



# WONDERBOOM BOWLING CLUB CONSTITUTION



*(REVISED EDITION WITH CHANGES UP TO 14 AUGUST 2022)*

## **1. NAME**

1.1. The club is known as the Wonderboom Bowling Club, hereinafter referred to as "the club". It belongs to Bowling Gauteng North (BGN) and Bowling South Africa (BSA).

## **2. LEGAL PERSONALITY**

2.1. The club is a legal person and, notwithstanding any change of its members or the composition of its Management Committee, continues to exist as a club with separate legal personality and may institute or defend legal proceedings in its own name and independently of its members.

## **3. GOALS**

- 3.1. Playing and promoting bowling.
- 3.2. Provision of facilities to its members.
- 3.4. Development and improvement of the game of its members.
- 3.5. Promotion of healthy recreation and social interaction of its members.

## **4. SEAT**

4.1. The club is located at 900 Besembiesie Street, Montana Park, Pretoria. The mailing address is: PO Box 3335, Montana Park, 0159. GPS Coordinates: S 25° 41.297", E 25° 15.511".

## **5. CLUB COLOURS**

5.1. The colors and coat of arms of the club are as follows:

- 5.1.1. The club colors are Wine Red and Old Gold.
- 5.1.2. The dress code is as registered with Rolbal Gauteng North.
- 5.1.3. No deviation is allowed without prior approval of Management Committee.
- 5.1.4. The club's official Club Crest is as approved as shown at the top of this page.

## **6. AFFILIATION**

6.1. The club is affiliated with Bowling South Africa (BSA) and Bowling Gauteng North (BGN).

## **7.MEMBERSHIP**

7.1. Member and members refer to both male and female members as stipulated in the constitutions of Bowling Gauteng North (BGN) and Bowling South Africa (BSA).

### **7.2.CLASSIFICATION OF MEMBERS**

- 7.2.1. Life Honorary Members
- 7.2.2. Honorary Members
- 7.2.3. Full members
- 7.2.4. Lifetime members
- 7.2.5. Scholars
- 7.2.6. Social members
- 7.2.7. Dual membership members

### **7.3.DEFINITION OF MEMBERSHIP**

7.3.1. A lifetime honorary member is a member who is approved as such on the recommendation of the Management Committee at an Annual General Meeting of the club; On the basis of a special contribution to the objectives of the club, or long and valuable service in promoting the game and enjoys all the privileges of an ordinary member.

7.3.2. An Honorary Member is a member who has been approved as such on the recommendation of the Management Committee at the Annual General Meeting of the club for a period of 1 (one) year.

7.3.3. An ordinary member is a member who has applied for membership of the club and has been approved as such by the Management Committee.

7.3.4. A lifetime member is an ordinary member who, with the approval of the Management Committee, has paid 10 (ten) years' membership fees in advance and thereby acquired lifetime membership. No further membership fee is payable by such member. However, the number of life members may not exceed 25% (twenty-five percent) of the ordinary members. From 1 August 1993 no member obtains life membership in this way.

7.3.5. A junior member is a member who is still in school (Scholar).

7.3.5.1. The Management Committee may, on the application of a person who is eighteen (18) years of age and over, but not over twenty-five (25) years of age and who satisfies the Management Committee that he is not self-supporting, that person for purposes of payment of membership fees classified as a junior member.

7.3.6. A social member is a person who has applied to the Management Committee to be accepted as a social member and who has been accepted as such by the Management Committee.

7.3.6.1. Social members do not represent the club in bowling.

7.3.6.2. The Management Committee determines the extent to which social members may use the club's facilities and what annual contribution they must make for it.

7.3.6.3. Social members have no right to vote in respect of club matters.

7.3.7. A double membership member is a person who is registered at another club as a full member, but who is also a member at Wonderboom.

7.3.7.1. These members may participate fully in all club activities except club singles champion.

7.3.7.2. These members must, if they wish to participate in competitions offered by Rolbal Gauteng North and Rolbal South Africa, register through their main club.

