



DIGGERS MEMORIAL BOWLS CLUB INC.

BY-LAWS

(January 2026)

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BY-LAWS OF DIGGERS MEMORIAL BOWLS CLUB INC.

A. RETURNING OFFICER:

- (1) At the first management committee meeting each year, the management committee shall appoint a Returning Officer whose duties shall be to control the issuing of ballot papers and subsequent collecting and counting of same at the annual general meeting and subsequent general meetings.
- (2) The Returning Office shall liaise with the Secretary regarding the preparation of ballot boxes. They shall ensure that only those entitled to vote are issued with the necessary ballot papers and that the ballot boxes are correctly located for the lodgment of same.
- (3) The Returning Officer will enlist the assistance of such number of scrutineer as required to conduct the ballot. Neither the Returning Officer nor any scrutineers shall be a candidate in such ballot.
- (4) The Returning officer shall advise the chairperson of the meeting the results of the scrutineer's count and the chairperson shall announce the results to the meeting.
- (5) The ballot material shall not be destroyed without the authority of a motion passed at the meeting and it shall be the duty of the returning Officer to carry out such instruction.

B. ELECTION AND BALLOT PROCEDURES:

- (1) Nomination for members of the management committee shall be made in accordance with the constitution.
- (2) Should the Chairperson be nominated for subsequent terms as Chairperson at the annual general meeting, the position of immediate past Chairperson shall be declared vacant until the next annual general meeting.
- (3) Voting shall be by secret ballot. Every ordinary financial and Life member shall be supplied with ballot papers.
- (4) The method of voting shall be to delete the name or names of the candidate or candidates not required by the voter.
- (5) The results of each ballot shall be determined on “first past the post” principle. If there be equal number of votes for two or more candidates for any position in a ballot, a further ballot shall be conducted between any two candidates who tied.
- (6) If insufficient nominations are received for the positions of elected management committee members, the candidates so nominated shall be declared elected and the meeting shall proceed to fill any vacancies, and if necessary conduct a ballot, but with nominations from the floor of the meeting.
- (7) In the case of a ballot being necessary to resolve a matter other than an election, members shall indicate their choice on the ballot papers in the manner specified by the chairperson of the meeting.

C. PATRON:

- (1) Nomination of a suitable person to accept the honorary position of Patron shall be made at the last regular meeting of the management committee for the year and the election of Patron

will be carried out at the annual general meeting. Any person nominated for the honorary position of Patron need not be a financial member of the association.

D. MANAGEMENT COMMITTEE TO BE ELECTED ANNUALLY:

- (1) Same as otherwise provided in the constitution, and subject thereto, each management committee member shall be elected at the annual general meeting in accordance with Rule 19 of the constitution and shall hold office from the conclusion of the election at which they were elected until the conclusion of the election held at the next annual general meeting, but shall be eligible for re-election. A contested election for any position shall be resolved by ballot in accordance with the by-laws.
- (2) Should the Chairperson be nominated for subsequent terms as president at the annual general meeting, the position of immediate past chairperson shall be declared vacant until the next annual general meeting.
- (3) A member elected to the management committee shall be able to fulfill more than one position on the management committee, subject to any limitation imposed by the Queensland Office of Fair Trading.
- (4) A financial member standing for election and who is unable to attend the annual general meeting must lodge with the Secretary in writing a notice of their willingness to accept the position.

E. DUTIES OF OFFICE BEARERS:

(1) The Chairperson Shall:

Attend to the carrying out of the decisions of the management committee and generally see that the members are properly accommodated, and that the constitution of the club is adhered to.

Overall and generally be responsible for and carry out the duties expected of a person holding such position as the association's chief executive officer.

(2) The Deputy Chairpersons shall:

Assist the Chairperson in seeing that all matters requiring attention are properly carried out.

In the absence of the Chairperson, the Senior Deputy Chairperson shall carry out the duties normally allocated to the Chairperson. In their absence, the Junior Deputy Chairperson shall do so.

(3) The Secretary Shall:

Issue all notices and keep minutes of all meetings.

Attend to the registration of members.

Receive and dispatch correspondence and submit such reports as may be required.

Deal with all correspondence.

Display notices on club noticeboards, or refer them to the management committee for action:

Otherwise carry out all proper duties and instructions which the Chairperson or management committee shall direct.

(4) The Assistant Secretary Shall:

Assist the Secretary in seeing that all matters requiring attention are properly carried out.

