

# NSW Club Unification

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## Guide



**BOWLS**  
NEW SOUTH WALES

Prepared by Bowls NSW

Updated March 2023

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# 1. List of Documents

to support Clubs seeking to unify at Club Level

Documents	Steps	
1		List of Documents to support Clubs seeking to unify at Club Level. (Page 3)
2		Recommended Procedure to Unify Two Clubs. (Page 4)
	1	Initial informal conversations between clubs.
	2	Proposal to members.
3		Sample proposal document for members of clubs seeking club unification. (Page 6)
4		Sample notice of (initial) General Meeting to propose investigating the merits of Club Unification. (Page 7)
	3	Working party formation.
5		Draft Constitution template - you are able to access this via <a href="https://bowlsnsw.com.au/wp-content/uploads/2023/03/Template-Draft-Sub-Club-Constitution-22-March-2023.doc">https://bowlsnsw.com.au/wp-content/uploads/2023/03/Template-Draft-Sub-Club-Constitution-22-March-2023.doc</a>
6		Motions to be approved by Management Committee of each club and Registered (Main) club if necessary. (Page 8)
7		Special General Meeting for Unification Vote. (Page 9)
8		Sample Joint Special General Meeting Run Sheet. (Page 10)
	4	If agreement to unification occurs, complete the following forms.
9		Club Closing Notification form. <a href="https://bowlsnsw.com.au/wp-content/uploads/2022/03/Club_closing.updated.pdf">https://bowlsnsw.com.au/wp-content/uploads/2022/03/Club_closing.updated.pdf</a>
10		New/Reopening Club notification form. <a href="https://bowlsnsw.com.au/wp-content/uploads/2021/11/Club_opening_update.pdf">https://bowlsnsw.com.au/wp-content/uploads/2021/11/Club_opening_update.pdf</a>
11		BowlsLink Club Administration Request form. <a href="https://bowlsnsw.com.au/wp-content/uploads/2021/11/bowlslink_administration_request_form.pdf">https://bowlsnsw.com.au/wp-content/uploads/2021/11/bowlslink_administration_request_form.pdf</a>

# 2. Recommended Procedure

## To Unify Two Clubs

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### Context

Since unification of Bowls New South Wales (BNSW) in 2021, many clubs have decided that unification is the best course for them due to the benefits of streamlined governance, a more diverse representation at a committee level and a better use of available resources.

The following is a recommended procedure regarding unification of two clubs in one facility. We hope these supporting documents are helpful.

### Step 1. Discussion and initial exploration

- Initial informal discussions between officers of both clubs to consider the benefits of men's and women's clubs unifying.

### Step 2. Proposal to members

- Each club calls a General Meeting to present the benefits of unification and decide whether to progress with discussions towards unification.

### Step 3. Working Party

Form a working party to:

- Inform their membership base throughout the process via regular communications and/or open forums. We have found that it is important not to rush this process and provide regular opportunities for member feedback and engagement across this step.
- Set up of new unified club constitution/regulations/by-law, accounts etc. (see attached template of a unified club constitution which has been approved by BNSW's legal counsel).
- Work through the current process for dissolution of both club constitutions/regulations/by-laws, accounts etc.
- Prepare motions to put to members of each club at a Special General Meeting.
- Have motions approved by executive committee of each club, and, if appropriate, the registered (main) club.

### Step 4. Special General Meetings to vote

- Each club calls a Special General Meeting to allow members to vote on the proposal. It is highly recommended that the votes occur separately on the same day and the results of each vote are announced to a combined body immediately after both meetings. (see attached sample C).

The following assumes that both clubs' general meetings have a vote of YES to unifying:

- Implement the new unified club constitution, regulations/by-laws

# 2. Recommended Procedure

## To Unify Two Clubs

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- Call for nominations for committees of new unified club
- Hold first meeting of unified club and adopt the new constitution, regulations/by-laws, announce results of any elections/nominated committees.

**Upon completion of the above process, please send the below through to BNSW:**

- Minutes of the Men's Club Meeting showing a YES vote to unifying.
- Minutes of the Women's Club Meeting showing a YES vote to unifying.
- Copy of the new, unified, club constitution, regulations / by-laws.
- Copy of the completed Closing Club form (available on the BNSW website) for both clubs.
- Copy of the completed New Club form (available on the BNSW website) for your new club.
- Completed BowlsLink Club Administration Request form (available on the BNSW website).
- Once the above has been completed, Bowls NSW will then merge the database of both the men's & women's clubs into the one club in our BowlsLink System.

