



# **MEADOWRIDGE BOWLING CLUB**

## **CONSTITUTION**

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## **1. DEFINITIONS**

- a) In this constitution, unless inconsistent with the context, the use of the male gender shall in all cases also include the female gender, with the following exceptions:

### Male connotation only

Men's Club Captain  
Men's Selection Committee  
Men's Match Secretary  
Delegate and Alternate to  
WP Bowls

### Female connotation only

Ladies Club Captain  
Ladies' Selection Committee  
Ladies' Match Secretary  
Delegate and Alternate to the  
W P Bowls

- b) "President", "Chairperson", member" or "person" may be either male or female.

## **2. NAME**

The name of the Club shall be the **MEADOWRIDGE BOWLING CLUB.**

- i) the Club shall exist in its own right, separately from its members;
- ii) continue to exist even when its membership changes and there are different office bearers;
- iii) be able to own property and other assets;
- iv) be able to sue and be sued;
- v) the members and office bearers shall have no rights in the property or other assets of the Club solely by virtue of their being member or office bearers.

## **3. OBJECTS AND POWERS**

Meadowridge Bowling Club has been established for a public purpose and the objects of the Club shall be to promote and encourage the playing of the game of Bowls, without practising discrimination on the grounds of race, religion or political association, to provide facilities therefore and to establish and maintain congenial social amenities for its members. In furtherance of its objects, the Club shall have the following powers:

- a) to hire or lease or otherwise acquire the areas of land occupied by the Club in Meadowridge, and such other land and premises as may be required from time to time for the purposes of the Club;
- b) to do all such things and carry out all such undertakings as may be necessary for, or incidental to such objects and to provide the necessary facilities of a Bowling Club without profit to the individual members thereof;
- c) to borrow or raise moneys in such manner as the Club shall deem fit, as authorised at an Annual General Meeting or Special General Meeting called for that purpose.

#### **4. AFFILIATION**

The Club shall be a member of the Western Province Bowls (WPB), and by virtue of such membership affiliated to Bowls SA.

Subscriptions and levies imposed by these Associations from time to time shall be a charge against the Ordinary Members of the Club, and shall be payable when the Annual Club Subscription falls due.

The Club shall be represented on the Council of the WPB by delegates, who must be members of the Management Committee, and who shall be one male and one female.

#### **5. LAWS OF THE GAME**

The Laws of the Game of Bowls as adopted by Bowls SA shall be applicable to all matches played at the Club.

#### **6. CLUB COLOURS**

The official Colours and Insignia of the Club shall be:

- a) a blazer in dark navy blue with the Club pocket badge, being a shield of dark navy blue and gold with three fleur-de-lis surmounted by a mountain silhouette and the word MEADOWRIDGE
- b) a hat-band in a design of navy blue with gold lettering;
- c) any other attire approved by the Management Committee or the WPB.

#### **7. MEMBERSHIP**

Membership of the Club shall consist of:

##### **i) Ordinary Members**

An Ordinary Member is a person who has been elected as such in accordance with the procedure set out in Clause 13(ii). He shall be entitled to the following basic privileges:

- a) to be notified of all General Meetings;
- b) to attend and to vote at all General Meetings;
- c) to be eligible for election to all Committees and sub-committees;
- d) to participate in all social activities and have the use of Clubhouse facilities;
- e) to play Bowls at the Club during all playing sessions designated by the Management Committee;
- f) to practise on the Club Greens at such times as may be approved by the Management Committee;
- g) to be eligible for selection in all representative Club teams;

- h) to be nominated for District and other Honours if selected by the Selection Committee;
- i) to play in all Club competitions arranged by the Management Committee;
- j) to arrange matches with non-Club members at such times as the Management Committee may approve.

## **ii) Honorary Life Members**

An Honorary Life Member is a person on whom the Annual General Meeting has bestowed this honour, in recognition and appreciation of his/her service to the Club, or the Game of Bowls, or for some exceptional benefit he/she has brought to the Club. No nomination for this honour shall be submitted to any Annual General Meeting unless it has received the prior approval of two-thirds of the Management Committee in office.

An Honorary Life Member shall be entitled to all the privileges of an Ordinary Member, as the case may be, but shall not be liable to pay Club subscriptions and Club levies, Western Province Bowls and Bowls SA subscriptions and levies of such Honorary Life Member, shall be paid by the Club.

## **iii) Social Members**

A Social Member is a person who has been elected as hereinafter set out. A Social Member shall be entitled to participate in all Club Social and Clubhouse activities, and have full use of the Club facilities other than playing facilities.

A Social Member shall not have a vote nor be entitled to have any say in the running of the Club.

The provisions of section 7(iv) shall apply mutatis mutandis to any Social Member wishing to become an Ordinary Member.

## **iv) Founder Members**

A Founder Member is a person who was accepted for Ordinary or Social Membership when Founder Membership was offered at the inception of the Club, and shall be entitled to all the privileges of an Ordinary Member or a Social Member, as the case may be. In addition, a Founder Member who ceased to be a member of the Club may apply in writing to the Management Committee for re-entry to the Club but will have to comply with the procedure as set out in sub-sections (a), (b) and (c) of section 13(ii), and without having to pay an entrance fee, if any, subject only to paying any subscription or applicable difference in subscription. The Management Committee, may approve the application if in its opinion such approval will be in the interests of the Club. In reaching its decision, the Management Committee shall have regard, among any other relevant considerations, to the circumstances surrounding the cessation of the applicant's membership and may canvass the views of such members of the Club as it considers necessary or desirable.

The provisions of this sub-section shall apply mutatis mutandis to any Founder Member accepted as a Social Member wishing to become an Ordinary Member.

#### **v) Associate Members**

Associate Members are those persons who, after having been Ordinary Members for not less than five years, have ceased to be active members but desire to retain their association with the Club, and are elected as Associate Members by the Management Committee.

The Management Committee may for medical or other special reasons elect Associate Members who have not completed five years as full members. An Associate Member shall not have a vote.

#### **vi) Honorary Members**

The representative of the City Council of Cape Town, duly appointed in terms of the lease with the Municipality to the Club Management Committee, shall be an Honorary Member for the duration of his/her appointment, provided he/she holds public office. Such person shall be entitled to attend all Meetings of the Management Committee and to receive as an act of courtesy all notices sent to members.

#### **vii) Temporary Members**

A Temporary Member shall be a person admitted as such by the Management Committee and who is:

- a) a bona fide candidate for membership of the Club and whose name has been posted on the Club-house Notice Board; or
- b) a person normally resident more than 30 kilometres from the Club; or
- c) bona fide engaged in a match or competition approved by the Management Committee of the Club.

Such a member shall be entitled to such privileges as may be resolved by the Management Committee including playing and social facilities, and shall be subject to such financial obligations as the Management Committee may resolve in each particular circumstance.

