

CONSTITUTION

CHRISTIAN BROTHERS COLLEGE OLD BOYS BOWLING CLUB

1. NAME

The name of the Club shall be Christian Brothers College Old Boy's Memorial Club (or CBCOB) BOWLING Club (hereinafter called the Club) and shall be registered as such with the Gauteng North Bowling Association to which it shall be affiliated.

2. OBJECTIVES

The objective of the Club shall be to:

Provide the game of bowls in accordance with the laws of the game determined by Bowls South Africa and in accordance with the rules and regulations of the said Bowls South Africa and of Bowls Gauteng North.

Provide the necessary facilities and to aid, foster and promote the game of bowls for its members and visitors and to provide the amenities associated therewith.

To foster sportsmanship in the game of bowls.

3. COLOURS

The colours of the Club shall be BLUE, WHITE, GREEN and YELLOW and a hat-band of one or more of the said colours being distinctive from the hat-band of any other club affiliated to Bowls Gauteng North and approved by the Committee. A suitable Club badge, tie, blazer, jacket and/or scarf may also be determined by the committee from time to time and shall be the official badge, tie, blazer, jacket and/or scarf of the Club, as the case may be.

4. MANAGEMENT COMMITTEE

4.1 The affairs of the Club shall be conducted by a Committee of Management (hereinafter called the Committee) consisting of:

The President
The Past-President
The Vice-President
The Secretary
The Treasurer
The Competition Secretary
The Catering Manager
The Bar Manager
Three Additional Members

All the above members, (except the Past President) shall be elected at the Annual General Meeting.

At any meeting of the Committee at least 6 members shall form a quorum.

The Committee shall meet at least once a month or at the special instance of the President.

4.2 Special meetings of the Committee may be arranged to deal summarily with any matter calling for immediate attention. At such special meeting no business shall be transacted which can be dealt with at the next ordinary meeting of the Committee.

- 4.3 The President shall call a meeting of the Committee within seven days of a request, in writing, signed by any five members of the Committee.
- 4.4 The President, or in his/her absence, the Vice-President shall preside at all meetings. Should neither the President or Vice-President be present, the Immediate Past President shall preside, or, in his absence, the members shall elect an acting Chairman.
- 4.5 Any member who fails to attend three consecutive ordinary meetings without leave of absence having been obtained shall be deemed to have resigned from the Committee.

5. DUTIES AND POWERS OF THE COMMITTEE

- 5.1 The assets of the Club, together with all rights and duties in relation thereto, shall be invested in the Committee which body shall represent the Club in all legal matters and shall have the power to institute and defend legal proceedings by or against the Club. All legal documents shall be signed by the President and the Secretary.
- 5.2 The Committee shall have the power subject to the constitution and the control of the Main Committee of the Christian Brothers Old Boys' Memorial Club, to deal with all matters concerning the bowling Club, and in particular shall have the power inter alia.
 - 5.2.1 To administer and manage the affairs of the Club.
 - 5.2.2 To open and conduct a banking account, and if deemed necessary one or more investment accounts with any bank, or other financial institution.
 - 5.2.3 To co-opt a member, who has been a member of the Club for at least one year to fill a vacancy on the Committee until the next Annual General Meeting.
 - 5.2.4 To raise money in such a manner and on such terms as may be considered expedient.
 - 5.2.5 To incur capital expenditure, providing sufficient funds are available for this purpose.
 - 5.2.6 To appoint two of its members as Club delegates to the Council of Bowls Gauteng North, together with two alternatives.
 - 5.2.7 To regulate the opening and closing of the greens for the purpose of improving or keeping them in a good condition, and for regulating play thereon
 - 5.2.8 To regulate the admission of visiting bowlers.
 - 5.2.9 To regulate and control the various Club competitions and Inter-Club matches.
 - 5.2.10 To appoint sub committees for carrying out special duties or for special purposes as required by the Committee. A committee which shall consist of as many members of the Club as may be required.
- 5.3 In the case of doubt regarding the meaning of any rule or clause in this Constitution, the interpretation of the Committee shall be binding on all members until the next General Meeting when, if deemed necessary, such matter shall be referred to that meeting for a clarification decision.
- 5.4 The Committee, upon having received a grievance or disciplinary complaint lodged against a member, will initiate a Disciplinary Inquiry as per the **"Disciplinary and Grievance Procedure"**
- 5.6 The Committee may arrange for an annual independent audit the club's accounts

6. DUTIES OF OFFICE BEARERS

6.1 President:

It shall be the duty of the President to convene and preside at General and Special Meetings and at meetings of the Committee, and shall also, as and when required, officiate at all Club or other functions.

