



HILLANDALE BOWLING CLUB

CONSTITUTION

(Amended on 24 January 2023)

1. NAME:

The club will be known as Hillandale Bowling Club. (Referred to as the Bowling Club)

2. GOALS:

The Bowling Club aims to ...

- protect and promote bowls as a game according to the goals of the bowling club
- strictly enforce the rules and regulations of the game and be binding on all members, visitors, guests, and users
- affiliate with Bowls South Africa through the Southern Free State Bowls Association; subject to the rules and regulations of this association; and
- comply with the rules and regulations of the bowling club.

3. INTERPRETATION:

In this constitution, to the contrary, the singular shall include the plural and the masculine shall include the feminine and vice versa.

4. MEMBERSHIP:

Description of Membership:

Full member - Play competition for the club.

Dual member - Any member of this bowling club, who is also a member of another club, will indicate, before the start of the season, for which club he will compete in Southern Free State competitions. He may participate in club competitions, excluding singles.

Visitors - Play only socially and no competitions.

4.1 Applications for membership, from persons inside and outside the Woodlands area, must be proposed and seconded by a member of the bowling club, or a member who has been a member for at least one year. Such an application should appear on the notice board for at least **seven days** for members to take notice of or to file an objection before its membership can be approved.

4.2 Applicants will be notified by the secretary of the management's decision.

4.3 Where an applicant was or still is a member of another club, he/she will be accepted if clearance is given on the database of BSA.

4.4 A player will be entitled to enter for open tournaments, sponsored days, and festivals for any club he is a member of.

5. EXECUTIVE BOARD (EB)

5.1 The management and control of the bowling club will be an Executive Board consisting of the following portfolios:

- Chairman
- Vice chairman
- Secretary
- Treasurer
- Competition Secretary (men)
- Competition Secretary (ladies)
- Three (3) additional members

The above is elected by the members during the annual AGM.

5.2 The nomination of members of the board must be done on the specific form provided by the secretary and will close 48 hours before the AGM. If there are more nominations than the nine (9) vacancies, a closed ballot will be cast. The chairperson will appoint two (2) non-nominated members from the meeting to count the ballots.

5.3 The Secretary shall convene and attend all meetings and keep record and evidence of it. He will keep minutes of the AGM, special meetings, and committee meetings. He

will have a register keeping track of all members and a duplicate thereof should be posted on the notice board.

5.4 The treasurer shall keep account of all financial matters of the club, indicating all income and expenditure. He will present a financial statement at management meetings. No expenses not budgeted for may be incurred without the approval of the board.

5.5 Re-election: All members of the board will exit from their positions before the AGM. These members may make themselves eligible for re-election.

6 RIGHTS AND DUTIES OF THE BOARD:

Apart from carrying out the goals of the bowling club, as set out in Clause 2 of the constitution, the board will have the right to...

6.1 administer and control the interests of the bowling club, to approve membership and determine tab fees in accordance with the club's financials operational budget, which decisions will be approved at the AGM.

6.2 make a financial contribution to club members who represent Southern Free State at the National Interdistrict tournament in accordance with the bowling club's financial operational budget, which must be approved at the AGM;" (There is in no way an obligation on the committee to make such an annual contribution - the emphasis should be on being able to determine)

6.3 co-opt any member in any vacancy on the management or sub-committees.

6.4 delegate any duties or powers by means of composite sub-committees for a specific purpose.

6.5 establish domestic rules that would not conflict with the constitution of the club and the constitution and regulations of SVSRV. Any proposed rule will be posted on the club's notice board for at least fourteen (14) days when it will become effective unless written objections are recorded.

6.6 appoint a delegated member of the Board to serve on the Council of the South - Free State Bowls Association (SVSRV), or any other association, and they represent a bowling club at the meetings after which the bowling club may be invited.

6.7 appoint an interim board to operate the affairs of the bowling club if the board and/or the majority of its members resign, until such time as an AGM or special AGM can be convened.

6.8 ensuring that the greens and equipment are properly maintained.

7. EXECUTIVE COMMITTEE:

7.1 The elected executive committee consisting of the chairperson, vice-chairperson, secretary, and the treasurer will handle urgent matters and make decisions. These matters will be placed on the agenda at the next meeting and the chairman will inform the other members accordingly.