7.3.7.3. Affiliate fees from Rolbal Gauteng North and Rolbal South Africa are not applicable if they have already been paid to the institutions by their main club.

## **8.MEMBER NUMBER**

8.1. The maximum number of members of the club is determined by the Management Committee.

## **9.ACQUISITION OF MEMBERSHIP**

9.1. Membership of the club (other than membership as an honorary member or honorary life member) is obtained by the approval of a written application for membership by the Management Committee.

9.2. Application for membership must originally meet any additional requirements that the Management Committee may set.

## **10.THANKING MEMBERS**

10.1. A member who wishes to terminate his membership must submit a written resignation to the Secretary.

10.2. If a member resigns before 30 June of a year and his or her membership fee has been paid in full, that member may, with the permission of the Management Committee, remain a member until the end of the playing season of the year in question.

10.3. If a member resigns after the beginning of a financial year, such member is liable for the full year's membership fee for that financial year unless the Management Committee grants exemption for the payment of membership fees to that member on application.

10.3.1. If a member wishes to resign after the Annual General Meeting, that resignation must be submitted within 14 (fourteen) days after the Annual General Meeting, otherwise the provisions of clause 10.3 apply.

## **11. TERMINATION OR SUSPENSION OF MEMBERSHIP**

11.1. The Management Committee may terminate or temporarily suspend the membership of any member by written notice if the member -

11.2. Intentionally disregards the authority of the Management Committee or disregards a decision of the Management Committee;

11.2. By word or conduct -

11.2.1. Sow discord among members of the club or harm the club spirit;

11.2.2. Brings the good name of the club into disrepute;

11.3. Willfully disregarding any provision of the Constitution or Household Rules.

11.4. No member's membership shall be terminated or suspended in terms of this clause unless that member has had the opportunity to appear before the Management Committee and defend himself against the alleged misconduct.

## **12. FINANCIAL YEAR**

12.1 The financial year of the club runs from 1 July to 30 June of the following year.

## **13. MEMBERS AND OTHER FEES**

13.1. Membership fees, entry fees and amounts payable by visiting players are set at the Annual General Meeting.

13.1.1. Membership fees for a new member are payable on the date membership is acquired and must be paid within 21 (twenty one) days of the date of the letter notifying the member of such acquisition.

13.1.2. Membership fees for existing members are payable on 1 July of each year and must be paid no later than 31 October of the same year.

13.1.3. A member whose membership fee has not been paid within 4 (four) months after it became due is, subject to permission granted by the Management Committee on application, not entitled to participate in any game or use the facilities of the club. not used.

13.1.4. Membership fees are the amount payable to be a member of the club and do not include affiliation fees.

13.1.5. Affiliation fees owed to Rolbal Gauteng North and Rolbal South Africa are payable in addition to membership fees. When

a fully affiliated member joins this club, affiliation fees for the relevant year are not payable again.

13.2. A new member's membership fee is calculated for the first year of his membership pro rata from the first day of the month in which the application is approved and further at one twelfth of the annual membership fee for each full calendar month of membership before 30 June of that financial year year.

13.3. Members are liable for membership fees until the end of the financial year in which they cease to be members.

13.4. Scholars pay no membership fees.

13.5. Actively playing life honorary members and honorary members are exempt from paying membership fees but not from affiliation fees as charged by Rolbal Gauteng North and Rolbal South Africa.

13.6. Social members pay membership fees as determined by the Management Committee.

#### **14. CONTROL OF THE CLUB**

14.1. The club is governed and managed by a Management Committee elected as in par. 14.2 set out. The Management Committee is assisted by such other committees and members as have been elected or appointed by the Management Committee under the Constitution.

14.1.1. The Management Committee consists of

14.1.2. a president

14.1.3. A Men's Vice President

14.1.4. A Ladies Vice President

14.1.5. A secretary

14.1.6. A treasurer

14.1.7. Four other members of which two must be men and two women.

14.1.8. Any member of the Management Committee or of any other committee is eligible for re-election in any office.

14.2. Election of members of the Management Committee, Selection Committees and Competition secretaries

14.2.1. Candidates for these posts must be nominated in writing on the prescribed form. The nomination form must contain the name of the proposer, seconder and nominee in print, be signed by all and must be delivered to the Secretary at least 21 (twenty one) days before the date of the Annual General Meeting. No nominations will be accepted thereafter except as provided in clause 14.2.10.3.