6.2 Vice-President:

In the absence of the President his duties shall devolve upon the Vice-President. Should both President and Vice-President also be absent the duties shall devolve upon the immediate Past President or as prescribed under clause 4.4.

6.3 Secretary:

The Secretary shall:

6.3.1 Attend to all correspondence.

6.3.2 Keep minutes of the proceedings of all general and other meetings and of Committee Meetings. A draft copy of the minutes of the Annual General Meeting to be distributed to members within two weeks after the said meeting.

6.3.3 Post all notices of outside competitions and tournaments on the club's notice board.

6.3.4 Dispatch all necessary outside competition entry forms, together with proof of payment as required, to reach the person or persons concerned before the closing dates of such competition.

6.3.5 BGN entries to be entered on their website via electronic media.

6.3.6 Send to members the agenda of any meetings to be held, as may be required.

6.4 Treasurer

The Treasurer shall:

6.4.1 Receive subscriptions and other monies due to the Club and shall deposit all financial receipts in the Club's banking account.

6.4.2 Keep a proper record and books of the financial position of the Club.

6.4.3 Furnish quarterly to the Committee a statement of the Club's accounts.

6.4.4 Present to the Annual General Meeting a Statement of Financial Position and Statement of Comprehensive Income.

6.4.5 All payments to be made by the Club will be authorised/signed by and two of the following officers:

The President
The Vice-President
The Treasurer

6.5 Competition Secretary:

The Competition Secretary shall ensure entry forms for Club competitions to be available for members and shall prepare a list of the draw for each competition. Such competitions will be posted on the Club's notice board. He/she shall further be responsible for arranging for the running of all Club competitions. He/she shall also be responsible for the running of all Club competitions.

All competitions wherein the Club participates will be recorded and presented on the Club notice board.

7 MEMBERSHIP

The membership of the Club shall be restricted to:

Members of the Christian Brothers College Old Boys Memorial Club.

These persons shall comprise Honorary Life, Full, and Social

7.1 Honorary Life Member:

A member who has served the Club long and faithfully may be elected as an Honorary Life Member of the Club on the recommendation of the Committee after due notice has been given by the committee, at an Annual General Meeting, subject to a two-thirds majority of the members present at such meeting voting in favour of the election.

Such member shall have all the privileges of a Full Member. An Honorary Life Member shall not be liable for subscriptions but shall be liable to pay affiliation fees to BSA and BGN.

7.2 Full Member:

A full member shall be a person who has completed an application form for membership in terms of clause 8, and is a member of the Main Club, viz Christian Brothers College Old Boys' Memorial Club. Such person shall be entitled:

7.2.1 To all the benefits and facilities of the Club.

7.2.2 To represent the Club in any competitions or tournaments.

7.2.3 To represent the Club in any of the leagues the Club has entered

7.2.4 A full member who is an office bearer in any other Bowling Club may not hold office in the Christian Brothers College Old Boys' Bowling Club.

7.3 Social Member:

A social member is a non-playing member of the Club that is not registered for BSA or BSA

7.4 All members shall adhere to the Club's social media policy as set out in Bylaw 1.

8 APPLICATION FOR MEMBERSHIP

Candidates for memberships of the Bowling Section of the Christian Brothers Old Boy's Memorial Club shall be required to complete a Bowling Club application form, which must be duly signed by the Applicant, a proposer and a seconder.

The completed application form to be displayed on the notice board for a period of not less than fourteen days prior to the next Committee Meeting.

