
RANDBURG BOWLS
CLUB
CONSTITUTION

RANDBURG BOWLS CLUB - CONSTITUTION

Amended and accepted by the members at the Annual General Meeting
held on 25th August 2018

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1. NAME

The name of the Club shall be "Randburg Bowls Club" (hereinafter referred to as the "Club").

2. COLOURS

The Club colours shall be navy-blue, light blue and white.

3. AIMS

The aims of the Club shall be:

- (i) Playing, promoting and fostering the game of bowls and social activities related to it.
- (ii) Encouraging cultural, community and social development and interaction at all levels.

4. AFFILIATIONS

The Club shall be affiliated to the Johannesburg Bowls Association (JBA), and such other Association/s as may be decided upon from time to time by the members at a Special or Annual General Meeting.

5. ENTITLEMENTS

- A. The Club shall be entitled to acquire by purchase, lease, hire, exchange or otherwise, any movable or immovable property or any rights or privileges of whatever nature in order to attain any of its aims. The Club shall likewise be entitled to alienate, assign, sub-let or otherwise dispose of any or all of such property, rights, privileges, etc. if contractually or lawfully entitled thereto. All property, rights, etc. belonging to the Club from time to time will vest in an Executive Committee consisting of the President, Vice-President, Honorary Treasurer and Honorary Secretary.
- B. The Club shall be entitled to borrow, raise or otherwise obtain money or credit on any such terms and conditions as it may from time to time deem fit and secure such credit, etc. as may be desirable.
- C. The Club shall be entitled to institute or defend any legal action in its own name as may be necessary from time to time and the President or the Vice-President may act in such circumstances on behalf of the Club.
- D. The Club shall be entitled to apply for, renew, take out or cancel any licences required by law or which it may deem necessary or useful for the purpose of attaining, directly or indirectly, any of its aims.
- E. The Club shall be entitled to do all such other lawful things as may be in the interest of its Members.

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6. MANAGEMENT

- A. The management and control of the Club shall vest in a Management Committee consisting of the President, Vice-President, Hon. Secretary, Hon. Treasurer, four Full committee members, and Men and Ladies Club Captains. The Retiring President shall become the Immediate Past President for one year only, and shall, if available, automatically be an ordinary Management Committee member.
- B. A President cannot hold office for more than three (3) consecutive years, unless no less than two thirds of the members present at an Annual General Meeting vote to extend the period for a further period of one year.
- C. The Executive Committee is empowered to act for the Club in urgent matters and all such other matters as may from time to time be delegated or referred to it by the Management Committee, but shall report on all activities and decisions to the Management. The Executive Committee is especially empowered to enter into a Lease Agreement with the relevant authority or any other body, and to do such other things as may be deemed necessary for the well -being of the Club.
- D. Each Executive Committee member will receive an annual honorarium in the form of a 50% reduction in the annual Club subscriptions payable by him/her, in return for the duties performed by him/her. This reduction will be in the year immediately following his/her year in office and will only apply if he/she served the full year in the Executive Committee.
- E. Any elected or co-opted member of the Management Committee who is absent from three consecutive ordinary meetings of the Management Committee without leave or permission shall indicate in writing to the Management Committee, within 7 days after the third meeting he/she didn't attend, whether he/she desires to continue to serve on the Management Committee.
- (i) If such written indication is not received within 7 days, the member shall be deemed to have vacated his/her seat and the Management Committee shall thereupon fill the vacancy as prescribed in clause 6G below.
 - (ii) If the member indicates that he/she does not wish to continue serving on the Management Committee, he/she must resign immediately as per the procedure detailed in clause 6F below.
- F. Any member of the Management Committee may resign by giving 30 (thirty) days written notice thereof to the Honorary Secretary. Such resignations shall in no way affect his/her eligibility for re-election to the Management Committee, except as stipulated in the proviso set out under 7E (ii).
- G. In the event of a vacancy occurring on the Management Committee, the Management Committee shall fill the vacancy within two calendar months.
- H. All members of the Management Committee shall retire from office at every Annual General Meeting but shall be eligible for re-election subject to the provisions of clauses 6B and 7E.
- I. The President shall be Chairperson of the Management Committee and in his/her absence the Vice-President shall be the Chairperson. Should none of these persons be present at any meeting of the Management Committee, the members present shall elect from among themselves the Chairperson of the Meeting.

