WONDERBOOM BOWLING CLUB
CONSTITUTION

(REVISED EDITION WITH CHANGES UP TO 14 AUGUSTUS 2022)

1. NAME

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

2. LEGAL STANDING

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

3. OBJECTIVES

3.1. Play and promotion of bowls.
3.2. Provision of facilities to its members.
3.4. Development and improvement of the skills of its members.
3.5. Promotion of healthy recreation and social interaction of its members.

4. LOCATION

4.1. The club is situated 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 colours and coat of arms of the club are as follows:

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

6. AFFILIATION

6.1. The club is affiliated with Bowls South Africa (BSA) en Bowls Gauteng North (BGN).

7. MEMBERSHIP

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

7.2. CLASSIFICATION OF MEMBERS

7.2.1. Honourary Life Members
7.2.2. Honourary Members
7.2.3. Full Members
7.2.4. Life Members
7.2.5. Scholars
7.2.6. Social Members
7.2.7. Dual Membership Members

7.3. DEFINITION OF MEMBERS

7.3.1. An Honourary Life Member is a member who has been approved as such on the recommendation of the Management Committee at an Annual General Meeting of the club, based on 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 Honourary Member is a member who has been approved as such on the recommendtion of the Management Committee at 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 Life 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 life long membership. No further membership fee is payable by such member. However, the number of life long members may not exceed 25% (twenty five percent) of the ordinary members. From 1 August 1993 no member obtains life long 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 18 (eighteen) years of age or older, but not over 25 (twenty-five) years of age and who satisfies the Management Committee that he/she is not self supporting, that person for the purposes of payment of membership fees be 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 membersmay 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 dual membership member is a person who is registered at another club as a full member, but 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 Bowls Gauteng North and Bowls South Africa, register through their main club.

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

8. MEMBER NUMBERS

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

9. ACQUISITION OF MEMBERSHIP

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

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

10. RESIGNATION OF MEMBERS

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

10.2. If a member resigns before 30 June of a year and his/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 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 –

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

11.1.3. By word or conduct -

11.1.3.1. Sows discord among members of the club or harms the club spirit;

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

11.1.4 Willfully disregards any provision of the Constitution or Household Rules.

11.2. 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 him/herself against the alleged misconduct.

12. FINANSIËLE JAAR

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

13. MEMBERS AND OTHER FEES

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

13.1.1. Membership fees for a new member are payable on te 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. Membershil 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 an exception granted by the Management Committee on application, not entitled to participate in any game or use the facilities of the club.

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 fee owed to Bowls Gauteng North and Bowls South Africa are payable in addition to membership fees. When a fully affiliated member joins this club, affiliation fees for the relvant year are not payable again.

13.2. A new member's membership fee is calculated for the first year of his/her 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 calendar month of membership before 30 June of that financial year.

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

13.4. Scholars do not pay membership fees.

13.5. Actively playing honourary life members and honourary members are exempt from paying membership fees but not from affiliation fees as charged by Bowls Gauteng North and Bowls 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 the Management Committee elected as in stipulated in para. 14.2. 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 Committee and Competition Secretaries

14.2.1. Candifates for these positions must be nominated in writing on the prescribed form. The nomination form must contain the names 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 therafter 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 at least 17 (seventee) days before the date of the Annula 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 clause 19.5.1. Club members must sign for receipt of the ballots.

14.2.6. Club members complete the ballots and place them 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 clause 14.1.1.

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

14.2.10. At the Annual General Meeting, the convener of the Electoral Commission, at the point on the agenda where the new management is appointed-

14.2.10.1. takes the chair;

14.2.10.2. dissolves the existing management;

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

14.2.10.4. announces the results of the election;

14.2.10.5. hands 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. Exective Committee is comprised of:

14.4.1. The President
14.4.2. The Vice-president Men
14.4.3. The Vice-president Ladies

14.4.4. The Secretary
14.4.5. The Treasurer

15. SELECTION COMMITTEES

15.1. The selection Committees are comprised as follows:

15.1.1. Five (5) Male members elected by eligible Male voters in accordance with paragraph 14.2 for the Selection Committee for Men.

15.1.2. Five (5) Female members elected by eligible Female voters in accordance with paragraph 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 Selectors for men and ladies choose a convenor from their own ranks at separate meetings..

15.2. Following the first compilation of teams for the Bowls Gauteng North league competitions at the beginning of each season, the members that were selected for each division choose a Captain from their ranks and each Captain so chosen serves in an advisory capacity on the Selection Committee though not as a member.

16. TEAMS FOR COMPETITIONS

16.1. Teams for Bowls Gauteng North Men and Ladies league competitions are selected by the Selection Committees.

16.2. Members of the Management Committee are responsible for the compilation of teams for Tab games on all play days and may identify a member or members for this purpose who do not have to be members of the Management Committee.

