

# WESTVIEW BOWLING CLUB CONSTITUTION

## 1. DEFINITIONS

In this Constitution, the following words and expressions shall have the meaning set out against the same, viz:

1. "Executive" means the Executive Committee of The Westview Sports Club.
- 1.2 "Committee" means the Committee for the time being of the Westview Bowling Club as defined in Section II hereof.
- 1.3 "President" means the President for the time being of the Westview Bowling Club.
- 1.4 "Vice President" means the Vice-President for the time being of the Westview Bowling Club.
- 1.5 "Club Captains" means the Club Captains for the time being of the Westview Bowling Club.
- 1.6 "Member" means a member of the Westview Bowling Club except where otherwise stated.
- 1.7 "Secretary" means the Secretary for the time being of the Westview Bowling Club.
- 1.8 "Treasurer" means the Treasurer for the time being of the Westview Bowling Club.
- 1.9 "Secretary/Manager" means the Secretary/Manager for the time being of the Westview Sports Club.
- 1.10 "Sports Club" means the Westview Sports Club as a whole and not in reference to any specific Sub-Club or Sub-Clubs .
- 1.11 "Club" means the Westview Bowling Club as herein constituted.

## **2. TITLE**

This Club shall be constituted under the auspices of the Sports Club, and shall be known as the Westview Bowling Club .

## **3. COLOURS**

The Club Colours shall be black, red and gold.

## **4. AFFILIATION AND METHOD OF PLAY**

The Club shall play under the Laws, By-laws and Rulings of Bowls South Africa. The Club shall be affiliated to the local bowling association namely: Eastern Province Bowls.

## **5. MEMBERSHIP**

### **5.1 Membership Classes**

The following classes of membership shall apply:

#### **Full members**

Full members shall be entitled to vote at all General Meetings of the Club, and shall be entitled to all the amenities offered at the Club.

#### **Blind Bowler Members**

Blind Bowler Members currently only pay Bowls South Africa Affiliation fees and thus are not entitled to vote at meetings of the Bowls Club or Sports Club.

#### **Honorary Life Members**

Any recommendation for Honorary Life Membership shall be made to the Executive not less than three (3) months prior to the date of the Annual general Meeting of the Executive.

A Life Member shall enjoy all the privileges of the Club but shall not pay any subscriptions or green fees nor have any vote in the affairs of the Club, or hold any Executive office.

Full paying bona fide Life Members may vote or take office if he/she so wishes.

### **Country Members**

Any person, if their permanent place of residence is not less than eighty (80) kilometers from the Club and they are not carrying on business or are employed full time in Port Elizabeth, may be given a country membership at such annual subscription as may be fixed from time to time.

### **Temporary Members**

Any person not permanently resident in Port Elizabeth may become a Temporary Member of the Club provided he/she is proposed and seconded by members of the Club and approved by the Committee and on payment of the fee fixed for such member, provided always that the period of such membership shall not exceed three (3) months in any one year. Clubhouse privileges allowed to this class of member shall be subject to any restrictions imposed by the Liquor Licensing Laws and any Regulations framed there under.

## **6. SUBSCRIPTIONS**

An annual subscription shall be payable, and such subscription shall be regarded as being in two portions as follows, viz:

- 6.1 An annual subscription which shall be payable to the Executive as fixed from time to time by the Sports Club.
- 6.2 An annual subscription for the privilege of membership of the Club as may from time to time be fixed by the Club in order to maintain, improve or otherwise finance the facilities provided for members.
- 6.3 In special circumstances the President and Treasurer shall have the discretion to approve a schedule of payments for subscriptions.

All subscriptions shall be collected by the [Secretary/Manager ] **Treasurer** and the amounts due to the **Sports** Club paid over from time to time as received.

## **7. ELECTION OF MEMBERS**

- 7.1 Persons desirous of joining the Club must be proposed and seconded by members of the Bowling Club.

Forms of application for membership, completed with the names of the proposer and seconder, together with the amount due in respect of entrance and subscription, to be handed to the Treasurer.

The application form shall be posted in the Clubhouse for a minimum period of 14 days.

7.2 A Clearance Certificate in respect of any other Club to which he or she belongs or may have belonged must be produced before he or she shall be entitled to the privileges of membership.

7.3 The Committee shall decide whether the application of a person applying for membership shall be accepted or rejected and shall notify the Secretary/Manager of its decision.