14.2.2. The Secretary must post a list of all nominations received before the expiry of the period mentioned in clause 14.2.1 on the club's

notice board displayed at least 17 (seventeen) days before the date of the Annual General Meeting.

14.2.3. Management appoints an Election Commission at least 17 (seventeen) days before the date of the Annual General Meeting. The commission will consist of three club members who have not been nominated for any positions. This Electoral Commission appoints a convener from among its own ranks.

14.2.4. The Secretary must prepare ballot papers and make them available for distribution at least 17 (seventeen) days before the date of the Annual General Meeting.

14.2.5. The Electoral Commission must deliver the ballots to voting members, as described in 19.5.1, make available. Club members must sign for receipt of the ballots.

14.2.6. Club members complete the ballots and place the ballots in the club's ballot box at least 3 (three) days before the date of the Annual General Meeting. No ballots will be accepted thereafter.

14.2.7. The Electoral Commission opens the ballot box and counts the votes.

14.2.8. Any person nominated for more than one position in the executive management will, if he/she receives the most votes for more than one position, qualify for the position in the order mentioned in 14.1.1.

14.2.9. The Electoral Commission will keep results secret until the Annual meeting.

14.2.10. At the annual meeting, the convener of the Electoral Commission at the point on the agenda where the new management is appointed:

14.2.10.1. take the chair

14.2.10.2. dissolve the existing management

14.2.10.3. for any position for which no or insufficient nominations have been received ask for oral nominations.

14.2.10.4. announce the results of the election.

14.2.10.5. handed over the chair to the new President.

14.3. A member of the Management Committee or of the Selection Committees who is absent from 3 (three) consecutive meetings without an acceptable excuse is deemed to have voluntarily resigned from that office.

14.4. The daily management consists of:

- 14.4.1. The President
- 14.4.2. The Men's Vice President
- 14.4.3. The Ladies Vice President
- 14.4.4. The Secretary
- 14.4.5. The Treasurer

## **15. SELECTION COMMITTEES**

15.1. The Selection Committees are composed as follows:

15.1.1. Five (5) male members elected by voting men as detailed in par. 14.2, for the Selection Committee for men.

15.1.2. Five (5) women members elected by women entitled to vote as detailed in par. 14.2, for the Selection Committee for ladies.

15.1.3. If the committee deems it necessary, members may be co-opted.

15.1.4. At the beginning of each season, the Men's and Women's Selectors at separate meetings select a convener from their ranks.

15.2. After the first composition of teams for Bowling Gauteng North league matches at the beginning of each season, the members selected for each division select a captain from among their ranks and each captain so elected serves in an advisory capacity on the Selection Committee during the league and not as a member.

## **16. TEAMS FOR COMPETITIONS**

16.1. Teams for Bowling Gauteng North men's and women's league competitions are selected by the Selection Committee(s).

16.2. Members of the Management Committee are responsible for putting together teams for board games on all game days and can appoint a member or members for this purpose who do not have to be members of the Management Committee.

## **17. DUTIES OF OFFICERS AND COMMITTEES**

### **17.1. PRESIDENT**

#### 17.1.1. The President

17.1.1.1. Act as the general leader of the club. He leads the Annual General Meeting, Special General Meeting and Management Committee meetings and preside at such meetings;

17.1.1.2. Is entitled ex officio to attend all meetings of all committees;

17.1.1.3. Submit an annual report on the club's activities to the Annual General Meeting.

17.1.2. If the position of President becomes vacant, one of the Vice-Presidents will be designated by a Special General Meeting to fill the position.

### **17.2. VICE PRESIDENTS**

#### 17.2.1. The Vice Presidents.

17.2.1.1 In the absence of the President, is responsible for all the latter's duties;

17.2.1.2. Is by virtue of di. office entitled to attend all meetings of all committees;

17.2.1.3. Is overall responsible for the proper functioning of the respective committees as appointed by the Management Committee.

