

MARGATE BOWLING CLUB

PART I : CONSTITUTION

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1.

1. **NAME**

The name of the club shall be Margate Bowling Club, hereinafter referred to as the Club, and it shall be a bona fide sports club and shall include members of both sexes who shall be of good standing.

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2. **COLOURS AND EMBLEM**

2.1 The badge shall be a red Hibiscus flower with the words MARGATE BOWLING CLUB embroidered in red on a black banner design scroll.

2.2 The hatband shall be alternate navy blue, yellow, green and red stripes, with the name MARGATE embroidered thereon in yellow.

2.3 The colours for men members shall be navy blue or black blazer with the Club badge on the breast pocket.

2.4 The colours for women shall be navy blazer or navy cardigan with the Club badge on the left.

2.5 The registered colours for the men's shirts shall be white/cream and green and the Club badge on the breast pocket, as registered with Kingfisher Bowling Association, white or cream shorts or trousers.

2.6 The registered colours for women's shirts shall be white/cream and green and the Club badge on the left, as registered with Kingfisher Bowling Association, white or cream shorts or slacks or skirts.

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3. **OBJECTIVES OF THE CLUB**

3.1 The objectives of the Club shall be to promote the game of bowls subject to the rules and regulations of Kingfisher Bowling Association and Bowls South Africa.

3.2 Further, the Club shall organize club competitions, fund raising events, provide for the social interaction of its members and the sale of refreshments and liquor to its members.

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4. **AFFILIATION**

The Club shall be affiliated to Bowls South Africa, Kingfisher Bowling Association and such other bowling associations or other associations and bodies as may be considered appropriate by the Management Committee, hereinafter referred to as MANCO, and shall abide by the rules, laws and constitutions of such associations.

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5. **INTERPRETATION OF CONSTITUTION AND BY-LAWS**

5.1 MANCO shall be the final arbitrator in respect of the meaning or interpretation of any paragraph, section or rule set out in this Constitution or in the By-laws, and the decision of MANCO shall be final and binding on all members.

5.2 A member in good standing may, within fourteen (14) days of such decision, request that an interpretation referred to in 5.1 above be referred to a General Meeting of members. Such request shall be in writing.

5.3 Words in both the Constitution and By-Laws purporting to be the singular shall include the plural, similarly wherever the male gender is mentioned shall include the female gender, unless such words clearly mean the contrary.

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6. **MEMBERSHIP AND ACCEPTANCE OF MEMBERS**

6.1 **Acceptance of members:**

6.1.1 Every Applicant for membership, excluding temporary members as described in 6.2.1.5, must complete and sign the prescribed form and must be proposed and seconded by two Club members in good standing.

If the Applicant is a member or past member of another bowling club, a clearance certificate from the last club must be furnished.

In the case of new bowlers who apply for full membership, application may only be made once the appointed Club Coach is satisfied as to their competence and the Coach has signed the required certificate.

6.1.2 The application form is thereafter to be handed to the Honorary Secretary of the Club or a member of the Executive Committee for verification. Such committee member shall place the application form on the Club Notice Board where it shall remain for a period of fourteen (14) days.

6.1.3 After the fourteen (14) days have expired, the application will be considered by MANCO at its next meeting.

6.1.4 Once an Applicant is accepted as a member, the Applicant will be advised by letter and an account for the entrance fee, subscription fees, affiliation fees or levies and any other monies payable, will be included.

6.1.5 Until all fees are paid, the Applicant will not be entitled to the privileges of membership. Should the amount due not be paid within thirty (30) days of the rendered account, the approval of the Applicant's membership shall lapse.

6.1.6 Should there be any objection to the Applicant being admitted to membership, such objection must be submitted to MANCO in writing, within fourteen (14) days, being the statutory period mentioned in 6.1.2 above.

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6.1.7 The acceptance or rejection of the Applicant's membership shall vest solely by the decision of MANCO, which shall be decided on a majority vote. In the event of a refusal for membership, reasons for such refusal shall be given in writing.

6.1.8 In the event of an Application being refused by MANCO, no further Application from such person(s) shall be considered for twelve (12) months from the date of refusal of the first Application.

6.2 Types of Membership

6.2.1 The following types of membership shall be applicable:

6.2.1.1 Ordinary Members:

Men and women over the age of eighteen (18) years, who shall be entitled to full Club privileges.

6.2.1.2 Honorary Life Members:

Ordinary members of the Club to whom life membership is granted at an Annual General Meeting of the Club, on nomination by MANCO by virtue of their outstanding services to the Club. These members shall be entitled to full privileges.

6.2.1.3 Honorary Members:

Shall be persons distinguished in public life or holding public office, or who have rendered services to the Club, to whom membership is granted at a General Meeting of the Club, on nomination by MANCO. Not more than five (5) Honorary Members may be permitted at any one time.

Honorary Members shall not be entitled to vote at meetings, nor shall they be permitted to hold office.

6.2.1.4 Country Members:

Shall be men and women who are bona fide members of a bowling club, and who reside outside the boundaries and jurisdiction of Kingfisher Bowling Association.

The use of the Club's facilities to these members shall be limited to a period totalling not more than three (3) months in any financial year.