#### **viii) Country Members**

Country Membership shall be confined to persons who reside permanently outside the area of jurisdiction of the Western Province Bows. A Country Member shall be entitled to enjoy the same amenities and playing privileges as an Ordinary Member upon payment of the fees as set out by the Management Committee except that the Country Member shall not be eligible to vote or be elected to any Office.

### **ix) Honorary Social Members**

An Honorary Social Member is a person on whom the Management Committee bestows this honour, in recognition and appreciation for the granting of sponsorships to the Club, or where, as a result of such membership, may give future sponsorship.

An Honorary Social Member shall be entitled to the privileges of an Ordinary Social Member, but shall not be liable to pay Club Subscriptions or Club levies.

### **x) Dual members**

Dual members are members who are ordinary members of any other club in the Western Province and who have paid the fee of that club in full, including Western Province Bowls and Bowls South Africa affiliation fees.

Dual members shall pay a fee as set out by the Management Committee,

In addition to the fees as set out by the Management Committee dual members who are ordinary members of a club outside of the Western Province must pay the Western Province Bowls fee.

Dual members have full playing rights but may only play in the club singles competition at one club.

Dual members may not have the right to hold office if not ordinary members of the club.

### **xi) Junior Members**

Junior members will be members under the age of 18 and/or registered full time students at an institution of higher learning.

Membership fees will be set at 50% of Ordinary members' fees as decided upon from time to time by the Management Committee. All other fees will be the same as for other members.

Junior members will be entitled to the same privileges of ordinary members except that they will not be eligible for election on committees or sub-committees. Junior membership will have to be converted to Ordinary membership in the year following the member's 18th birthday.

All members, save Temporary Members and Honorary Social Members, shall be entitled to one free copy of the Constitution upon request.

## **8. FINANCIAL YEAR**

The Financial Year of the Club shall be from 1 July of any year to 30 June in the following year.

## **9. TRUSTEES**

There shall be two Trustees in whom all the movable and immovable property of the Club shall vest. The Club Chairperson, during his term of office, and in his/her absence the Club Vice-Chairperson, shall be one Trustee. The other Trustee shall be a member of the Management Committee appointed by the Committee on an annual basis.

The Trustees shall stand possessed of the property of the Club and shall apply and dispose of the same for the benefit of the Club in such a manner as the Management Committee, in conformity with the Constitution, directs.

## **10. MANAGEMENT OF THE AFFAIRS OF THE CLUB**

a) The management of the affairs of the Club shall be vested in a Management Committee comprising:

President

Men's Club Captain

Ladies Club Captain

Honorary Secretary

Honorary Treasurer

Honorary Green-keeper or representative of the Green's Committee

Honorary Men's Match Secretary

Honorary Ladies' Match Secretary

Honorary Bar Manager

Honorary Clubhouse Manager

Honorary Catering Manager

Honorary Fund Raising / Entertainment Manager

Honorary Development/Marketing officer

The Honorary Member appointed in terms of section 7(vi)

Provided that, if no nominations for any of the Management Committee positions are received, the vacancies may be filled at the Annual General Meeting.

b) The President, Men's Club Captain, Ladies Club Captain, Honorary Secretary, and Honorary Treasurer shall form an Executive Committee, with the authority to take such action and make such decisions as they deem necessary in matters of urgency, provided that such action and decisions shall be reported to, and be subject to ratification by, the Management Committee at its next meeting.

c) Should a vacancy occur in the Management Committee, the remaining members of the Management Committee may co-opt any Ordinary or Honorary Life Member to fill the vacancy for the unexpired period until the next Annual General Meeting.

d) Where an office on the Management Committee is reserved for a member of

one sex, only members of that sex may nominate, second and vote for a candidate of that office.

## **11. ELECTION PROCEDURE FOR MANAGEMENT COMMITTEE**

- a) A notice calling for nominations for the various offices shall be placed on the Club-house Notice Board not later than 1 June in each year. Nominations shall be inscribed in the appropriate column and shall be signed by the Proposer, the Secunder and the nominee. Nominations will close on 30 June.
- b) The list of names of all nominees, together with the names of the respective Proposers and Seconders, shall remain on the Club notice board until the Annual General Meeting, and can be set out in the Notice convening the Annual General Meeting if the Management Committee so decides.
- c) A member may be proposed for more than one office and upon his election to an earlier office dealt with in the elections, his further nominations shall automatically fall away, unless the meeting agrees that such further nomination may be retained.
- d) If by the closing date for nominations no candidate has been nominated for any office or offices, or in the case of the Selection Committee fewer than the number required have been nominated, or if as a result of any candidate or candidates withdrawing or for any reason being unable to assume office, leaving no candidate or fewer than the number required for election, the remaining candidate or candidates shall be deemed to have been duly elected and the Chairperson at the Annual General Meeting shall call for further nominations. If then more candidates are nominated than there are vacancies, a ballot shall be held to fill the vacancies. If not, those nominated shall fill the remaining vacancies.
- e) Where any of the offices of the Management Committee are not filled at the Annual General Meeting, the Management Committee may appoint any of its members to hold one of these offices in addition to his elected office.
- f) Subject to the proviso under section 10(d), members shall vote for the offices of President (whose term of office shall be for two consecutive years with an option to extend it by a further two years, notwithstanding this option another candidate/s may challenge the incumbent), Men's Club Captain, Ladies Club Captain, Honorary Secretary, Honorary Treasurer, Honorary Green-keeper, Honorary Men's Match Secretary and Honorary Ladies' Match Secretary in that order, and thereafter for the remaining five members of the Management Committee. In every election voting shall be by a show of hands or by ballot. Members shall each vote for the requisite number to be elected in each ballot. Ballot papers not complying shall be counted as spoilt papers.

## **12. CLUB CHAIRPERSON AND CLUB VICE-CHAIRPERSON**

- (a) The President shall ex officio be Club Chairperson.
- (b) When a male member is President the Ladies' Club Captain shall be the Club

Vice-Chairperson and when a female member is President the Men's Club Captain shall be the Club Vice-Chairperson.

- (c) The Club Chairperson shall co-ordinate all the activities of the Club, and preside as Chairperson at all Management Committee meetings, and General Meetings of members. The Club Chairperson shall present a report on the activities of the Club for the past year to the Annual General Meeting, and shall ensure that an audited financial statement is presented.
- (d) The Club Vice-Chairperson shall assist the Club Chairperson in all functions and in the absence of the Club Chairperson shall assume the duties and powers of the Club Chairperson.
- (e) Save where his voting powers are specifically restricted, the Chairperson at any meeting shall be entitled to a deliberative vote, and in the event of a tie of votes, shall be entitled to exercise a casting vote.