## **8. SECRETARY**

On the election of a new member the Secretary shall notify him or her accordingly.

## **9. RESIGNATIONS**

A Member shall give written notice to the Secretary/Manager prior to the 30th day of September in any year of his/her intention to withdraw from membership.

In the event of any member failing to give such notice he/she shall be liable for the subscription for the following year, but the Executive shall have discretionary power to deal with cases where exceptional circumstances prevail on production of a BSA membership card.

## **10. VISITORS**

Subject to any stipulations made as regards to visitors in the constitution of the Sports Club, all visitors shall be permitted to use the green on the usual days of play.

## **11. COMMITTEE**

The Management of the Club shall be by a Committee of members constituted as follows:

11.1 President

11.2 Vice President

11.3 Secretary

11.4 Treasurer

11.5 Two Club Captains – one male and one female

11.6 Two (2) Persons to be elected at the Annual General Meeting of the Club one male and one female.

## **12. NON-ATTENDANCE AT MEETINGS**

Any Committee Member failing to attend three consecutive meetings without giving a valid reason for absence shall automatically forfeit his/her seat. The Committee in such cases may co-opt a member in his/her stead.

### **13. QUORUM**

50% of the serving committee shall be deemed to form a quorum at a Committee Meeting.

### **14. POWERS AND DUTIES OF COMMITTEE**

The Committee shall meet at least once in each calendar month to:

14.1 Transact the current business of the Club.

14.2 Fill any vacancy occurring at any time on the Committee .

14.3 Appoint any Sub-Committee for any social purpose and to delegate thereto all or part of its functions.

14.4 To determine any question arising from the interpretation of the Constitution.

### **15. VOTING**

Questions arising at any meeting of the committee shall be decided by a majority vote. In the case of an equality of votes the President, in addition to his/her deliberative vote, shall have a second or casting vote.

### **16 . SPECIAL MEETINGS**

A Special Meeting of the Committee duly made to the Secretary or President may be convened at any time by the President or at the request of three members of the Committee in writing, setting forth the business to be transacted at the Meeting.

### **17. FINANCE**

17.1 The Honorary Treasurer shall keep an account of all monies received and expended.

The Treasurer shall submit a monthly statement to the Committee and shall also balance the accounts at the end of each financial year and have them audited by the Auditor or Auditors appointed at the Annual General Meeting. He/She shall also balance and submit the accounts at any time when called upon to do so by the Committee.

17.2 The funds of the Club shall be invested in the name of the Club, in one of Port Elizabeth's banks, or in a Government Savings bank, a Trust Company. All cheques thereon shall be signed by any of the following four provided they are not related in any way

President  
Vice President  
Secretary  
Treasurer

17.3 No liabilities with the exception of petty -items shall be incurred without the consent of the Committee.

17.4 All electronic and cash transactions shall be notarized and presented at monthly Committee Meetings and signed off by committee members present.

## **18. ANNUAL GENERAL MEETING**

An Annual General Meeting shall be held during the month of August each year and the business to be transacted thereat shall be:

18.1 Confirmation of Minutes.

18.2 To receive and consider the Annual Report of the Committee for the year - under review.

18.3 To receive and consider an audited financial statement for the year under review.

18.4 To elect officers and a Committee for the ensuing year and to appoint an auditor or auditors.

18.5 To elect two separate Selection Committees as specified in Section 24.

18.6 To consider any notice of motion, the text of which must be set out in the Agenda provided that a motion may be considered immediately after confirmation of Minutes if it is deemed by the President likely to have an effect on any succeeding item or items .

18.7 General business.

## **19. QUORUM - GENERAL MEETING**

A quorum at an Annual General Meeting shall be one-third of the members.

In the event of there not being a sufficient number of members present to form a quorum at an Annual General or Special General Meeting as referred to in Clause 20 hereof then the Meeting, shall stand adjourned to a date being not more than one week hence at such time as may be agreed upon and those present at such deferred Annual General Meeting or Special General Meeting shall constitute a quorum.

## **20. SPECIAL GENERAL MEETING**

20.1 A Special General Meeting may' be called at the discretion of the Committee or on a requisition signed by not less than one-third of the members of the Club. Such requisition shall specify the object of such special General Meeting.