Country Members may not exceed thirty percent (30%) of the number of Ordinary Members of the Club nor shall they be entitled to vote at meetings, nor hold office, nor represent the Club in any official competitions or matches.

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6.2.1.5 **Temporary Members:**

Temporary Members shall be:

6.2.1.5.1 members of other bowling clubs on holiday in Margate or vicinity and membership shall be limited to no longer than four (4) weeks, or may be

6.2.1.5.2 members of other bowling clubs while partaking in a match or competition at the Club, and

6.2.1.5.3 persons intending to join as ordinary members of the Club, but subject to temporary membership being limited to such persons for not more than eight (8) weeks;

6.2.1.5.4 Temporary Members shall be obliged to pay green fees which shall be determined by MANCO from time to time.

6.2.1.6 **Junior Members:**

Shall be boys and girls under the age of eighteen (18) years, who join the Club with the exclusive purpose to play bowls. Admission to the licensed premises, approved in terms of the Liquor Act 1989, as amended, to such members is permitted under supervision of an ordinary member. Such Junior Members shall not be permitted to hold office nor to vote at meetings.

6.2.1.7 **Social Members:**

Shall be persons who do not play bowls but join the Club to partake in the social activities. Such members may not exceed twenty five percent (25%) of the number of Ordinary Members of the Club, nor shall they be permitted to hold office or vote at meetings.

6.2.1.8 **Dual Members:**

Any person in good standing with any other bowling club in the Kingfisher District will be permitted to apply for dual membership of the Club. Such application will be subject to the sections set out above relating to ordinary membership and the Applicant is required to nominate which club he or she will represent in Kingfisher Bowling Association competitions and/or the league, at the start of a bowling season, and before representing either club in a district competition. Any bowler who has represented a particular club in a bowling season may not represent another club in that year until the mandatory period of waiting has prescribed.

6.2.1.8.1 A Dual Member is not permitted to hold office on MANCO or on the Club Selection Committee if such member holds office on either of such committees at the other club in the district and may only hold office at the club which he or she has elected to represent during the season.

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6.3 Resignation of Members:

- 6.3.1 A member may resign at any time by handing the resignation to the Honorary Secretary in writing. Such member will be liable for any subscription fees or other monies due to the Club at the time of the resignation and shall not be entitled to any refund of the whole or any part of the subscription fees or other monies paid. MANCO has the discretion to reduce any amount owing or refund any amount paid or any part thereof.
- 6.3.2 A member who wishes to terminate membership of the Club must do so in writing before the next Annual General Meeting of the Club. Should the member fail to do so timeously, such member shall be liable for the full subscription fees for the following financial year.

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7. SUBSCRIPTIONS, LEVIES AND FEES

7.1 Entrance Fee:

Every new member, except honorary members, junior members and social members, shall pay an amount as an entrance fee which shall be determined by MANCO from time to time.

Should a member voluntarily resign in writing and thereafter reapply for membership, he or she may be exempted from payment of an entrance fee subject to the provisions of Section 8(4), hereunder, and further subject to such member being in good standing at the date of resignation.

7.2 Subscriptions:

- 7.2.1 The financial year of the Club shall be from 1 July to 30 June each year. The annual subscription fees for the different types of members shall be determined by MANCO who is empowered to adjust annual subscription fees by up to fifteen percent (15%) per annum. Any proposed increase in excess thereof may only be determined by ordinary members and Honorary Life Members at a General Meeting of members.

The subscription fees, which shall include green fees for normal playing sessions, are due and payable on the 1st July in each year if same has been determined at such date, or shall be payable from date of determination as decided on the amount by the annual General Meeting.

Application may be made to pay the subscription fees in three (3) approximate equal installments, subject to the full subscription fees being paid by the 1st October of that year.

- 7.2.2 Honorary Life Members, Honorary Members and Junior Members shall be exempt from paying subscriptions, but shall pay affiliation fees in accordance with the Laws of Bowls SA and Kingfisher Bowling Association.

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MANCO may, at its discretion, reduce or waive the annual subscription payable by a member in circumstances where MANCO is satisfied that the payment of the full subscription would cause severe hardship to the member concerned.

MANCO shall take into account the age, length of membership, contribution to the Club and/or the game of bowls, by that particular member, and without restricting MANCO'S discretionary powers, shall be entitled to request financial particulars from any member which MANCO considers deserves special consideration.

7.2.3 The Honorary Secretary and Honorary Treasurer shall be exempt from paying any subscription fees for the period during which they hold their respective offices. They shall, however, qualify as subscribing members.

7.3 **Affiliation Fees and Levies:**

MANCO is empowered to collect from members, any affiliation fees, and/or levies, imposed by any association or body to which the Club may be affiliated.

7.4 **General:**

7.4.1 Any member, except those described in Sections 7.1 and 7.2.2 and 7.2.3 who join the Club between 1 July and 30 June of the following year, shall pay:

7.4.1.1 the full entrance fee;

7.4.1.2 all applicable affiliation fees and levies,

and a pro rata portion of the annual subscription fee, depending on the date of membership of the Club, which shall be calculated as follows:

1st July to 30th September – full annual subscription fee.

1st October to 31st December – seventy five percent (75%) of annual subscription fee.

1st January to 31st March – fifty percent (50%) of annual subscription fee.