In the absence of the Secretary, the Assistant Secretary shall carry out the duties normally allocated to the Secretary.

(5) The Treasurer Shall:

Receive all monies and pay all accounts due with proper authorization.

Maintain proper books of account and submit detailed statements to the management committee as required and to the annual general meeting.

Collect nomination fees for association events and lodge nominations by the due date.

Make application for financial assistance whether it is via loans or appropriate grants to meet the association's requirements.

(6) The Assistant Treasurer Shall:

Assist the Treasurer in seeing that all matters requiring attention are properly carried out.

In the absence of the Treasurer, the Assistant Treasurer shall carry out the duties normally allocated to the Treasurer.

(7) The Greens Director Shall:

Maintain the greens and surrounds and liaise with the management committee as to the maintenance of a good playing surface. In the absence of the Greens Director, members of the management committee present on any particular day shall be responsible for making a decision regarding the suitability of the greens for play.

Subject to the concurrence of the Executive Subcommittee, have the power to order the necessary materials and procure extra assistance as required for maintaining the greens in good playing order and for upkeep of the surrounds.

Present a report outlining green maintenance operations to each monthly meeting of the management committee.

(8) The Provider Shall:

Subject to the direction of the management committee, be responsible for ordering and procuring all club refreshments, arranging all services relating thereto, including teas or meals as required and ensure that details of all accounts in connection with these duties are submitted to the Treasurer.

Record and follow up requests for the holding of functions at the club's premises and coordinate volunteer support to provide meals and refreshments as required.

Conduct stock-takes in regard to necessary refreshment purchases.

Present a report to each monthly meeting of the management committee and procure extra assistance as required to carry out these duties.

(9) The Games Director Shall:

Liaise with the Greens Director and Bowling Division Presidents in regard to the number of rinks required for each day's play.

Operate in conjunction with the Bowling Division Presidents and be responsible for the collection of fees applicable to all club and district competition games and the conduct of those games.

In conjunction with the Bowling Division Presidents, organize and manage all inter-club social games played at home or away.

In conjunction with the Bowling Division Presidents and Management Committee, allocate dates for all types of bowls events held at the club during the year, including social play and competition, and ensure those dates integrate with the annual District Men's and Ladies' Bowls Association event calendars.

Determine conditions of social play in conjunction with the Bowling Division Presidents.

When required, arrange for an umpire for the duration of all competition games and special bowls events held at the club.

Ensure markers are appointed for all singles competition games held at the club.

(10) District Association Delegates

One or more delegates from the membership of the management committee will be elected at the annual general meeting in accordance with rules of the relevant Central Queensland District Bowls Association, to represent the club at district association meetings:

If distance precludes the attendance of this club's delegates at district association meetings, the management committee may appoint an eligible member from another club within traveling distance to attend on their behalf.

F. SELECTION COMMITTEE

The Selection Committee shall consist of up to a maximum of five (5) members of this association, elected by majority at the annual general meeting each year or at a general meeting as may be called for the purpose by the management committee. The member or members of the Selection Committee shall continue in office until their successors have been appointed at the next annual general meeting.

The Selection Committee shall select team/s, captains and managers to represent this association at all relevant district bowling events and assist the Games Director with organisation of inter-club and social bowls events at home and away.

The Selection Committee members shall work in conjunction with the Bowling Division Presidents

G. THE PUBLICITY OFFICER SHALL:

Take the appropriate action to publicise all forthcoming bowls events held at the club, results of social and competition games and matters of interest to members.

Seek sponsorship support to contribute to prize money for bowls events held at the club.

Promote and manage advertising signage on the club's premises, including the invoicing of annual fees.

H. CLUB COLOURS:

The colours of the Club shall be **Gold, Black and Maroon.**

The club uniform colours shall be registered with the relevant District Association and Bowls Queensland

The club hatband shall be maroon and white with embroidered lettering – “Diggers Memorial Rockhampton”.

I. CLUB LOGO:

The Club Logo shall be “**RETURNED SOLDIER, AIRMAN AND SAILOR**” and depicted on documents as the management committee shall determine from time to time.

