



# PRETORIA MUNICIPAL BOWLING CLUB

## CONSTITUTION

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# **PRETORIA MUNICIPAL BOWLING CLUB**

## **CONSTITUTION**

### **1. TITLE**

The Club shall be called the **PRETORIA MUNICIPAL BOWLING CLUB**, hereinafter referred to as the Club. It shall be under the jurisdiction of:

- 1.1 Bowls South Africa (Bowls SA), and Bowls Gauteng North (BGN)

### **2. OBJECT**

- 2.1 To promote and foster the game of bowls.  
 2.2 To provide facilities for members of the Club.  
 2.3 To provide coaching for beginners and other members who desire coaching.

### **3. CLUB COLOURS AND INSIGNIA**

- 3.1 Club Colours – shall be scarlet and yellow on a navy blue background.  
 3.2 Badge – shall be the Coat-of-Arms of the City Council of Pretoria.  
 3.3 Blazer – shall be of Venetian cloth of the Club colours, or plain navy blue cloth with the Club badge on the breast pocket.  
 3.4 Hatband and Tie – shall embody the Club colours.  
 3.5 Flag – shall be the flag of the PRETORIA MUNICIPAL RECREATION CLUB. The colours and insignia shall be registered, as may be required, with the body or bodies as described in para.1 above.

### **4. MEMBERSHIP**

#### **4.1 ELIGIBILITY**

Membership of the Club shall be open to all.

#### **4.2 CATEGORIES OF MEMBERSHIP**

##### **4.2.1 Ordinary Members**

Shall be members who have been admitted by the Management Committee as full members of the Club, and whose membership complies with the rules and regulations of the PRETORIA MUNICIPAL RECREATION CLUB.

##### **4.2.2 Honorary Life Members**

Shall be members who – on the recommendation of the Management Committee – have been elected as such at either a Special General Meeting or Annual General Meeting of the Club. Such members shall have full privileges of the Club, and will not be liable for the payment of annual subscriptions.

##### **4.2.3 Associate Members**

Shall be members of long-standing association with the Club, on whom the Management Committee has confirmed such membership, on the grounds that such members are precluded from participation in the game of bowls because of ill health or infirmity.

#### 4.2.4 Junior Members

Shall be members who are scholars or students who are not in receipt of remuneration. They shall have no voting power until their 18th birthday, and may utilize the club's facilities, subject to the provisions of the liquor laws.

#### 4.2.5 Honorary Members

Shall be persons who – on the recommendation of the Management Committee – have been elected as such at either a Special General Meeting or Annual General Meeting of the Club. Such members shall have full privileges of the Club.

### 4.3 ADMISSION OF MEMBERS

4.3.1 Application for membership of the Club shall be made in writing on the prescribed forms, which shall include the details and signatures of the two members who, respectively propose and second the application. Applicants who are, or were members of another bowling Club, shall be required to submit the prescribed clearance form. Acceptance or rejection of the application will be at the sole discretion of the Management Committee.

4.3.2 Such application shall be posted on the Club notice board not less than 14 days prior to consideration by the Management Committee.

4.3.3 Any member, who proposes or second a membership application, must be personally acquainted with the applicant.

4.3.4 Any member, who wishes to oppose an application for membership, shall submit the reasons in writing to the Management Committee within 14 days of the application being posted on the Club notice board.

### 4.4 COMPLIANCE WITH THE CONSTITUTION AND BY-LAWS OF THE CLUB

All members of the Club are bound by the constitution and by-laws of the Club and no transgression thereof shall be excused on the grounds of ignorance or any other reason.

### 4.5 ANNUAL SUBSCRIPTION

4.5.1 Annual subscriptions will be levied for the period commencing with the Annual General Meeting, which precedes the commencement of a bowling season, to the day prior to the Annual General Meeting, which precedes the commencement of the following season.

4.5.2 The annual subscription fee shall be determined and approved by the Annual General Meeting.

4.5.3 Any member, who has not tendered a written resignation to the Management Committee prior to the Annual General Meeting, shall be liable for the subscription for the ensuing season.