1st April to 30th June – twenty five percent (25%) of annual subscription fee.

7.4.2 An account for the annual subscription fees/levies payable shall be handed to the members personally or posted to the address given by such members, or sent electronically each year as soon as the amount payable is determined by either MANCO or at the Annual General Meeting.

8 **ARREAR SUBSCRIPTIONS**

If a member fails to pay the subscription fees and/or other affiliation fees/levies within three (3) months from date of the Annual General Meeting, the member shall be notified thereof by registered mail or personally by letter, or by electronic notification.

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Should the member fail to pay the outstanding subscriptions/affiliation fees/levies within fourteen (14) days after the posting of the registered letter or other notification as above, the members name shall be posted on the Notice Board of the Club.

In the event such member further fails to pay the arrears within ten (10) days after the name is placed on the Notice Board, such member will forfeit membership of the Club.

Should such defaulter wish to rejoin the Club, application must be made in the prescribed manner.

Such application shall only be considered if all monies due, plus the entrance fee, subscription fees and affiliation/levies, are paid in full for the following year, on date of the application.

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9. **MEMBERS RIGHTS**

Membership of the Club does not entitle any member the right to lay claim to any of the Club's finances or other assets.

No member shall be entitled to profit out of the sale of liquor by the Club.

Membership of the Club entitles a member to the privileges of the use of the Club premises and the Clubhouse as determined by MANCO, subject to the Constitution and the Rules set out in the By-Laws.

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10. **MEMBERS OBLIGATIONS**

Only bona fide members of the Club, excluding Junior Members may pay for liquor provided on the Club's premises.

Members bringing visitors as guests of the Club must sign such visitors on in the Visitors Book, which book shall be available in a place known to all members. The visitors shall not be permitted to pay for liquor or refreshments, as such shall be paid by the host member(s).

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11. **MISCONDUCT BY MEMBERS AND INFRACTION OF THE CONSTITUTION AND RULES OF THE BY-LAWS**

The following behaviour or expressions by any member shall be deemed as misconduct:

- 11.1 willful contravention of the Constitution or the Rules as set out in the By-Laws or the Laws of the Sports of Bowls;

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- 11.2 improper, unfair or unsporting conduct by a member;
- 11.3 offensive language or conduct against any other Club member or visitor of the Club;
- 11.4 persistently disregarding the authority or decisions of MANCO;
- 11.5 members who bring guests to the Club premises, and whose guests misbehave or whose behaviour is objectionable to other members;
- 11.6 behaviour which in MANCO'S opinion is a threat to the interest or reputation to the name of the Club;
- 11.7 behaviour, language, acts or publications by a member or members, which are deemed by MANCO to bring the Club, members of the Club, or members of other clubs, or officially appointed representatives of the game of bowls, or the game of bowls, into disrepute.

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12. **DISCIPLINARY ACTION**

- 12.1 A member against whom a complaint has been received, which complaint has been lodged either by:
 - 12.1.1 a member of the Club;
 - 12.1.2 a member of another bowling club;
 - 12.1.3 a visitor to the Club;
 - 12.1.4 a member of MANCO;
 - 12.1.5 a person acting in a representative capacity for Kingfisher Bowling Association;
 - 12.1.6 a member of the Executive of Kingfisher Bowling Association; or
 - 12.1.7 an Association or Body to whom the Bowling Club is affiliated,
shall be informed in writing of the alleged complaint.
- 12.2 MANCO shall investigate such complaint which must be lodged in writing with MANCO within ten (10) days of the incident.
- 12.3 If, in the opinion of MANCO, there is sufficient substance in such complaint to warrant further action, MANCO shall arrange a meeting to deal with the complaint.
- 12.4 Notice in writing shall be given personally to the affected member or sent by post to the person's registered address or electronically, advising such person of such complaint, and requesting the person(s) to appear at a meeting of MANCO, which shall be held not less than fourteen (14) days after notice to such person(s).

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A member(s) under investigation shall have the right to defend the complaint by explaining or defending the action during such meeting and such person(s) shall be permitted to call any person as a witness which such person(s) deem fit.

12.5 Should such member(s) fail to appear at such meeting or where, having appeared, MANCO is not satisfied with the explanation and/or evidence given, MANCO is empowered to take the following steps:

12.5.1 issue a warning to such member in writing; or

12.5.2 suspend the member(s) temporarily; or

12.5.3 suspend the member(s) permanently; or

12.5.4 request the member(s) to resign in writing; or

12.5.5 where the member fails to resign in writing as requested, within seven (7) days of such request, MANCO may suspend such member(s) permanently.

12.6 MANCO'S decision shall be handed to the member personally, or sent by registered mail, or sent electronically to such member.

12.5.1 A member(s) shall have the right to appeal MANCO'S decision to a Special General Meeting of the Club members within fourteen (14) days after the date of the registered letter containing MANCO'S decision, has been posted or notice has been given to such member(s).

12.5.2 The member(s) shall advise the Honorary Secretary in writing of the intention to appeal MANCO'S decision and shall set out fully, in writing, the grounds on which the member(s) relies for its appeal.

12.6 A Special General Meeting for this purpose shall be convened by MANCO and notices of the meeting shall be announced at the Club and placed on the Club Notice Board within fourteen (14) days after receiving the member's Notice of Appeal.