J. CONDUCT OF CLUB CHAMPIONSHIPS:

- (1) Nominations for club championships and district events, accompanied by the respective nomination fees shall be in the hands of the Games Director no later than the closing date decided by the Games Director, in conjunction with the relevant Club's Men's and Ladies' Bowls Presidents.
- (2) The Games Director, in conjunction with the relevant Club's Men's and Ladies' Bowls Presidents, shall determine the commencement date and completion date for each competition event at the commencement of the bowling year and ensure those dates integrant with the annual District Men's and Ladies' Bowls Association event calendars.
- (3) The Club secretary and/or assistant secretary will ensure all relevant information is uploaded into Bowls Link as directed by Bowls Queensland for all club championships, district events or other representative level competitions. The draws will then be facilitated via Bowls Link, overseen by the Games Director and at least two (2) other members of the club, each of whom shall attest to the results of the draw by signing each draw before it is made public.
- (4) The Games Director shall commence all competition events as soon as practicable after the draw has been completed.
- (5) The Games Director shall call the games to be played, giving at least five (5) days' notice by placing the names on the club notice board and if possible, by notice on the club's social media page and website during the week preceding the date of play.
- (6) Club championships shall be under the control of the Games Director and shall be conducted under the following conditions:
 - a) The bowling year for all competitions shall commence on the 1st of January each year.

- b) Club championship games shall not be called or arranged to be played at times that conflict with other club events such as Thursday and Saturday Social events or when the club is conducting a Special Event such as Ray White Jackpot etc.
 - c) Players must be aware that they may be required to play one or more championship games per day over two or more consecutive days. This does not apply to the Veterans Championships.
 - d) **Play – Substitute or Forfeit** will be the principle guideline for all club championships. This guideline will be applied where necessary and decisions of the Controlling Body will be final. Refer to the section on “**Play – Substitute or Forfeit**” below for further details relating to this guideline.
 - e) A substitute must be provided if any player is unavailable for the games set down to be played. The Controlling Body may define circumstances in which it will not accept as a valid reason for player unavailability. For example: a substitute is not permitted if any intended player enters another competition scheduled to be played at another club at the same time. If a substitute is refused on these grounds, the Controlling Body shall declare the position of the absent player vacant and provisions of Law 39B(iv) of the Game of Bowls in Australia shall apply. Refer to the section on “**absenteeism**” below for further details relating to substitutes.
 - f) At the conclusion of play, score cards must be signed by the skips of each team.
- (7) The application of the “**Play – Substitute or Forfeit**” guideline will be applied but not confined to, ensuring games are completed in due time for members to attend further championship competitions and/or championship completion dates.

Teams nominating for club championships are encouraged to explore all available opportunities to play “called games” by the scheduled date allocated by the Games Director including, playing games prior to this scheduled date. Any changes must be negotiated between team skips and the Games Director.

For fairness and good sportsmanship, the club would prefer that alternatives are found between players and teams, so the application of Play or Forfeit is not unnecessarily applied.

- (8) The planned absenteeism of a player must be recorded in the designated Absenteeism book which will be housed in the clubhouse. Players must record their unavailability prior to the specific game being called. The skips will then need to negotiate an alternative date and time, then contact the Games Director to discuss the alternative arrangement and seek approval.

Players will have the opportunity to claim absenteeism for two (2) days or two (2) weekends in the playing year for each individual championship e.g., Singles, Pairs and Fours as follows:

If circumstances arise and the Games Director needs a game played:

- a) Play or Forfeit could supersede the absenteeism/substitute guideline.
- b) When a game is called but a player becomes unavailable after the game is called, the player should contact their relevant skip to inform them of their unavailability. The relevant skip should then contact the opposing skip to discuss an alternative date and time for the game to be played This information and resolution should be communicated to the Games Director as soon as possible.
- c) In the case of the Games Director not being satisfied with the resolution, Play or Forfeit could apply.

- d) If the situation arises that a player/team becomes unavailable the player/skip needs to notify the Games Director as soon as possible. The Games Director then needs to ensure the opposing player/skip is notified. Once this process is completed a rescheduling of the game may be facilitated. Remembering the Play or Forfeit may be applied.
- (9) All players must be financial members of the club prior to submitting nominations for club championship games.
- (10) All players will be required to play in full club uniforms for all club championship games.
- (11) Competing players will be required to pay only one Green Fee per championship per playing day. In the case of multiple games being played by a player/team on the same day in the same championship, the player/team will only be liable for the payment of the one Green Fee.

Playing in different competitions on the same day as a championship game, such as club social bowls or special events (e.g., Ray White Jackpot) will require the usual payment of Green Fees.

The Grand Final of each Championship event will incur no Green Fees.

- (12) Any full Member of the DMBC Inc who is also a full member of another Bowls Club may:
- a) Select which club they wish to represent in Pennants Competition.
- b) Select which club they wish to play in club championship.

