

# CONSTITUTION OF .....BOWLS CLUB

## SECTION 1

### FORMATION, OBJECTS AND ASSETS

#### 1. NAME

The name of the club shall be .....  
Hereinafter referred to as "the club"

#### 2 PROPERTY DESCRIPTION

The club shall be situated at the .....

#### 3 COLOURS

The colours shall be those registered with Boland Bowls and shall be .....  
.....

#### 4 OBJECTIVES

The objectives of the club, inter alia, shall be:

- 4.1 To foster the game of bowls.
- 4.2 To provide the main facilities and amenities for the playing of the game by members of the club and visitors.
- 4.3 The club shall be affiliated to Boland Bowls and through them to Bowls South Africa, and shall be bound by the constitution and by-laws of the game in force from time to time.
- 4.4 The club shall be an autonomous body
- 4.5 To acquire movable and immovable property and to sell, let or otherwise deal with such.
- 4.6 To borrow money and to secure the repayment thereof in such a manner and upon such terms and conditions in all respects as may seem expedient.

#### 5 PROFITS AND ASSETS

- 5.1 The assets, funds, profits and gains of the club shall be utilised solely for the club as set out in this Constitution and shall in no circumstances, be distributed to or among any person or persons
- 5.2 The Executive Committee shall have the power to invest any surplus club funds as they may think best in the interests of the members.
- 5.3 The Executive Committee shall ensure that adequate insurance cover is in place to cover the assets of the club.

#### 6 CLUB PROPERTY

- 6.1 All the property of the club, both movable and immovable now or hereafter acquired by means of purchase or donations by members or any other institutions, shall be transferred and conveyed to and executed in favour of the trustees of the club for the time being who, as such, were by resolution passed at the Annual General Meeting of

the club held each year constituted and appointed the Trustees for and on behalf of the club, or their successors in office or assign in trust for the club under and in terms of the provisions of this Constitution, Rules and By-laws and juristic acts pertaining to such property shall be done or performed by or in the name of the said trustees, or their successors in office or assigns, upon the authority of a resolution of a general meeting of the club. All income of any kind whatsoever shall accrue to and become the absolute property of the club and no portions thereof shall be paid or transferred directly or indirectly by way of dividend or bonus or otherwise by way of profit to any person who at any time is or has been a member of the club, or to any other person whatsoever, provided that nothing herein shall prevent the payment in good faith of remuneration to any person whether a member or otherwise in return for any services actually rendered to the club.

**7 TRUSTEES**

- 7.1 The executive committee shall be the trustees of the club and shall have the power to Institute or defend any action or proceedings at law in its name.
- 7.2 All members of the Executive Committee shall be personally indemnified by the club for all losses and expenses incurred by them in instituting or defending any legal proceedings by or against the club, provided that they act bona fide on instructions or mandate given to them at a General Meeting.
- 7.3 The Constitution, Rules and By-Laws shall be submitted to an Annual General Meeting of the club for approval and adoption as the Constitution, Rules and By-Laws of the .....Bowling Club. 66% of the club membership shall vote in favour of the adoption of the Constitution or any amendment thereof.

**8 DISSOLUTION**

- 8.1 In the event of the club being wound up for any reason whatsoever then, after payment of the clubs' debts and satisfaction of its liabilities, any assets of whatsoever nature which might remain, shall be given or transferred at the discretion of the Executive Committee to .....

**SECTION II**

**MEMBERSHIP**

**1 CLASSES OF MEMBERSHIP**

- 1.1 There shall be five classes of membership namely:
  - Ordinary Full Members
  - Honorary Life Members
  - Country Members
  - Non-playing Members
  - Social Members

- 1.2 Unless the context indicates otherwise, the term “member” wherever it occurs hereinafter shall mean man or woman member.

## **2 AGE LIMIT**

- 2.1 No person under the age defined by the Liquor Laws, shall be allowed in any restricted portion of the club premises without supervision.

## **3 MEMBERS BOUND BY CONSTITUTION**

- 3.1 Every member of the club shall be subject to and be bound by this Constitution and by all By-Laws, Rules, Regulations or orders issued or made hereunder. Every member shall receive a copy of this Constitution and any amendments thereto.