Such Special General Meeting shall be held within six (6) weeks after receipt by the Honorary Secretary of the member(s) written application of appeal.

12.7 In the event of an appeal to a Special General Meeting, the decision by MANCO at its hearing shall be held in abeyance pending the outcome of the appeal to the Special General Meeting.

The decision by the Special General Meeting shall be final and binding on the member(s) and MANCO.

12.8 A suspension of a member(s) in terms of the above will not affect the suspended member(s) responsibility to pay the subscription fees or any other monies due by such member(s) nor will it relieve the member(s) of other obligations to the Club.

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- 12.9 A member suspended or resigning in terms of the above circumstances shall not be permitted to rejoin the Club.

13.

13 MANAGEMENT OF THE CLUB

- 13.1 The Club shall be managed by a Management Committee known as MANCO, which shall consist of twelve (12) Club members, elected at the Annual General Meeting of the Club.

- 13.1.1 MANCO shall comprise of the following:

- Club President
- Vice President
- Honorary Secretary
- Honorary Treasurer
- Competition Secretary Men
- Competition Secretary Women
- Development Officer, plus
- Five (5) other members.

- 13.1.2 In the event a member occupies more than one (1) position as set out in Section 14.4 below, the balance of the MANCO members shall increase proportionally to make up the total of twelve (12).

- 13.2 MANCO shall comprise of a minimum of four (4) men and four (4) women.

- 13.3 Nominations for members to be elected to MANCO shall be:

- 13.3.1 written or typed on the official nomination form;

- 13.3.2 posted on the Club Notice Board at least fourteen (14) days prior to the date of the Annual General Meeting;

- 13.3.3 accompanied by the signature of the member proposing the nomination plus the signature of the member who seconds the nomination;

- 13.3.4 the position to which such member is nominated; and

- 13.3.5 the signature of the nominated member indicating its willingness to accept the position by signing the nomination.

- 13.4 Where it is in the interest of the Club, a member may be nominated and elected for more than one position except the positions of President, Vice President, Honorary Secretary and Honorary Treasurer.

- 13.5 In the event more than one (1) nomination is received for any of the positions set out in Section 14.1.1 above, voting for such position will be by ballot.

- 13.6 MANCO members elected at the Annual General Meeting shall assume office at the rising of the meeting and remain in office until the conclusion of the next Annual General meeting.

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- 13.7 Should vacancies occur on MANCO, the remaining members shall decide whether to convene a Special General Meeting to elect new member(s), or to co-opt another member(s) to continue the work until the next Annual General Meeting.
- 13.8 In the event and for whatever reason, there are less than six (6) members on MANCO, the remaining members, or in the absence of any MANCO members, six (6) Club members of good standing shall have the power to convene a Special General Meeting to elect officials and/or MANCO members for the unexpired period of that year, until the next Annual General Meeting.
- 13.9 No member of MANCO may be absent for three (3) consecutive MANCO meetings without leave of absence. Should a member be so absent, it shall be deemed that such member has renounced its position, and MANCO may thereafter fill the vacancy in terms of Section 14.7 above.

14.

14 DUTIES OF MANCO

- 14.1 In addition to the other duties, responsibilities and obligations mentioned herein MANCO shall:
 - 14.1.1 carry out the business of the Club in accordance with the sections of this Constitution and the Rules as set out in the By-Laws;
 - 14.1.2 elect a Chairperson from its ranks for a meeting in the event both the President and the Vice President are absent at the meeting;
 - 14.1.3 hold special meetings convened by the President or in its absence by the Vice President where a matter of urgency has been raised by at least four (4) members of MANCO. The objectives of such meeting must be clearly stated;
 - 14.1.4 meet at least once per calendar month. A quorum for such meeting shall comprise of half plus one (1) of the existing members of MANCO. The Chairperson shall have a casting vote as well as a deliberative vote at all MANCO meetings;
 - 14.1.5 make changes amongst its members for the positions of President, Vice President, Secretary, Treasurer, Competition Secretaries, Development Officer or Green Keeper, should such changes be deemed necessary and in the interests of the Club. Members may be appointed to fill positions on a temporary basis during the absence of any official;
 - 14.1.6 appoint subcommittees from its own members and/or other Club members, to carry out such duties as may be allocated to them. The President shall be an ex officio member of all subcommittees and other committees established in terms of this Constitution, but shall not have a vote;
 - 14.1.7 consider applications for membership of the Club in accordance with Section 6.1.3 above;

