

Revision 9-2013

Pretoria High School Old Boys' Bowling Club

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0011



The logo is circular with a banner at the top containing the letters 'P.H.S.O.B.' and a banner at the bottom containing the word 'CLUB'. The central emblem features a building with a dome, a bowling ball, and a bowling pin. The text 'PHSOB BOWLS CLUB CONSTITUTION' is overlaid on the logo in a large, bold, black font.

PHSOB BOWLS CLUB CONSTITUTION

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PHSOB BOWLING CLUB CONSTITUTION

1. TERMINOLOGY

1.1 Name.

The name shall be the **PRETORIA HIGH SCHOOL OLD BOYS' BOWLS CLUB** (hereinafter referred to as the **CLUB**.)

1.2 Members.

Members of the CLUB shall be registered with and affiliated to the Bowls Gauteng North (hereinafter referred to as BGN)

2. HEADQUARTERS. (*Domicilium citandi et executandi*)

The Headquarters of the CLUB shall be Hofmeyr Park, 378 Queen's Crescent, Lynnwood, PRETORIA. 0081.

3. OBJECTS

The objects of the CLUB shall be to provide the game of bowls for the recreation of its members in accordance with the Laws of the Game and the applicable Rules and Regulations, as determined by Bowls South Africa (hereinafter referred to as Bowls SA) and, where applicable, by BGN; to provide the necessary facilities and comforts therefore and generally to aid, foster and promote the game of bowls.

4. COLOURS AND DRESS

4.1 Colours.

The colours of the CLUB shall be:
Red and White or a combination of red, white, black or green as registered with BGN.

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4.2 Badge

The Badge of the CLUB shall be the badge of the Pretoria High School Old Boys' Club (hereinafter referred to as the "PHSOB" Club.)

4.3 Blazer.

4.3.1 The Men's blazer shall be of plain Black Cloth with the PHSOB CLUB badge on the breast pocket.

4.3.2 The Ladies Jacket shall be of plain Red Cloth with the PHSOB CLUB badge on the left breast pocket.

4.4 Jersey/Cardigan

Shall be White or Red.

4.5 Hatband.

The Hatband shall consist of the letters PHSOB in White on a Red background or as determined by the MANAGEMENT COMMITTEE from time to time and registered with the BGN.

4.6 Tie

The Tie shall be the Tie of the PHSOB Club or as determined by the MANAGEMENT COMMITTEE from time to time.

4.7 Flag

The Flag shall consist of the PHSOB Club badge in colour on a red background or as determined by the MANAGEMENT COMMITTEE from time to time.

4.8 Dress

The dress shall be determined by the MANAGEMENT COMMITTEE and the requirements shall be published in the By-Laws of the CLUB from time to time. All changes are to be approved at an AGM.

4.9 Tracksuit.

The tracksuit shall have the registered colours of the Club thereon.

5 MEMBERSHIP

5.1 Ordinary Members.

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The Ordinary Members of the CLUB shall be those persons, who have applied for ordinary membership of the CLUB and have been duly elected by the MANAGEMENT COMMITTEE as hereinafter prescribed.

5.2 Junior Members.

Junior members of the CLUB shall be those who are under 18 years of age, male or female, who have applied for membership of the CLUB and have been duly elected by the MANAGEMENT COMMITTEE as hereinafter prescribed. Fees and conditions of membership are to be as determined by the MANAGEMENT COMMITTEE from time to time.

5.3 Country Members

Country Members shall be those persons, male or female, who:

Are otherwise eligible for Ordinary Membership; are normally resident outside a radius of 30 kilometres from the CLUB Headquarters; have applied for Country Membership and have been duly elected by the MANAGEMENT COMMITTEE. Country members may not be elected or appointed to the MANAGEMENT COMMITTEE; may not participate in CLUB competitions or represent the CLUB in other competitions; and shall not be entitled to vote at General Meetings.