## **4. ORDINARY FULL MEMBERS**

- 4.1 An Ordinary Full Member is a person, who is elected to membership as hereinafter provided.

## **5. HONORARY LIFE MEMBERS**

- 5.1 An Honorary Life Member is one who by reason of special services rendered to the club may be elected as such at an Annual General Meeting or Special General Meeting upon a motion from the Executive Committee.
- 5.2 An Honorary Life Member shall enjoy all the rights and privileges of an ordinary member without payment of the annual subscription. However, if he/she is still playing bowls, the normal affiliation fees of Boland Bowls and Bowls South Africa will be payable.

## **6 COUNTRY MEMBERS**

A Country Member is one whose is a member at a club which is not the club where he/she is an ordinary member and is affiliated to Bowls South Africa.

- 6.1 Country Members shall not be eligible to compete in the club championships, represent the club in any championships, competitions or tournaments promoted by Boland Bowls.
- 6.2 A Country Member may not hold office or be entitled to vote.

## **7 NON-PLAYING MEMBERS**

- 7.1 A non-playing member is one who through force of circumstances is unable to take part in bowling activities of the club, but wishes to retain membership and club colours.
- 7.2 Such a member shall not have any voting powers.
- 7.3 Application in writing stating circumstances must be made to the Executive Committee.

## **8 SOCIAL MEMBERS**

- 8.1 A Social Member is one whose age complies with the Liquor Laws, does not play Bowls but wants to be a member of the club.
- 8.2 This type of membership is not available to Full Members of the club.
- 8.3 They shall not have voting powers, be allowed to wear club colours or hold any office in the club.

## **9 DUAL MEMBERSHIP**

- 9.1 It shall be permissible for a member to hold dual membership of clubs within the jurisdiction of Bowls South Africa. Such members shall not be permitted to hold office in more than one bowling club simultaneously.

## **10 ACCEPTANCE OF MEMBERS**

### **10.1 Ordinary Full Members**

- 10.1.1 Application for Ordinary full Membership, Country Membership (except where transfer to membership or Non-playing membership is applied for by an Ordinary Full Member (or vice-versa) shall be made on the standard application form of the Club and shall be accompanied by the prescribed entrance fee, (which will be refunded if the application is rejected). Each such application shall be signed by the applicant and by proposer and seconder who shall have been members of the club for not less than 12 (twelve) months.

### **10.2 Social Members**

- 10.2.1 Applications for this type of membership shall be made on the clubs prescribed form Proposed and seconded by two Ordinary Members who shall have been members of the club for not less than 12 (twelve) months.

## **11 APPLICATIONS**

- 11.1 All applications for membership shall, after being received by the Secretary, be posted on the club notice board until the next meeting of the Executive Committee or for a period of 7 (seven) days, whichever is the longer period before being accepted or rejected.
- 11.2 The Executive Committee may or may not interview each applicant and shall have the power to accept or reject any application without giving any reason for so doing. The Committee shall process all applications using a majority vote system.
- 11.3 On acceptance of a new member the Secretary shall notify the same to that member in writing and shall furnish the member with a copy of the Constitution, Rules and By-Laws and shall call upon the member to pay the amount of the subscription and affiliation fees, and until the same is paid and the member has obtained colours, shall not be entitled to the full privileges of membership.

- 11.4 Applicants who have been members of any other bowling club shall produce an Official Clearance Certificate before being admitted as members of the club.

## **12 USE OF CLUB BY APPLICANTS**

- 12.1 A person who applied for membership of the club and whose application has been posted on the club notice board, may use all the amenities and facilities of the club, but will not acquire the power to vote before his application is finally approved. A person whose application for membership is rejected shall immediately, on being notified of such rejection, cease to make use of the club.

## **13 RESIGNATIONS**

- 13.1 Notice of resignation shall be in writing and shall take effect from the date on which the letter of resignation is received by the club or such later date as may be specified therein. Members failing to give notice to the secretary prior to each Annual General Meeting of their intention of resigning from the club, shall be liable for the subscription for the ensuing year except in the case of exceptional circumstances, when the Executive Committee shall have discretionary powers.