### **13. POWERS, DUTIES & OBLIGATIONS OF THE MANAGEMENT COMMITTEE**

- i) The Management Committee shall have full power and authority to do any act, matter or thing which could or might be done by the Club, excepting such matters as are in this Constitution specially reserved to be dealt with at a General Meeting of Members or otherwise, and in addition to the general powers and authorities hereby conferred on the Management Committee and without in any way limiting such powers and authorities, the Management Committee shall have the following special powers and duties:
  - a) To open and operate banking accounts in the name of the Club.
  - b) To effect Insurance of all kinds in the interest of the Club;
  - c) To make, amend, suspend and repeal by-laws for the regulation of the affairs of the Club. The Management Committee shall frame by-laws prescribing the duties and powers of all its members. All by-laws shall be circulated to all members, other than Temporary Members and Honorary Social Members, and must be placed before members at a subsequent General Meeting for approval;
  - d) To invest the funds of the Club in the best interests of the Club;
  - e) To buy and sell all kinds of provisions, liquid and solid, required by persons patronising the Club and to ensure that no profit from the sale of liquor shall accrue to any individual;
  - f) To appoint, suspend or discharge any employee as may be deemed necessary, and to determine such employee's remuneration and conditions of employment;

- g) To institute, conduct, defend, compound or abandon any legal proceedings by and against the Club or its officers or otherwise concerning the affairs of the Club, with the consent of the Trustees;
- h) To elect Associate and Temporary Members in terms of Clauses 7(v) and 7(vii) hereof;
- i) To determine and vary the subscriptions or fees payable by Associate Members, Country Members, and by various categories of Temporary Members, which must be placed before members at a subsequent General Meeting for approval;
- j) In the absence of any one or more of the members of the Management Committee, to appoint an Ordinary Member to act temporarily in such vacant post or posts. The person so appointed shall have the same powers and duties as the person in whose place he has been appointed;
- k) To grant consent to non-members to use the Club upon such terms and conditions as the Management Committee may within its powers think fit, or to refuse consent at its discretion and generally to determine, and from time to time to vary, the fees, if any, payable in respect of guests introduced by members;
- l) To decide when members entitled to play on the greens shall be allowed to practice and to notify members in such manner as it considers reasonable;
- m) To arrange and hold competitions and tournaments and to make any special arrangements therefore and to set aside any part of the Club grounds for any special purpose whatever;
- n) To regulate the wearing of the Club's colours and insignia, and of apparel by persons playing on the greens;
- o) To fill such vacancies among its members as may arise during its term of office;
- p) To have power to accept and receive transfer in the name of the Trustees of immovable property which may be acquired by or donated to the Club, and to delegate to a member of the Management Committee full power and authority to sign all necessary documents for such purpose.

The Management Committee shall further have the power and authority to sell, alienate or otherwise dispose of the immovable property of the Club on condition that two-thirds of the members voting at a General Meeting specially called for such purpose, sanction such action;

- q) To appoint delegates and alternates to the Western Province Bowls in terms of section 4, who must be members of the Management Committee;

- r) To pay the entrance fee for all selected representative teams entered by the Club for Western Province and/or National tournaments;
  - s) To incur all expenditure necessary for the efficient running of the Club. The Management Committee shall further have the power to incur all expenditure necessary for the adequate maintenance of the Club's premises, greens, equipment and replacements and additions thereof when necessary. Structural alterations and additions to immovable property in excess of R25, 000.00 (Twenty Five Thousand Rand) in respect of any one project shall require the sanction of a General Meeting of members. Inflation from the date of this revised constitution will be taken into account when the excess is under consideration.
  - t) To ensure that the income and property of the organisation are not distributable to its members or office bearers except as a reasonable compensation for services rendered.
- ii) In the election of Ordinary and Social Members, the Management Committee shall be bound by the following procedure:
- a) A candidate for election as a Member of the Club shall be proposed and seconded by members in good standing.
  - b) The application form for this purpose shall be in line with the approved WPB standard application form.
  - c) The completed Application Form shall be displayed on the Club Notice Board for a minimum of fourteen days. No members may be elected sooner than twenty one (21) days after nomination.
  - d) The objection of Club Members to any nomination may be made in confidence, in writing, to any member of the Management Committee who shall convey the fact of the objection and details thereof to the meeting at which the application is considered, giving the name of the objector in confidence only to the Club Chairperson.
- The Management Committee shall vote by ballot on the application, and three adverse votes shall exclude membership.
- e) A Member who proposes or seconds a prospective new member must have been a member in good standing for at least two years.
- iii) A Member of the Management Committee may, upon ten days written notice to the Honorary Secretary, move to review and rescind any decision of the Committee, taken during its term of office. Immediately upon receipt thereof, the Honorary Secretary shall inform all other Committee members and shall place the motion upon the Agenda for the next meeting of the Management Committee where it shall be dealt with and may be carried only if a majority of two thirds of the members present at the meeting is obtained.

- iv) The Management Committee shall fix times of play and shall appoint a duty officer for each playing session who shall allocate Rinks for play after receiving the report of the Green-keeper.
- v) The arrangement for Social Play shall be conducted by a member or members of the Selection Committee or Management Committee and as far as practicable shall give preference to the "DRAW" over Club competitions save where the responsible member of the Management Committee has allocated specific rinks for competitive play.

The duty officer responsible for the arrangement of play shall set out the "TABS" of the players according to their graded positions, subject to availability, and the "DRAW" shall be balanced for all positions other than the Skip for the teams shall be determined by "LOT".

The rinks to be played on shall follow the sequence of the draw for the teams.

- vi) The Management Committee shall regulate play by casual visitors.
- vii) All visitors to the Club shall be signed in by a Club member in the Visitors Book on arrival.
- viii) The Management Committee may appoint such sub-committees, as it may deem necessary for the better administration of its functions in the interests of the Club and of the Members. All sub-committees shall be answerable to and shall regularly report to the Management Committee on the progress of its activities.

The Club Chairperson shall *ex-officio* be a member of all sub-committees.

- ix) The Management Committee shall be answerable for all its actions to the Members at a General Meeting.
- x) In the case of doubt as to the meaning of any clause hereof or any by-law framed in terms of Clause 13(i)(c), the interpretation of the Management Committee shall be binding upon all concerned until the next Annual General Meeting where it may be confirmed, revised or overruled by the Members present.
- xi) No members or office bearers shall be held personally liable for any loss suffered by any person as a result of an act or omission which occurs in good faith while the member or office bearer is performing functions for and on behalf of the Club.

#### **14. DISCIPLINE**

Any Executive Member has the authority to forthwith suspend a member pending a disciplinary hearing if in the opinion of the Executive member, the alleged offence is of such a serious nature that the members continued presence on the Club's premises would be prejudicial to good order.

A Disciplinary Committee shall be appointed by the Executive Committee.