5.4 Honorary Life Members

Any member who shall have served the CLUB long and faithfully, or any other person who has rendered long and meritorious service to the game of bowls may, on the recommendation of the MANAGEMENT COMMITTEE and after due notice having been given in the Agenda, be elected at any Annual General Meeting as an Honorary Life Member of the CLUB. Honorary Life Members shall have all the privileges of the ordinary members; they shall not be liable for annual bowls subscriptions but shall be required to pay competitions fees. The Club shall also pay for their BSA and BGN affiliation fees. A maximum of EIGHT Honorary Life Members may be appointed at any one time.

5.5 Emeritus Life Member

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Any Honorary Life Member, who leaves the District or is no longer active in Bowls shall automatically remain as an Emeritus Life Member and shall retain all privileges and honours for life, except that the Club shall not pay his BSA and BGN affiliation fees.

6 ELECTION OF MEMBERS .

- 6.1 Every candidate for membership shall make application on a form prescribed by the MANAGEMENT COMMITTEE.
- 6.2 Such application shall be proposed and seconded by ordinary members of the CLUB of more than two years standing.
- 6.3 The Proposer and Secunder shall, by signing the application form, certify that the prospective member has been introduced to a member of the MANAGEMENT COMMITTEE.
- 6.4 An applicant for membership who is, or was, a member of another bowling club under the jurisdiction of BOWLS SA shall submit, together with his/her application form, or as soon as possible thereafter, a standard clearance certificate duly signed by the officials of any such other club.
- 6.5 Election to membership shall be by ballot of the MANAGEMENT COMMITTEE - three or more negative votes shall exclude the candidate.
- 6.6 Dual Members are those who are bona fide members of two or more Clubs or Districts. Refer to Section 1.6 of the BGN By-laws.

7 TERMINATION OF MEMBERSHIP

Membership of the CLUB shall terminate: -

- 7.1 On written resignation, accepted by the MANAGEMENT COMMITTEE.
- 7.2 On termination of membership of the PHSOB Club.

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7.3 By decision of the MANAGEMENT COMMITTEE acting of its own accord in terms of the constitution.

8. SUBSCRIPTIONS.

- 8.1 The MANAGEMENT COMMITTEE shall fix the annual bowls subscriptions from time to time.
- 8.2 All subscriptions are payable in full before 31 March in each year but with the permission of the MANAGEMENT COMMITTEE, subscriptions may be paid by monthly instalments.
- 8.3 The subscription of any member elected after 1 March is due immediately after election.
- 8.4 Subject to 8.2, any member who fails to pay his/her BGN, main club and bowls section subscription by due date shall be given one month's notice in writing. If a member is still in default after the expiry of this period, the MANAGEMENT COMMITTEE may terminate the membership of such member, or take such action as it deems fit.
- 8.5 The Secretary, Treasurer and Competition secretaries shall be exempt from the payment of annual bowls subscriptions.
- 8.6 Members failing to give written notice to the Secretary of the CLUB, prior to 31 December, of their intention to terminate their membership of the CLUB, shall be liable for subscriptions for the ensuing year PROVIDED that they have been warned of this liability in the Notice calling the Annual General Meeting. The MANAGEMENT COMMITTEE has discretionary powers to deal with special cases.

9. FINANCE

- 9.1 The financial year of the CLUB shall end on 31 December in each year.
- 9.2 The MANAGEMENT COMMITTEE may appoint two members of the CLUB (other than members of the MANAGEMENT COMMITTEE), or an Auditor, to examine the books and accounts of the CLUB and to report to them thereon prior to the presentation of the Annual Report and Financial Statement.

10. MANAGEMENT COMMITTEE

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The affairs of the CLUB, subject to the direction and control of the main Committee of the PHSOB Club, shall be managed by a MANAGEMENT COMMITTEE elected annually by the Members of the CLUB at their Annual General Meeting.