## **14 REJOINING**

Any member resigning and having paid up in full all dues to the club and returning at a later date may be re-admitted at the discretion of the Executive Committee without paying an entrance fee.

## **15 DEFAULTERS**

- 15.1 A member whose dues are more than two months in arrear shall, while dues remain unpaid, forfeit all privileges and rights of membership.
- 15.2 After the aforesaid period he/she shall be given written notice by registered post addressed to his/her last known address, to pay the arrears and if he/she fails to do so within one month of the date of such letter or such further period as the Executive Committee may in its discretion allow, his/her membership shall be terminated.
- 15.3 It shall be at the discretion of the Executive Committee to decide whether membership may be restored to him/her upon paying his/her arrears thereafter or whether he/she will be required to make a fresh application for membership under the rules of the club.

## **16 DISCIPLINE AND GRIEVANCES**

- 16.1 The Disciplinary & Grievance Committee shall consist of :
- (a) The Vice-President as chairperson
  - (b) The Club Captain
  - (c) One ordinary committee Member
  - (d) The Secretary

There must be at least one person of the opposite sex in this committee.

- 16.2 Should any member commit any wilful breach of the rules, by-laws or regulations of the club, or be guilty of improper, dishonest or unsportsmanlike conduct, or be guilty of conduct unbecoming or prejudice to the interest and reputation of the club, whether within the clubs premises or outside them, the committee shall have the power ;
- (a) To inform the member in writing of the alleged infringement and to call upon such member to appear before the committee and to explain his/her conduct, and should such member fail to appear when called upon, to suspend or otherwise deal with such member.
  - (b) To deprive such member of any or all the rights, benefits and advantages of membership during such time or period as the committee in its absolute discretion may deem fit and advisable or to expel such member who shall be ineligible for re-election
  - (c) To call upon such member in writing, through the Secretary, to resign within 7 (seven) days of the date of such request.
  - (d) All proceedings and decisions taken are to be documented.
- 16.3 Should any member have any grievance or complaint of whatever nature, which may impede good fellowship amongst members of the club or be counterproductive for the effective management of the club, such complaints or grievances must be lodged with the committee. The Committee shall have the power to investigate such grievance or complaint to obtain a satisfactory solution or recommend corrective action.

## **17 APPEAL AGAINST DISCIPLINARY DECISIONS**

- 17.1 Any member who shall be expelled or suspended or otherwise dealt with by the Disciplinary Committee in terms of Clause 16.2 shall have the right to appeal against the decision of the Disciplinary Committee to the Executive Committee upon notifying the Secretary in writing within 7 (seven) days of notification of the decision of the Disciplinary Committee. The Executive Committee shall finalise the hearing of appeal within 7 (seven) days of receipt of such appeal. The Vice-President appointed as Chairperson of the Discipline & Grievances Committee shall not be a member of the Appeal Committee.
- 17.2 Suspension or expulsion shall not be deferred pending the hearing of the appeal.

## **18 PAYMENT OF ANNUAL SUBSCRIPTIONS**

- 18.1 The annual subscriptions, green fees and other fees or charges, except as hereinafter provided, shall be as determined by an Annual General Meeting after consideration of a motion of the Executive Committee.
- 18.2 Entrance fees, charges for refreshments and entrance fees for the club championships and competitions shall be determined from time to time by the Executive Committee.

- 18.3 A new member shall be liable for payment of the applicable subscription from the first day of the month of acceptance. The first subscription shall be calculated at the pro rata monthly rate and shall be paid within ten (10) days of acceptance.
- 18.4 Members may on application in writing to and at the discretion of the Executive Committee be granted a dispensation in annual subscriptions paid by ordinary full members.
- 18.5 Subscriptions shall be paid in advance yearly. Should members require quarterly or half-yearly payments arrangements need to be made with the Executive Committee.

## **SECTION III**

### **MANAGEMENT OF THE CLUB**

#### **1 ORGANISATIONAL STRUCTURE**

- 1.1 The organisational structure for the management and control of the club shall be in accordance with Annexure A.