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- 14.1.8 decide in which tournaments and competitions the members of the Club shall take part and may arrange friendly games against other clubs;
- 14.1.9 appoint delegates to represent the Club at the General Meeting and Council Meetings of Kingfisher Bowling Association and may nominate members and candidates for election to the Executive and/or any other Committee of Kingfisher Bowling Association or any other association or body to which the Club is affiliated;
- 14.1.10 organise fundraising efforts;
- 14.1.11 convene General Meetings of Club members;
- 14.1.12 report to the Annual General Meeting of the Club in respect of the audited statement of revenue and expenditure and balance sheets of the past financial year;
- 14.1.13 determine the green fees and refreshment fees that have to be paid by visitors, as well as entry fees payable by members for Club competitions;
- 14.1.14 decide on a registered bank as its official bankers, as well as on any other registered bank or registered financial institution for the depositing and withdrawal of Club funds or surplus funds;
- 14.1.15 determine the prices for which liquor or other refreshments and consumables will be sold at the Club;
- 14.1.16 authorise donations within the limits set by the budget approved at the Annual General Meeting;
- 14.1.17 purchase equipment and incur expenditure necessary for the upkeep and maintenance of the Club;
- 14.1.18 draft, implement and amend By-Laws when necessary in terms of Section 30 below;
- 14.1.19 appoint or dismiss staff as deemed necessary and determine the duties and responsibilities of such staff;
- 14.1.20 insure the assets of the Club against fire, theft and burglary and insure the Club against public liability.
- 14.1.21 The Club shall not be responsible to compensate any person for a loss which is not covered by insurance;
- 14.1.22 appoint a Bar Manager and Assistant Bar Manager if deemed necessary, which person(s) shall take charge of all matters pertaining to the control, purchase and sale of liquor, refreshments and consumables from the bar.

The Bar Manager shall attend MANCO meetings if so requested by the President;

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14.1.23 appoint from its members the following:

- (a) A Catering Committee Chairperson;
- (b) An Entertainment Committee Chairperson;
- (c) A House and Grounds Committee Chairperson;
- (d) A Greens Committee, who shall elect a Chairperson;
- (e) A Media Officer.

Each Chairperson mentioned above except the Greens Committee Chairperson, shall appoint its own committee members who are to be approved by MANCO, and each committee will take charge of all matters pertaining to the administration and organization of all catering, social events, and entertainment requirements, maintenance and supervision of the Club premises, greens, surrounds, machines, plant and equipment, furniture, appliances, hygiene and cleaning of the Club;

14.1.24 act in the best interest of the Club in any and all matters affecting the Club;

14.1.25 prepare a roster covering Tab Duty Officials, Umpires and Markers.

14.2 All actions by MANCO and members of MANCO, carried out in their bona fide execution of their duties, shall be deemed to be done by the Club as a whole. Such actions shall be subject to their actions not being in conflict with the Constitution.

14.3 MANCO members and all Club members shall be held responsible for such actions equally.

14.4 At all times, MANCO members shall be responsible to the members of the Club.

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15. **LEGAL ACTION**

15.1 All legal action taken against and by the Club shall be in the name of the Club.

15.2 MANCO is empowered to execute such legal procedures deemed necessary, on behalf of the Club, and the President is authorized to sign any and all documents relating to legal proceedings on behalf of the Club.

15.3 While acting on behalf of the Club, the President and all other MANCO members are personally indemnified by the Club against any lawsuit.

15.4 MANCO shall be the legal holders of the assets of the Club and the property of the Club shall vest in three (3) Trustees, who shall be the President, the Honorary Secretary and the Honorary Treasurer.

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16. **EXECUTIVE COMMITTEE**

The President, Vice President, Secretary and Treasurer shall form the Executive Committee, hereinafter called EXCO, and are empowered to take any urgent decision or action on behalf of the Club where it is not possible to convene a meeting of MANCO timeously. These four (4) members shall form a quorum. Should one or more of these members be unable to be present at a meeting of EXCO, any other member of MANCO may be co-opted to form a quorum. A report on any decision taken by EXCO shall be made at the next MANCO meeting.

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17 **CLUB SELECTION COMMITTEE**

17.1 **Competitions and Tournaments:**

17.1.1 Separate women and men Selection Committees consisting of five (5) Club members each, shall be responsible for the selection of members to represent the Club in competitions or tournaments.

17.1.2 Each Competition Secretary, if not elected to either of the relevant Selection Committees, shall be an ex officio member of the relevant Selection Committee, but shall not have a vote in the selection of players or teams.

17.2 **Nomination for Elections**

17.1.1 Each year Club members shall have the opportunity of nominating persons to serve on each of the Selection Committees. Members of each gender shall nominate persons for their respective Selection Committee.

17.1.2 Nominations for members for election to their respective Selection Committees shall be on the official Nomination Form and must be posted on the Club Notice Board at least fourteen (14) days before the Annual General Meeting. Such nomination must contain the signature of the proposing member and of the Seconder.

The member who is nominated must also sign the Nomination Form to indicate its willingness to accept such position.

17.2 **Election**

The Selection Committee referred to in Section 17.1.1 shall be elected at the Annual General Meeting of the Club. Voting shall be by ballot and members must vote for five (5) persons in each case. Members of each gender shall vote for their respective Selection Committee.

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17.3 **Assumption of Office**

17.3.1 The Selection Committees shall assume office at the rising of the Annual General Meeting at which they were elected. Such elected members shall remain in office until the conclusion of the next Annual General Meeting.

17.3.2 Within seven (7) days following the Annual General Meeting, the President shall call a meeting of both Selection Committees and at such meeting the members of each Selection Committee shall themselves elect a Convener for the ensuing year. When necessary, such Convener shall call meetings of its Selection Committee.

17.3.3 At Selection Committee meetings three (3) members shall form a quorum.

17.4 **Vacancies**

Should a vacancy occur on either Selection Committee, the Club President and the remaining members shall fill the vacancy.