Should any member, in the opinion of the Executive Committee, be guilty of improper, dishonest, unsportsmanlike or unacceptable conduct, or fail to make any payments of monies due to the Club, or be guilty of conduct unbecoming or prejudicial to the interest of the Club, whether within the Club's precincts or outside them, or refuse to comply with any decision of the Executive Committee, then the Executive Committee shall refer the issue to the Disciplinary Committee. The Disciplinary Committee shall have the following powers:

- a) Exonerate the member.
- b) Reprimand such member.
- c) To deprive such member of any or all rights and privileges of membership during such time or period as the Disciplinary Committee in its absolute discretion may deem fit and advisable.
- d) To call upon such member, in writing through the Secretary, to resign, and if such member fails to resign within seven (7) days, to expel such member.
- e) To call upon such member to appear before the Disciplinary Committee and there to explain his or her conduct, and should such member fail to appear when called upon, to expel or deal with such member in such a way as the Disciplinary Committee in its discretion may deem fit. Provided, however, that the Disciplinary Committee shall not exercise the powers as in (a), (b), (c) and (d) above unless and until the Disciplinary Committee shall have given him or her the opportunity to appear before it, at such time and place as in its discretion it may deem fit, to explain his or her conduct. At any such hearing the Disciplinary Committee shall fix the procedure to be adopted, and the Disciplinary Committee shall have the power to summon any member or any other person to appear before it to give evidence for or against such member, and such member shall have the power to cross-examine any witness and shall have the same power to tender the evidence of any other member or person he or she may deem fit.
- f) Any member who has been deprived of their rights in (c) above or compelled to resign or has been expelled as in (d) above shall have the right to appeal to an Executive Committee Meeting specially called for that purpose. If any aggrieved member should decide to exercise the right of appeal, he or she shall in writing notify the Secretary within fourteen (14) days of the date on which the member was advised of the decision, and the Secretary shall thereupon summon an Executive Committee Meeting. A majority decision of the members present at such a Committee Meeting shall be binding on the Club and the aggrieved member and be final precluding any recourse to proceedings at law.
- g) The club through its committee shall be obliged to take appropriate disciplinary action against any of its individual members who contravene any applicable code of conduct, rule, by-law or resolution by the club committee, District or Bowls SA or who commits any act deemed to be harmful to the sport of bowls or any other

member or person at any club, bowls facility or bowls event or any other act which brings the sport into disrepute.

- h) No member whose membership has been terminated or who owes money to the Club shall be introduced by any other member as a visitor or guest to any part of the Club premises.

## **15. SELECTION COMMITTEES**

The Selection Committees shall be responsible for selecting players to represent the Club in National, District Championships and Competitions, and for nominating suitable candidates for District and National Selection; for the grading and handicapping of members and assist in conducting such tests and evaluations of members considered necessary to achieve the foregoing objectives in a fair and equitable manner, in the best interests of the Club.

- a.) A Men's Selection Committee, comprising five male members, and a Ladies' Selection Committee, comprising five female members shall be elected at the Annual General Meeting. Such members may also be members of the Management Committee;
- b) A notice calling for nominations shall be placed on the Club-house Notice Board not later than six weeks prior to the meeting date determined as per clause a) in each year. Nominations shall be inscribed in the appropriate column and shall be signed by the Proposer, the Secunder and the Nominee. Nominations will close three weeks prior to the meeting dates as determined in clause a) in each year.
- c) The list of names of all nominees, together with the names of the respective Proposers and Seconders, shall remain on the Club notice board until the Annual General Meeting, and shall be set out in the Notice convening the Annual General Meeting.
- d) The same procedure shall be followed as in the case of nominations for the Management Committee, except that the Men's Selection Committee shall be nominated and elected by the male members only, and the Ladies' Selection Committee shall be nominated and elected by the female members only;
- e) If by the closing date for nominations, fewer than five candidates for each of the Selection Committees have been nominated, or by virtue of any of the candidates withdrawing or for any reason being unable to assume office, leaving fewer than five candidates for election to either of the Selection Committees, the candidates remaining shall be deemed duly elected and the Chairperson at the Annual General Meeting shall call for further nominations;
- f) If more candidates are nominated than there are vacancies, a ballot shall be held to fill the remaining vacancies. If not, those nominated shall fill the remaining vacancies;

- g) Where any of the positions of the respective Selection Committees are not filled at the Annual General Meeting, the Management Committee may appoint any of its members to hold one of these positions in addition to his/her elected office;
- h) The Selectors of the respective committees shall appoint their own Chairperson who shall also be the Convener.
- i) Selection committees shall meet not less than once per month, during the playing season, but as frequently as their duties require. Three members of a Selection Committee shall form a quorum.
- j) If any member of a Selection Committee fails to attend three consecutive meetings of the Committee without leave of absence, his/her seat shall be forfeited and the Management Committee shall replace the vacancy in the same way as it may fill a vacancy in terms of (k) or (g) above and below, at its discretion;
- k) Should a vacancy occur in a Selection Committee, the Management Committee may fill the vacancy, not necessarily from among its own members, preference being given to nominees who were not elected at the previous Men's/Ladies Annual General Meeting;
- l) The President, or in the President's absence, the appropriate Club Captain, shall be entitled to attend meetings of any Selection Committee, *ex officio*, but shall not be entitled to participate in the proceedings and shall have no vote;
- m) The Honorary Match Secretaries shall be entitled to attend all Meetings of their respective Selection Committees; but unless elected a member thereof, shall not be entitled to participate in the proceedings and shall have no vote;
- n) Members of a Selection Committee, who are to be considered for selection in a National Representative side, shall recuse themselves from the deliberation and shall take no part therein.
- o) Their places shall be filled by the Management Committee by a Member whose name has not been submitted for selection;
- p) After the National team has been selected the members recusing themselves may resume their seats on the Selection Committee;
- q) A record of attendance at all meetings shall be maintained and, upon request, be made available at the Annual General Meeting.

## **16. COMPLAINTS:**

- a). Any member having a complaint to make shall submit same in writing through the Secretary to the Executive Committee. It is expressly laid down that any member who may have a complaint to make against any decision or action of any Committee or Sub-Committee of the Club shall have the right to appeal in writing to the Executive Committee. The Executive Committee shall have the right to confirm or alter any disputed decision and take such action as it may consider

necessary. The Executive Committee may call upon the disputant/s concerned to give evidence before it.

- b).The decision of the Executive Committee shall be accepted by the parties concerned as final and precluding any recourse to proceedings at law.