#### **2 FUNCTIONS OF OFFICE BEARERS AND OFFICIALS**

##### **2.1 The President**

The President assumes full responsibility for the effective and efficient management and control of all club matters and shall in the course of his duties:

- 2.1.1 Develop a network of mutual objectives with other members of the Executive
- 2.1.2 Pursue long-term strategies and development of facilities and promote the image of the club
- 2.1.3 Presides over Executive, Special and Annual General Meetings
- 2.1.4 Represent the club at Boland AGM and other public functions
- 2.1.5 The President shall have a casting vote at all Executive, Special and General Meetings

##### **2.2 Vice President**

- 2.2.1 He is responsible for the overall management and implementation of systems and control measures to ensure the proper functioning of the bar facilities, the greens advisory committee and the maintenance of buildings and surroundings
- 2.2.2 In the absence of the President at Executive, Special, General or Annual General Meetings or any other occasion, the Vice-President shall be appointed chairperson by the Executive Committee and shall have all the powers of the President insofar as they may pertain to that meeting or occasion.
- 2.2.3 He is responsible for the overall management and co-ordination of committees established to carry out specific, organisational activities under his control. In the execution of his duties he shall, inter alia, be responsible for:
- 2.2.4 To foster the game of bowls

- 2.2.5 To promote social activities amongst the members
- 2.2.6 To ensure that operational budgets and goals are set for each sub-committee.

## **2.3 The Secretary**

The Secretary shall:

- 2.3.1 Be responsible for all the administrative and clerical work of the club
- 2.3.2 At the request of the President, give notice to all concerned of all meetings which may be required in the interest of the club.
- 2.3.3 Keep a correct record of all proceedings of such meetings in the minute book of the club.
- 2.3.4 Deal expeditiously with all correspondence affecting the club and shall produce any such correspondence at Executive Meetings.
- 2.3.5 Keep a record of the names and addresses of all members and will control all applications for membership, registrations and resignations with Boland.

## **2.4 The Treasurer**

The Treasurer shall:

- 2.4.1 Be responsible for all finances of the club.
- 2.4.2 Keep a true record of all monies received and expended and collect subscriptions from all members.
- 2.4.3 Arrange for the banking of all monies received and the payments of all accounts through the bank account.
- 2.4.4 Submit monthly statements of finance to the Executive committee and audited balance sheet and accounts at the end of each financial year. A copy of the approved monthly statements shall be available to members on request.
- 2.4.5 Make available records, vouchers and accounts relative to all affairs and transactions of the club for inspection by the Executive and Examiners when called upon to do so.

## **2.5 Club Captain**

The club Captain shall be elected at the Annual General Meeting and may or may not be a member of the General Committee. The duty of the Club Captain shall be:

- 2.5.1 To be the convenor of the Selection Committee.
- 2.5.2 To serve as a permanent member of the Disciplinary and Grievance Committee.
- 2.5.3 To arrange suitable training for all beginners .
- 2.5.4 To ensure that the game is played in accordance with the laws and etiquette of the game.
- 2.5.5 To maintain a good and healthy esprit de corps amongst members of the club.



## **2.6 Competition Secretary**

The duty of the Competition Secretary shall be:

- 2.6.1 To be the contact person for all All-days.
- 2.6.2 To liaise with all clubs within the zone and beyond to ensure All-Days are filled.
- 2.6.3 To arrange the draw of all tabs-in play at the club.
- 2.6.4 To draw up a roster of committee members including the club captain unless a member of the main committee to do tabs-in duty.
- 2.6.5 To collect competition entry fees from club members before handing same to the treasurer for submission to the district through the secretary.

## **3 POWERS OF THE EXECUTIVE COMMITTEE**

- 3.1 The management and control of the club shall be vested in the Executive Committee consisting of :

President  
Vice President  
Treasurer  
Secretary  
Green keeper  
Development official  
Bar Manager  
Catering Officer  
Competition Secretary  
Building and Grounds Manager

- 3.2 All members shall have been elected at the Annual General Meeting of the club

- 3.3 In the Execution of their duties they shall inter alia, be responsible for:

