

CONSTITUTION

EDGEMEAD BOWLING CLUB



As amended July 2023

CONSTITUTION.

As amended July 2008, July 2009, July 2012, July 2013, July 2015, July 2022, July 2023

1 TITLE

The name of the Club shall be the **EDGEMEAD BOWLING CLUB**

2 OBJECTIVES AND POWERS

The objectives of the Club shall be to promote and encourage the playing of the game of bowls, to provide facilities therefore and to establish and maintain congenial social amenities for its members.

In furtherance of its objectives, the Club shall have the following powers:

- 2.1 to hire or lease or otherwise acquire the areas of land occupied by the Club in Edgemead and such other land and premises as may be required from time to time for the purpose of the Club.
- 2.2 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.
- 2.3 to borrow or raise monies in such a manner as the Club shall deem fit, as authorized at an Annual General Meeting or Special General Meeting called for that purpose.
- 2.4 to promote, advance and control the game of Bowls, both outdoor and indoor, for members without practicing discrimination on the grounds of race, religion, political association, or gender.

3 AFFILIATIONS

The Club shall be a member of the Western Province Bowling Association and, by virtue of such membership, affiliated to Bowls South Africa.

Any levies imposed by these Associations from time to time shall be a charge to Full and Student members of the Club and shall be payable together with Club subscriptions.

4 LAWS OF THE GAME

The Laws of the Game of Bowls, as adopted by Bowls South Africa, shall be applicable to all matches played by the Club.

5 CLUB COLOURS

The official colours and insignia of the Club shall be:

- 5.1 a blazer in dark navy blue with the Club pocket badge
- 5.2 a hatband in a design of dark navy blue, red, green, and yellow colours
- 5.3 a Club tie in dark navy blue with the Club's badge emblazoned thereon.
- 5.4 shirts with the Club badge (similar in size to the Cardigan pocket badge) on the left breast pocket, printed or ironed on.
- 5.5 Dress code as specified by Bowls South Africa.

6 MEMBERSHIP

Membership of the Club shall be confined to persons as defined in the Constitution of Bowls South Africa.

All members, save Temporary Members, shall be entitled to one free copy of the Constitution.

Categories of members are as follows:

6.1 FULL MEMBER.

A Full Member is a person who has been elected as such in accordance with the procedure as set out in Clause 14(ii). They shall be entitled to the following basic privileges:

- (a) to be notified of all meetings;
- (b) to attend and vote at all General Meetings;
- (c) to be eligible for election to all Committees and Sub-Committees;
- (d) to participate in all Social and Clubhouse facilities;
- (e) to play bowls at the Club during all playing sessions designated by the Management Committee;
- (f) to practice 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 elected, 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;

6.2 JOINT MEMBER.

A Joint Member is the spouse of a Full Member.

6.3 HONOURARY LIFE MEMBER.

An Honourary Life Member is a person on whom the Annual General Meeting has bestowed this honour, in recognition and appreciation of their services to the Club, or the Game of Bowls, or for some special honour they have brought to the Club.

No nomination for this honour shall be submitted to the Annual General Meeting unless it has received the prior approval of two-thirds of the Management Committee in office.

An Honourary Life Member shall be entitled to all the privileges of a Full member but shall not be liable to pay Club subscriptions.

6.4 HONOURARY MEMBER.

No person residing within thirty (30) kilometers from the Clubhouse shall be eligible as a Honourary Member or reciprocity member unless such person holds a public office or is a *bona fide* candidate for membership or has conferred some exceptional honour upon the Club.

6.5 SOCIAL MEMBER.

A Social Member is one who has been elected as hereinafter set out:

- (a) A Social Member shall be entitled to participate in all Club social and Clubhouse facilities, other than playing facilities.
- (b) A Social Member shall not have a vote nor be entitled to have any say in the running of the Club.

6.6 ASSOCIATE MEMBER.

An Associate Member is a person who, after having been a Full Member for not less than 5 (five) years, has ceased to be an active member but desires to retain their association with the Club and has been elected as an Associated Member by the Management Committee.