20.2 No other business than that for which the Special Meeting has been called shall be transacted at such Meeting.

20.3 A quorum at any Special General Meeting shall be one-third of the members.

## **21. NOTICE OF ANNUAL OR SPECIAL GENERAL MEETING**

Notice of an Annual or Special General Meeting of the Club, together with a copy of the Agenda, shall be posted on the Notice Board within the Club premises not less than fourteen days before the Meeting. Notice of the Meeting shall be advertised once in the newspaper circulating in Port Elizabeth at least one week prior to the Meeting.

## **22. ALTERATION OF RULES**

22.1 This Constitution may be altered or amended at any Annual or Special General Meeting of the Club provided that the proposed alteration or amendment shall be fully specified in the notice convening the meeting.

22.2 No amendment shall be effected to the Constitution unless the same shall be adopted by two-thirds majority members present and voting.

22.3 Any alteration or amendment to the Constitution shall be submitted to the Executive.

## **23. VICE-PRESIDENT**

23.1 Shall welcome all new members and visitors and ensure new members are au fait with club operations – club competitions, leave book, Pub n Grub, tabs in times/duties, attendance draw, bar hours etc.

## **24. GREENKEEPER**

The duties of the Green keeper shall be:

24.1 To be responsible for the maintenance and upkeep of the greens.

24.2 To advise the Controlling body on the necessity of closing the greens in the event of inclement weather or other circumstances which could be detrimental to the greens.

24.3 To submit a monthly report to the Committee. Such report may be either verbal or in writing.

## **25. CLUB CAPTAINS**

25.1 Encourage new bowlers to be coached.

25.2 See that arrangements are made, as required, for umpires and tournament official for E.P. Competitions, with the assistance of the Vice-President.

25.3 Act as convenor of Selectors with a casting (but not deliberate) vote.

25.4 Act as competition Secretary for the year, including organizing the prize-giving.

## 26. SELECTION COMMITTEES

- 26.1 The Selection committees shall consist of Five (5) members each and shall be charged with:
- 26.1.1 The selection of teams to represent the Club in any South African Bowling Tournament.
- 26.1.2. The selection of teams for all Competitions or matches in which the Committee may decide the Club shall participate.
- 26.1.3 If any members of the Selection Committee are candidates for inclusion in any Club sponsored competition, the Committee shall appoint a Substitute temporarily for him/her.

## 27. GREEN FEES

Every member or visiting player shall pay such green fee as shall be determined from time to time by the Committee for each forenoon or afternoon's play .

**All in green fees may be paid in two equal amounts which shall be a commitment if electing to do so at the beginning of the year.**

## 28. DISCIPLINE

Should any member in the opinion of the General Committee commit any willful breach of the rules or by-laws or regulations of the club or be guilty of improper, dishonest or unsportsmanlike conduct or fail to make payment of monies due to the club after due notice or be guilty of conduct in any way offensive to members or the Committee or of conduct unbecoming or prejudicial to the interest and reputation of the Club whether within the club precincts or outside the General Committee shall have the power:

- (a) To call upon such member to appear before the General Committee and there explain the misconduct and should such member fail to appear when called upon to suspend or otherwise deal with such member.
- (b) To expel such member who shall be ineligible for re-election as a member.
- (c) To deprive such member of any or all the rights, benefits and advantages of membership during such time or period as the General Committee at its absolute discretion may deem fit and advisable.
- (d) To call upon such member in writing through the Honorary Secretary to resign and if the letter of resignation is not received within (7) seven days to expel such member on a two-thirds majority vote by the General Committee. Such member shall then be ineligible for re-admission.

Appeal against expulsion : Any member who is expelled or suspended or otherwise dealt with by the General Committee in terms of (26.) shall have the right to appeal against the decision to a Special General Meeting of the members provided that seven (7) days after receiving notification of the decision of the General Committee a written request is submitted to the Honorary Secretary to call such a meeting for this purpose. The necessary Special General Meeting shall be called within thirty (30) days of the written request.

An appeal against any decision of the General Committee shall not have the effect of suspending the implementation of such decision pending the outcome of the appeal.

## **29. MATCHES AND COMPETITIONS**

1. The “Tab” system shall be used in the draw of friendly games.
2. A member having entered his “Tab” in the draw shall not be permitted to withdraw it. Notice of arranged games with names of all participants shall be handed in at least 15 minutes before “Tabs in” time.

[Revised - 5 September 2002]

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