



CONSTITUTION

Special note: Words importing the masculine gender will include the feminine gender; words importing the feminine gender will include the masculine gender. Words importing the singular shall include the plural; words importing the plural shall include the singular. Where used the letters TBA refer to Tenpin Bowling Australia Limited, ACN 085 023 721.

1. NAME

The name of the Association shall be the Australian Capital Territory Tenpin Bowling Association Incorporated (ACTTBA), ABN 32 906 680 197.

2. OBJECTS

The objects of the Association shall be to:

- 2.1 foster and promote the sport of tenpin bowling;
- 2.2 foster good fellowship amongst the members of leagues, teams and individuals;
- 2.3 encourage good sportsmanship and fair play;
- 2.4 enforce the playing rules as promulgated by the National Sporting responsible for the sport of Tenpins (the NSO);
- 2.5 conduct annual championships in categories determined by the Association from time to time;
- 2.6 to promote, organise and conduct any State representative team trials as required
- 2.7 To select State representative teams after having first provided equality of opportunity, to all eligible bowlers within this State for selection, and
- 2.8 seek and maintain an affiliation with the National Sporting Organisation responsible for Tenpins, and to implement and abide by the Constitution and By-laws of such organisation.

3. COMMON SEAL

The common seal of the Association shall be held by its Public Officer and shall only be used when directed by decision of the Association.

4. MEMBERSHIP

- 4.1 Membership in this Association shall be open to all individuals within the jurisdiction of the Association as defined by the NSO, who participate or are interested in the sport of Tenpins.
- 4.2 Life Members (see by-laws).

5. ORGANISATION AND GOVERNMENT

- 5.1 The control and management of the Association shall be vested in its officers as provided below.
- 5.2 A quorum for meetings shall be a majority of the Association.

6. ASSOCIATION BOARD OF DIRECTORS

- 6.1 The Association Board of Directors shall consist of a President, Vice President, Secretary, Treasurer, Disabilities Co-ordinator, Coaching Co-ordinator, AMF Nominee, Tournament Co-ordinator and Board Appointed Director.
- 6.2 (removed November 2013)
- 6.3 (removed November 2010)



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- 6.4 The President of the Association may fill any vacancies occurring between the Annual General Meetings for the unexpired period.
- 6.5 To be eligible for election to the Association the nominee must be a TBA affiliated member of good standing.
- 6.6 Not more than one member of any immediate family, including a de facto relationship, shall be a signatory on any association bank accounts.
- 6.7 A Director is entitled to receive notice of and to attend all general meetings of the Association and is entitled to speak and vote at those meetings.

7. REMOVAL FROM OFFICE

A member of the Board of Directors of the Association may be removed from office as follows:

- 7.1 Any member of the Board of Directors of the Association who fails to attend two consecutive ordinary meetings, without prior notification to the President or Secretary shall automatically forfeit their right to continue as a member of the Board of Directors.
- 7.2 Where a member of the Board of Directors is accused in writing of failing in the proper performance of his duties, by any member of the Association, the directors of the Association shall conduct a hearing within two weeks and then make a report, with recommendations, to TBA for action.

8. MEETING OF THE ASSOCIATION

- 8.1 The Association shall hold at least four meetings each year. In addition, the President individual can call a meeting or one can be called upon the request of at least two of its members. Seven days' notice in writing shall be given of all meetings.
- 8.2 The order of business at Association meetings shall be:
 - 1. Roll Call
 - 2. Reading of Minutes and action thereon.
 - 3. Reports of Officers and other Association members
 - 4. Reports of sub-committees
 - 5. Unfinished business
 - 6. New business
 - 7. Next meeting date

9. ANNUAL GENERAL MEETING

- 9.1 The Annual General Meeting of the Association will be held between October 01 and December 31 each year.
- 9.2 All leagues who are deemed eligible according to the By-Laws may appoint one member of the Association as voting delegate to the meeting. The league secretary must advise the Association of the identity of their representative no later than seven days prior to the meeting.
- 9.3 Voting rights at the meeting are vested in the board of directors and the league voting delegates as provided in 9.2 above.



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10. MEMBERSHIP FEES

The annual membership fees for this association shall be specified by the TBA.

11. BY-LAWS

11.1 The Association shall have the power to make such by-laws as are in their opinion necessary and desirable for the proper control, administration and management of the Association's affairs.