10.1 Composition

The MANAGEMENT COMMITTEE, other than the President, shall be elected for a term of one (1) year and shall consist of a President, Vice-President, Secretary, Treasurer, Competition Secretary (M), Competition Secretary (F), FOUR other Members and the Immediate Past President, if there is one, and provided that the Immediate Past President has not been elected to another position on the MANAGEMENT COMMITTEE. Should he/she be appointed to serve in another capacity on the Management Committee, the post of Immediate Past President shall fall away.

10.2 Presidential Term

The term of office for the President shall be for a maximum of two (2) years unless opposed at the end of the first year, whereupon a new President may be elected by ballot at the AGM for the completion of the original term. A President, after serving his term, may make himself available for re-election.

10.3 Nominations

The Nomination List for the new Management Committee must be placed on the Notice Board at least THREE weeks prior to the AGM. Nominations may be entered on the Nomination List up to 24 hours before the Annual General Meeting. In the case where insufficient nominations are received to form a Committee, the presiding Chairperson at the AGM shall call for nominations from the floor.

10.4 Powers and Duties of the Management Committee.

10.4.1 All the assets of the CLUB shall be vested in the MANAGEMENT COMMITTEE which is empowered to deal with such assets as it deems fit.

10.4.2 It shall be the duty of the MANAGEMENT COMMITTEE and it shall be empowered to: -

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- 10.4.2.1 Transact all the business and affairs of the CLUB.
- 10.4.2.2 Represent the CLUB in all legal matters with the power to institute and defend legal proceedings on behalf of the CLUB;
- 10.4.2.3 Consider applications for membership, admit members and terminate membership of members of the CLUB;
- 10.4.2.4 Appoint Sub-Committees consisting of one or more members of the MANAGEMENT COMMITTEE as well as any non-committee members as they deem necessary for the proper functioning of the sub-committee, (provided that the President shall be an ex-officio member of every such Sub-Committee) to manage and control any matters which in their opinion may be better controlled by such Sub-Committees;
- 10.4.2.5 Regulate and control the finances of the CLUB;
- 10.4.2.6 Impose levies upon members which it considers necessary to meet special circumstances;
- 10.4.2.7 Make such rules or regulations and carry out such acts, as it may consider necessary for the benefit and proper organisation of the CLUB;
- 10.4.2.8 Make, rescind, amend or add to any By-Laws or Regulations of the CLUB;
- 10.4.2.9 Make regulations to regulate the opening and closing of the greens, and the bowling dress of members;
- 10.4.2.10 Regulate and control the various Competitions and the selection of teams to represent the CLUB;
- 10.4.2.11 Regulate the rights of visitors;
- 10.4.2.12 Regulate the inclusion of names on the Honours Board;
- 10.4.2.13 Regulate the powers and duties of the Officials.

10.5 Enactment of By-Laws

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Every By-Law framed and passed by the MANAGEMENT COMMITTEE shall be dated and signed by the President and Secretary, and posted on the Notice Board, and shall thereafter become binding on all members of the CLUB until rescinded or amended by the MANAGEMENT COMMITTEE.

- 10.6 By-laws framed and passed in accordance with Para 10.5 shall be ratified at the Annual General Meeting. Failure to gain approval by the members shall automatically rescind the by-law in question.

11. MEETINGS.

11.1 Committee Meetings

The MANAGEMENT COMMITTEE shall meet at least once every calendar month (excluding December) for the purpose of passing accounts, and the transaction of such other business as may be deemed necessary.

11.2 Attendance at Meetings.

Any member, who fails to attend three consecutive ordinary meetings of the MANAGEMENT COMMITTEE, without leave first obtained, shall ipso facto cease to be a member of the MANAGEMENT COMMITTEE, unless a satisfactory explanation is furnished.

11.3 Vacancies on Committees.

The MANAGEMENT COMMITTEE shall have the power to fill any vacancies occurring among its members, should it deem this necessary.

- 11.3.1 The replacement may be from the existing committee or co-opted from the members. In the case of the President's position becoming vacant, the Vice President shall take the position.