17.5 **Duties and Responsibilities**

The Selectors' duties shall be:

17.5.1 restricted to the selection of players to represent the Club in matches, leagues or competitions as decided by MANCO;

17.5.2 the selection of teams to represent the Club in national events shall be done at a meeting of the Selectors, but thereafter shall be submitted to MANCO for approval;

17.5.3 the grading of members' playing positions prior to the commencement of the playing season and to review such gradings midway through the season. The grading of new members shall be reviewed after a trial period of three (3) months.

17.5.4 A member(s) of a Selection Committee, whose name is considered for a selection to a team, shall recuse itself while that member's name is being considered by the remaining members of the Selection Committee for such selection. If however, the member is requested by the Convener to be present, such member will not be permitted to vote.

18.

18 **DUTIES OF THE PRESIDENT**

18.1 The President shall preside during the General Meetings of members, MANCO Meetings, and shall convene special meetings for MANCO. The President shall be an ex officio member of each and every committee or sub-committee of the Club.

Only at MANCO Meetings and General Meetings shall the President have a deliberative vote as well as a casting vote in all matters which necessitate voting.

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- 18.2 The President shall keep Club members fully informed in matters affecting the Club and which are in the interests of the Club, and shall present an annual report to the Annual General Meeting.
- 18.3 In the absence of the President, its duties shall be transferred to the Vice President. Should this not be possible, the duties shall be transferred to a MANCO member appointed by the members of MANCO, to act in a temporary capacity. Such
- 18.4 appointed MANCO member shall preside during a General Meeting of members and the duties shall be transferred to such member by the meeting.
- 18.5 In addition to the above duties, the President shall initiate the appointment of a member or members, to attend to the sponsorships for the Club.

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19 DUTIES OF THE SECRETARY

The duties of the Secretary shall include:

- 19.1 keeping of correct minutes of meetings of the Club and MANCO, in the Minute Book of the Club;
- 19.2 keeping Club members and MANCO informed of instructions from Bowls South Africa or Kingfisher Bowling Association or in respect of all aspects relating to bowls;
- 19.3 attending to all Club correspondence which arises at the monthly meeting of MANCO and all other correspondence as determined by MANCO;
- 19.4 keeping a Members' Register with the names, addresses and other particulars of the members;
- 19.5 attending to the applications for membership and registration of members;
- 19.6 supervising the notices on the Club Notice Board. No other member except the Competition Secretaries shall put notices on the Notice Board, which notices shall pertain to competitions and tournaments, without the consent and knowledge of the Secretary;
- 19.7 any other duties which MANCO may deem necessary, from time to time.

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20 DUTIES OF THE TREASURER

Duties of the Treasurer shall include:

- 20.1 Control of the Club funds and the proper accounting thereof;
- 20.2 the submission of financial statements at every monthly meeting of MANCO;

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- 20.3 the submission of an audited revenue and expenditure statement of the past financial year, to the Club members at the Annual General Meeting;
- 20.4 to regularly deposit the Club's monies into the Club's banking account or other approved investment accounts;
- 20.5 the payment of accounts approved by MANCO. MANCO may give general authority for the Treasurer to pay regular payments, such as bar purchases, wages, municipal and water rates, electrical accounts and accounts for equipment approved by MANCO.

All withdrawal of funds from the Club accounts shall be signed by any two (2) of the following:

- 20.5.1 the Honorary Treasurer;
- 20.5.2 the Honorary Secretary;
- 20.5.3 the President, and
- 20.5.4 the Vice President;
- 20.6 to invest such surplus funds of the Club as approved by MANCO, in the manner and in securities determined by MANCO and any withdrawal of such funds as authorized by MANCO;
- 20.7 to keep an inventory of all the assets of the Club;
- 20.8 any other duties deemed necessary by MANCO, from time to time.

21.

21 DUTIES OF THE GREEN KEEPER OR GREENS COMMITTEE

The duties of the Green Keeper or, if appointed, the Greens Committee shall include the following:

- 21.2 to keep and maintain the greens and surrounds of the Club. MANCO may authorize the Green Keeper or Greens Committee to appoint, dismiss and/or control the staff who are in the service of the Club;
- 21.3 where applicable, the elected Chairperson of the Greens Committee shall be the Convener and member of the Grounds Committee and shall be responsible for the supervision over the Club's equipment and machinery which is utilized for the maintenance of the greens, ground and Club surrounds;
- 21.4 be responsible for setting out the equipment used during the play on all bowling days;

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- 21.5 to appoint an Assistant Green Keeper, who shall be approved by MANCO and who shall assume the duties of the Green Keeper in its absence and liaise with the Greens Committee;
- 21.5 the Green Keeper and/or Greens Committee shall decide whether a green is fit for play, and in the event it is decided a green is not fit for play, such green or a part thereof, may be closed for a period deemed necessary. Such closure must be reported to MANCO, except if the closure is due to inclement weather;
- 21.6 any other duties which MANCO may deem necessary, from time to time.

22.