Note:- A club member may not play Club Championship events for more than one club except, for such events conducted that do not advance past club level.

(13) Financial support Club Representation – In the event of a member or members qualifying for Club Representation at another region, the club will not be liable for any travel or accommodation costs incurred. However, the club will consider on a case-by-case basis compensation for all or some of the costs incurred.

K. PLAYING ATTIRE:

Subject to changes from time to time as required by any amendments to the Bowls Australia Laws of the Game, Bowls Queensland and the relevant District Association, the club shall be responsible for ensuring that all players, markers and umpires participating in events at all affiliated clubs wear the correct attire except in the case of an emergency, a marker can be utilised who is not in the correct club uniform.

L. REGISTRATION ON PLAYING DAYS:

Each member shall be responsible for the registration of their name on any playing day.

Closing time for registration to play is up to one and half hours (1 ½ hours) before the time set down for play.

Names may be accepted after that time on the decision of the Controlling Body if they can be accommodated.

M. LAWS OF THE GAME AND BOWLS TO BE MARKED:

The laws and by-laws of the game adopted from time to time by Bowls Australia and Bowls Queensland respectively shall be the laws and rules of the games played at this club. Bowls shall conform, in all respects, to the laws of the game and shall have a distinguishing mark.

N. TROPHIES:

All trophies and prizes offered by the club shall be played for under such conditions as the Bowling Sub-Committee from time to time determines.

All prizes donated to the club shall be subject to acceptance by the Bowling Sub Committee and shall be played for under such conditions as the donor or donors may impose, provided such conditions are approved by the Bowling Sub Committee and conform to club rules.

O. ADMISSION OF MEMBERS

No person shall be admitted as a member of the association who is or has been a member of any bowls club affiliated with the District or any other lawn bowls association unless that person satisfies the management committee by presentation of a clearance on the official BQ form that the person does not owe any money to any other club or association, and further satisfies the management committee that they are not under any order of suspension or expulsion from that club or association.

If a membership application has been rejected or a member expelled, that person cannot be proposed for membership or re-admitted to the association for a period of at least one year after the date of the management committee decision, or the later date of any decision in the case of subsequent appeal being heard.

P. APPEAL AGAINST SUSPENSION OR TERMINATION OF MEMBERSHIP

In the event of a junior member of the association being called before the management committee on a charge or complaint, such

member shall be entitled to be accompanied by a parent or guardian.

Q. MEMBERSHIP FEES

The annual membership fee consisting of an entrance fee (for new ordinary members) and annual subscription for each class of membership shall be such as the members shall determine at each annual general meeting.

When so determined, the annual membership fee shall be deemed to be due and payable on the first day of January of each year and shall apply to the period commencing on the first day of January of the year following the annual general meeting.

The annual membership fee shall be payable in advance, either as a full amount or half-yearly in equal instalments. If a member fails to pay the annual membership fee, either annually or half-yearly within two months of it becoming due, that person shall be deemed to be unfinancial.

Any person taking up membership subsequent to the commencement of a half year period shall pay their membership fee pro-rata on a monthly basis from the date of acceptance as a member to the end of the half-year period.

The management committee shall have the right to vary the annual membership fee in the case of any member in difficult or indigent financial circumstances by reducing the amount payable in any particular year, and if such member pays the reduced subscription within one month of the management committee decision being advised, they shall not be deemed unfinancial.

The resignation of a member shall not relieve that person from the payment of any membership fees or other monies due or payable to the association at the time that the resignation takes effect.

The annual membership fee for non-declared ordinary members of the association will be set by the management committee.

R. CONDUCT OF MEMBERS AND VISITORS:

Members and visitors shall, at all times, maintain a proper discipline and decorum, and shall not conduct illegal gambling, betting on games, use obscene or abusive language or indulge in unseemly conduct within the club's premises.

Any alleged infringement of the above clause, on report in writing to the Secretary, shall be investigated by the management committee, which shall have power to demand and direct apologies, and, if necessary, if the offending person be a member, to deal with that person under the provisions of Rule 10 of the constitution.

If the person reported on is a member of another club, the infringement will be report to that club, the relevant CQ District Association and if necessary to Bowls Queensland.

If the person be a visitor, who is not a member of a bowls club, the senior officer of the management committee present at the time shall have authority to have that person removed from the club's premises.