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- J. The Management Committee shall have full power and authority to act on behalf of the Club except in such matters as are specifically reserved in this Constitution to be dealt with at a General Meeting of the members. The Management Committee shall also have the power to appoint delegates to any association or body to which the Club is affiliated.
- K. The Management Committee shall be responsible to obtain and maintain adequate insurance in respect of the property, plate glass, cash and legal liabilities of the Club and any amounts recoverable under such insurance shall be deemed adequate. In addition, it shall be responsible for the maintaining of an Asset Register.
- L. Neither the Club, nor the Management Committee, shall be responsible for the loss or damage, by fire, theft or otherwise to personal belongings or property of Club members or visitors whilst on Club premises and/or its precinct.
- M. The Management Committee shall, during the playing season, have the power to amend the By-Laws from time to time as it deems fit, subject to the stipulation that proposed amendments shall appear on the Club's Notice Board for a period not less than two week-ends before they are considered for adoption by the Management Committee. Written objections to, and comments on, the proposals submitted by members shall receive due consideration by the Management Committee before taking a final decision.
- N. The Management Committee may delegate any of its powers, except those of electing or expelling members and making alterations to or revoking By-Laws, to any Sub-Committee of its members. For the purpose of this clause the President, or in his or her absence, the Vice-President, shall ex officio have the right to attend all meetings of such Sub-Committee/s.
- O. Each Management Committee member shall serve on any Sub-Committee when called upon to do so by the Management Committee.
- P. In the event of the Management Committee resigning en masse for any reason whatsoever, then an Interim Management Committee shall be appointed at a meeting called by at least ten Club members, to manage the affairs of the Club for a period not exceeding two (2) months, by which time nominations for a new committee in accordance with Clause 7E shall apply. These nominations are to be lodged with the interim (acting) Hon. Secretary.
- Q. A vote of no confidence in the Management Committee proposed at a Special General Meeting and, if carried by a two-third majority of the members present at such meeting, shall terminate their period of office. A new Management Committee shall immediately be elected.

7. MEETINGS

- A. The President and Vice-President shall be the Chairperson and Vice-Chairperson respectively at the following meetings:
- (i) The Annual General Meeting or any Special General Meeting (hereinafter referred to as the AGM or SGM respectively).
 - (ii) Management Committee and Executive Committee meetings.
 - (iii) Disciplinary hearings.
 - (iv) Any Sub-Committee meeting if so deemed necessary.
- B. The Honorary Secretary shall convene all meetings, and keep a register of members present and proper minutes of proceedings in respect of AGM, SGM, Management Committee and Executive Committee meetings, Disciplinary Hearings and meetings of Sub-Committees of the Management Committee (when called upon to do so).
- C. **Date and notice of the Annual General Meeting (AGM):**
- (i) The AGM of the members shall be held not later than 31 August each year.
 - (ii) Notices showing the business to be transacted at the AGM (or SGM) must be prominently displayed on Club Notice Boards, not less than 30 (thirty) days prior to the date of such meeting.
- D. **Business of the AGM:**
- (i) To confirm the Minutes of the previous AGM (or SGM).
 - (ii) To receive and consider the report of the Management Committee on the position of the Club and the Statement of Accounts as at financial year-end (31 July).
 - (iii) To elect by ballot, from nominated members, the office bearers who shall form the Management Committee for the ensuing year.
- E. **Members nominated for office bearers (for ensuing Management Committee):**
- (i) Must be in good standing, and been a member for a period of at least six (6) consecutive months from date of joining.
 - (ii) Any member who was voted into the office by ballot and, for whatever reason, did not complete the year term, is deemed not eligible for nomination in the following year.
 - (iii) Any person who has been a member for a period of not less than eighteen (18) consecutive months from date of joining shall be eligible for election as President, provided that such member has served on the Management Committee for a period of not less than six consecutive months.

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- (iv) Any person who has been a member for a period of not less than twelve (12) consecutive months from date of joining shall be eligible for election as Vice-President.
- (v) Honorary Secretary
- (vi) Honorary Treasurer
- (vii) Four members (2 male and 2 female). If nominations received do not have the aforementioned configuration, then the members nominated shall be eligible for election regardless of gender.

F. Special General Meetings

- (i) Special General Meetings may be convened at such times and place as the Management Committee shall determine but within 30 days of requisition submitted to the Secretary or Management Committee, either by the Management Committee or upon members' request in writing, signed by not less than fifteen members in good standing and specifying the purpose of such meeting.
- (ii) Notices showing the business to be transacted thereat must be prominently displayed on the Club's Notice Boards for a period which includes three week-ends prior to the date of such meeting.
- (iii) No business, other than that for which a Special General Meeting is convened, shall be transacted at such a meeting.

G. Management Committee Meetings.

- (i) The Management Committee shall hold regular meetings every month.
- (ii) The Honorary Secretary, on the instruction(s) of the Chairperson of the Management Committee, or on a written request of at least three members of the Management Committee, stating the purpose of their request, shall convene a meeting within 14 days of such requisition being received.
- (iii) Questions arising at any meeting of the Management Committee, except where a ballot is provided for, shall be decided by a majority of votes on a show of hands and, in the case of equality of votes, the Chairperson shall have a casting vote, in addition to his/her vote as a member of the Committee.

H. Quorum and Voting: Annual General Meeting, Special General Meeting and Management Committee.

One third of the total members entitled to vote, shall constitute a quorum at any Annual General Meeting or Special General Meeting. Should a quorum not be present within twenty minutes after the time specified for the opening of the meeting, then:

- (i) Provided that 25 of the members entitled to vote are present, they shall be competent to transact the business for which the meeting was originally convened.
- (ii) Should less than 25 of the members entitled to vote be present, the meeting shall stand adjourned for seven days at the same time and place for which the meeting was originally convened.