11.2 Any by-law must not be inconsistent with this Constitution.

12. BOARD OF DIRECTOR DUTIES

The President shall be the Chief Executive Officer of the Association, performing all duties usually pertaining to this office.

A duty statement for each elected and nominated board director will be created within 30 days of the Associations AGM each year. This will be written by the President to then be agreed upon by each director within 7 days of receipt of the duty statement. Any board member who is unable to agree to the duty statement agreement within this period will vacate their position, vacated positions will be filled as per clause 6.4.

13. SOURCES OF FUNDING

The Association shall raise funds through such means, as it may deem necessary. Current sources are sponsorships, fund raising events, government grants, tournaments and registered player contributions. Disbursements from Association's funds must be signed for by at least two members of the Executive Board as defined in article 6.2 of this document.

14. FINANCIAL YEAR

The financial year of the Association shall be from 1 January to 31 December each year.

15. INSPECTION OF BOOKS

The records, books and other documents of the Association shall be open for inspection at a place in the charge of the Association, by any member, at any reasonable time.

16. RESOLUTION OF DISPUTES

All disputes regarding the interpretation of rules shall be referred to the Association for resolution. Any member dissatisfied with the ruling of the Association may submit the matter to TBA as provided in the by-laws of that organisation.

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21. DISCIPLINE

- 21.1 Any member of the Association who commits any of the offences as detailed in Chapter 5, of the Tenpin Bowling Australia League and General Playing Rules may be liable to suspension from membership of the Association for such period as the Association Board of Directors thinks fit.
- 21.2 Any member suspended under any of the rules in this Chapter will:
- a. cease to be affiliated with Tenpin Bowling Australia for the duration of the suspension unless an appeal is lodged; and
 - b. have the right of appeal to TBA.
- 21.3 If the suspension has resulted from a loss or misappropriation of funds, all Associations licensed with TBA will be advised of the suspension.

PROCEDURES FOR SUSPENSION ACTION

- 21.4 In all cases, the Association's Board of Directors or a Committee appointed by them will conduct hearings. TBA may require a written report of the hearing with any penalties imposed in the event of a suspended member lodging an appeal with TBA.

SUSPENSION PROCEEDINGS

- 21.5 Suspension proceedings must be commenced after the Association has been supplied with a written statement of charges or by the direction of TBA.
- 21.6 In all cases involving a possible suspension of membership the Association President will call a meeting of the Board of Directors or a Committee appointed by them, giving at least 14 clear days written notice which will specify the time, place and purpose of the meeting. He will further direct in writing the member or members charged and the complainant or complainants to appear at the said meeting and will also request the attendance of any other person or persons whose testimony may be of or appear to be relevant.
- 21.7 Each member charged will be sent a separate written notification of the meeting by normal mail to his or her last known or most usual place of address. Delivery of the notice is taken to be effected by properly addressing, pre-paying and posting a letter containing the notice to an address recorded by the Association as that last supplied by the charged member. The notice will be taken to have been delivered on the day after its posting.
- 21.8 Personal service of the said notification on the member or members charged will also be good and sufficient compliance with this requirement upon proof hereof. In any event, the said notification will be served personally upon or posted as aforesaid to the member or members charged not less than 14 clear days prior to the date of the said meeting.
- 21.9 The member or members charged will in all cases be informed in the said notification of the specific charges against him, her or them and of the right to the member or members to be represented by an advocate and the right to produce witnesses to testify in his, her or their behalf at the meeting.