### 4.6 TERMINATION OF MEMBERSHIP

The membership of any member will terminate under the following circumstances:

4.6.1 On the date specified in a written letter of resignation which has been submitted to the Management Committee.

4.6.2 Upon the decision of the Management Committee to expel a member for misconduct, or for having provided insufficient or misleading information at the time of applying for membership of the Club.

- 4.6.3 In the event of the member's annual subscription not having been paid by 30 October of each year, a non-receipt of a written account or reminder shall not be an acceptable excuse for non-payment of subscription timeously, as it is incumbent on the member to make the necessary inquiry.
- 4.6.4 Members who terminate their membership shall forfeit all Club rights and privileges and have no claim for the refund of any monies paid to the Club, including those paid in respect of subscriptions or competition fees.
- 4.6.5 Any member that has failed to pay his/her subscription fee will be reported to Bowls Gauteng North as a defaulter. Such a member will also be excluded from all competitions/league games. No clearance certificate will be issued until such time that all arrear fees have been paid fully whereafter such person could be reinstated as a club member.

#### 4.7 SUSPENSION OF MEMBERSHIP

The Management Committee shall, at its sole discretion, have the authority to suspend any member considered to have behaved in an unacceptable manner. Such suspension will be imposed only subsequent to the member's appearance before the Management Committee.

#### 4.8 PRESENTATION OF NEW MEMBERS

New members shall be formally introduced to Club members during an official bowling session. This may be done before the commencement of play, or during the tea break. The new member shall be presented with a copy of the constitution and by-laws, a copy of the etiquette of the game and the rules of the game.

### 5. MANAGEMENT STRUCTURE

- 5.1 The affairs of the Club shall be managed by a Management Committee of eleven (11) members.

The composition of the committee shall be as follows:

- President
- Vice-President
- Immediate Past President
- Competition Secretary
- Secretary
- Treasurer
- Development Officer
- Four (4) additional members

(Note: Further additional members can be nominated for a specific duty.)

- 5.2 To serve as President, he/she must at least have served a period of two (2) years on the Committee.
- 5.3 The current President may serve for a maximum period of three (3) consecutive years.
- 5.4 All members of the Management Committee shall be elected annually at the Annual General Meeting, or at a Special General Meeting convened for this purpose. Election of incumbents will be subject to the following conditions:
- 5.4.1 Nomination forms for the different positions on the Management Committee shall be put on the notice board at least four (4) weeks before the Annual General Meeting. All nominations must be seconded.

- 5.4.2 A member may be nominated for more than one position but shall not be elected to fill more than one position on the committee.
- 5.4.3 Should there be no nominations for the positions on the Management Committee, then nominations shall be called from the floor at the Annual General Meeting (Refer to paragraph 5.2).
- 5.4.4 Voting will be restricted as provided for in paragraph 10.3 – “Voting at General Meetings”.
- 5.5 Life members shall have the right to attend meetings of the Management Committee, but shall not have the right to vote unless they are elected members of the committee.
- 5.6 The specific responsibilities of each member of the committee shall be determined at the first meeting of the committee.
- 5.7 Any member of the Management Committee who is absent, without apology, from three consecutive meetings of the committee, may have his/her membership of the committee suspended or summarily terminated.
- 5.8 The President shall have the right to attend any meeting of any sub-committee, but shall not have the power to vote at such meetings, unless he/she is an appointed member of the sub-committee.
- 5.9 SELECTION COMMITTEES
- 5.9.1 Members for the Ladies’ Selection Committee and Men’s Selection Committee shall be elected at the Annual General Meeting or at a Special General Meeting convened for this purpose.
- 5.9.2 Nomination of candidates shall be done on nomination forms(s) posted on the notice board. The nomination form(s) shall be put on the board at least for (4) weeks before the date of the Annual General Meeting. All nominations must be seconded.
- 5.9.3 The Selection Committees in each case shall consist of a minimum of three (3) and a maximum of five (5) members.
- 6. POWERS AND DUTIES OF THE MANAGEMENT COMMITTEE**
- 6.1 The Management Committee shall meet once a month, unless otherwise decided.
- 6.2 The Management Committee shall be empowered to:
- 6.2.1 Transact all the business of the Club.
- 6.2.2 Make, rescind and amend by-laws or regulations of the Club.
- 6.2.3 Regulating the opening and closing of the greens in conjunction with the City of Tshawne Metropolitan Municipality, for the purpose of keeping them in good condition and for regulating play thereon.
- 6.2.4 Regulating and controlling the various Club competitions.
- 6.2.5 Regulating the duties of Club Officials and Duty Stewards.
- 6.2.6 Providing, in general, for the proper administration of the Club, ensuring the good conduct of the members and for promoting the game of bowls.
- 6.2.7 Regulating and controlling the finances of the Club.