## **17. GENERAL ADMINISTRATION**

- a) The Management Committee shall meet at regular monthly intervals and at such other times as the Club Chairperson may direct. The Club Chairperson shall be obliged to convene a special Management Committee Meeting on written requisition by three members of that Committee.
- b) A quorum of the Management Committee shall be seven members present. A quorum of any sub-committee shall be a majority of its members.
- c) The seat of a member of the Management Committee or of any sub-committee shall be forfeited if the member is absent from three consecutive meetings without leave.
- d) Records of attendance and proper minutes of all meetings of the Management Committee, and of any sub-committee, shall be maintained and made available, upon request, at any Annual General Meeting.
- e) Voting at all meetings of the Management Committee shall be by show of hands unless any person present and entitled to vote demands a ballot or it is provided otherwise in any particular case.
- f) The Chairperson of any meeting shall, in addition to his deliberative vote, have a casting vote in the event of an equality of votes (unless specifically excluded by this Constitution).
- g) Only Club Members, including bona fide reciprocity members, shall be permitted to pay for facilities, liquor or refreshments supplied on the premises of the Club. No profit from the sale of liquor by the Club shall accrue to any individual.
- h) For the benefit of members, and to encourage their co-operation, a box shall be available to them to record their suggestions. All suggestions shall be placed before the Management Committee for attention at the first meeting after receipt of same.
- i) The Books of Account, a Register of Members, and other documents of the Club, shall be kept in safe custody at the Club or such other place as the Management Committee deems fit, and shall be open for inspection by Management Committee Members at all reasonable times. Books of Account and supporting documents shall be retained for at least five years. Minutes and Minute Books shall be retained indefinitely.

## **18. SUBSCRIPTIONS**

- a) Subscriptions for Ordinary Members, Married Couples and Social Members shall be determined by the Annual General Meeting and in no case shall they be less than the minimum subscription laid down for the Club Members by the Liquor Act 27/1989 as amended from time to time.
- b) The due date for all subscriptions and levies shall be 30 September in each year. At least one half shall be paid on due date and the balance not later than 30 November in the same year.
- c) Annual subscriptions of newly elected members shall be payable on election in full if elected prior to 31 December in any financial year. From January to June subscriptions will be pro-rated in keeping with the Western Province Bowls fees.
- d) Any Member failing to meet the financial obligations provided for in this Constitution to the Club within three months of due date shall immediately be suspended from membership until that member complies with all obligations, during which period the member shall be denied all the privileges of membership. The Honorary Treasurer shall notify the defaulting member in writing of the suspension and warn the member of expulsion from the Club if the obligations in question are not complied with within 14 (fourteen) days of the date of the letter.
- e) Any Member who has been suspended or expelled in terms of Clause 14, shall remain indebted to the Club in respect of any obligations applicable to the member, and any member who resigns from the Club whilst indebted to the Club shall be liable to the Club for the amount owing until payment is effected or unless the Management Committee rules otherwise.
- f) The Executive Committee shall be empowered to waive or suspend for any period it may resolve, payment of any subscription due by any member in any category of membership, upon personal and confidential advice of hardship to any member of the Executive Committee.
- g) A Member intending to resign must inform the Honorary Secretary in writing not later than 14 (fourteen) days after the Annual General Meeting, failing which, the member shall be liable for the ensuing year's subscription.
- h) The Honorary Green-keeper and Honorary Assistant Green-keeper shall not be liable for annual subscriptions.

## **19. ANNUAL GENERAL MEETING**

- a) The Annual General Meeting of the Club shall be held each year during the month of August, and prior to the Annual General Meeting of the Western Province Bowls, at such place and time determined by the Management Committee.
- b) Notice of such meeting shall be posted or handed to all members not less

than fourteen (14) days prior to the date of the meeting, and shall include a detailed agenda and all motions to be considered at the meeting. A copy of the audited balance sheet and financial statement for the preceding financial year shall be available for inspection at the Club House prior to the date of the meeting, and copies shall be distributed at the Annual General Meeting.

- c) The business to be transacted at the Annual General Meeting shall be:
  - (i) To read the Notice convening the Meeting;
  - (ii) To confirm the Minutes of the previous Annual General Meeting and any other intervening General Meetings;
  - (iii) To receive and consider the report of the Chairperson;
  - (iv) To receive and consider the audited financial statement;
  - (v) To elect the Management Committee as provided under section 11;
  - (vi) To elect two Selection Committees of five Members as provided under section 15(a);
  - (vii) To elect Honorary Life Members (if any);
  - (viii) To elect the Honorary Auditor;
  - (ix) To consider and decide upon motions, of which notice has been given;
  - (x) To determine Subscription, Entrance Fees and Levies of and upon Members;
  - (xi) To consider any other competent business.

## **20. SPECIAL GENERAL MEETING**

- a) A Special General Meeting of the Club may be convened at any time by the Management Committee for any purpose.
- b) Provided that the provisions of clause 21 have been complied with, a Special General Meeting of the Club shall be called within fourteen (14) days after receipt by the Secretary of a requisition to do so, signed by not less than fifteen members of the Club entitled to vote at such a meeting.
- c) Notice of a Special General Meeting shall be posted or handed to all members not less than fourteen (14) days prior to the date of the meeting, and include a detailed agenda and the business to be considered at the meeting.
- d) Only such business as is set out in the agenda shall be dealt with at the meeting.

## **21. GENERAL MEETING PROCEDURE**

- a) At all General Meetings of members, the Club Chairperson shall preside and failing him the Club Vice-Chairperson. In the absence of both, the members present shall appoint a Chairperson for that meeting.
- b) At all General Meetings, members present and entitled to vote equal in number to not fewer than 25 percent of the Ordinary Members, shall form a quorum.
- c) If a quorum is not present within twenty (20) minutes of the time fixed for the

meeting, the meeting shall stand adjourned to such place, date and time as the members present and entitled to vote may determine, and at such adjourned meeting the members present and entitled to vote shall constitute a quorum.

- d) Voting at all General Meetings, save where otherwise provided in this Constitution, shall be by show of hands, unless a request for a ballot is made by any person present who is entitled to vote. Save where otherwise provided, all members eligible to vote at any meeting shall be entitled to exercise one vote.
- e) The Chairman shall, in addition to his deliberative vote, have a casting vote in the event of an equality of votes.
- f) A member with voting rights who is unable to attend a General Meeting of members shall be entitled to vote by Proxy, provided that the member advises the Secretary in writing the reasons for his/her inability to attend and requests the Executive Committee to provide the prescribed Proxy Form relative to that Meeting and provided that the completed Proxy Form is returned to reach the Secretary at least three days prior to the Meeting. The issuing of Proxy Forms shall be entirely at the Executive Committee's discretion.

## **22. AMENDMENTS**

- a) This Constitution may be amended only by a majority of two-thirds of those present and eligible to vote at a General Meeting, of which due notice has been given.
- b) Proposed amendments to the Constitution for consideration at the Annual General Meeting shall be submitted in writing to the Honorary Secretary not later than 15 July each year.
- c) Any amendment to the Constitution requiring the approval of the Western Province Bowling Association and/or the Liquor Board, shall be in force and effect only upon such approval being granted.