I. Voting and proxy votes

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- (i) At all General meetings, all subscribing members present and in good standing shall have one vote.
- (ii) Proxy Votes will be permitted by written application on the form attached as Annexure D, to the Management Committee via the office of the Hon. Secretary, no less than 72 hours prior to the General Meeting, and must be for an acceptable reason related to: Employment, direct family compassionate grounds or pre-arranged family vacation. Travel arrangements must have been made and bookings confirmed no less than 30 days prior to the general meeting taking place.
- (iii) Proxy Votes must be handed to The Hon. Secretary in a sealed envelope and must clearly indicate the position or proposal being voted for and state the date and relevant meeting to which the proxy vote pertains. A separate sealed envelope is required for each position or proposal being voted for.
- (iv) The Hon. Secretary will be responsible for the safe keeping of the sealed Proxy Votes and in addition be responsible for presenting the Proxy Votes at the relevant meeting and appropriate time.
- (v) All proposals submitted to a General Meeting shall be decided by a show of hands and, in the case of equality of votes, the Chairperson of the Meeting shall have a casting vote, in addition to the vote to which he/she is entitled as a member. A ballot must be acceded to if demanded by any member present. When a ballot is necessary, two scrutinizers shall be appointed by the Meeting.
- (vi) The quorum at Management and Executive Committee Meetings shall be an absolute majority of members serving on such committees.

8. MEMBERSHIP

The membership of the Club shall consist of:

- A. Full Members – persons over the age of 18 (eighteen) years.
- B. Student members and Junior members
 - (i) All bona fide full-time students under the age of 25 (twenty-five) years. Junior members under 18 and full-time students pay no annual club subscriptions, but are responsible for the affiliation fees payable to JBA and Bowls South Africa. Student members have to provide the Hon. Secretary with proof of enrolment at a recognised tertiary institution. Junior Members under the age of 18 shall have no voting rights.
 - (ii) A member who is between the ages of 18 and 25, and is not a full-time student, pays 50 (fifty) % of the normal club subscription fees plus affiliation fees payable to JBA and Bowls South Africa.
 - (iii) A member who is under 25 but is a provincial bowler pays no annual subscriptions, but does pay the affiliation fees to JBA and Bowls South Africa.

C. Senior Members and Married Members.

A member who has reached the age of 60 before the commencement of the new season and who has been a member of the Club for a period of not less than 10 (ten) consecutive years, may apply to be classified as a Senior Member. Provided further that he or she is not a member of another bowling club, their club subscriptions will be reduced to 75% of the normal club subscriptions. In addition, they will be required to pay the necessary levies and fees to be entitled to full membership privileges.

Where married members, and members who have co-habited as life partners continuously for a minimum period of one year, are both Full Members of the Club, their subscription will be reduced to 90% each of the Full Member subscription rate. In addition, they will be required to pay the necessary levies and fees to be entitled to full membership privileges. Only 1 discount will apply.

D. Social Members

- (i) Any person may request to become a Social Member by completing the Club's membership application form. Should a Social Member want to participate in a game of bowls, he or she will be responsible for the green fees as determined from time to time by the Management Committee.
- (ii) Social Members shall pay an annual subscription, the amount of which will be at the discretion of the Management Committee and be determined annually prior to the Annual General Meeting and be effective from the 1st day of August of the following year. In addition, such members shall be responsible for levies due to the Club should they wish to play bowls, which is restricted to Sunday mornings and public holidays, and restricted to one game a month.
- (iii) A Social Member may not participate in any club competition nor be selected for any tournaments.
- (iv) A Social Member shall not have the right to hold any office and shall have no voting right whatsoever. The Management Committee shall act under this clause in their absolute discretion and shall be bound by no precedent.
- (v) The total number of Social Members may not exceed 30% (thirty per cent) of bowling members, or any other percentage as decided by the Management Committee from time to time.

E. Family Members

- (i) Any Full or Senior Club Member in Good Standing, upon written application to the Management Committee, may make application for a direct family member or life time partner to be accepted as a Family Member.
- (ii) A Family Member is not permitted to play bowls other than on official Club Fun Days.
- (iii) A Family Member shall not have the right to hold any office and shall have no voting right whatsoever. The Management Committee shall act under this clause in their absolute discretion and shall be bound by no precedent.
- (iv) A Family Member shall pay an annual subscription, the amount of which will be at the discretion of the Management Committee and be determined annually prior to the Annual General Meeting and be effective on the 1st day of August of the following year.

F. Temporary Members

Temporary Membership may be granted to any person providing such person has been introduced by a Club member. Temporary Members will pay a monthly fee of 10% of the annual subscription rate applicable at the time. Temporary Membership may not exceed 3 (three) months. An extension may be granted by the Management Committee should the circumstances warrant it. Temporary Members will not have voting rights, they may not sit on any Committee of the Club nor shall they be eligible to play in any Club competitions or Club selected tournaments.

G. Honorary Members

- (i) The Management Committee may admit any person to Honorary, Associate, temporary or reciprocity membership for such a period and on such terms as it may determine. No person is eligible as an honorary or associate or temporary or reciprocity member of the Club, save where such eligibility is granted because of such person holding some public office or being bona fide candidate for membership or having conferred some special benefit upon the club.
- (ii) Honorary Members are not eligible as Management Committee and or Selection Committee members, nor shall they take part in Club, district or other competitions unless otherwise decided by the Management Committee.