- 3.3.1 To appoint:  
All Sub-Committees  
A delegate to attend Boland AGM in addition to the President.
- 3.3.2 To deal with appointments of any permanent or temporary staff or to terminate the employment of staff
- 3.3.3 To approve applications for membership.
- 3.3.4 To terminate membership of members who failed to make payment of monies due to the club after due notice.
- 3.3.5 To make by-laws and rules not inconsistent with this constitution and to make any additions, alterations and deletions to such by-laws and rules, the same to be displayed on the club notice board from which date it will become effective.
- 3.3.6 To consider and decide upon all disciplinary appeals within 7 (seven) days of receipt in accordance with Clause 16 of Section II of this Constitution.
- 3.3.7 To approve the minutes of General Meetings, a copy of which shall be posted on the clubs notice board for a period of 30 (thirty) days.
- 3.3.8 To submit a business plan to the Annual General Meeting and to obtain approval for any proposed increases in subscription fees, capital projects or replacement

of equipment and to present a budget for the ensuing year. Any additional projects not included in the business plan and which cannot be financed within the approved budget, must be referred to a Special General Meeting.

3.3.9 The quorum for a meeting of the Executive Committee shall be 4 (four)

3.3.10 In the event of more than half the members of the Executive Committee resigning simultaneously, or in the event of a vote of no confidence in the Executive being passed at a Special General Meeting, the term of office of the members of the Executive, or those still in office, shall be automatically terminated and the secretary, or in his absence, the club captain, shall on 7 (seven) days notice on the clubs notice board convene a Special General Meeting to be held within 14 (fourteen ) days of either event occurring, at which meeting a Caretaker Committee of 3 (three) shall be appointed to take control of affairs of the club pending the election of a new Executive Committee.

## **4 RESPONSIBILITIES OF SUB-COMMITTEES**

The Executive Committee can appoint the following sub-committees after every Annual General Meeting and these sub-committees shall be responsible for the duties outlined hereunder.

### **4.1 Greens Committee**

The Committee in consultation with the Green-keeper shall arrange for the supervision and maintenance of the greens, grounds and machinery. It shall be responsible for the selection of greens or rinks to be used and for the control, supervision, records and payment of the greens maintenance staff.

The Greens Committee shall also ensure that:

4.1.1 An inventory is kept of all equipment.

4.1.2 That accurate records are kept of all chemicals, fertiliser and dates of application thereof.

4.1.3 Endeavours that the surface of the green allows the bowl to run at a reasonable speed without any deviations and with no inconsistencies in the draw.

### **4.2 House Committee**

4.2.1 The house committee shall be responsible for the clubs buildings, furniture and fittings, kitchen equipment, electrical and plumbing and arrange for such repairs, upkeep and cleaning, as may be necessary in consultation with the Executive Committee.

### **4.3 Bar Manager**

The bar convenor shall carry out and perform all duties, functions and obligations imposed upon the club by the liquor laws. The Convenor will also ensure that:

4.3.1 Appropriate systems are in place for the strict control of stocks, purchases and payment of accounts

4.3.2 To ensure that the bar is adequately manned at all times within the hours specified by the Executive Committee.

#### **4.4 Fund Raising and Entertainment Committee**

The Committee shall be responsible for organising and making arrangements for all fund raising, entertainment and social functions which may be held at the club.

#### **4.5 Catering Committee**

The committee shall be responsible for the effective management of the kitchen and for all the catering needs of the club.

The Committee shall also ensure that:

**4.5.1** An inventory is kept of all equipment.

**4.5.2** Appropriate systems are in place for the strict control of stocks, purchases and payment of accounts.

**4.5.3** Compile a roster of all club members for kitchen duties.

**4.5.4** Monitor the payment of wages of kitchen staff

#### **4.6 Tournament Committee**

The Committee shall be responsible for organising, making arrangements for and conducting all sponsored and open tournaments, other than ordinary club championships and District competitions. The club captain and competition secretary shall ex officio be members of this committee.

#### **4.7 General**

**4.7.1** Except for the tournament committee, each of these sub-committees shall consist of not less than 3 (three) members.

**4.7.2** The convener of each sub-committee shall be appointed by the Executive Committee and their names to be prominently displayed on the club notice board.

**4.7.3** The convener of each sub-committee shall submit a verbal report on their activities to the Executive Committee at each of its monthly meetings .