7.2 The Chairperson shall be an "ex-officio" member of all standing committees, without the right to vote.

8. SELECTION COMMITTEE:

8.1 Three (3) men and three (3) ladies are elected during the AGM of which the competition secretaries will be the conveners as the fourth selection committee member. The chairman will be the "ex-officio" member on both the men's and women's committees.

9. MEETINGS:

The AGM of the bowling club will be held every year on a date determined by management. The following issues will be addressed:

9.1 To approve the minutes of the previous AGM and/or any Special General Meetings contained in the current year and to deal with matters arising from these minutes.

9.2 To receive the annual report of the outgoing chairman and to discuss matters and discuss recommendations that may result from this report.

9.3 The annual statement of income and expenditure for the past financial year to be submitted to members for discussion and approval.

9.4 Choosing a new executive board for the next term.

9.5 To decide on all competitions for the coming year.

9.6 To consider any matters of general interest (including the amendment and ratification of the constitution and domestic rules) of which three (3) weeks prior notice before the AGM were given to all members.

9.7 To deal with correspondence.

9.8 To decide on honoraria.

9.9 To decide on annual membership fees and tab fees.

9.10 To deal with any additional matters.

10. SPECIAL GENERAL MEETINGS:

Special general meetings may be convened by the chairperson or at the request of the board, by proper notice, setting out the purpose and reason for such meeting or upon written request by at least fifteen (15) members of the bowling club, with a summary of the reasons for such a meeting. No other matters will be discussed other than those appearing on the notice requesting this meeting.

11. BOARD AND COMMITTEE MEETINGS:

The board and sub-committees will meet at least once a term or more often if deemed necessary.

12. OCCUPATIONAL STATUS OF HILLANDALE TRUSTEES AT THE BOWLING CLUB'S EXECUTIVE BOARD MEETINGS:

The meetings of the EB must be communicated to the body corporate in good time so that arrangements for attendance can be made. This excludes attendance of meetings of investigative committees and other committees.

13. CHAIRMAN'S OFFICE:

The chair will preside at all meetings, but in his absence the vice chair will act as chair. In the absence of both, a member elected by the members present will act.

14. NOTICE OF MEETINGS:

The secretary or whoever the board appoint in his place will:

14.1 In the case of the AGM or Special AGM, the notice shall be given twenty-one (21) days prior to the date of such meeting by email and/or placing it on the notice board.

14.2 In the case of a board or sub-committee meeting, the members must be informed at least seven (7) days prior to the date of such meeting.

14.3 In the case where no quorum is present, there must be at least seven (7) days' notice prior to the next meeting.

14.4 In the event of an emergency meeting of the Executive Committee, its members shall be notified telephonically by the chairperson or person authorized by him to do so, of the time and place of such a meeting.

15. CODE OF CONDUCT FOR MEMBERS OF THE EXECUTIVE COMMITTEE, DISCIPLINARY CONDUCT CODE FOR MEMBERS, AND APPEAL PROCEDURE:

15.1 The Disciplinary Code of Conduct for Members is attached hereto as Annexure A and is regarded as part of the Constitution of the club.

15.2 The Code of Conduct for members of the EB is attached as Annexure B and is regarded as part of the Constitution of the club.

15.3 Any member who has objections of any kind must lodge an objection in writing with the chairperson.

15.4 The EB will then deal with the complaint as set out in Appendix A or B thereto, whichever may apply.

16. QUORUM:

The following quorum for meetings will apply:

16.1 Board meetings - five (5)

16.2 AGM or Special General Meetings - 30% of membership.

16.3 The constitution may only be changed on an AGM or Special General Meeting (SGM) with a two-thirds majority of the members present.

17. EXPENDITURE LIMIT:

If **capital expenses** are incurred by the executive board where the amount is exceeding **R30 000.00 (Thirty thousand rand)**, the members of the club must be fully informed at an AGM or SGM why and for what the expenses will be incurred.

Such an expense must be approved by the majority of voting members, present at the meeting.

18. HONORARY MEMBERSHIP:

Honorary members are persons elected at the AGM, in recognition of truly exceptional service to the club as well as loyalty to the club and who strive to represent the club's best interests. Lifelong honorary members will be able to attend official meetings. Honorary members are exempted from paying membership fees.

This constitution was reviewed and approved by the majority of members during the AGM of 24 January 2023.

Chairman:

Secretary: **DATE:**