- 11.3.2 In all cases the position shall be open at the next AGM

11.4 Quorum

The following shall constitute a quorum:

- 11.4.1 At General Meetings - 20 members or 20% of the membership (whichever is the lesser), either present in person or by proxy.

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11.4.2 At Management Committee Meetings - 50% of the members of the COMMITTEE, either present in person or by proxy.

11.4.3 At Sub-Committee Meetings - 2 members, both of whom must be present in person and one of whom must be a member of the Management Committee. Proxies shall not count towards a quorum.

11.5 General Meetings.

11.5.1 Annual General Meeting.

The Annual General Meeting shall be held not later than August in each year for the purpose of: -

- 11.5.1.1 receiving the Presidents Report;
- 11.5.1.2 receiving the Annual Financial Statement;
- 11.5.1.3 the election of Office Bearers and Members of the MANAGEMENT COMMITTEE for the ensuing year;
- 11.5.1.4 Transacting any other relevant business.

11.5.2 Special General Meeting.

11.5.2.1 The MANAGEMENT COMMITTEE may convene a Special General Meeting of the members at any time.

11.5.2.2 The President shall be bound to give notice and call a Special General Meeting within ten days after receipt of a request to do so, signed by not less than twenty members and stating the business for which the meeting is required.

11.5.2.3 The business to be dealt with at a Special General Meeting shall be stated in the notice convening the meeting and no business other than that of which notice has been given shall be transacted at the meeting.

11.5.3 Notice of General Meeting

Unless a lesser period is sanctioned by members at a General Meeting, notice of the General Meeting shall be posted on the Notice Board and printed in the media not less than twenty one days prior to the meeting.

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11.5.4 **Adjourned General Meetings**

At an Annual or Special General Meeting, unless a quorum is present within 30 minutes of the time appointed for the meeting, such meeting shall be adjourned for one week, to be held at the same place and time. At such adjourned meeting, the members present shall constitute a quorum and shall transact the business for which the original Meeting was called.

11.5.5 In the event of there being insufficient members to form a quorum at any other meeting, the chairman of that meeting shall reconvene it at a later date and shall continue to do so until a quorum is present at the reconvened meeting.

12. VOTING

12.1 Capacity to vote.

Ordinary members and Honorary Life Members who are in good standing shall be entitled to vote either in person or by proxy at any Meetings of the CLUB.

12.2 Voting at General Meetings.

12.2.1 Members of the MANAGEMENT COMMITTEE shall be elected by a majority of votes at the Annual General Meeting, either by a show of hands, or by ballot if a ballot is requested or deemed necessary.

12.2.2 Other matters shall be decided by a majority of votes either by a show of hands or by ballot, if a ballot is requested. In the case of an equality of votes, the Chairperson shall have a casting vote in addition to his/her deliberative vote.

12.3 Voting at Committee Meetings

Matters arising at any Committee or Sub-Committee Meeting (other than the election of members for which see clause 6, and disciplinary matters for which see clause 14) shall be decided by a majority of votes. In the case of an equality of votes, the Chairperson shall have a casting vote in addition to his/her deliberative vote.

12.4 Proxies

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Any member unavoidably absent and who is in good standing may appoint a proxy to vote on his behalf at any nominated Meeting. The proxy appointed shall be a member of good standing and must be present at the nominated meeting. Except if the chairman or vice-chairman of the meeting is appointed as a proxy, no member may hold more than one appointment as a proxy at the meeting. All appointments as proxies shall be in writing, shall clearly indicate the particular meeting and shall be signed by the appointing member. Any appointment as a proxy shall be handed to the Secretary for scrutiny before or at the meeting concerned. In the event that the nominated meeting is postponed to or continued at a later date, the proxy appointment shall be valid at the postponed or continued meeting.