#### **4.8 Selection Committee**

**4.8.1** The Selection Committee shall consist of:

The Club captain (Convener)

Three members elected at the Annual General Meeting

**4.8.2** The Selection Committee shall be charged with the following duties :

**4.8.2.1** To grade all playing members in their playing position and to assign handicaps.

**4.8.2.2** To make the draw for club competitions.

**4.8.2.3** To select team (s) for all competitions eg.Seniors, Fives in which the Executive Committee has decided the club should participate.

**4.8.2.4** The selection of a team to represent the club at the S.A.National Tournament shall only take place after the names of those available for selection have been approved by the Executive Committee.

**4.8.2.5** The quorum for meetings of the Selection Committee shall not be less than 3 (three), except in the case of the selection of the team to represent the club at the S. A. National Tournament where the quorum shall be 4 (four)

In order to achieve a quorum in the temporary absence of members who may be candidates for selection, the Executive Committee shall appoint substitutes.

**4.8.2.6** Selection shall be made on the basis of ability, compatibility and availability.

**4.8.2.7** In the event of an even number of selectors being present at a Selection Committee Meeting, the Chairperson shall have the casting vote should the selectors reach an impasse.

**4.8.2.8** The Selection Committee shall have the power to withdraw any member from any competition who have not fulfilled their obligations after due notice by the Club Captain.

**4.8.2.9** Members who make themselves available for selection are obliged to play in the position selected. Any member who withdraws because he/she is unhappy with the selectors' decision will be omitted from selection for the remainder of that competition.

## **5 NOMINATION AND ELECTION OF OFFICE BEARERS**

### **5.1 Executive Committee**

5.1.1 Nominations for the Executive Committee may be of either gender.

5.1.2 Nominations for Executive members shall be made on the prescribed form which shall be in the hands of the secretary not later than June 5<sup>th</sup> each year.

5.1.3 The outgoing Executive Committee shall thereafter prepare a list of nominations received for election and such list shall be posted on the clubs notice board 21 (twenty-one) days before the date of the Annual General Meeting.

### **5.2 Office Bearers**

5.2.1 Nominations duly proposed, seconded and accepted in writing for the club captain and selectors shall be made on the form provided on the clubs notice board by June 5<sup>th</sup> each year.

- 5.2.2 In the event of insufficient nominations being received, those nominated shall be declared elected at the meeting, after which vacancies shall be filled by the Executive Committee at their first meeting.

### **5.3 Auditors**

- 5.3.1 An independent Auditor shall be appointed at the Annual General Meeting and shall examine all books and vouchers and certify the same annually.

## **6 TERMS OF OFFICE OF MEMBERS OF COMMITTEE**

- 6.1 A member of any Committee shall hold office until the closing of the next Annual General Meeting of the club.
- 6.2 Notwithstanding anything in sub-clause 6.1 hereof, a member of any committee may resign his/her office on giving notice in writing to the Secretary of his/her intention to do so.
- 6.3 At the conclusion of his/her term of office, a member of any committee shall be eligible for re-election or for election to any other office or committee.

## **SECTION IV**

### **MEETINGS**

#### **1 Annual General Meeting**

- 1.1 A General Meeting of all members of the club, to be known as the Annual General Meeting and of which not less than 10 (ten) clear day's notice shall be given by the Secretary to each member shall be held not later than the second week in July in each year for the following purposes:
- 1.1.1 To receive the Presidents report on the general concerns and activities of the club during the past financial year.
  - 1.1.2 To receive the financial statement for the financial year commencing on the 1<sup>st</sup> July each year.
  - 1.1.3 To receive and approve a business plan concerning any capital works, revenue and expenditure budget and any proposed increases in subscription fees for the ensuing year.
  - 1.1.4 To elect an Executive Committee for the ensuing year.
  - 1.1.5 To elect the club captain and selectors for the ensuing year.
  - 1.1.6 To appoint auditors.
  - 1.1.7 To consider any special business for which notice in terms of the Constitution, Rules and By-Laws has duly been given.
  - 1.1.8 To consider any other business except that which requires notice in terms of the Constitution, Rules and By-Laws.
- 1.2 The President, or in his absence the Vice-President, shall preside at all General Meetings of the club and all meetings of the Executive Committee.