- 6.2.8 Admit applicants as members, and to terminate or suspend membership as provided for in the constitution. Any decision to terminate or suspend membership on disciplinary grounds shall be taken only on the recommendation of the Executive (see paragraph 6.2.9 below).
- 6.2.9 Refer any allegation of a disciplinary transgression to the Management Committee, who shall:
- Investigate the matter.
  - Summon the member(s) concerned to appear at a disciplinary hearing.
  - Decide on appropriate disciplinary action(s).
- 6.2.10 Appoint sub-committees to arrange and control any matters, which, in the opinion of the Management Committee, may be better controlled, by a sub-committee.
- 6.2.11 Fill any vacancy, which may occur on the committee.
- 6.2.12 Enter teams to represent the Club in provincial and other competitions, to decide on the number of teams to be entered and to select the players to participate in such events.
- 6.2.13 Arrange friendly inter-club matches and to select the players who will participate.
- 7 Every by-law made by the Management Committee shall be signed by the President and the Hon. Secretary, dated and posted on the club's notice board, and shall there upon become binding on all members until rescinded or amended by the Management Committee or General Meeting. No by-law may be in conflict with this constitution or the rules and regulations of the PRETORIA MUNICIPAL RECREATION CLUB.

## **7. FINANCES**

- 7.1 The Hon. Treasurer shall be responsible for control of the finances of the Club, shall keep a proper set of books of account and shall submit a financial statement at each monthly meeting of the Management Committee.
- 7.2 The Club shall operate one bank cheque account to cater for the day-to-day financial transactions of the Club, and all cheques shall be signed by any two of the following:
- (i) the President,
  - (ii) the Hon. Treasurer,
  - (iii) the Hon. Secretary.
- 7.3 Surplus Club funds will be invested in an interest-bearing account(s) on recommendation of the Hon. Treasurer, and with the approval of the Management Committee.
- 7.4 The club shall not be obliged to accept liability for any debt incurred on its behalf by any member, unless previously sanctioned by the Management Committee.
- 7.5 The financial year shall end 30 June.
- 7.6 The Hon. Treasurer shall present to the AGM an audited Statement of Income and Expenditure for the preceding year.

## **8. QUORUMS**

The following shall constitute quorums:

- |     |                                  |   |   |
|-----|----------------------------------|---|---|
| 8.1 | At General Meetings              | - | 30 (thirty) members                             |
| 8.2 | At Management Committee Meetings | - | 5 (five) members                                |
| 8.3 | At sub-committee meetings        | - | not less than half the members of the committee |