Once the application has been approved by the Management Committee, the Secretary will send the new member a letter welcoming him/her to the Club together with a copy of The Etiquette of Bowls.

Thereafter the Treasurer will send the new member an invoice for subscriptions and/or affiliation fees due for the current year.

The Secretary will only enter the member on the BSA database once his/her membership and affiliation fees have been paid.

9 SUBSCRIPTIONS

9.1 The financial year of the Club shall extend from 1 January to 31 December in the same year.

9.2 The annual subscription shall be determined by the Annual General Meeting.

9.3 All subscriptions are due and payable on 1 January of each year and must be fully paid up by 31 January, unless the President, on written representation by the member, has granted such member extension to pay, but no later than 31 March of each year. The subscription of any member accepted after 1 January, is due immediately after the acceptance of such member.

9.4 Subscriptions of members joining after 1 January will be on a pro rata basis as determined by the Committee.

9.5 Any member who fails to pay his subscription by the due date, or failed to make the necessary arrangements with the President shall be given one month's notice in writing for the payment thereof. If after the expiration of such notice, the member is still in default, the Committee may take such action as may be deemed necessary including suspension from the Club as a defaulter.

10 RESIGNATION

10.1 Any member desirous of resigning from the Club shall notify the Secretary in writing, prior to 1 December of such resignation, failing which the member shall be held liable for the annual subscription for the ensuing season.

- 10.2 Any member resigning during the year will be liable for the full year's subscription and no refunds will be given for early resignation.
- 10.3 The Committee shall have discretionary powers to deal with any special case on merit.
- 10.4 Any player resigning from the Club shall automatically and immediately forfeit all rights and privileges in the Club. He/she shall forthwith return to the Secretary any floating trophies or any other property of the Club which may be in his/her possession.

11 ANNUAL GENERAL MEETING

- 11.1 The Annual General Meeting of members shall be held in August or before end September of each year.
- 11.2 The main business to be transacted at the meeting shall be:
 - 11.2.1 To confirm the Minutes of the previous year's Annual General Meeting and to receive and consider the Chairman's annual report.
 - 11.2.2 To receive and consider the balance sheet and statement of accounts duly certified by the Independent Examiner of the previous financial year.
 - 11.2.3 To elect the Committee of Management as required in clause 4 hereof.
 - 11.2.4 To elect ladies and men's selectors for which candidates have been nominated by members before the Annual General Meeting. Nominations must be accepted by the proposed and seconded by a third party. If no nominations have been received at the commencement of the Annual General Meeting, the selectors will be appointed by the elected Committee of Management.
 - 11.2.5 To consider any proposed resolutions of which due notice has been given.
 - 11.2.6 A member who wishes to propose a resolution for consideration at an Annual General Meeting shall submit in writing to the Honorary Secretary not later than two weeks prior to the meeting.

12 SPECIAL GENERAL MEETING

- 12.1 Special General Meetings may be convened by the Committee by giving due notice and specifying the object and purpose of the meeting, or by not fewer than eight members in good standing depositing with the Secretary a written requisition, duly signed, specifying the object and purpose of the proposed meeting.
- 12.2 The Secretary shall give notice of the meeting specifying the object and purpose thereof, within fourteen days of the receipt of the requisition. No business other than the business for which the meeting was called shall be transacted at such meeting.

13. NOTICE

- The notice convening any Annual or Special General Meeting shall be advertised by electronic media for three consecutive weeks, the second notice being at least one week before the meeting, and also on the notice board at least two weeks before the meeting.
- 13.1 Shall be signed by the Secretary or President and shall state the time and place of the Meeting and as far as possible the nature of the business to be transacted.
 - 13.2 25% Of the full members shall form a quorum at any general meeting. In the event of no quorum being present, 15 minutes after the advertised time, the general meeting shall stand adjourned for (seven) 7 days to the same place and time. At such adjourned meeting any number of members present shall constitute a quorum. Such adjourned meeting shall be announced to the members present at the first meeting and need not be advertised in any way except by notice on the Club notice board.
 - 13.3 All proposals submitted to a General Meeting shall be decided by a show of hands and, in case of equality of votes, the President of the meeting shall also have a casting vote. If a ballot is demanded by a member it shall be acceded to and two scrutineers shall be appointed by the President. The election of office bearers to the committee shall be decided by ballot under scrutiny of two appointed bona fide members of the Bowls sub section.

