) The Committee can also request the presence of any person they believe may have information relevant to the incident in question.
  - 8) Both parties are to be advised that if they do not attend the meeting then their right to reply may be forfeited and the matter will be dealt with in their absence.
  - 9) After all evidence has been heard, the Committee will meet and decide as to whether an infringement has occurred and if so what action / penalty will be enforced.
  - 10) If any member of either the Disputes Committee or the Committee of Management is involved in the dispute, then they must excuse themselves from the process due to a conflict of interest.



#### **7.4 Decision**

- (a) After a decision has been made by the Disputes Committee, the QIBA Inc. Secretary will then notify both parties of the decision in writing within seven days of the decision being finalised.
- (b) The letter must be on official QIBA Inc. letterhead paper and include the outcome of the decision and the Right of Appeal process.

#### **7.5 Possible Penalties as a Result of the Arbitration of the Disputes Committee**

- a) A warning may be given to the offending person. This warning is to be valid for 3 years. A warning within the 3-year period may be taken into consideration when dealing with any further infringements.
- b) An apology may be requested from the offending person to the injured party depending on the nature of the infringement. The apology may be either a public verbal apology or in writing – or both.
- c) Suspension from QIBA Inc. events – the length of time to be determined by the Committee of Management after a discussion of the recommendation from the Disputes Committee.
- d) Dismissal – could be from the National Championships / QIBA membership - the length of time to be determined by the Committee of Management after a discussion of the recommendation from the Disputes Committee.

#### **7.6 Appeal Procedure**

- (a) Both parties have fourteen days to lodge any appeal in writing with the QIBA Inc Secretary regarding the Disputes Committee decision.
- (b) The QIBA Inc Secretary, on receipt of the letter of appeal, shall notify the Committee of Management.
- (c) A meeting of the Committee of Management shall be called and held within fourteen days.
- (d) Any member who is a member of both Committees, Committee of Management and Disputes will excuse themselves from the Appeals process.
- (e) The Committee of Management will then arrange a meeting with the person or their representative making the appeal, to see if the matter can be resolved by agreement.
- (f) If there is no agreement, or the person or their representative is still aggrieved after this meeting, then the person may appeal to arbitration before the National Sports Disputes Centre (ACN: 072380217).
- (g) If still not satisfied, the offender may submit a case to the Australian Arbitration Board.
- (h) There is no further right to appeal beyond the Australian Arbitration Board.