## **23. DISSOLUTION**

- a) The Club may close down if at least two thirds of the member's present and voting at a meeting convened for the purpose of considering such a matter, are in favour of closing down.
- b) Should the Club be dissolved, its assets shall not devolve upon its members, but shall be transferred to any organisation having objects wholly or in part similar to the objects of the Club.

## **24. RECORD OF AMENDMENTS**

### **a) Annual General Meeting held on 17<sup>th</sup> August 1997.**

#### **i) Management of the Affairs of the Club.**

Clause 10; Paragraph a) stipulated: -

‘Two (2) nominated male Ordinary or Honorary Life Members’ and  
‘Two (2) nominated female Ordinary or Honorary Life Members’.

The amendment catered for specific portfolios as detailed.

### **b) Annual General Meeting held on 16<sup>th</sup> August 1998.**

#### **i) Membership.**

Clause 7 Paragraph ix) Honorary Social Member was added.

The last paragraph in this clause was amended ‘and Honorary Social Member’ was added after ‘...save Temporary Members...’ with reference to copies of the Constitution.

#### **ii) Powers, Duties and Obligations of the Management Committee.**

Clause 13 Paragraph i) sub paragraph a)

This paragraph previously concluded with the words ‘.... countersigned by a member of the Management Committee;’. The amended was to formalise a ‘de-facto’ practice with regard to Bar stock purchases and the balance of the paragraph was added.

#### **iii) General Administration.**

Clause 15 Paragraph h) - In the 1<sup>st</sup> line the word ‘box’ was previously ‘book’

#### **iv) Constitution of Meadowridge Bowling Club.**

a) The Constitution was retyped to remove all reference to WPWBA (Western Province Women’s Bowling Association), SAWBA (South African Woman’s Bowling Association), and SABA (South African Bowling Association) in line with the formation of a combined WPB (Western Province Bowls), and the new controlling body for bowls in South Africa known as ‘Bowls South Africa’ (BSA).

b) General spelling, grammatical and gender references were corrected.

#### **v) Record of Amendment.**

Clause 22 was added in order to maintain a record of all amendments to the Constitution.

### **c) After committee meeting held on 5<sup>th</sup> July 1999.**

#### **i) Election Procedure for Management Committee Meetings.**

Clause 11 Paragraph a) - During the update of the Constitution, after the above AGM, certain copies were issued under the same date, ‘Document Last Updated: 17<sup>th</sup> August 1997’ with the last sentence of the paragraph omitted.

The following was in the original Constitution and should have been included - ‘Nominations will close on 30 June.’

#### **ii) Front Contents Page.**

The date on the previous version was also incorrect and should have read ‘1998’ and not ‘1997’

Revision ‘C’ added in order to ensure correct control of document in future.

**d) Annual General Meeting held on 13<sup>th</sup> August 2000.**

**i) All Pages** - Page numbers added for ease of reference.

**ii) Membership.**

Clause 7 Paragraph ix) Honorary Social Member -

The last sentence in this clause which read 'Honorary Social Membership shall be granted on an annual basis only.' was deleted. It was felt that this membership category should not be on an annual basis and it also created administration problems with the annual re-issuing of membership cards. 'The Management Committee will always reserved the right to cancel a membership as they see fit....' was added to ensure it could be withdrawn if necessary.

**iii) Powers, Duties and Obligations of the Management Committee.**

a) Clause 13 Paragraph ii) sub paragraph g) – deleted.

' All Ordinary Members will be required to sign an Indemnity Form in favour of the Council of the City of Cape Town, for R500.00 (Five Hundred Rand). For this purpose a husband and wife will be deemed to be one member.'

This paragraph was deleted in its entirety, as it was no longer required as the Club has sufficient funds to repay the debt.

**e) Annual General Meeting held on 4<sup>th</sup> August 2002.**

**Removal of all references to position of Vice-President.**

**1. DEFINITIONS**

a) Delete Men's Vice-President

Delete Ladies' Vice-President

**10. MANAGEMENT OF THE AFFAIRS OF THE CLUB.**

a) Delete Men's Vice-President

Delete Ladies' Vice-President

b) Delete Men's Vice-President

Delete Ladies' Vice-President

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**11. ELECTION PROCEDURE FOR MANAGEMENT COMMITTEE**

f) Delete Men's Vice-President

Delete Ladies' Vice-President

**12. APPOINTMENT OF CLUB CHAIRMAN AND CLUB VICE-CHAIRMAN**

a) ( ii) Delete the reference to Vice-Presidents

Now to read 'and the other as Club Vice-Chairman.'

**14. SELECTION COMMITTEES**

c) Delete ' or in his absence the Men's Vice-President'

Likewise, delete 'or in her absence the Ladies Vice-President'

**15. GENERAL ADMINISTRATION**

b) Amend the number required for a quorum from 'seven' to 'six'.

**f) Annual General Meeting held on 3<sup>rd</sup> August 2003.**

**Reinstatement of the positions of Vice-President, change definition of**

## **Disciplinary Committee and allowance of Proxy Votes**

### 2. DEFINITIONS

a) Insert Men's Vice-President

Insert Ladies' Vice-President

### 10. MANAGEMENT OF THE AFFAIRS OF THE CLUB.

a) Insert Men's Vice-President

Insert Ladies' Vice-President

b) Insert Men's Vice-President

Insert Ladies' Vice-President

### 11. ELECTION PROCEDURE FOR MANAGEMENT COMMITTEE

f) Insert Men's Vice-President

Insert Ladies' Vice-President

### 12. APPOINTMENT OF CLUB CHAIRMAN AND CLUB VICE-CHAIRMAN

a) ( ii) Insert the reference to Vice-Presidents

Now to read 'and the other as Club Vice-Chairman.

### 13. POWERS, DUTIES & OBLIGATIONS OF THE MANAGEMENT COMMITTEE

a) Replace the words Management with the words Disciplinary

b) Add the words "The Disciplinary committee shall comprise the following members:- Men's President, Ladies President, Men's Vice-president, Ladies Vice-president, the Honorary Secretary and the Honorary Treasurer.

### 16. SELECTION COMMITTEES

c) Insert 'or in his absence the Men's Vice-President'

Likewise, insert 'or in her absence the Ladies Vice-President'

### 17. GENERAL ADMINISTRATION

c) Amend the number required for a quorum from 'six' to 'seven'.

### 19. GENERAL MEETING PROCEDURE

f) Proxy votes will be accepted.