22 DUTIES OF THE COMPETITION SECRETARY

Competition Secretaries shall, in consultation with one another, where necessary:

- 22.6 organise the competitions of the Club as agreed to by MANCO;
- 22.7 make all necessary arrangements for competitions and tournaments to be played on the Club's greens, liaise with workers, the Green Keeper or Greens Committee, and make available the score cards and conditions of play for such competitions and tournaments;
- 22.8 keep a record of where the Club trophies are housed and by whom, and where necessary, take possession of such trophies for safe keeping;
- 22.9 keep records of all members of teams representing the Club and the combination of such members;
- 22.10 submit to MANCO for approval any proposals for prizes for Club or tournament competitions;
- 22.11 submit to MANCO for approval, a programme of proposed dates for competitions, as also where applicable, entrance fees, prizes and conditions of play, subject to National and District Competitions taking preference over Club competition dates;
- 22.12 keep records of all winners and runners up in both Club and other competitions and tournaments;
- 22.13 any other duties as may be deemed necessary by MANCO from time to time.

23

23 DUTIES OF THE DEVELOPMENT OFFICER

The duties of the Development Officer shall include:

- 23.6 organise clinics for prospective new members in consultation with the Club Coaches;

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inform Club members of the etiquette and rules of the game of bowls and in particular, where a rule has been changed by higher authority;

23.7 organise in collaboration with the Club Coaches, academies and practices for improvement of the standard of bowls for Club members;

23.8 organise events to attract new bowlers to the Club;

23.9 represent the Club at the Development Committee;

23.10 other duties decided by MANCO from time to time.

24.

24 **EXAMINER OF ACCOUNTS**

At the Annual General Meeting of the Club, the members must appoint an Examiner of accounts to examine the books of account and financial records of the Club.

A report must be submitted by the Examiner of Accounts that in its opinion the books of account and financial records have been properly kept and that the financial statements balance with the books of account.

The Examiner of Accounts must give a true and fair opinion of the state of the Club's financial affairs as at that particular year end and must comment on the income and expenditure for the financial year under discussion.

25.

25 **GENERAL MEETINGS**

25.1 **Annual General Meetings:**

25.1.1 The Annual General Meeting of the Club shall be held not later than 31st August of each year.

At least fourteen (14) days notice prior to the meeting shall be given to the members by posting the notice on the Club Notice Board and must be announced at the Club tabs in days;

25.1.2 The Agenda to be followed by the Annual General Meeting shall be:

25.1.2.1 Read the notice convening the meeting;

25.1.2.2 Read and confirm the Minutes of the last Annual General Meeting and of any Special General Meetings held in the previous year, and to deal with any matters arising therefrom;

25.1.2.3 Read and adopt the Annual Report by the President;

25.1.2.4 Read and adopt the financial statements of the previous year;

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- 25.1.2.5 Elect office bearers and members of MANCO;
- 25.1.2.6 Elect members of each Selection Committee;
- 25.1.2.7 If recommended by MANCO, to elect Honorary Life Members and Honorary Members;
- 25.1.2.8 Elect an Examiner of Accounts;
- 25.1.2.9 Consideration of any proposal in connection with Club matters, which proposal has been given in accordance with proper notice. Any other matter relating to the Club which results from reports given in terms of Sections 25.1.2.3 and 25.1.2.4 above.

25.2 Special General Meetings:

- 25.2.1 When necessary, MANCO may convene a Special General Meeting. The Special General Meeting must be convened by the Club President after receipt of a petition in writing except that referred to in 13.6 and 13.7 above, which must be signed by at least ten (10) Club members in good standing and which petition must clearly set out the matters to be considered at such Special General Meeting.
- 25.2.2 At least fourteen (14) days prior notice of a Special General Meeting shall be given to members by posting the notice on the Club Notice Board and announcing same on Club tabs in days.
- 25.2.3 No business other than that contained in the notice of the meeting shall be dealt with at the meeting.

25.3 Voting and Quorum

- 25.3.1 Thirty five percent (35%) of ordinary Club members shall constitute a quorum at any General Meeting.
- 25.3.2 If there is no quorum present within twenty (20) minutes after the determined time at which the meeting was to have started, such meeting shall be postponed to the same day, time and place on the following week, when such ordinary members then present shall form a quorum and deal with matters for which the meeting was originally convened. A notice stating the above shall be posted on the Club Notice Board.
- 25.3.3 If the Chairperson of the General Meeting is of the opinion, due to any acceptable reason, that it will not be possible to hold the postponed meeting as determined in section 26.3.2 above, such Chairperson shall determine the first suitable date, after the date when the postponed meeting should have been held. This date and shall be within twenty one (21) days and shall be published on the Club Notice Board.
- 25.3.4 Every member entitled to vote, has one vote and voting will take place by show of hands unless a ballot is requested by at least three (3) members or the Chairperson of the meeting.

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In the event the Special General Meeting is being held to elect office bearers and members of MANCO, or elect members of the Selection Committees, or Honorary Life members or Honorary Members, the voting shall be by ballot.

Two (2) or more Scrutineers shall be appointed by the Chairperson of that particular General Meeting to count the votes in the event of a ballot.

25.3.5 Unless determined otherwise in this Constitution, a proposal will be accepted by a simple majority.

25.3.6 No member whose subscription is in arrear, or who is under suspension at the time of the meeting, may exercise a vote.