### **Closing commentary:**

There may be other items that arise and we would be happy to assist should you have any additional questions along the way. Please email questions to [unification@bowlsnsw.com.au](mailto:unification@bowlsnsw.com.au).

We would appreciate any feedback you may have to offer us on your experience in this process to assist future clubs through unification.

# 3. Sample Proposal for Pursuing potential Club Unification

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## **Proposal for pursuing potential Club Unification of *(Insert name of club A)* and *(Insert name of club B)***

This proposal will be discussed separately by each club.

### **Background**

On 21 January 2021, both the President and Chief Executive Officer of Bowls Australia (BA) jointly wrote to the President of Women's Bowls NSW and the President of Bowls NSW. That letter stated that the Board of BA regarded the unification of both men and women's bowls in New South Wales (NSW) as critical for the future of bowls in NSW and hence Australia.

Both Bowls NSW and WBNSW supported the concept of unification and on 31 May 2021 all NSW members voted to unify.

Administrators of the new entity: Bowls NSW Limited (BNSW), consider change is necessary to ensure the future sustainability of the sport in NSW. Although highly recommended, unification is not compulsory and is a decision for individual clubs.

Almost 100 clubs have started or completed the unification process. Here at *(insert name of club A or B)* we could benefit from considering unification. It is important that there is transparency throughout the whole process.

### **Investigating the possibility of Unification**

The first step is to seek guidance from you, the members, on whether or not you wish to proceed down this path. Should the answer be yes, then a committee made up of equal numbers from both the men's and women's club would be established to pursue the matter.

This committee would be tasked with the responsibility of reviewing and making recommendations on all matters relevant to running the bowls club and playing the game of lawn bowls. It is anticipated that this process will take some weeks. At its conclusion, another meeting will be held to present its findings and recommendations back to you the members. During this second meeting, the committee will be in a better position to answer your questions. You in turn, will then be in a better position to make an informed decision on whether or not unification should proceed.

No doubt, some will think "if it is not broken don't fix it". However, there may be a better way of doing things.

There is no denying there are going to be issues of contention.

For example:

- Constitution and By-Laws / Regulations
- Uniforms
- Annual fees
- Green time
- Management structure etc.

All of these issues will need to be considered and addressed.

On the other hand, potential benefits may include:

- A purpose designed management structure
- One club with united objectives
- One constitution and set of By-Laws/Regulations
- A fully integrated match calendar
- Improved communication lines
- A greater understanding and respect of each other's needs
- An absence of misinformation
- One business plan
- Agreed future goals
- Potentially more people seeking management positions
- A greater variety of ideas and suggestions from both groups
- Improved chances of sponsorship with a larger membership base

**Please remember that we are not asking you to vote for or against unification. We are simply seeking your agreement to establish a committee to review it.**

# 4. Sample of Notice of General Meeting to Investigate the Merits of Unification

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*(Insert Name of Club)*

## Notice of General Meeting Notice is given of a General Meeting

**At *(Insert Venue)***

**On *(Insert Date)***

**At *(Insert Time)***

As per clause **##** of the *(insert Club name)* Constitution, at least **(insert number of days)** notice is given for a General Meeting.

Purpose of the Meeting:

To review and discuss the potential unification of *(insert Club name)* and *(insert Club name)*

Members eligible to vote will be asked to vote whether an appointed sub-committee may continue with exploring the unification of the two clubs.

### **Agenda**

- Welcome / Apologies
- Presentation of Proposal
- Questions arising
- Arguments for the proposal
- Arguments against the proposal
- Vote

The proposed sub-committee members would be: ***(Insert the names of two members from each club)***

Please Note: This is not to decide whether we will unify. It is only to agree that a Sub-Committee be appointed so discussions can continue. Only eligible members are allowed to vote.

Signed:

\_\_\_\_\_

\_\_\_\_\_  
***(Name of Club Secretary)***

\_\_\_\_\_  
***(Name of Club)***

\_\_\_\_\_  
***(Date)***

# 6. Motions to be approved by Each Club's Board and/or Management Committees

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These must be approved before the calling of the Members to vote at the Special General Meeting.

Board / Management Committee Motions approved by the Executive Officers/Committee of **(name of club)** on **(date)**.

## General Meeting - Special Motion

The following is moved as a Special Motion:

- a) THAT the **(insert name of Club A)** be dissolved and, in conjunction with **(insert name of club B)** establish and register a new club called **(name of New Club)** with the constitution attached to this notice.
- b) THAT the **(insert name of Club A)** appoints the following people to the Management of **(name of New Club)**:  
**(names of club representatives)**

## General Meeting – Ordinary Resolution

If the special resolution is approved:

- a) THAT the **(insert name of Club A)** and **(name of New Club)** be authorised to take all necessary steps to effect the above resolution.