H. Dual Members:

- (i) Members holding dual membership must advise the Management Committee in writing which club will be their primary club (i.e. which club is responsible for BSA/JBA affiliation fees).
- (ii) Members not holding "PRIMARY MEMBERSHIP" at Randburg Bowls Club will not be entitled to be nominated or appointed for any position on the Management or Selection Committee.
- (iii) Should Randburg Bowls Club not be the primary club, dual members will only be allowed to enter Club competitions at the sole discretion of the Management Committee.
- (iv) Members who do not hold primary membership at Randburg Bowls Club will not be entitled to represent the Club in any District/National competitions.
- (v) Members of other bowling clubs shall be allowed to practice on Club greens on Wednesday afternoons from 16h00 and on Friday afternoons, subject to green availability and at the discretion of the Green keeper, an Umpire and/or a member of the Management Committee. Practice on any other day shall be by arrangement only.

I. **Honorary Life Members:**

The Management Committee shall have the right to nominate members (of the Club) as Honorary Life Members and the members in a General Meeting shall decide whether to bestow this honour upon such nominated member. This honour will only be conferred on members for long and or meritorious services to the Club. Honorary Life Members shall be exempted from subscriptions, but shall enjoy the full privileges of membership provided the prescribed levies and/or fees are paid to all Governing Bodies.

- J. The total number of members shall not exceed the maximum membership as determined by the Management Committee.

K. **Application for Membership**

- (i) Every application by a person seeking membership shall be made upon the form prescribed and supplied by the Club. The signed application for membership shall be a distinct acknowledgement on the part of such person that he/she is bound by the Rules and Regulations of the Club and all By-Laws that have been made or may thereafter be made by the Management Committee, and that person accepts the rulings of the committee in all cases and shall not be absolved from the effect of these rules on plea of not having received a copy of them or not having seen them.
- (ii) Each application for membership of the Club shall be exhibited on the notice board of the Club for at least 14 (fourteen) days prior to it being considered by the Executive Committee, and shall indicate the class of membership applied for.
- (iii) The election of persons to membership of the Club is vested in the Executive Committee and such election shall be decided by ballot. Three (3) negatives shall exclude a member from membership to the Club. A single member cannot exercise a veto to the detriment of the future of the Club, e.g. Blackballing.
- (iv) Should any member/s in good standing object to a proposed membership application placed on the Club notice board, such member/s must put their objections in writing to the Management Committee before the next committee where the application will be considered for approval.

L. **Entrance Fee**

- (i) An Entrance Fee is payable upon submission of application. During the period until acceptance as a member, no visitor's fees will be payable.
- (ii) If the application is accepted, and the membership not taken up, the Entrance Fee is not refundable.
- (iii) Should the application not be accepted, the Entrance Fee is refundable.
- (iv) Any member in good standing who resigns and applies for re-admission shall be exempted from paying an entrance fee.

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- (v) The Entrance Fee shall be determined by the Management Committee every year as part of the decision on Club subscriptions.

M. Annual Subscription

The subscription of a new member shall be calculated as from the date of his or her application, and is payable not later than 30 days after written notice of acceptance as a member by the Club.

N. Resignation of Members

- (i) All resignations must be in writing, and if the resigning member is in good standing, a Clearance Certificate shall be issued upon request.
- (ii) Any member wanting to resign from the Club shall, prior to the Annual General Meeting, notify the Honorary Secretary in writing accordingly. Otherwise such member shall be liable for the Annual Subscription for the ensuing year.

O. A Member in Good Standing

A member in good standing shall mean a person who has paid any moneys owing to the Club by him/her in full or is paying it off in accordance and adherence to a written payment arrangement on the Club's official form annexed hereto as Annexure E.

9. FINANCIAL

- A. The financial affairs of the Club shall be run as that of a non-profit organisation.
- B. The financial year of the Club commences on 1 August in each year.
- C. No debts shall be incurred without the sanction of the Management Committee. The Management Committee shall have no power to incur liabilities exceeding the amount of the assets of the Club, in moneys and effects.
- D. The Hon. Treasurer shall receive all moneys (supported by a pay-in advice) due to the club as soon as possible.
- E. The bank account/s of the Club shall be kept with such registered Financial Institution(s) as the Management Committee may decide upon, in the name of the Randburg Bowls Club.
- F. The Hon. Treasurer shall be permitted to make payments and transfers of funds by Electronic Funds Transfer (EFT). The Executive Committee shall have the right to determine the monthly "Rand" limit amount of transfer that may be made by the Hon. Treasurer.
- G. Any amount in excess of the limit agreed by the Executive Committee is to be verified by the President or Vice President, by email or any other written confirmation, prior to the transfer taking effect.
- H. CASH DEPOSITS: Cash uplifted from the Club's safe is to be checked by the Hon. Treasurer and one other Management Committee Member prior to being removed from the Club for depositing at the bank.
- I. The Club shall be prohibited from directly or indirectly distributing any surplus funds to any person. Such funds shall be retained for asset replacement and contingency.

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- J. The Club shall not pay any remuneration to any person that is excessive, having regard to what is generally considered reasonable in the sector and in relation to the service rendered, nor may any remuneration be determined as a percentage of any amounts received or accrued to the Club.
- K. The Club shall submit to the Commissioner of the South African Revenue Services or any other legislated statutory approved body a copy of any amendments to the Constitution or any other written instrument under which it is established.
- L. The Club's Auditors may not be members of the Management Committee and shall be appointed at the Annual General Meeting. They shall examine all books of account and vouchers, pertaining to the operation of the club and certify as to the correctness thereof and shall be entitled to draw to the attention of the Management Committee any item(s) which in their opinion appear irregular. It shall be the specific duty of the Club's Auditors to check that all members are in good financial standing with the Club. The audit must be done on an annual basis.

