

# Sample Region Regulations

Please Note:

**This document is a starting point.**

- Read the Constitution fully.
- Below is an additional copy of the relevant section of the Constitution.
- **Make special note of 37.3** – it is saying what you have in place, at the moment, will continue if it is in line with the Constitution.
- Check what you already have in place – start from there.
- Remember Regulations are the working parts of your documentation and can be changed to meet your needs through the Board, whereas changing the Constitution is more difficult.



## 37. REGULATIONS

*The Regulations are the key “delegated legislation” of the Region, (sometimes referred to as By-Laws). These are key rule and policy documents, which can address a whole range of issues for a Region. These include disciplinary regulations, election procedures, policies including member protection and anti-doping (subject to BV and BA requirements), financial management and particular sporting matters.*

### 37.1 Board to Formulate Regulations

The Board may formulate, issue, adopt, interpret and amend such Regulations for the proper advancement, management and administration of the Region, the advancement of the Purposes and the Sport in the Region Area. Such Regulations must be consistent with the Constitution, BV’s constitution, any regulations made by BV and any policy directives of the Board.

### 37.2 Regulations Binding

All Regulations are binding on the Region and all Members.

### 37.3 Regulations Deemed Applicable

All clauses and regulations of the Region in force at the date of the approval of this Constitution insofar as such clauses and regulations are not inconsistent with, or have been replaced by this Constitution, shall be deemed to be Regulations and shall continue to apply and be in operation.

### 37.4 Changes Binding on Members

Amendments, alterations, interpretations or other changes to Regulations shall be advised to Members by such means as are determined and approved by the Board from time to time and prepared and issued by the Secretary. Clubs shall take reasonable steps to distribute such changes to Individual Members. All changes are binding on all Members

REGULATIONS  
of  
**[INSERT NAME]** REGION INCORPORATED

## 1. INTRODUCTION

These Regulations are made under **Clause 37** of the Region Constitution. Unless the contrary intention appears, these Regulations should be interpreted in accordance with, and are subject to, the Region Constitution..

## 2. DISCIPLINARY PROCESSES

### 2.1 Discipline of a Member or an Individual Member by the Region

- (a) Events for which the Region is the Controlling Body is the only time a Region can take disciplinary action against an Individual Member.
- (b) The Disciplinary procedure in **Clause 10** of the Region Constitution must be followed.
- (c) The flow chart of Region and Club Disciplinary Process is a clear guide.
- (d) Disciplinary action against a Member must follow a consultative process. The Region Board Executive should meet with the Executive of the Board of the Club that is alleged to have breached **Clause 10 (a)** of the Region Constitution. Natural justice must be enacted. Any ensuing processes and actions must be clearly communicated.
- (e) A Region Disciplinary Committee, which takes disciplinary action against an Individual Member and involves suspension, shall, after all rights of appeal at Region level are exhausted, notify Bowls Victoria within seven (7) days of the details of the offence and the disciplinary action taken by the Region.

### 2.2 Appeal by a Member or an Individual Member to the Region

- (a) A Member or an Individual Member, who has been suspended or fined, shall have a right of appeal to the Region Board. Such appeal shall be lodged within seven (7) days of such Region disciplinary action.
- (b) Such appeal will be dealt with in accordance with the provisions of the Region Constitution or any other disciplinary procedures approved by the Region Board from time to time.
- (c) An Individual Member, who has been suspended by a Region Disciplinary Committee, who has lodged an appeal with the Region Board, may continue to play in Club, Region, State and National events pending the hearing and decision on the appeal, unless the Region Board determines otherwise.

## 3. GOVERNANCE CHARTER

**3.1 Director role descriptions** – see attached documents.

### 3.2 Region Board

- (a) Following the nomination process the Region Board will be elected at each Annual General Meeting in accordance with the Act and the Region Constitution **Clause 22**.
- (b) The Secretary of the Region will notify Bowls Victoria of the names and contact details of the Region Board and the Bowls Victoria Regional Representatives within five working days of the Annual General Meeting being conducted.
- (c) The Region Board will establish playing Areas, if required, as per the Purposes of the Region Constitution by **Clause 3 (xvii)**.