12.5 Form of Proxy

For the convenience of members, a proxy shall be appointed as nearly as possible in the following form:

I, _____

being a member of good standing, hereby appoint:

who is also of good standing, to vote and/or speak on my behalf at the meeting of the CLUB to be held on:

or any continuation or postponement of that meeting.

Date: _____

Signature: _____

Notes 1 The member appointed must be present at the nominated meeting.

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- 2 No member may hold more than one proxy unless that member is the chairperson or vice chairperson of that meeting.
- 3 Hand this form to the Secretary for scrutiny prior to the meeting or prior to any vote being taken.
- 4 This proxy may be used for any meeting and is not restricted for use at General Meetings.

13. DISCIPLINARY ACTION.

13.1 The MANAGEMENT COMMITTEE shall have the right to discipline any member of the CLUB who infringes the rules of the CLUB, or behaves in an improper manner. To this end, a Disciplinary Sub-Committee shall be formed to consider the causes of the misdemeanour.

14. Disciplinary Sub-Committee

14.1 The Disciplinary Sub-Committee shall consist of three members, usually the President and Vice President (if available) and one other member who may be chosen from either the Management Committee or from the members but should preferably have experience in such matters. All the Disciplinary Sub-committee members may not have, or may not seem to have, a close relationship with the member charged and, in that event, other members shall be appointed by the Management Committee. Any purported Disciplinary Sub-Committee meeting held contrary to this clause shall be null and void.

14.2 In the event of the President and Vice President not being available the Management Committee shall appoint two other members.

14.3 All charges shall be made in writing and the Disciplinary Committee shall investigate any such charges laid against a member and may call for witnesses both for and against the member charged. The member charged as well as the complainant shall be given due notice of, and may attend, the meeting. The member charged must be given details of the charge and an opportunity to explain.

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- 14.4 Any behaviour that brings the Club, its members or the game of bowls into disrepute may constitute an offence.
- 14.5 Members shall not, under any circumstances, before, during or after play on the greens, or in or around the venue where a competition or game is held, use obscene language; use any obscene signs; assault or threaten to assault, or threaten or victimize any other player, official or spectator; employ repeated bad gamesmanship; appear drunk and disorderly or consume alcoholic drinks on or in proximity to the greens; or conduct themselves in a manner which is contrary to the spirit of the game of bowls.
- 14.6 Should the member be found guilty by the Disciplinary Committee of such conduct or of any other bad conduct following on a written complaint by another member of Club, he/she can:
- (a) Be reprimanded, or;
 - (b) Be suspended from participating in any bowling activities, other than those activities relating to Provincial, National or International Tournaments, for any period considered suitable by the Disciplinary Committee. The suspension may extend to Provincial, National, or International Tournaments only if a written complaint has been submitted to the relevant Controlling Body and has been approved by them.
 - (c) Have his/her membership of the Bowls Section terminated.
- 14.7 The Management Committee shall, if considered correct, ratify any decision of the Disciplinary Committee.
- 14.8 Should there be an Appeal following a Disciplinary Hearing, or if the Management Committee so decides, the Management Committee shall have the right to uphold, set aside, increase or reduce the punishment imposed by the Disciplinary Committee. Any such decision must be carried by a two-thirds majority of those present at such meeting.

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15 AMENDMENT OF CONSTITUTION

15.7 No amendment shall be made to this Constitution except at a General Meeting of the CLUB.

15.8 Any member may propose an amendment to the Constitution at the Annual General Meeting of the CLUB provided that SIX weeks notice be given to the Secretary, in writing, setting forth in full each proposed alteration or addition to the Constitution.

15.9 The Secretary shall include such proposed alterations or additions in the Agenda set out in the Notice of Meeting.

15.10 No alteration or addition to the Constitution shall be effected unless carried by at least two thirds of the members present and voting at the meeting.

16 INTERPRETATION OF THE CONSTITUTION

Any dispute with regard to the interpretation of the Constitution or By-Laws of the CLUB shall be referred to the MANAGEMENT COMMITTEE whose decision thereon shall be final.