The Management Committee may, for medical or other special reasons, elect as an Associate Member a Full member who has not completed the required five-year membership.

An Associate Member shall be entitled to the same basic privileges as a Full Member with the exception of the following:

- (a) to play bowls at the Club;
- (b) to practice on the Club greens;
- (c) to be eligible for selection in all Club representative games;
- (d) to be nominated for District or any other honours;
- (e) to play in any Club competitions
- (f) to arrange any matches with non-Club members.

6.7 TEMPORARY MEMBER.

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 Clubhouse Notice Board; OR
- (b) a visitor who resides more than 30 (thirty) kilometers from the Clubhouse and who wishes to make use of the club's facilities whilst visiting the area. A visitor who resides less than 30 kilometers from the club may not bowl at the club more than twice a month. OR
- (c) *bona fide* players engaged in a match or competition which has been approved by the Management Committee.

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.

6.8 STUDENT MEMBER.

A Student member shall be a person who is under the age of 25 (twenty-five) years and who is studying full time at a School, College, Technical College and / or University.

Student members shall have all the privileges applicable to a Full Member. However, no Student member shall have any voting rights.

A Student member shall be liable for all Western Province and Bowls South Africa levies.

7 FINANCIAL YEAR

The Financial year of the Club shall be from the 1st June to the 31st May.

8 TRUSTEES

There shall be 2 (two) Trustees in whom all the movable and immovable property of the Club shall vest.

The President of the Club shall be one Trustee and the other Trustee shall be a member of the Management Committee appointed by that 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 manner as the Management Committee, in conformity with the Constitution, directs.

9 MANAGEMENT OF THE AFFAIRS OF THE CLUB.

9.1 The affairs of the Club shall be managed by a Management Committee and shall consist of the following:

- (a) President (who shall act as Chairperson at all meetings)
- (b) Vice President
- (c) Hon. Secretary
- (d) Hon. Treasurer
- (e) Hon. Match Secretaries Two (2) - One lady and one gentleman
- (f) Five (5) additional Committee members.

All members of the Management Committee shall be either Full, Honourary Life Members, or Associate Members and shall hold office from the conclusion of the meeting at which they were elected until the conclusion of the meeting at which their successors are elected.

9.2 The Executive Officers of the Club shall be Full or Honourary Members and shall be the following:

- (a) President;
- (b) Vice President
- (c) Hon. Secretary
- (e) Hon. Treasurer.

They may take such action and make such decisions as they consider necessary in matters of urgency. Their actions and decisions shall be subject to ratification by the full Management Committee at its next meeting.

9.3 Dual Membership

No member of the Management or Selection Committee may hold dual membership with another Club affiliated to the W.P.B.A.

10 ELECTION PROCEDURE FOR MANAGEMENT COMMITTEE MEMBERS

10.1 A notice calling for nominations for the various offices shall be placed on the Clubhouse Notice Board not later than the 15th May in each year.

Nominations shall be inscribed in the appropriate column on the applicable form and shall be signed by the proposer, the seconder and the nominee. Nominations shall remain exhibited until 8.00 pm, on 15th June. Any nomination not signed by the nominee by the closing date, shall be deemed null and void.

- 10.2 The names of all nominees, together with the names of the prospective proposers and seconders, shall be set out in the Notice convening the Annual General Meeting.
- 10.3 A member may be proposed for more than one office but, upon their election to an earlier office in the elections, the further nomination shall fall away.
- 10.4 If by the closing date for nominations, no candidate has been nominated for any office, or, in the case of the Management or Selection Committees, 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 more candidates are then nominated than there are vacancies, a ballot shall be held to fill the remaining vacancies. If not those nominated shall fill the remaining vacancies.
- 10.5 Where any of the offices of Hon. Secretary, Hon. Treasurer, or Hon. Match Secretaries are not filled at the Annual General Meeting, the Management Committee may appoint any of its members to hold one of the abovementioned offices in addition to their elected office.
- 10.6 Members shall vote separately for the offices of President, each Vice President, Hon. Secretary, Hon. Treasurer, and the Hon. Match Secretaries in that order and thereafter for the remaining four additional members. In every election voting shall be by secret ballot.
- Ballot papers not complying shall be counted as spoilt papers.
- 10.7 Proxy votes shall be permitted. All proxy votes shall be submitted to the Hon. Secretary prior to the commencement of the Annual or Special General meeting.