- 1.3 The quorum of an Annual General Meeting shall be 40% of the members eligible to vote.
- 1.4 A voting paper shall not be valid unless the number of votes cast thereon tallies with the number to be elected.

## **2 SPECIAL GENERAL MEETING**

- 2.1 Special General Meetings of the club may be convened at any time by the Executive Committee.
  - 2.1.1 The President shall be bound to call a Special General Meeting within 14 (fourteen) days after receipt of requisition signed by not less than 15% of the members. No business other than that named by the Committee or in the requisition shall be considered at such meetings. Fourteen days' notice shall be given of all Special General Meetings and 40% of members shall form a quorum.

## **3 AMENDMENTS TO CONSTITUTION**

- 3.1 Alterations, deletions or additions to the Constitution, shall be made at the Annual General Meeting of the club or at a Special General Meeting called for this purpose. Written notices of proposed alterations, deletions or additions must reach the Secretary not later than June 5<sup>th</sup> each year. The Executive Committee shall, however, be empowered to bring forward recommendations for alterations, deletions or additions at the Annual General Meeting or at a Special General Meeting called for that purpose, for which meeting every member entitled thereto shall receive fourteen days' notice. No alterations, deletions or additions shall be effective unless carried by a two-thirds majority of those present and entitled to vote.
- 3.2 All motions submitted to any General Meeting or Special General Meeting shall be decided by a closed ballot. Should the votes be equal, the Chairperson shall in addition to his deliberate vote, have a casting vote.
- 3.3 At any General Meeting or Special General Meeting of the club, should a quorum not be present within 20 (twenty) minutes of the time specified of the holding of the meeting convened on the instructions of the Executive Committee, then the meeting shall stand adjourned for thirty minutes and the members then present shall constitute a quorum and be competent to transact the business for which the meeting was originally called.
- 3.4 If in the case of a Special General Meeting called at the written request of members, a quorum is not present within 20 (twenty) minutes of the time specified for the holding of the meeting, the meeting shall be abandoned.

## **4 EXECUTIVE MEETINGS**

- 4.1 Meetings of the Executive Committee shall be held monthly. Meetings of the Executive Committee may also be convened at any time by the President or at the request of three members of the Executive Committee, duly forwarded to the Secretary in writing and the object of such meeting must be clearly stated.
- 4.2 A member of the Executive Committee unable to attend any meeting thereof shall notify the club President stating cause for his inability to attend. Absence from 3 (three)

Executive Meetings consecutively, shall deprive a member of his/her position as an official of the club, save that leave of absence may be granted by the Executive Committee.

- 4.3 Matters arising at any meeting of the Executive Committee shall be decided by a show of hands, unless a ballot is requested. The Chairperson shall have a casting vote as well as a deliberate vote.
- 4.4 Five (5) members shall constitute a quorum.

## **5 MINUTES**

- 5.1 A minute book shall be kept by the Secretary in which the proceedings at all General Meetings and meetings of the Executive Committee shall be recorded.
- 5.2 Minutes for the Annual General Meeting and/or a Special General Meeting after being approved by the Executive Committee shall be Exhibited on the notice board of the clubhouse for 2 (two) months and confirmed at the next ensuing Annual General Meeting under the signature of the presiding officer.
- 5.3 Minutes of meetings of the Executive Committee shall be similarly read and confirmed at the next ensuing Ordinary Meeting of the Executive Committee, together with the minutes of any Special Meeting of the Executive Committee which may have been held since the last Ordinary Meeting.

## **SECTION V**

### **1 GENERAL**

#### **1.1 Financial Year**

The financial year shall extend from ..... each year.

#### **1.2 Interpretation of Constitution and By-Laws**

Should any question arise as to the interpretation or meaning of any provision of this Constitution and/or any By-law, or the procedure to be adopted there under, the Executive Committee shall decide such question and its decision shall be final and binding on the members until the next General Meeting, when if so declared, the matter may be referred to the members generally for the decision of the majority.

## **SECTION VI**

### **BY-LAWS AND RULES**

The Executive Committee will, from time to time, make By-Laws and Rules, not inconsistent with this constitution, which By-Laws and Rules will, after posted on the notice board in the clubhouse for 7 days, form part of this constitution as Annexure B.