17. DUTIES OF OFFICE BEARERS AND COMMITTEES

17.1. PRESIDENT

17.1.1. The President

17.1.1.1. Is the general leader of the club. He convenes the Annual General Meeting, Special General Meetings and Management Committee Meetings and chairs such meetings;

17.1.1.2. Is by virtue of the office entitled to attend all meetings of all committes.

17.1.1.3. Annually provides a report regarding 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 identified by a Special General Meeting to fill the position.

17.2. VICE-PRESIDENTS

17.2.1. The Vice-Presidents;

17.2.1.1 Are responsible for all the President's duties in his/her absence;

17.2.1.2. Are by virtue of the office entitled to attend all meetings of all committes;

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

17.3. SECRETARY

17.3.1. The Secretary must -

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

17.3.3. Arrange all meetings requested by the President and ensure that written notice in this respect is provided to members;

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

17.3.5. Deal with all correspondence and notices of a general nature;

17.3.6. Deal with the registration and payment of fees for all national, provincial and district competitions for which entries are received;

17.3.7. Update the official membership list on the database as required by Bowls South Africa.

17.4. TREASURER

17.4.1. The Treasurer must -

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

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

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

17.4.5. Report to the Management Committee and annually submit 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 fees by 31 October, and which must then be handed over to the Management Committee to ensure that such members, subject to any concession granted in terms of clause 13.1.3, may not participate in any game;

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

17.4.8. affix 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 and update that list regularly until all duees have been paid or otherwise dealt with by the persons whose names appear on the list;

17.5. ADDITIONAL MEMBERS

17.5.1. Duties of Additional members are determined by Management at the first Management meeting after the election of management and are assigned to the additional members. These duties include but are not limited to;

17.5.1.1. Maintenance
17.5.1.2. Social matters
17.5.2.3. Liaison with/Oversight over Coaches
17.5.2.4. Liaison with/Oversight over Technical Officials
17.5.2.5. Liaison with/Oversight over Competition Secretaries
17.5.2.6. Development
17.5.2.7. Entries for external competitions
17.5.2.8. Catering

17.5.2. Additional members have the right to co-opt in order to comply with their reponsibilities.

17.6 COMPETITION SECRETARIES

17.6.1. The Competition Secretaries elected as set out in paragraph 14.2 by the voting male and female members respectively shall, in respect of club competitions, jointly be responsible for:

17.6.1.1. The administration of club competitions, and the allocation of rinks and markers.

17.6.1.2. Notifying the convenors of the Greens and Technical Officials Committees of competitions.

17.6.1.3. Keeping records of and controlling the club's trophies.

17.6.2. The Competition Secretaries must submit a written report at Management Committee meetings, or an oral report when requested to do so by the Management Committee.

17.7 COACHING COMMITTEE

17.7.1. At the beginning of each season, the coaches shall, at a meeting of coaches, elect a convenor from among themselves.

17.7.2. The convenor of the Coaching Committee shall appoint coaches who will be responsible for coaching members.

17.7.3. The convenor must submit a written report at Management Committee meetings, or an oral report when requested to do so by the Management Committee.

17.8 GREENKEEPER

17.8.1. The Greenkeeper appointed by the Management Committee shall be responsible for:

17.8.1.1. Ensuring that the greens and grounds are properly maintained by the Municipality;

17.8.1.2. Keep continually informed of the latest developments, improvements and

17.8.1.3. maintenance of the greens, grounds and equipment.

17.8.2. In order to fulfil the above responsibilities or duties, the Greenkeeper must remain in constant communication with the Management Committee.

17.8.3. The Greenkeeper must submit a written report at Management Committee meetings, or an oral report when requested to do so by the Management Committee.

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

17.8.4.1. Properly setting out the rinks for all play, regardless of the day;

17.8.4.2. Raising and lowering the flag, providing water, and storing equipment after play has been completed.

. 17.9 EXECUTIVE COMMITTEE

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

17.10 TECHNICAL OFFICIALS COMMITTEE

17.10.1. At the beginning of each season, the technical officials shall, at a meeting of technical officials, elect a convenor from among themselves.

17.10.2. The convenor of the Technical Officials Committee shall appoint technical officials for all competitions on the club's greens, unless other arrangements apply.

17.10.3. The convenor must submit a written report at Management Committee meetings, or an oral report when requested by the Management Committee.

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 submits their names to Management for approval and ratification.

17.11.3. The Bar Manager, together with the bar staff, is responsible for the proper functioning of the bar.

17.11.4. The Bar Manager must submit a written report at Management Committee meetings, or an oral report when requested by the Management Committee.