S. MEMBERS ENJOY EQUAL BENEFITS:

No member shall be entitled to any benefit or advantage from the club in accordance with Rule 3 of the constitution, provided however, that honoraria may be paid to officers in appreciation of services provided as approved by the management committee and by resolution of the members at each annual general meeting.

T. INDEMNITY OF MEMBERS:

In the event of any proceedings being taken against a member or members of the club in respect of any matter, or thing done by them in the proper performance of their duties for the club, or carried out under the direction, or with the authority of the club, the club shall indemnify such member or members of the club so proceeded against in respect of their costs of such proceedings, and in respect of all costs and damages and other sums which they may be compelled to pay as a result of such proceedings.

U. NOTICE OF MOTION:

Notices of motion to be included on the agenda for each annual general meeting must be received by the Secretary twenty-one (21) days before the date of the annual general meeting and posted on the club's noticeboard not less than fourteen (14) days prior to the meeting.

V. AFFILIATION:

The club shall:

Affiliate with Bowls Australia, Bowls Queensland and the relevant District Association and accept and abide by the rules and by-laws of those bodies in so far as they apply to the game of bowls, and renew such affiliation each year;

Provide advice to Bowls Queensland and to the relevant CQDMBA District Association within thirty (30) days of any event which would affect the status of the club's affiliation with Bowls Queensland and the legal status of the club;

Provide to Bowls Queensland and the relevant, District Association, club membership returns that are required by those bodies, and

Not make, amend or repeal a rule in the constitution or by-law in relation to the playing of the game of bowls at the club that conflict with the rules of the sport of bowls (Crystal Mark 3rd Edition January 2015).

W. PLAYER COMMITMENTS:

When a member of the club has been called to fulfill a Bowls Australia, Bowls Queensland or CQDMBA commitment in a match or on official business, on any day they are drawn to play in a club event, the onus shall be on the player to notify the CQDMBA or the club as the case may be.

- a) Subject to the Management Committee having the right to create and disband sub-committees as necessary for the proper and efficient running and management of the Club, the following shall apply.
- b) For the purpose of the control of and playing the game of bowls within the Club, the Club shall be divided into two divisions, the Men's Bowling Division and the Ladies' Bowling Division.
- c) The Men's Bowling Division shall consist of all male members of the Club.
- d) The Ladies' Bowling Division shall consist of all female members of the Club.
- e) Until the members of the Ladies' Bowling Division determine otherwise, all matters relating to planning, managing and playing the game of bowls shall be managed by a combined Bowling Sub-Committee.

- f) The Combined Bowling sub-committee shall meet as necessary to manage their responsibilities and provide accurate information, advice, feedback and suggestions to the Club Management Committee.
- g) The Combined Bowling Sub-Committee shall consist of a Men's President, Men's Vice President, Ladies' President, Ladies' Vice President, Games Director, up to five (5) Members Representatives and any other position that the Management Committee and Bowling Division Presidents deem necessary.
- h) Each Bowling Division shall elect their respective representatives on the Combined Bowling Sub-Committee within 30 days immediately prior to the Club's Annual General Meeting. This election may occur on the day of and immediately prior to the Annual General Meeting, if the Combined Bowling Sub-Committee determines so.
- i) The Men's President and the Ladies' President shall each have a full position as such on the Club Management Committee
- j) The respective Bowling Division President shall act as the head of the Club, on bowling days only and in respect to bowling matters only. This does not preclude the Bowling Division Presidents from representing the Club on respective District, State and National Bowls Management Boards and other opportunities as approved by the Club Management Committee
- k) When the Ladies' Bowling Division members decide, The Combined Bowling Sub-Committee shall be disbanded and replaced by separate Men's and Ladies' Bowling Sub-Committees
- l) The Combined Bowling Sub Committee shall provide the Club Management Committee with such reports and advice

that the Club Management Committee reasonably requests. These reports could include, but will not be limited to, a proposed yearly bowling program developed before the end of January and a glossary financial report for that bowling program.

- m) Any member of the Combined Bowling sub-committee may resign from their position at any time by giving written notice to the sub-committee. The resignation shall take effect at the time of receipt of the notice or time and date specified within the notice.
- n) Any member of the Bowling sub-committee may be removed by a three-quarter majority of Members of the relevant bowling division present and entitled to vote at a duly called Special Meeting of the respective bowling division.
- o) The Member affected shall have due course notice of such meeting and shall be afforded reasonable opportunity for making representations to the meeting. There shall be no further right of appeal of the decision of that meeting.