**Note:** The passing of the above resolutions is conditional upon the reciprocal approval of the **(insert name of Club B)** resolutions.



# 7. Special General Meeting Notice

## For Unification Vote

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***(INSERT NAME OF CLUB)***

### GENERAL MEETINGS

#### The Unification Vote

With the investigations now complete, it is time to look towards the upcoming vote.

Over the past weeks, all members will have received transparent communication, including a draft Constitution, from both our clubs and the Working Party Group, to ensure you can make an informed decision regarding the future of our clubs.

To conduct the unification vote, in accordance with the respective Constitutions, both Clubs are required to call and hold separate Special General Meetings in accordance with their respective Constitutions for voting. The outcome of each Club's vote will be announced at the same time at a combined meeting following your SGM.

***(INSERT NAME OF CLUB)***

#### NOTICE OF SPECIAL GENERAL MEETING of *(insert name of club)*

As per the Constitution of *(insert name of club)*, notice is hereby given to the Members of *(insert name of club)* of a Special General Meeting.

Take notice that the Special General Meeting will be held on the following date, place and time:

When: *(insert date)*

Where: *(insert venue)*

Start Time: *(insert time)*

The business of the Special General Meeting shall be:

#### 1. Opening

- a) Welcome
- b) Apologies

#### 2. Motions

##### General Meeting - Special Motion

The following is moved as a Special Motion:

- a) THAT the *(insert name of Club A)* be dissolved and, in conjunction with *(insert name of club B)* establish and register a new club called *(name of New Club)* with the constitution attached to this notice.
- b) THAT the *(insert name of Club A)* appoints the following people to the Management of *(name of New Club)*:  
*(names of club representatives)*

##### General Meeting – Ordinary Resolution

If the special resolution is approved:

- a) THAT the *(insert name of Club A)* and *(name of New Club)* be authorised to take all necessary steps to effect the above resolution.

**Note:** The passing of the above resolutions is conditional upon the reciprocal approval of the *(insert name of Club B)* resolutions.

#### 3. Close of Special General Meeting

Signed: \_\_\_\_\_

*(insert name of Club Secretary)*

*(insert name of club)*

*(insert date)*

#### Notice of Combined Clubs Meeting

The Clubs will join together in one meeting directly following the Special General Meeting (above) when votes have been tallied. Members will be to hear the results of the Unification votes from both clubs.

# 8: Sample Joint Special General Meeting Run Sheet

*(Insert Name of Club)* and *(Insert Name of Club)*

JOINT SPECIAL GENERAL MEETING

*(insert date), (insert time) and (insert place)*

Registration commences from 9.30am and should be complete by 10.00am

AGENDA ITEM	ACTION	NOTE
<b>General</b>	Start Special General Meeting from 10.00am with registration from 9.30am.	
<b>1. Opening</b>	<b>Welcome:</b> Acknowledgement of Country. Each Club President opens meeting, welcomes attendees and introduces club officials. Welcome and introduction of scrutineers.	
	<b>Notice of Meeting:</b> Each club's official representative (eg President) proposes that notice of meeting be taken as read (unless any objections).	
	<b>Quorum:</b> Representative (eg President) of <i>(insert name of club)</i> notes that the necessary quorum is present. Representative (eg President) of <i>(insert name of club)</i> notes that the necessary quorum is present.	<b>Quorum required</b> for (insert name of club) is:  <b>Quorum required</b> for <i>(insert name of club)</i> is:
<b>2. Amendment of Club Constitution</b>	<b>Representative of one club reads the following Motion:</b>  The following is moved as a Special Resolution:  <b>A.</b> That the constitution of the <i>(name of club)</i> be amended and replaced with the Constitution attached to this notice and marked with the letter "A".  <i>If the special motion is approved, the following is moved as an Ordinary Motion;</i>  <b>B.</b> That <i>(name of club)</i> and <i>(name of NEW club)</i> be authorised to take all necessary steps to effect the above motion.	