18. MANAGEMENT COMMITTEE

18.1 THE MANAGEMENT COMMITTEE

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

18.1.2. Has the authority to institute or participate in legal proceedings on behalf of the club without prior decisions having been taken by the Annual General Meeting or Special General Meeting;

18.1.3. Has the authority, without prior authorisation, to deal with all matters that may relate to the club;

18.1.4. Has the authority, in respect of any conduct by a member as contemplated in clause 11, to take action against such member by imposing specific restrictions on his or her privileges as a member, or to issue such member with a written reprimand;

18.1.5. Has the authority to fill vacancies within the Management Committee or any committee by co-option;

18.1.6. Has the authority to appoint any subcommittee or person, including a person or persons to assist any existing Management Committee members in carrying out their duties, or to perform specific tasks. For this purpose, the committees shall be allocated among 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 its discretion;

18.1.8. May ratify or amend the preferences of any player for the following playing season, as determined by the Selection Committees;

18.1.9. Has the authority to appoint an auditor;

18.1.10. May authorise expenditure at its discretion, subject to such expenditure being reflected in the financial statements.

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

19. MEETINGS

19.1 GENERAL MEETINGS

19.1.1. The Annual General Meeting shall be 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 every member at least **7 (seven) days** before the date on which such meeting is to be held. Making such notices available to members at the club premises, together with displaying them on the notice boards, electronically by email and Internet, and announcing them verbally before the expiry of the said period, shall be deemed sufficient notice.

19.1.3. A Special General Meeting shall be convened—

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

19.1.3.2. upon a written request from not less than **25% (twenty-five percent)** of the members. Such request must state 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 to be added to the agenda must reach the Secretary before **30 June** each year.

19.2 MANAGEMENT COMMITTEE AND COMMITTEE MEETINGS

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

9.3 INDEMNIFICATION OF MANAGEMENT COMMITTEE

19.3.1. The members of the Management Committee shall be indemnified by the club against all costs, losses, expenses and liabilities for which they may become liable as a result of their bona fide actions on behalf of and for the benefit of the club, and the club is obliged to reimburse such costs, losses, expenses and liabilities 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 attendance of **25% (twenty-five percent)** of the voting members. However, if no quorum is present within **15 (fifteen) minutes** after the scheduled time of the meeting, the meeting shall be postponed to the same time and day in the following week. At such postponed meeting, the members present shall be deemed to constitute 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 Committee is **3 (three) members**.

19.5 VOTING

19.5.1. Except for the election of the Management Committee, Selection Committees and Competition Secretaries, which is described in paragraph 14.2, voting at any meeting shall take place as follows:

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

19.5.1.2. The method of voting shall be determined by the chairperson at any meeting.

19.5.1.3. At any members' meeting, Management Committee meeting or any other committee meeting, the chairperson of the relevant meeting shall have 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 shall 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 shall comply with the Club's Code of Conduct, as amended from time to time.

22. PLAYING SEASON

22.1. The playing season shall be determined annually by the Management Committee, and this information shall be communicated to members by means of a notice.

23. PLAYING DAYS

23.1. Unless otherwise determined by the Management Committee, the greens shall be available for play 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 greens.

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

24. SUPPLY OF SPIRITS

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

24.2. No profit from the sale of liquor by the Club shall accrue to any individual.

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

25. HONOURS ROLL

25.1. To qualify for inclusion on the Honours Roll, a member must meet one of the following requirements:

25.1.1. NATIONAL BOWLS TOURNAMENTS

- Section winners or a better achievement.

25.1.2. GAUTENG OPEN ACHIEVEMENTS

- Last eight or better.

25.1.3. BOWLS GAUTENG NORTH COMPETITIONS (BGN)

- Winners and runners-up.

25.1.4. SELECTION FOR A NATIONAL OR PROVINCIAL TEAM

Selection for a national or provincial team qualifies for inclusion.

25.1.5. ADMINISTRATIVE

Administrative service or achievement in the following organisations:

- Bowls South Africa Management.
- Gauteng Open Bowls Management.
- Bowls Gauteng North Management (BGN).
- Any other achievement deemed appropriate by the Management Committee.

The Secretary must submit possible nominations for inclusion to the Management Committee for consideration.

25.2. No addition to or alteration of the Honours Roll may be made without instruction from the Management Committee.

26. COMPLAINTS

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

27. AMENDMENT OF THE CONSTITUTION

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

28. DISSOLUTION

28.1. The Club may 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 that purpose.

At least **14 (fourteen) days' notice** of such meeting must be given, and the notice must state that the dissolution of the Club and the disposal of its assets and liabilities will be considered.

29. INTERPRETATION

29.1. Where any doubt arises concerning the provisions of the Constitution or the House Rules, the interpretation of the Management Committee shall be binding on all members.

29.2. Any reference in this Constitution that implies the masculine gender shall also include the feminine gender, except where it is clear from the context that a specific gender is being referred to.