K. Annual Subscriptions

- (i) The Hon Treasurer will present a statement of accounts for the period August to May YTD, together with a proposed budget for the next financial year, to the Management Committee not later than the third week in June. This Committee will study these documents, and if necessary, increase the subscription rate for the next financial year by an amount not exceeding 10% of the existing rate. However, should it be found that the increase is more than 10% then the annual subscription rate for membership shall be determined at Annual General Meeting level. Any difference in the subscription rate so determined and that of the previous year shall become payable with retrospective effect as from the commencement of the current financial year. Any difference payable as a result of increased subscription rates shall be paid within a period of six weeks from the date of determination of such rate of subscriptions.
- (ii) Levies payable to the governing bodies must be added to club subscription fees to determine the amount payable by each member.
- (iii) The Hon. Treasurer shall ensure that all members are invoiced for the following year by no later than 31 July of the current year. In order to be eligible to vote on the next Annual General Meeting, the member must have paid his/her balance in full a week prior to the date of the Annual General Meeting, or must have made a payment arrangement in writing on the official Club form annexed hereto as Annexure E, which form must be signed by the member and the Hon. Treasurer. The maximum repayment term is 6 (six) months, commencing from 1 August of each year.

M. Failure to effect payment

- (i) If any member fails to pay the full annual subscription and fees within six (6) weeks of the commencement of the financial year, notice thereof shall be sent, by registered post or email, by the Honorary Treasurer, to the defaulter's last known address. If the amount owing is not paid within one month of the date of such letter or electronic message, or such period as the Executive Committee may in its discretion allow. His/her membership shall be terminated with "Immediate Effect" and that person

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shall not enjoy any of the privileges of the club, without written permission of the Executive Committee.

- (ii) Should a member with a repayment agreement default on a single payment, his/her membership shall be suspended, and a registered letter or electronic message be sent to the member concerned, in terms of paragraph (iii).
- (iii) In the case of non-payment, the member shall cease to be a member and shall not be permitted to enjoy the facilities of the Club. Such member may, however, be reinstated on application, at the sole and absolute discretion of the Management Committee against payment of such arrears subscriptions, penalties or any re-entrance fee as may be decided upon by the Management Committee.

10. DISCIPLINARY COMMITTEE

- A. The members of this committee shall be the President, Vice-President, Hon. Secretary and the Men's and Ladies Club Captains. The President, or in his absence, the Vice-President shall be the Chairperson.
- B. In the event of one or more of these persons not being available, the President or Vice-President, as the case may be, shall have the power to co-opt members from the Management Committee.
- C. Should any member, in the opinion of the Management Committee, commit any wilful breach of the Constitution or By-Laws of the Club, or be guilty of improper, dishonest or unsportsmanlike conduct, or fail to make payment of monies due to the Club after due notice, or be guilty of conduct in any way offensive to members or to the Management Committee, or introduce into the Club any person whose presence therein shall be prejudicial to the interests or reputation of the Club, or objectionable to the members, or any member be guilty, in the opinion of the Management Committee, of conduct unbecoming or prejudicial to the interest and reputation of the Club, whether within Club's precincts or outside them, the Management Committee shall call upon such member to appear before the Disciplinary Committee and to explain his or her conduct and, should such member fail to appear when called upon, the Disciplinary Committee shall have power to:
 - (i) Suspend or otherwise deal with such a member.
 - (ii) Expel such member, who shall be ineligible for re-admission as a member.
 - (iii) Deprive such member of any or all the rights, benefits and advantages of his or her membership during such time or period as the Disciplinary Committee deems fit and advisable.
 - (iv) To suspend such member and call upon him or her in writing, through the Honorary Secretary, to resign and, if such member fails to resign within seven (7) days of the date of such request, to expel such member who shall be ineligible for re-admission as a member.
- D. Any member who is expelled or suspended or otherwise dealt with by the Disciplinary Committee in terms of Clause C shall have the right of appeal and notice thereof shall be supported by ten (10) members in good standing. Upon receipt of such notice, the

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Honorary Secretary shall forthwith convene a Special General Meeting to consider such appeal.

- E. The fact that any such decision of the Disciplinary Committee, as is herein contemplated, shall be under appeal, shall not have the effect of suspending the operation of such decision pending the hearing of the appeal.

11. COMPETITIONS

- A. Competition Secretaries for the Men and Ladies will be appointed by the Management Committee. They shall arrange all Club competitions in accordance with the Club By-Laws and in accordance with the directives of the Management Committee. The Competition Secretaries shall report to the Management Committee, either verbally or in writing, at the monthly Management Committee meetings.
- B. Selection Committees for Men and Ladies:
 - (i) The Club shall enter such competitions as the Management Committee may from time to time decide.
 - (ii) The Selection Committees (Men and Ladies) shall consist of a combination of elected and appointed members as indicated in Annexure B.
 - (iii) If a member or members resign from the Selection Committee, the replacement or replacements shall be appointed by the Club Captain and the remaining members of the Selection Committee.
 - (iv) If the Entire Selection Committee resigns then the Club Management Committee shall appoint a new selection committee.
 - (v) The Club selection policies shall form part of the Club By-Laws and may be amended from time to time by the Management Committee according to the needs of the club.