### **17.3. SECRETARY**

#### 17.3.1. The Secretary must -

17.3.2. Keep an attendance list and minutes of the proceedings at the Annual General Meeting, Special General Meeting and Management Committee meetings and ensure that such minutes are approved at the next meeting and signed by the President;

17.3.3. At the request of the President arrange all meetings and ensure that written notice is given to members in this regard;

17.3.4. Maintain the history of the club regularly and preserve it for at least 5 (five) years;

17.3.5. Handle all correspondence and notices of general interest;

17.3.6. Handles the entry and payment of fees for all national, provincial and district competitions entered for.

17.3.7. Maintain the official member list of the club on the Database as prescribed by Rolbal South Africa.

#### 17.4.TREASURER

17.4.1. The Treasurer must -

17.4.2. Issue receipts for all monies received by the club;

17.4.3. Proper accounting of all the club's financial transactions;

17.4.4. With the exception of a petty cash fund as determined by the Management Committee, all monies received must be regularly deposited with a registered commercial bank or investment company designated by the Management Committee;

17.4.5. Report to the Management Committee and annually present an audited income and expenditure statement to the Annual General Meeting;

17.4.6. maintain a list of all members who have not paid their membership fee by 31 October, and who must then be handed over to the Management Committee to ensure that, subject to any permission granted under clause 13.1.3, such members may not take part in any game not;

17.4.7. display a full statement of membership fee payments during a financial year on the club's notice board. This complete statement must remain on the notice board and be regularly updated until all due membership fees for the relevant financial year have been paid;

17.4.8. post a copy of the list of names referred to in clause 17.4.5 immediately after the original list has been handed over to the Management Committee on the club's notice board and regularly update that list until all due membership fees have been paid or have dealt with the persons whose names appear on the list;

#### 17.5.ADDITIONAL MEMBERS

17.5.1. Tasks for Additional members are assigned to additional members by Management at the first Management meeting after the election of a management. These tasks include, but are not limited to:

- 17.5.1.1. Maintenance
- 17.5.1.2. Social affairs
- 17.5.2.3. Liaison with/Guardianship over Coaches
- 17.5.2.4. Liaison with/Guardianship over Technical Officers
- 17.5.2.5. Liaison with/Guardianship over Competition Secretaries
- 17.5.2.6. Development
- 17.5.2.7. Entries for Outside Competitions
- 17.5.2.8. Catering

17.5.2. Additional members have the right to purchase in order to fulfill their assigned responsibilities.

## 17.6.COMPETITION SECRETARIES

17.6.1. The Competition Secretaries elect as set out in par. 14.2 by voting men and women respectively, in respect of club competitions are jointly responsible for:

17.6.1.1. Controlling club competitions, designating lanes and markers.

17.6.1.2. Notification of competitions to convenors of the limits and technical officials committees.

17.6.1.3. The record keeping and control of the club's trophies.

17.6.2. The Competition secretaries must be in writing at the Management committee meetings report, or orally when the Management Committee so requests.

## 17.7.COACHES COMMITTEE

17.7.1. At the beginning of each season, the coaches at a meeting of coaches choose a convener from among their ranks.

17.7.2. The convener of the Coaches Committee appoints coaches who will be responsible for coaching members.

17.7.3. The convener must report in writing at the Management Committee meetings, or orally when the Management Committee so requests.

## 17.8.PARK MASTER

17.8.1. The Range Master as appointed by the Management Committee is responsible for:

17.8.1.1. See that the boundaries and grounds are properly maintained by the Municipality;

17.8.1.2. to keep up to date with the latest development, improvement and

17.8.1.3. maintenance of boundaries, grounds, and equipment.

17.8.2. In order to fulfill the responsibilities or tasks above, the Range Master must constantly liaise with the Management Committee.

17.8.3. The Rangemaster must report in writing at the Management Committee meetings, or orally when the Management Committee so requests.