25.4 Proxies

25.4.1 Every notice advising members of a Special or General meeting, shall also advise that members may appoint a proxy to vote on behalf of a member if the member concerned:

25.4.1.1 is due to illness, physical incapacity or other infirmity not able to travel to the meeting concerned;

25.4.1.2 is a fully paid up member and in good standing;

25.4.1.3 is unable to attend due to urgent or serious personal reasons.

25.4.2 A proxy vote shall:

25.4.2.1 be in writing, and set out the reasons why the member is unable to attend the meeting concerned and shall be lodged with the Honorary at least forty eight (48) hours before the scheduled time of the meeting;

25.4.2.2 all proxies tendered will be available for inspection before the start of the meeting and any proxy not complying with any provision set out above before the start of the meeting, may be rejected by the Chairperson of the meeting concerned.

25.5 Motions and Proposals

A member who intends submitting a motion or proposal for consideration at the next Annual General Meeting, must in writing, addressed to the Secretary, at least fourteen (14) days prior to 1st August of that year, submit same with the wording of the proposal or motion contained in such submission.

The Secretary must in turn set out such wording contained in the motion or proposal in the Notice of the Meeting.

26.

26. FINANCES

26.1 The financial year of the Club commences on 1st July in each year.

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The Club banking account shall be held in the name of the Margate Bowling Club at a registered banking institution decided by MANCO.

27. **PURCHASING AND SELLING OF FIXED AND MOVABLE PROPERTY**

27.1 The Club may purchase, lease or otherwise acquire or sell, alienate or hypothecate fixed property on the strength of a Resolution adopted by not less than a two thirds (2/3) majority of members present at a General Meeting.

27.2 If the Club acquires or sells fixed property, fifty percent (50%) of the ordinary members shall form a quorum for that meeting as contemplated in sub section 28.1 above. In the event there is not a quorum within twenty (20) minutes after the determined time of the meeting, the meeting will be postponed to the same day, time and place during the following week, and in such case, thirty five percent (35%) of the Club members shall form a quorum.

27.3 The provisions of sub section 25.3.2 and 25.3.3 above shall be applicable in respect of a meeting proposed in terms of subsection 27.2.

27.4 MANCO may purchase movable property which it deems necessary to properly run the Club and may sell such property in the event it becomes redundant or obsolete.

28.

28 **BORROWING POWERS**

28.1 The Club may borrow, take up or acquire money for the promotion of the Club's objectives.

28.2 Authority for a long term loan, which will exclude a loan against investments made by the Club, shall be acquired by a Resolution at a General Meeting of members, and the provisions of sub sections 27.1, 27.2 and 27.3 shall apply.

29.

29. **BY-LAWS**

MANCO is empowered to make, amend or repeal By-Laws from time to time for the internal management of the Club.

Any amendment made by MANCO will only become applicable fourteen (14) days after it has been posted on the Club's Notice Board.

In matters where Bowls South Africa or Kingfisher Bowling Association or an Association with which the Club is affiliated requires the use of the Club, greens or facilities of the Club in emergency situations, MANCO is authorized to advise the Club members on playing days seven (7) days in advance of such event, after taking into consideration the use of the above facilities by Club members in both Club competitions and social tab-in bowls.

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30.

30. COPY OF THE CONSTITUTION

- 30.1 A copy of this Constitution and the By-Laws shall be given to a new member at the time of its acceptance as a member of the Club and such new member shall, in all respects, be bound thereby.
- 30.2 Existing members are entitled to receive a copy of the Constitution and By-Laws on request at a fee as determined by MANCO.
- 30.3 Copies of this Constitution and the By-Laws shall be displayed at all times on the Notice Board of the Club.

31.

31. AMENDMENTS TO THE CONSTITUTION

No alteration, deletion or addition to this Constitution shall be made unless made at a General Meeting of the members of the Club.

No alterations, deletions or additions made, shall become effective unless agreed to by a two-thirds (2/3) majority of the members present at such General Meeting.

32.

32. COMMENCEMENT OF THE CONSTITUTION AND BY-LAWS

This Constitution and the By-Laws contained in Part Two hereof, will come into effect on a date to be decided at a General Meeting during which this constitution and the accompanying By-Laws are approved.

If so approved, this Constitution and the By-Laws shall replace the wording of any previous Constitution and By-Laws of the Club.

33.

33. DISSOLUTION OF THE CLUB

- 33.1 The Club shall be dissolved only upon a Resolution passed by a three quarter (3/4) majority of members present and entitled to vote at a Special General Meeting.

Such Special General Meeting shall be convened on not less than one (1) month's notice to the members of the club. The notice shall be posted on the Club's Notice Board one (1) month prior to the date of the proposed Special General Meeting and members shall be advised on Tab in days prior to such meeting.

- 33.2 Upon dissolution of the Club, MANCO members who are then in office, shall act as Trustees.

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They shall have the authority to discharge all liabilities and shall hand over any remaining assets of the Club, to a Club having aims and objectives similar to those of this Club, or to a recognized welfare organization as determined at the Special General Meeting at which it was determined to dissolve this Club.

- 33.3 On such dissolution no financial gain shall accrue to any individual person, whether a member of the Club or not.

SEE PART 2 - BY-LAWS