### 13. POWERS, DUTIES & OBLIGATIONS OF THE MNAAGEMENT COMMITTEE

s) Replace the figures and words of R10000 ( Ten Thousand Rand) with the figures and words R25000 (Twenty Five Thousand Rand)

### **g) Annual General Meeting held on 9<sup>th</sup> August 2009.**

Amendments to sections dealing with Social Membership, Founder Membership and Honorary Social Membership

#### **Section 7(iii) Social Membership.**

New wording of section inserted

#### **Section 7(iv) Founder Membership.**

New wording of section inserted.

#### **Section 7(ix) Honorary Social Membership.**

Last sentence removed.

### **h) Annual General Meeting 1<sup>st</sup> August various new sections added to allow us to qualify as a Sect 21 Company.**

Sect 2

i), ii), iii), iv), & v)

Sect 13

xii)

Sect 21

i) & ii)

## **i) Annual General Meeting 14<sup>th</sup> August 2011 amendments made to replace certain wordings in the Constitution.**

### **Definitions Section 1**

Section 1(a)

Change the words Men's Vice-President to Men's Captain and Ladies Vice-president to Ladies Captain.

### **Management of the affairs of the Club Section 10**

Section 10 (a)

Change the words Men's Vice-President to Men's Captain and Ladies Vice-president to Ladies Captain

Section 10 (b)

Change the words Men's Vice-President to Men's Captain and Ladies Vice-president to Ladies Captain

### **Election Procedure for Management Committee Section 11**

Section 11 (f)

Change the words Men's Vice-President to Men's Captain and Ladies Vice-president to Ladies Captain

### **Club Chairperson And Club Vice-chairperson Section 12**

Section 12 (b)

Change the words Men's Vice-President to Men's Captain and Ladies Vice-president to Ladies Captain

### **Powers, Duties and Obligations of the Management Committee**

Section 13 (xi)

Change the words Men's Vice-President to Men's Captain and Ladies Vice-president to Ladies Captain

### **Selection Committees**

Section 14 ©

Change the words Men's Vice-President to Men's Captain and Ladies Vice-president to Ladies Captain

### **General Meeting Procedure Section 19**

Change the words Chairman to Chairperson

### **Affiliation Section 4**

Remove the word Association and change WPBA to WPB

### **Club Colours Section 6**

Section 6 (c )

Replace WPBA with WPB

### **Powers, Duties and Obligations of the Management Committee Section 13**

Section 13 (ii) (b)

Change WPBA to WPB

### **Annual General Meeting Section 17**

Section17 (a)

Remove the word Association

### **Subscriptions Section 16**

Change the date from 31<sup>st</sup> December to 30<sup>th</sup> November

### **Annual General Meeting held on 5<sup>th</sup> August 2012**

### **Sect 3 Objects & Powers**

add the words “ Meadowridge Bowling Club has been established for a public purpose” and the objects.....

**Sect 13. Powers, Duties & Obligations of the Management Committee**

i) add new paragraph (t)

**Sect14.Selection Committees**

Replace the entire section

**Section 15. Skills Development Committee**

Add the entire new section and re-number all the remaining sections.

**j) Annual General Meeting 16th August 2015 - additions to the Constitution and changes to paragraph numbering**

**18. ANNUAL GENERAL MEETING**

Add

(ix) To appoint, if required, an Accounting Officer to meet the requirements of the Non-Profit

Organisation Act, 197 (Act 71 of 1997)

(x) To appoint, if required, an Auditor registered with the Independent Regulatory Board of

Auditors to meet the requirements of the National Lottery Distribution Trust Fund.

Amend the sub-paragraph numbering as follows:

Delete (ix) replace with (xi) – To consider and decide upon motions, of which notice has been given.

Delete (x) replace with (xii) – To determine Subscription, Entrance Fees and Levies of and upon Members

Delete (xi) replace with (xiii) – To consider any other competent business.

**k) Special General Meeting 16 February 2024 – Changes, deletions and additions to the Constitution.**

This was the most extensive review of the constitution since the founding of the club. As a result, changes in numbering and grammar have not been included here as these are numerous.

**Changes to the Constitution**

**11.f)** Subject to the proviso under section 10(d), members shall vote for the offices of President (whose term of office shall be for two consecutive years with an option to extend it by a further two years, notwithstanding this option another candidate/s may challenge the incumbent)

**13. iii) v)** .... the "DRAW" shall be balanced for all positions other than the Skip for the teams shall be determined by "LOT".

**15. a)** A Men's Selection Committee, comprising five male members, and a Ladies' Selection Committee, comprising five female members shall be elected at the Annual General Meeting.

**18 c)** Annual subscriptions of newly elected members shall be payable on election in full if elected prior to 31 December in any financial year. From January to June subscriptions will be pro-rated in keeping with the Western Province Bowls fees.

**21. f)** A member with voting rights who is unable to attend a General Meeting of members shall be entitled to vote by Proxy, provided that the member advises the Secretary in writing the reasons for his/her inability to attend and requests the Executive Committee to provide the prescribed Proxy Form relative to that Meeting and provided that the completed Proxy Form is returned to reach the Secretary at least three days prior to the Meeting. The issuing of Proxy Forms shall be entirely at the Executive Committee's discretion.

### **Deletions from the Constitution**

**13 i) a).** ....and to overdraw such banking account for the purposes of the Club. All cheques shall be signed by the Club Chairperson and Honorary Treasurer; alternatively they may be signed either by the Club Chairperson or the Honorary Treasurer and countersigned by a member of the Management Committee. Where a bank account is opened and operated for the main purpose of making payments for bar stock purchases, cheques issued against this account must be signed by a member of the Bar Sub-Committee. However, the Honorary Treasurer must reconcile the bank statement each month, and ensure that this account only contains sufficient funds as may be required to meet expected stock purchases. Excess funds are to be transferred into the Club's main banking account.

**13 vii).** No member may propose or second more than two new members annually.

**13 xi)** If any Member of the Club is alleged to be guilty of offensive or improper behaviour, the Club Chairperson shall convene a meeting of the Disciplinary Committee which the member concerned, having been given notice of the complaint against him and details thereof, shall be invited to attend. At this meeting the member concerned may question the person complaining of his behaviour and may call witnesses in his defence and may make such material statements to the Committee as he desires. If the member having received notice of the Meeting fails to attend, the Committee may proceed to consider the complaint in his absence. The Disciplinary Committee shall comprise the President, the Club Captain, the Ladies Club Captain, the Honorary Secretary and the Honorary Treasurer.

After considering the matter, the Disciplinary Committee may dismiss the complaint, issue a warning to the member concerned, suspend his membership for a stated period, or expel the member from the Club.

A decision to suspend shall be taken only on a two-thirds majority vote and to expel only upon the unanimous vote. A right of appeal shall reside in a Special General Meeting, which shall be convened by the Management Committee upon a written request from the Member concerned.

Notice of appeal shall be given to the Secretary within fourteen (14) days of the date on which the member was advised of the decision. The grounds of appeal shall be fully set out in the Notice of Appeal.