12. SUB-COMMITTEES

Sub-Committees may be appointed as and when required by the Management Committee. The duties and responsibilities of all Sub-Committees shall be defined in the By-Laws and may be amended by the Management Committee from time to time. The Convenors of such Sub-Committees shall report to the Management Committee verbally or in writing on all activities and decisions at its monthly meeting.

13. GENERAL

- A. This Constitution may be added to, varied, altered, amended or modified by resolution of a majority of two-thirds of the votes of the members present at an Annual General Meeting or a Special General Meeting, after such proposed additions, variations, alterations, amendments or modifications shall have been posted on the Club's Notice Board for a period including not less than two week-ends prior to such General or Special General Meeting as the case may be.

- B. In case of doubt as to the meaning or interpretation of the Constitution and By-Laws, the Management Committee shall be the final arbiter, and its decision shall be binding upon the members.
- C. Any amendments to the Constitution in terms of Clause 13(A) and/or any alterations to the By-Laws in terms of Clause 4(m) shall come into force and effects immediately upon adoption save where specifically provided to the contrary by the meeting/members as the case may be.
- D. Every member shall be entitled to and shall upon request receive on joining the Club a copy of the Constitution and By-Laws applicable at the time and shall be bound by them in every respect.
- E. The Management Committee will ensure that the Members of the Club adhere to all Acts, Regulations, Municipal By-Laws, Ordinances, etc. applicable to the Club and will similarly keep such registers as required by law.

14. DISSOLUTION

- A. The Club may be dissolved by resolution of not less than three-quarters of the Members present and entitled to vote at a General Meeting specially called for that purpose and of which not less than twenty-one (21) days written notice during the playing season shall have been given.
- B. In the event of dissolution, the Club shall be wound up by the Management Committee then holding office. The assets shall be transferred to any other recreational club which is approved by the Commissioner of the South African Revenue Services or to an approved Public Benefit Organisation.

15. INTEREST OF MEMBERS IN CLUB ASSETS

- A. Membership of the Club shall not confer on any member any right, title or interest to or in any moneys, property or assets of the Club but shall only confer on such member the right and privilege to enter upon the premises of the Club and to use and enjoy same for the purpose determined by the Management Committee and subject to such restrictions as the Management Committee may from time to time impose and the regulations and By-Laws of the Club applicable from time to time.
- B. Subject to the provisions of the Liquor Act, as amended from time to time, no profits of the sale of liquor by the Club shall accrue to any individual.
- C. Only members of the Club (including bona fide reciprocity members) shall be permitted to pay for accommodation therein or liquor or refreshments supplied therein.

16. LIABILITY AND INDEMNITY

Every member of the Club, including Members of the Management Committee or other officers or employees of the Club, shall be indemnified by the Club in respect of any legal liability devolving upon them for all costs, losses and expenses which may occur or become liable for by reason of any act or thing done by them in the discharge of their duties unless caused through their own gross negligence, default, unlawful act, breach of duty or breach of trust.

BY-LAWS

1. RULES OF THE GAME

The Playing of Bowls on the Club greens shall be regulated by and be in accordance with the Laws, Rules and Regulations laid down by Bowls South Africa (BSA).

2. DRESS CODE

A. Players must at all times appear in bowling attire as laid down by BSA when organised play is in progress and in official Club colours (attire) when participating in representative play at home or away [See annexure A attached].

B. Men may wear white shorts with plain white ankle socks for "Tabs" play. For "Tabs" sessions on Sunday mornings and Wednesday afternoons, casual smart dress will be permitted except where outside competitions are being played at the Club.

3. DAYS AND TIMES OF PLAY

A. The official days of play shall be Saturdays, Sundays, Wednesdays and Public Holidays prescribed in terms of the Public Holidays Act. Notwithstanding anything to the contrary this excludes Christmas Day and Good Friday.

B. The official times of play, unless otherwise notified by the Management Committee, shall be:

(i) Morning play on Saturday, Sunday and Public Holidays at 09h00 from the opening of the bowls season until the last day of April. Thereafter play shall commence at 09h30.

(iii) Afternoon play on Wednesday, Saturday, Sunday and Public Holidays at 14h00 from the opening of the bowls season until the last day of April. Thereafter play shall commence at 13h30.

NB: Membership tabs must be placed in the box provided not later than fifteen (15) minutes before these times.

C. MIXED PLAY

Alternate Wednesday and Saturday afternoons and also Public Holidays will be Mixed Play.

E. BOUNCE GAMES

(i) May be arranged on Monday, Tuesday, Thursday, Friday and Sunday afternoons, provided greens space is available.

(ii) During tabs-in periods – two (2) hours after play has commenced – provided greens space is available.

(iii) Save and except for competitions, play on official days shall be regulated by each member having his or her tab placed in the holder provided for the purpose within the prescribed time, which will be under the control of the Management Committee who will make the draw and nominate the class of play, whether fours, trips, pairs or singles.

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4. GREENS

The decision as to the availability or fitness for play at any stage of the greens or any part thereof shall vest in the Green Keeper who will liaise with the available members of the Executive Committee before taking a decision on these matters, or in the Green Keeper's absence, any member of the Executive Committee, or in their absence, any member of the Management Committee.