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PROCEDURES AT THE MEETING

- 21.10 A quorum of the Board of Directors or a Committee appointed by the Board must be present at the meeting and a roster of those present and those absent will be recorded.
- 21.11 Both the member or members charged and the complainant or complainants will have the right to be represented by an advocate there at, but any such advocate will obey the directions of the Chairman of the meeting as to the manner in which he may participate in the proceedings.
- 21.12 A true and accurate transcript of the proceedings and all evidence given will be taken in such a manner as the chairman of the meeting will direct provided that where any evidence is in writing, the member or members charged, the complainant or complainants and the Board of Directors/Committee will be entitled to have the author produced for cross-examination if this is reasonably practicable and provided further that all oral evidence given will be on oath or affirmation.
- 21.13 Both the member or members charged and the complainant or complainants will be entitled to see all documents submitted by way of evidence and to comment thereon and to submit documents by way of evidence on their own behalf.
- 21.14 The member or members charged (and if so represented) his, her or their advocate will be entitled to be present throughout the presentation of the evidence and to cross-examine the witnesses against him, her or them. He, she or they or the said advocate will in each case be entitled to call such witnesses whether as to matters of fact or good character as he, she or they or the said advocate may reasonably require, to give evidence on his, her or their behalf and to address the Board of Directors/Committee either personally or through the said advocate after the whole of the evidence has been presented.
- 21.15 The member or members charged will be entitled to be assisted by a legal practitioner during the said meeting and may consult such legal practitioner at any time on matters of law. If the Board of
- 21.16 Directors/Committee thinks fit, such legal practitioner may be appointed chairman ex officio of the meeting.
- 21.17 No person other than the members of the Board of Directors/Committee and any legal practitioner assisting or appointed by the committee aforesaid will be present during the deliberation of the committee after the evidence has been completed.



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- 21.18 At the conclusion of the meeting, the following will forthwith be made known verbally and in writing to all parties:
- a. the recommendation of the Association unless this is withheld pending the production of additional evidence or for any other purpose authorised by these rules;
 - b. that the Association may be required to file a complete report with TBA;
 - c. that the member or members charged has or have a right of appeal from the decision of the Association exercisable by the filing of a brief containing his, her or their grounds of appeal with TBA and a copy thereof with the Association not later than 7 days after notification of the Association's decision;
 - d. that the status of the member or members charged remains unchanged until 7 days after the Association notifies in writing the member or members charged of the final decision;
 - e. if an appeal is lodged with TBA, the status of the member or members charged remains unchanged until TBA completes its investigation and hands down its findings.
- 21.19 For the purpose hereof notification of the above matters to the member or members charged will be effected in the same manner as in paragraphs 21.7 or 21.8 hereof, relating to notification to the member or members charged at the meeting.
- 21.20 The chairman of the meeting will have power to adjourn the meeting from time to time for any purpose including (but without limiting the generality of this power) the purpose of production of additional evidence.
- The members of the Board of Directors/Committee will treat the evidence given, the deliberations of the committee and all matters relating thereto or contained therein as confidential until the conclusion of the 7 day appeal period. If an appeal is lodged within that period, the members of the Board of Directors/Committee will treat the evidence given, the deliberations of the committee and all matters relating thereto or contained therein as confidential until TBA completes its investigation and hands down its findings.

IN ABSENTIA PROCEEDINGS

- 21.21 In the event that the written notification referred to in paragraph 21.7 hereof is returned unclaimed or in the event that the member or members charged or any of them cannot be located or fail to attend the said meeting, having duly received notification thereof as aforesaid, the meeting may nevertheless proceed in accordance with paragraph 3 hereof notwithstanding the absence of the member or members charged or any of them. For the purpose hereof, notification to the absent member or members charged of the matters mentioned in paragraph 3 hereof will be effected as defined in section 2 hereof.



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REINSTATEMENT PROCEEDINGS

21.22 Reinstatement will automatically take place at the conclusion of a member's suspension, providing that full restitution has been made in the case of fund shortages.

22. AMENDMENTS TO THE CONSTITUTION

Proposals for changes to the Constitution of the Association shall first be submitted to the Association, which shall refer them to the next available meeting for a recommendation. No changes shall be made except at an Annual General Meeting or Special General Meeting of the Association of which 21 day's notice has been given specifying the proposed change and must be approved at the meeting by a majority of at least three fourths of the Association.

23. BOWLER RECORDS

An assigned board director shall arrange for the maintenance of records of registered players bowling averages, to be available for determining entering averages in accredited competitions. These averages shall be taken as of 31 December each year.

24. WINDING UP

24.1 In the event that the Association ceases to exist, all funds remaining after payment of outstanding debts shall not be paid or distributed amongst members but must be given or transferred to another organisation having similar objects and which shall also prohibit the distribution of its property to its members.

24.2 In the event that a resolution is passed for winding up of the Association, no member of the Association shall be required to contribute more than the sum of five dollars towards the payment of the debts and liabilities of the Association or the cost, charges and expenses of winding up the Association.