17.8.4. All male members are responsible for the following tasks:

17.8.4.1. The proper layout of the courts for all play (on any day);

17.8.4.2. The raising and ironing of the flag, the provision of water and the storage of equipment after completion of play.

#### 17.9.DAY MANAGEMENT

17.9.1. The Executive Committee acts on behalf of the Management Committee in urgent cases and reports on this at the next Management Committee meeting for condonation of its decisions.

#### 17.10.TECHNICAL OFFICERS COMMITTEE

17.10.1. At the beginning of each season, the technical officials at a meeting of technical officials choose a convener from their ranks.

17.10.2. The convener of the technical officials appoints technical officials for all competitions on the club's limits, unless other regulations apply.

17.10.3. The convener must report in writing at Management Committee meetings, or orally when the Management Committee so requests.

#### 17.11.BAR MANAGER

17.11.1. The bar manager is appointed by the Management Committee.

17.11.2. The bar manager identifies bar staff and l. the names to Management for approval and validation.

17.11.3. The bar manager with his bar staff is responsible for the proper functioning of the bar.

17.11.4. The bar manager must report in writing at Management Committee meetings, or orally when the Management Committee so requests.

## **18. MANAGEMENT COMMITTEE**

### **18.1. THE MANAGEMENT COMMITTEE**

18.1.1. act in all matters on behalf of the club and exercise its powers subject to decisions of the Annual General Meeting or Special General Meeting;

18.1.2. has the power to enter legal proceedings on behalf of the club without prior decisions being taken by the Annual General Meeting or Special General Meeting;

18.1.3. has the power to handle all matters that may concern the club without prior authorization;

18.1.4. has the power to act against such a member in respect of any conduct by a member as referred to in clause 11 by placing specific restrictions on his or her privileges as a member or admonishing such a member in writing;

18.1.5. has the power to fill vacancies in the ranks of the Management Committee or any committee by co-opting;

18.1.6. has the power to appoint any sub-committee or person, including a person or persons to assist any of the existing Management Committee members in the performance of their duties, or to perform particular tasks. For this purpose, the committees are divided between the members of the Management Committee at the first meeting of the newly elected Management Committee;

18.1.7. may draw up and amend House Rules at will;

18.1.8. may confirm or amend the selection of any player for the following playing season, as determined by the Selection Committees;

18.1.9. has the power to appoint an auditor;

18.1.10. may, at its discretion, authorize expenditure subject to mention thereof in the financial statements.

18.2. Other members of the Management Committee whose functions are not defined perform tasks as assigned to them by the Management Committee.

## **19. MEETINGS**

### **19.1. GENERAL MEETINGS**

19.1.1. The Annual General Meeting is held before the end of August each year.

19.1.2. Notice of the Annual General Meeting and a Special General Meeting must be given to each member at least 7 (seven) days before the date on which such meeting is held, provided that the making available to members at the club premises of such notices together with the display thereof in writing on the notice boards, electronically by e-mail and Internet and the oral announcement thereof before the expiry of the said period is deemed to be sufficient notice.

19.1.3. A Special General Meeting is organized -

19.1.3.1. by the President at the request of Management Committee or

19.1.3.2. upon a written request of not less than 25% (twenty-five percent) of the members. Such request must set out the purpose of the proposed meeting.

19.1.4. The agenda of the meetings must be set out in all notices.

19.1.4.1. Proposals for constitutional amendments for addition to the business list must reach the Secretary before 30 June of each year.

## 19.2. MANAGEMENT COMMITTEE AND COMMITTEE MEETINGS

19.2.1. The Management Committee and other committees meet at least every 2 (two) months or as often as the President deems necessary and also when at least 4 (four) members of the Management Committee request it.

## 19.3. DISCLAIMER OF MANAGEMENT COMMITTEE

19.3.1. The members of the Management Committee are indemnified by the club against all costs, losses, expenses and liabilities for which they may incur liability as a result of their bona fide actions on behalf and for the benefit of the club and the club is obliged to pay such costs, losses, expenses and repay obligations from the funds of the club.