5. VISITORS

A. Members shall have the privilege to invite guests to play at the Club on any day provided that such member shall be fully responsible for such visitor's acts and needs, and provided they sign the visitor's book.

B. Visiting Teams may however only be invited by authority of the Management Committee.

C. All visitors shall pay a green fee which will be determined by the Management Committee from time to time.

D. Notwithstanding anything to the contrary such visitor wishing to play more than once a month will be required to apply for full club membership. No visitors will be permitted to play unless he/she is in possession of a valid membership card issued by BSA.

D. In the case of any visitor visiting the district and wishing to play more than once a month, such matter shall be referred to the Management Committee for consideration. In such event the Management Committee shall have the power to waive the matter as far as it relates to the time factor.

E. A member of another bowling club shall be allowed to practice on Club greens on Wednesday and Friday afternoons from 16h00, subject to green space availability and at the discretion of the Green Keeper, an umpire and/or a member of the Management Committee. Any other day shall be by arrangement only.

6. COMPETITIONS

A. CLUB COMPETITIONS

(i) The entrance fees as determined by the Management Committee from time to time for Club Competitions are payable at the time of entry.

(ii) Club Competitions shall have preference in the use of greens provided however that, if required, four rinks shall always remain available for ordinary play .

(iii) The Competition Secretaries shall have full control and authority over the running of Club Competitions, subject to Management Committee discretion.

(iv) Any competitor who does not report for a competition after having been carded (see B(i) below), shall be scratched. However, the Management Committee shall have the discretion in the application of this rule.

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B. CARDING

- (i) Carding shall mean that notification has been posted on the notice board, or personal notification given to the competitors, advising the competition date and time. The onus shall be upon the competitor to ascertain when any specific competition is to be played.
- (ii) Before carding a competitor, the Competition Secretary shall refer to the Club's leave roster, and also take into consideration Sub-Clause (v) hereunder.
- (iii) A competitor must place his or her name on the leave roster not less than 14 days before the period of leave of absence. However, in emergency cases the competitor must discuss the matter with the Competition Secretary.
- (iv) A competitor present at the club in bowling dress may be carded. Refusing to play will be regarded as one of the three refusals permitted.
- (v) In cases where inclement weather prevents play the Competition Secretary shall have the sole discretion to make other suitable arrangements.
- (vi) Subject to the provisions of Sub Clause B(iv) above when considering a member's and or teams availability for carding purposes, the Competition Secretary shall be entitled to scratch any competitor who, for any reason other than participation in official tournaments such as BSA and JBA sanctioned tournaments, is not available on the date when carded.
- (vii) If any competitor is unable to complete a game because of illness the opponent may claim the game unless agreement is reached between the contestants at the time of such illness that the game be finished, or alternatively, replayed at a later date. The Competition Secretary must be notified of such agreement as soon as possible.
- (viii) A game may only be replayed if five (5) ends or less have been completed. If more than five (5) ends have been completed then the scores are brought forward and the game is continued at a mutually accepted time from that point onwards.
- (ix) All games played in connection with the Club competitions, shall be played under the Rules and Regulations of BSA, save for the following Club Rulings, which shall apply in the case of substitutes:
 - a. A substitute for any game shall be drawn from the hat from such persons as are available of the same grading as, or of a lesser grading than, the person to be replaced. The draw will be done in the presence of the Skips concerned, except in the case of selected pairs when the remaining player may select a substitute from eligible members.
 - b. No player may substitute for another if he or she has participated or is participating in that particular competition. In the event of no substitute being available, the team shall be scratched.
 - c. Pairs - substitutes will be allowed in the first round only and such substitutes shall continue in the place of the person replaced. In drawn pairs, a substitute of the same rank as the one he or she is substituting for should be identified.

C. RINKS

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- (i) In the event of a Skip being absent, the Third shall skip. One substitute may enter the competition in any round and shall fall out when the player originally entered is available, but the same person may again substitute for any player in that rink.
- (ii) A Novice shall be defined as a member who has not previously won a singles competition, in this or any other Club, and who has not been a member of a bowls club for more than three (3) bowls seasons.
- (iii) Any member of the Club who is (in the opinion of the Management Committee) not a regular player on the Club greens, shall not be selected to represent the Club in representative matches and tournaments. Whilst a member may also have been a member of another Bowls Club, he or she shall not be eligible to play in the same official Outside Competitions for the other Club during that season.
- (iv) The Selection Committee shall be responsible for the Division of the Club in the event of two (2) or more sections being entered for league matches and for the selection of players for league matches and any other outside competitions at which the Club wishes to be represented. A member of the Management Committee and/or Selection Committee may play in any such selected teams.
- (v) It shall be the duty of the Reserve Players to be present at the Clubhouse prior to departure of the team(s) to the playing venue for the matches for which they have been chosen as reserves.
- (vi) In the event of any vacancy/ies the reserves shall be entitled to play in the order of their selection as reserves, in the position/s decided upon by the Skip and or Team Captain.
- (vii) In all cases when a team is to be selected by the club, all members of the Selection Committee who have made themselves available for selection for that team, must excuse themselves from selecting that particular team. Should the remaining selectors then be less than five (5), the Selection Committee will co-opt members of the club who have not made themselves available for selection, and appoint a Convenor from their ranks.
- (viii) In the case where a Club selected side is entered and the entrance fee is paid by the Club, all prize monies shall revert to the Club.