### 3.3 Director Election Process

The following procedure will be followed when an election is required by **Clause 15.3** of the Constitution (see attached nomination form).

- (a) Nominees must have due regard to the following criteria:
  - (i) commitment to the Purposes of the Region as set out in **Clause 3** of the Region Constitution; and
  - (ii) knowledge and understanding of the obligations of Directors under the Act and other relevant legislation; and
  - (iii) possess appropriate qualifications, expertise and/or experience to contribute to the sport of bowls in the Region.
- (b) Where applicable, voters will be asked to tick/select two boxes for males and two boxes for females on the ballot paper and this must be done for the vote to be counted as a formal vote.
- (c) Where applicable, the two male and two female candidates with the highest number of votes will be determined elected as the Elected Directors of the Region Board.
- (d) In the event of an equality of votes between two or more candidates, the returning officer will determine the result by drawing lots to determine the outcome.
- (e) The Region Secretary (or their nominee) shall act as returning officer for the secret ballot.
- (f) The announcement of the Elected Directors will be made as a standing order of business at the Annual General Meeting.
- (g) Prior to the election, the Board will determine any additional regulations required for the conduct of the election.

## 3.4 Establishment of Region Committees

- (a) Regions may establish and empower such committees as they deem necessary and appropriate Constitution **Clause 20.1**.
- (b) The Region Board will invite expressions of interest for its committees prior to the AGM (see attached nomination form).
- (c) When appointing personnel to Committees, the Region Board must seek to ensure gender balance.
- (d) The Region Board will advise the successful and unsuccessful applicants and announce all committee positions
- (e) The Region President will chair the first meeting of each committee.
- (f) Each Committee will elect the Chair of the Committee.
- (g) A Region Board member will be an *ex officio* member of the Committee.
- (h) All Committees must act in accordance with the Region Constitution and Regulations and the Terms of Reference determined by the Region Board and provided immediately when the Committee is formed.
- (i) The committees recommended to Regions may include, but are not limited to:
  - (i) Pennant
  - (ii) Club Development / Participation
  - (iii) Championship / Selection
  - (iv) Junior Development
  - (v) Coaching
  - (vi) Greens
  - (vii) Umpiring
  - (viii) Sponsorship / Marketing / Media.
  - (ix) Disciplinary – when required

## 4. CLUB MEMBERSHIP

- (a) An incorporated Club, recognised as a member of Bowls Victoria and assigned by them to the Region, will be recognised as a member of the Region after meeting the requirements of Clause 6.2 of the Region Constitution.
- (b) List of member clubs
- (c) In addition to the categories of member specified in **Clause 5.1 (a)** of the Region Constitution, the Region Board may determine other categories of members from time to time in accordance with **Clause 5.1(c)** of the Region Constitution.
- (d) Where a new category of member is approved by the Region Board, the Regulations will be updated to include that category of member.
- (e) When determining a new category of member, the Region Board will determine the criteria for making an application for membership and whether a fee is payable.

## 5. LIFE MEMBERSHIP

- (a) Life membership is the highest recognition for service to the Region by an Individual Member or a person.
- (b) For consideration as a Life Member, an Individual Member or a person must satisfy the following prerequisites by:
  - (i) rendering extraordinary service to Bowls in a way that surpasses the contributions of their peers;
  - (ii) assisting the advancement of Bowls in Victoria as a player and/or an administrator at a National, State and Region level for more than 20 years; and
  - (iii) having demonstrated achievements considered to be unusual or exceptional and beyond what would normally be expected.
- (c) A person or a Member of a Club recognised as a Life Member will receive a Life Member Badge and acknowledgement of their Presentation; and will be invited to official Region events.
- (d) The Region Secretary is to maintain a register of Life Members.
- (e) A Life Member is entitled to attend any General Meeting of the Region and shall have a voice but no vote unless an appointed Delegate.

## 6. HONORARIA

The Treasurer and Region Board will prepare the amounts to be allocated prior to, and these are to be confirmed at, the Annual General Meeting.

List of Honoraria.

Honoraria will be paid 14 days prior to the end of the Region financial year.

Electronic Bank Transfer is the preferred method of payment.