- 13.5 The inadvertent omission to give notice of any meeting to any member entitled to such notice, shall not invalidate such meeting.
- 13.6 The Committee shall remain in office until the closure of the Annual General Meeting.

14. SELECTION COMMITTEE

- 14.1 The Selection Committee shall be responsible for the establishment and maintenance of the Selection Policy. This policy must be approved by the Committee.

15. LIABILITY OF MEMBERS

The liability of each member shall be limited to the amount of subscription, any levy that may be in force and all competition fees due to the end of the Club's financial year. This proviso is applicable to all Members even members whose intention it is to resign at the end of any one year.

16. AMENDMENT OF CONSTITUTION AND BY-LAWS

- 16.1 No amendment of this Constitution shall be made except at an Annual General Meeting or Special General Meeting convened expressly for the purpose thereof, and upon due notice of the proposed amendments and time of meeting having been given. The proposed amendment or amendments shall become effective only if two-thirds of the members present at such meeting vote in favour thereof.
- 16.2 The Committee shall have the power to make and draw up the Bye-laws of the Club, which shall not be inconsistent with this Constitution. The Bye-laws and any future amendments thereof shall be confirmed at a General Meeting of the Club. However, any amendment shall be immediately enforceable even though such amendment has not yet been confirmed (or rejected) by a General Meeting.

17. LIQUIDATION

If, upon winding up or dissolution of the club, there remains, after the satisfaction of all debts and liabilities of the Club, any property whatsoever, the same shall not be given to or distributed amongst the members of the Club, but shall be handed over or transferred to the Christian Brothers College Old Boys' Memorial Club, or to such other club or institution having similar objects to the Club, or as may be nominated by the Executive Committee of the Christian Brothers College Old Boys' Memorial Club.

18. BYE – LAWS

1. No player shall be allowed to walk on the greens or take part in any game unless regulation shoes are worn. Players are prohibited from crossing the rinks whilst games are in progress.
2. In any match members are required to wear regulation dress in accordance with the Laws of the Game and of the Club.
3. Players participating in Club competitions or social bowls shall report to the Duty Official before the schedule time for the start of the match.
4. Players participating in social bowls shall be required to place their tabs on the table provided not later than the times stipulated below, and play shall commence as soon as possible thereafter:

09:15 and 13:30 from 1 June to 30 September
09:00 and 14:00 from 1 October to 31 May

5. The selection of teams to play social bowls (tabs in) shall be done by means of a draw only and no

pre-selection of any player, team or teams either by the Duty Official or any other person shall be permitted. The selection shall take place as follows:

The Duty Official shall analyse the entries received and shall divide these entries into groups of Skips, Thirds, Seconds and Leads, as the case may be, depending on whether rinks, trips or pairs are to be played.

Thereafter the tabs of each of these groups shall be placed in a "box" and shuffled and the tabs drawn, the Skips for the number of teams required being drawn first, and placed on the board in the sequence in which they are drawn; i.e. the first drawn will play against the second drawn, the third drawn will play against the fourth drawn and so on. The same procedure will follow for the other positions to be filled, the Leads being drawn last.

In the event of an uneven number of players, the last rink drawn will be the "broken rink".

In the event of there being insufficient players available to round off the selection of rink teams resulting in trips or pairs having to be played, then the last two Skips drawn will play the trips or pairs, as the case may be.

Where it has been decided that pairs are to be played and there are an additional number of players resulting in either one game of trips or a "broken rink" of fours having to be played, the last two skips drawn shall play the trips or the "broken rink" of fours as the case may be.