## 19.4. QUORUM

19.4.1. A quorum for any Annual General Meeting or Special General Meeting is the presence of 25% (twenty-five percent) of the voting members provided that if no quorum is present within 15 (fifteen) minutes after the appointed time of the not, meeting is present the meeting is adjourned to same time and day in the following week. At such adjourned meeting, the members present are deemed to be a quorum.

19.4.2. A quorum for any meeting of the Management Committee is 5 (five) members.

19.4.3. A quorum for any meeting of the executive board is 3 (three) members.

## **19.5.VOTE**

19.5.1. With the exception of election of the Management Committee, Selection Committees and Competition Secretaries, which are described in paragraph 14.2, voting at any meeting will take place as follows:

19.5.1.1. A voting member is a life member or an ordinary member whose financial obligations, as stipulated in this Constitution, have been met.

19.5.1.2. The manner of voting is determined by the chairman at any meeting.

19.5.1.3. At any member meeting, Management Committee meeting or any other committee meeting, the chairman of the relevant meeting has a casting vote in the event of a tie.

19.5.1.4. Only members present at a meeting may vote.

## **20.DISCIPLINARY PROCEDURE**

20.1. All disciplinary procedures will be applied and maintained in accordance with the Wonderboom Bowling Club's Disciplinary Procedures, as amended from time to time.

## **21.CODE OF CONDUCT**

21.1. All members of the Wonderboom Bowling Club will comply with the Club's Code of Conduct, as amended from time to time.

## **22.GAME SEASON**

22.1. The playing season is determined annually by the Management Committee and this information is made known to the members by notification.

## **23.GAME DAYS**

23.1. Unless otherwise determined by the Management Committee, the limits for play are available on all days of the playing season except Good Friday, Easter Sunday and Christmas Day, provided that play may not interfere with the maintenance of the limits.

23.2. No one is required to participate in any tournament, competition or game of any kind on a Sunday, and no player may be disadvantaged in any way by reason of his or her refusal to play on a Sunday.

## **24.SUPPLY OF STRONG LIQUOR**

24.1. Hard liquor may only be supplied to members, their guests and visiting players.

24.2. No profit from the sale of liquor by the club accrues to any individual.

24.3. No strong drink may be supplied to persons under the age of 18 (eighteen) years.

## **25.ROLL OF HONOR**

25.1. To qualify for the honorary role, a member must meet one of the following requirements

### 25.1.1. NATIONAL BOWLING TOURNAMENTS

-Sectional winners or a better performance.

### 25.1.2. Gauteng Open Performances.

-Last eight or better.

### 25.1.3. BALL GAUTENG NORTH COMPETITIONS (BGN)

-Winners and runners-up.

### 25.1.4. JOIN NATIONAL OR PROVINCIAL TEAM

### 25.1.5. ADMINISTRATIVE

- Bowling South Africa Management.
- Gauteng Open Bowls Management
- Bowling Gauteng North Management. (GBP)
- Any other performance that the Management Committee deems appropriate.
- The secretary must possible inclusions on the Management Committee for consideration.

25.2. No addition or change to the honor roll may be made without instruction from the Management Committee.

## **26.COMPLAINTS**

26.1. Any complaint requiring the Management Committee's attention must be submitted in writing to the Secretary.

## **27.AMENDMENT OF THE CONSTITUTION**

27.1. No amendment to this Constitution shall be made except by a two-thirds majority of the voting members present at the Annual General Meeting or a Special General Meeting and provided that notice of such amendment has been given in accordance with clause 19.1.2.

## **28.DISSOLUTION**

28.1. The club can only be dissolved by a resolution passed by a two-thirds majority of voting members at an Annual General Meeting or a Special General Meeting convened for the purpose. At least 14 (fourteen) days notice of such a meeting must be given and the notice must state that the dissolution of the club, and the disposal of the assets and liabilities will be considered.

## **29.INTERPRETATION**

29.1. Where any doubt arises about the provisions of the Constitution or the Household Rules, the interpretation of the Management Committee is binding on all members.

29.2. Any reference in this Constitution that implies the male also includes the female except where it is clear from the context that a specific gender is being referred to.