7. GENERAL

- A. Any suggestions, recommendations or complaints which members wish to bring to the attention of the Management Committee, shall be in writing and addressed to the Honorary Secretary.
- B. Children will be allowed at the Club but must at all times be kept under proper control.
- C. No pets are allowed on the Club's premises.
- D. Each newly elected Management or Selection Committee shall only commence with their duties of office at the close of the Annual General Meeting at which he or she was elected.

ANNEXURE A: Randburg Bowls Club official dress code (Club attire)

Official club attire is described below, and in all cases is defined as items of official dress as approved from time to time.

- A. White or navy trousers or tailored Bermuda shorts for men and white or navy trousers or white skirts for ladies. Ladies may also wear navy or white shorts provided they are "below the knee" length. Shirts or blouses must be "Golf-type" with collars. Collars will be light blue and may include navy blue as a secondary colour. Shirts must include the Club badge on the "breast pocket" position.
- B. When teams are entered in the name of the Randburg Bowls Club, or are representing the Club in competition play, they may wear official dress which is slightly modified for sponsorship purpose, providing samples have been submitted to the Management Committee for approval. All members of a representative team must wear identical approved attire.
- C. Stock of "official Club attire" will be kept at the Club for sale at nominal prices to members.

ANNEXURE B: Rules Governing the Men's and Ladies' Saturday Afternoon League and External Competitions.

- A. League sides representing Randburg Bowls Club and teams entering an external competition where a Club selection is required shall be selected by the respective men's and/or ladies' selection committees. These selection committees shall consist of the following:
 - a. Three members of the selection committee (Men's and Ladies') will be elected by the floor at the Club's Annual General Meeting
 - b. Two members of the Selection Committee (Men's and Ladies) will be appointed by the clubs Management Committee.
 - c. Any member who has been on the Selection Committee for three (3) consecutive years will be ineligible to be elected or appointed to the current Selection Committee.
- B. The convenors of selectors shall be the men's and ladies' captains who will convene their respective selection committees.
- C. The convenors will not be voting selectors, but will be responsible for ensuring fairness and adherence to the Club's priorities and objectives.
- D. The selectors will select the sides bearing the overall club objectives in mind.
- E. Men's and Ladies selection committee will each consist of 5 selectors.
- F. The selectors will select the sides bearing the overall club objectives in mind.

ANNEXURE C: GUIDELINES FOR THE DISPERSION OF FUNDS RAISED SPECIFICALLY FOR CLUB-SELECTED TEAMS REPRESENTING RBC AT NATIONAL BOWLS CHAMPIONSHIPS.

1. Sponsorships and fund-raising will be undertaken to support two selected teams that will represent RBC in the Nationals Bowls Championship. It will be for one ladies and one men's selected team.
2. The funds will be raised through securing sponsorships and other fund-raising activities by the selected team members, who will form a Nationals Committee. This committee may be chaired by a person who is not a member of either team. There will be no funds allocated out of general club funds for this purpose.
3. Any funds raised by sponsorships specific to the National Teams (this excludes funds raised through general fund-raising activities) and not spent in a specific year, will remain available to support future teams selected for the Nationals.
4. Selection of teams will be initiated by the Club's men's and ladies selection panels by requesting interested members to put their names on a list placed on the Club notice board. The selectors of each gender will be responsible for the selection of their respective teams. Should any selectors submit their names for consideration, they will be excluded from the selection process and be replaced by a suitable person/s at the discretion of the respective selection panels.
5. Selected team members will be expected to participate in all three disciplines at the Nationals – Fours, Pairs and Singles.
6. Subject to the funds raised, the following expenses will be paid for each selected team:
 - a. Entry fees for the Nationals.
 - b. Travel costs: flights, or petrol and toll road fees if motor vehicles are used. It will be expected that team members travel together if by motor vehicle.
 - c. Car hire if applicable.
 - d. Accommodation, if applicable, for the duration of the team's participation in the Nationals at a venue agreed by the Club Committee and the Nationals Committee. This will only be for a team that is playing at a location that makes daily travel from Johannesburg not feasible.
 - e. Green fees, tea and lunches at the bowls venue when the team is playing.
7. Any RBC Member in good standing who is not selected for the selected Nationals teams, is at liberty to enter his/her own team. Any such entered teams will not receive any form of financial assistance from the Club.

Annexure D

Randburg Bowls Club - Voting Proxy.

I.....(FULL NAME) being a Member in Good Standing of

Randburg Bowls Club do hereby submit my Proxy Vote :-

General Meeting:

Proxy Vote Details:

Reason for Proxy Vote:

Signed at.....on thisday of.....20.....

Member Signature

Annexure E

**RANDBURG BOWLS CLUB
CLUB FEES REPAYMENT AGREEMENT**

Date:

I, hereby agree to pay off my club fees of

R(.....) over a period of months (maximum

term - 6 months) at an amount of R per month. I undertake to strictly adhere to

this repayment agreement.

Signed at Randburg Bowls Club on

Member signature

Approved by:

.....
TREASURER

Date.....