# 8: Sample Joint Special General Meeting Run Sheet

*(Insert Name of Club)* and *(Insert Name of Club)*

JOINT SPECIAL GENERAL MEETING

*(insert date), (insert time) and (insert place)*

<p><b>2. Amendment of Club Constitution, cont.</b></p>	<p><b>Representative of second club reads the following Motion:</b></p> <p>The following is moved as a Special Resolution:</p> <p>A. That the constitution of the <b>(name of club)</b> be amended and replaced with the Constitution attached to this notice and marked with the letter “A”.</p> <p><i>If the special motion is approved, the following is moved as an Ordinary Motion;</i></p> <p>B. That <b>(name of club)</b> and <b>(name of NEW club)</b> be authorised to take all necessary steps to effect the above motion.</p> <p><b>Representative of one club</b> invites scrutineers to declare the results of Special Motions A and Ordinary Motion B <b>for both clubs separately.</b></p>	
<p><b>3. Close</b></p>	<p>Representative closes the <b>(name of club)</b> SGM.          Representative closes the <b>(name of club)</b> SGM</p> <p>This ends the formalities. However opportunity for both Representatives to say a few words on the outcome/process and future is encouraged.</p> <p>Any other person can be invited to say a few words?</p> <p>Invitation for attendees to enjoy some refreshments and enjoy the celebration.</p>	

# 9: Club Closing Form

The editable version of this form is available on the Bowls NSW website at-  
[https://bowlsnsw.com.au/wp-content/uploads/2022/03/Club\\_closing.updated.pdf](https://bowlsnsw.com.au/wp-content/uploads/2022/03/Club_closing.updated.pdf)

## Club Closing

### Notification Form

Return to : [membership@bowlsnsw.com.au](mailto:membership@bowlsnsw.com.au)



Club Details	
Date	
Club Name	
District/Zone Association	
Original Affiliation date	
Address	
Suburb	
Club phone number	
Email	
Date of club closure	
How many members does the club have?	
How many members will transfer to another club? Which Club?	
Have you sent a copy of the club history to Bowls NSW Ltd?	
Reason for club closure	

Contact Person	
Name:	
Address:	Postcode:
Contact phone number:	Mobile:
Email:	

Office use only	
Date Received:	Closing date:
Notes:	

# 10: New Club Opening Form

The editable version of this form is available on the Bowls NSW website at-  
[https://bowlsnsw.com.au/wp-content/uploads/2021/11/Club\\_opening\\_update.pdf](https://bowlsnsw.com.au/wp-content/uploads/2021/11/Club_opening_update.pdf)

## New/Reopening Club

### Request Form

Return to : [membership@bowlsnsw.com.au](mailto:membership@bowlsnsw.com.au)



Club Details	
Date:	
New Club Name:	
Address:	
Suburb:	Post Code:
Club Phone Number:	
Email:	
Is your club under NSW? Y/N:	
If no, which State is your club transferring from?	
Description of Club:	
If Group Owned, Name of Group:	
What is your preferred District/Zone?	
How many members wish to be affiliated?	

Contact Person	
Name:	
Address:	Postcode:
Contact phone number:	Mobile:
Email:	

Office Use Only		
Constitution Approved	Date:	Signature:
Board Approved	Date:	Signature:
Notes:		

# 11: BowlsLink Administration Request form

The editable version of this form is available on the Bowls NSW website at-  
[https://bowlsnsw.com.au/wp-content/uploads/2021/11/bowslink\\_administration\\_request\\_form.pdf](https://bowlsnsw.com.au/wp-content/uploads/2021/11/bowslink_administration_request_form.pdf)

## Bowslink

### Club Administration Request

Return to : [bowslink@bowlsnsw.com.au](mailto:bowslink@bowlsnsw.com.au)



#### Membership Module Access

Access to membership should be for the person in the club who will administer new registrations, deletions, transfers, membership categories, club details & contacts etc.

<b>Name of Club or District/Zone</b> <small>(Please specify Men or Women if sub club)</small>		
<b>Name of Current Administrator</b>		<b>NIN:</b>
<b>Name of New Administrator</b>		<b>NIN:</b>
<b>Email Address of New Administrator</b>		
<b>Name of Authorised Person in Club</b>		
<b>Position of Authorised person in club</b>		

#### Competition Module Access

Access to competition should be for the person in the club who will administer entries to championships, draws, results, pennant sides etc.

<b>Name of Club or District/Zone</b> <small>(Please specify Men or Women if sub club)</small>		
<b>Name of Current Administrator</b>		<b>NIN:</b>
<b>Name of New Administrator</b>		<b>NIN:</b>
<b>Email Address of New Administrator</b>		
<b>Name of Authorised Person in Club</b>		
<b>Position of Authorised person in club</b>		

Please complete this application and return to: [bowslink@bowlsnsw.com.au](mailto:bowslink@bowlsnsw.com.au)  
If you have any queries, please call Bowls NSW on 1800 WE BOWL (1800 93 2695)





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