6. Visitors are required to pay the green fees for each playing session and shall not be permitted more than one playing session per month.
6. Dogs will not be permitted near the greens except on a leash.
8. Players must not throw matches, cigarette ends or any other litter on the greens, banks or in the ditch. The receptacles provided must be used.
9. Members wishing to take part in any Club matches must complete the appropriate entry form at the beginning of the season. The entry fee shall be determined by the Committee and may be amended from time to time.
10. Any member who, after his or her selection to represent the Club in any tournament or competition, withdraws from or absents himself/herself from the selected team for a reason or reasons unacceptable to the Committee shall be dealt with in terms of Paragraph 5.4 of the Constitution.
11. All matches in Club Competitions shall be arranged by the Competition Secretary, who shall also arrange for the notice to be posted at the Club House at least three (3) days prior to the commencement.
12. Club competitions shall be open to Honorary Life Members and Full members only.
13. In the event of it not being possible for any match to be played as scheduled, the Competition Secretary may set down a fixed date for the match to be played and shall publish an appropriate notice as required in 12. If, after notice so given, any player shall default, the Competition Secretary and his/her Assistant, and all Committee Members present may, in the case of a singles match or nominated pairs championship match, award the game to the opponent who duly fulfilled the engagement to play. In all other matches, should a player default, one approved substitute who has an equal or lower handicap and who has not taken part in the particular competition, may be appointed by the Competition Secretary or Assistant, and this substitute shall be allowed to complete the team. If no substitute is available, the team in default shall forfeit the match and the points allotted.
14. Any arbitrary action taken by the Competition Secretary or Assistant shall be subject to confirmation

by the Committee at its next meeting.

15. A Junior is a player who shall have a handicap not higher than that as determined by the Committee from time to time. The value recommended is Five.
16. All competitions shall be basically subject to the Bowls South Africa Laws of the Game and the method of play as determined by the Committee from time to time.
17. The Committee may upon request, authorise the running of special competitions if they are satisfied that such additional competitions will not interfere with the regular competitions.
18. The Committee may, at its discretion set aside certain days as "Visiting Days" when individual members or teams from other Clubs may be invited, or members of the Club may, with the consent of the Committee, arrange their own games.
19. The Competition Secretary shall be informed of the decision in 18 who shall then make provision for the necessary rinks to be available provided such rinks are in fact available.

HANDICAP FORMULA

The formula for determining a player's handicap is based on the results of the under mentioned competitions and representation in international and provincial sides and is adjusted annually at the end of each season.

The system is not based on the player's ability to play the game or read the head.

Please note that this handicap only affects the player in two competitions, namely: **handicap singles & drawn pairs**.

Winners and runners-up in the under mentioned competitions will be allocated a minimum handicap as indicated below. Should a member already have a handicap equal to or higher than the minimum then the member's handicap will increase with the value of the "Add" column. A member's handicap cannot exceed "16".

A novice in his/her first year of bowls will start with a handicap of "0" and will increase by "1" for each subsequent year until the end of his/her 5th season when his/her handicap will be "4", provided that he/she is not a winner or runner-up in any of the above competitions during that period.

Once a player's handicap has reached "5" it will never be reduced below "5".

If a player does not win or is not a runner-up in any of the above competitions in a season, then his/her handicap will reduce by "2" for each such season until it reaches "6" where it will remain until he/she is successful again in an applicable competition.

Novice singles: Players may enter this competition during their first three years of bowls. Any player who wins this competition is not permitted to enter the competition again.

New members: A "cv" must be submitted of the player's previous two seasons performances to enable the committee to allocate a handicap.

Representation	Min H / C

International	14
Provincial A	12
Provincial B	10
Provincial Senior	10
Provincial Under 25	8

Competition	Min H / C	Add
Singles Championship	15	Max
Singles Championship Runner-Up	13	2
Handicap Singles	13	2
"101" Open Singles	13	2
Championship Pairs	12	2
Drawn Pairs	12	2
Handicap Singles Runner-Up	11	1
"101" Open Singles Runner-Up	11	1
Senior Singles	10	1
Championship Pairs Runners-Up	10	1
Drawn Pairs Runners-Up	10	1
Senior Singles Runner-Up	8	1
Novice Singles	8	1
Novice Singles Runner-Up	6	1

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