A new, dedicated clause dealing with discipline was added.

### **15: SKILLS DEVELOPMENT COMMITTEE**

a). The Skills Development Committee shall be responsible for the development of playing skills of all members, through:

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- Evaluating/adopting/adapting appropriate exercise programmes to suit requirements of the Club.
- Arranging/supervising exercise sessions, and motivating members of both genders to participate.
- Motivating members to continually practise specific exercises.
- Providing coaching assistance where appropriate and/or needed.
- Motivating members to complete markers, umpires and coaching courses.
- Maintaining statistical records of exercise results, to supplement selection methods.
- Generally promoting a culture of competitiveness amongst members.

b). The Skills Development Committee shall comprise all Club Coaches on a permanent basis, the Convenors of the Mens' and Ladies' Selection Committees as appointed annually by the respective Selection Committees, and the Mens' and Ladies Club Captains as elected annually at the Annual General Meeting.

c). The members of the Skills Development Committee so constituted will appoint from amongst themselves a Chairperson, who will be known as the Skills Development Officer. The appointment of the Skills Development Officer shall be made within seven days of the appointment of the Mens' and Ladies' Selection convenor, whichever is the later.

d). The Skills Development Officer will serve on the Club Management Committee and may be co-opted and attend all Management meetings as required by the Constitution.

e). The Skills Development Committee will meet not less than once per month, during the playing season and more frequently if circumstances require. Three members of the Committee shall constitute a quorum.

f). The President shall be entitled to attend meetings of the Skills Development Committee, *ex officio*, and shall be entitled to participate in the proceedings but shall have no vote;

g). The Skills Development Officer shall be entitled to attend the meetings of the Selection Committees of both genders, and shall be entitled to participate in the proceedings but shall have no vote, if not a member of the Selection Committee.

h). A record of attendance at all meetings shall be maintained and, upon request, be made available at the Annual and Special General Meetings.

**17. h)** Any complaints which members may wish to make shall be made in writing to the Honorary Secretary. A new, dedicated clause dealing with complaints was added.

### **23. First paragraph:**

Should the Club be dissolved, its assets shall not devolve upon its members, but shall be transferred to any organisation having objects wholly or in part similar to the

objects of this Club.

### **Additions to the Constitution**

#### **7. x) Dual members**

Dual members are members who are ordinary members of any other club in the Western Province and who have paid the fee of that club in full, including Western Province Bowls and Bowls South Africa affiliation fees.

Dual members shall pay a fee as set out by the Management Committee,

In addition to the fees as set out by the Management Committee dual members who are ordinary members of a club outside of the Western Province must pay the Western Province Bowls fee.

Dual members have full playing rights but may only play in the club singles competition at one club.

Dual members may not have the right to hold office if not ordinary members of the club.

#### **7. xi) Junior Members**

Junior members will be members under the age of 18 and/or registered full time students at an institution of higher learning.

Membership fees will be set at 50% of Ordinary members' fees as decided upon from time to time by the Management Committee. All other fees will be the same as for other members.

Junior members will be entitled to the same privileges of ordinary members except that they will not be eligible for election on committees or sub-committees. Junior membership will have to be converted to Ordinary membership in the year following the member's 18th birthday.

**10 a).** Honorary Development/Marketing officer.

**13 i) f).** Inflation from the date of this revised constitution will be taken into account when the excess is under consideration.

### **14. DISCIPLINE**

Any Executive Member has the authority to forthwith suspend a member pending a disciplinary hearing if in the opinion of the Executive member, the alleged offence is of such a serious nature that the members continued presence on the Club's premises would be prejudicial to good order.

A Disciplinary Committee shall be appointed by the Executive Committee.

Should any member, in the opinion of the Executive Committee, be guilty of improper, dishonest, unsportsmanlike or unacceptable conduct, or fail to make any payments of monies due to the Club, or be guilty of conduct unbecoming or prejudicial to the interest of the Club, whether within the Club's precincts or outside them, or refuse to comply with any decision of the Executive Committee, then the Executive Committee shall refer the issue to the Disciplinary Committee. The Disciplinary Committee shall have the following powers:

- a) Exonerate the member.
- b) Reprimand such member.
- c) To deprive such member of any or all rights and privileges of membership during such time or period as the Disciplinary Committee in its absolute discretion may deem fit and advisable.
- d) To call upon such member, in writing through the Secretary, to resign, and if such member fails to resign within seven (7) days, to expel such member.
- e) To call upon such member to appear before the Disciplinary Committee and there to explain his or her conduct, and should such member fail to appear when called upon, to expel or deal with such member in such a way as the Disciplinary Committee in its discretion may deem fit. Provided, however, that the Disciplinary Committee shall not exercise the powers as in (a), (b), (c) and (d) above unless and until the Disciplinary Committee shall have given him or her the opportunity to appear before it, at such time and place as in its discretion it may deem fit, to explain his or her conduct. At any such hearing the Disciplinary Committee shall fix the procedure to be adopted, and the Disciplinary Committee shall have the power to summon any member or any other person to appear before it to give evidence for or against such member, and such member shall have the power to cross-examine any witness and shall have the same power to tender the evidence of any other member or person he or she may deem fit.
- f) Any member who has been deprived of their rights in (c) above or compelled to resign or has been expelled as in (d) above shall have the right to appeal to an Executive Committee Meeting specially called for that purpose. If any aggrieved member should decide to exercise the right of appeal, he or she shall in writing notify the Secretary within fourteen (14) days of the date on which the member was advised of the decision, and the Secretary shall thereupon summon an Executive Committee Meeting. A majority decision of the members present at such a Committee Meeting shall be binding on the Club and the aggrieved member and be final precluding any recourse to proceedings at law.
- g) The club through its committee shall be obliged to take appropriate disciplinary action against any of its individual members who contravene any applicable code of conduct, rule, by-law or resolution by the club committee, District or Bowls SA or who commits any act deemed to be harmful to the sport of bowls or any other member or person at any club, bowls facility or bowls event or any other act which brings the sport into disrepute.

- h) No member whose membership has been terminated or who owes money to the Club shall be introduced by any other member as a visitor or guest to any part of the Club premises.

**16. COMPLAINTS:**

- a). Any member having a complaint to make shall submit same in writing through the Secretary to the Executive Committee. It is expressly laid down that any member who may have a complaint to make against any decision or action of any Committee or Sub-Committee of the Club shall have the right to appeal in writing to the Executive Committee. The Executive Committee shall have the right to confirm or alter any disputed decision and take such action as it may consider necessary. The Executive Committee may call upon the disputant/s concerned to give evidence before it.
- b). The decision of the Executive Committee shall be accepted by the parties concerned as final and precluding any recourse to proceedings at law.