## 9. ANNUAL AND SPECIAL GENERAL MEETINGS

- 9.1 Not less than seven days' notice shall be given of a general meeting.
- 9.2 Eligibility to vote at a general meeting shall be as described in paragraph 10 – "Voting".
- 9.3 The Annual General Meeting shall be held not later than 31 August of each year, for the purpose of receiving the Management Committee's annual report and statements of account, for the election of office bearers and to transact any other legitimate business.
- 9.4 Special General Meetings will be subject to the following:
- 9.4.1 The Management Committee may convene a Special General Meeting of the Club at any time, and for any reason it considers to be relevant.
- 9.4.2 The President of the Club shall be bound to call a Special General Meeting of members within 30 days of receipt of a written request to do so. Such request shall clearly specify the business for which the meeting is required, and shall be signed by not less than twenty Members of the Club who are in good standing.
- 9.4.3 The business to be dealt with at any Special General Meeting shall be stated in the notice convening the meeting, and no business other than that of which notice has been so given, shall be transacted at the meeting.
- 9.4.4 An appropriate notice shall be sent to each member, and shall be posted on the Club notice board.
- 9.5 A general meeting shall be adjourned for at least seven days if a quorum is not present within thirty minutes of the advertised starting time of the meeting. Those present shall decide on a date, time and venue for the adjourned meeting, and notice thereof shall be posted on the Club notice board. At such an adjourned meeting the members present shall constitute a quorum, and shall transact the business for which the meeting was originally called.

## 10. VOTING

### 10.1 ELIBILITY TO VOTE

Only members who are in good standing shall be eligible to vote at any general meeting. A member in good standing is defined as a member whose subscriptions for the current year have been paid, or is a Life Member, and who is not serving a term of suspension for unacceptable behavior.

### 10.2 VOTING AT COMMITTEE MEETINGS

Issues arising at any meeting of the Management Committee, or any sub-committee, shall be decided by a majority of votes on a show of hands by the elected members of the committee. In the event of equality of votes, the Chairperson – or, in his/her absence, the person acting as Chairperson – shall have a casting vote in addition to a deliberate vote.

### 10.3 VOTING AT GENERAL MEETINGS

10.3.1 Office bearers shall be elected by a majority by ballot, and voting will be restricted as follows:

OFFICE BEARERS	PROPOSED, SECONDED AND VOTED FOR BY
President	All members
Vice-President	All members

Competition Secretary	All members
Secretary	All members
Treasurer	All members
Development Officer	All members
Four (4) Additional members	All members

10.3.2 Every other issue shall be decided by a majority of votes on the show of hands, unless a ballot paper is requested, in which case it shall be so decided.

10.3.3 No proxies or any other voting format shall be allowed. Only members present at the AGM or Special General Meeting shall have the power to vote or to be elected.

## 11. AMENDMENTS TO THE CONSTITUTION

11.1 Amendments to the Constitution may be proposed by any member of the Club who is in good standing, and shall be made in writing.

11.2 Where a proposed amendment is intended for consideration at an Annual General Meeting, such proposal shall reach the Hon. Secretary not later than 30 June.

11.3 Where a proposed amendment is intended for consideration at a Special General Meeting, the provisions of paragraph 9.4 above shall apply.

11.4 No amendments shall be made to the Constitution of the Club, unless it is approved at a general meeting by not less than two-thirds of the members present.

## 13. DISSOLUTION

13.1 On dissolution of the Pretoria Municipal Bowling Club the remaining assets must be transferred to:

13.1.1 Any other Bowling Club which has the same objectives as the Pretoria Municipal Bowling Club;

13.1.2 Any other recreational club which is approved by the Commissioner under section 30A;

13.1.3 A PBO approved by the Commissioner under section 30 (3);

13.1.4 Any institution, board or body exempt from tax under section 10(1)(cA)(i) which has its sole or principal object the carrying on of any PBA; or

13.1.5 The government of the Republic in the national, provincial or local sphere.

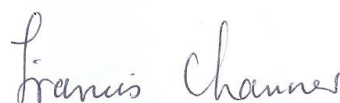
## 14. INTERPRETATION OF RULES

14.1 The provisions of this document shall be read in conjunction with the rules of the PRETORIA MUNICIPAL RECREATION CLUB, and shall in no way be in conflict with them.

14.2 Any member who is dissatisfied with the interpretation of the Management Committee regarding the provisions of this document, or with any other decision of the Management Committee, may request in writing that the matter be referred for decision to the next Annual General Meeting, or to a Special General Meeting convened for the purpose.



**PRESIDENT**  
29 August 2015



**SECRETARY**  
29 August 2015