11 PAST PRESIDENT

The outgoing President, if available and willing to serve, may be co-opted as an additional member of the Management Committee for the following Club year, but shall not have a vote.

12 DUTIES OF PRESIDENT.

- (a) The President shall co-ordinate all the activities of the Club and preside at all Management & General Meetings. The President may also attend any meetings of either Selection Committee by prior arrangement but shall only be an observer and shall not have any vote.
- (b) The President may also attend any other meetings, with full voting powers, except where these powers have been specially precluded.
- (c) The President shall, in the event of a tie in voting, also have a casting vote.
- (d) The President shall present a report to the Annual General Meeting of the activities of the Club for the past year and shall ensure that an audited financial statement is also presented.

13 DUTIES OF VICE PRESIDENT.

- (a) The Vice President shall assist the President in all functions and shall act as Chairperson in the absence of the President and, in so doing, assume the duties and powers of the Chairperson.
- (b) The Vice President may also attend any meetings of either gender's Selection Committee (on the President's behalf), by prior arrangement, but shall only be an observer and shall not have any vote.

14 POWERS, DUTIES AND OBLIGATIONS OF THE MANAGEMENT COMMITTEE

14.1 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 with-out in any way limiting such powers and authorities, the Management Committee shall have the following special powers and duties:

- (a) to open and operate upon a banking account in the name of the Club and to overdraw, if necessary, such banking account for the purposes of the Club. All payments shall be signed by the President or Hon. Treasurer and by any other member of the Management Committee designated for that purpose.
- (b) to effect insurance of all kinds in the interests of the Club
- (c) to make, amend, suspend and repeal By-Laws for the regulation of the affairs of the Club.
- (d) all proposed amendments to the Bye-Laws by the Management Committee are to be displayed on the Notice Board for a minimum period of 14 (fourteen) days.
- (e) all Bye-Laws shall be circulated to all members other than Temporary Members.
- (f) to invest the funds of the Club in the best interests of the Club.
- (g) all trading of provisions, liquid and solid, are to be sanctioned by the current management committee.
- (h) to appoint, suspend or discharge any employee as may be deemed necessary, and to fix such employee's remuneration and conditions of employment.
- (i) to institute, conduct, defend, compound or abandon any legal proceeding by and against the Club or its officers or otherwise concerning the affairs of the Club with the consent of the Trustees.
- (j) to elect Associate and Temporary Members in terms of Clauses 6(v) and 6(vii) hereof.
- (k) to fix and vary subscriptions or fees payable by Associate Members and by various categories of Temporary Members.
- (l) in the absence of the Hon. Secretary, Hon. Treasurer, Hon. Green-keeper, or the Hon. Bar Manager or any one or more of them, to appoint a Full Member to act temporarily in one or other of these capacities. The person appointed shall have the same powers and duties as the person in whose place they have been appointed.
- (m) 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 fix and, from time to time, vary the fees, if any, payable in respect of guests introduced by members.
- (n) 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.
- (o) 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 whatsoever.
- (p) to regulate the wearing of the Club's colours and insignia and of apparel by persons playing on the greens.
- (q) to fill such vacancies among its members as may arise during its term of office.

- (r) to have the 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, sanction such action.
- (s) to appoint a Delegate and Alternate to the Western Province Bowling Association Council, both of whom shall be members of the Management Committee.
- (t) to pay the entrance fee for all selected representative teams entered by the Club for Western Province and / or National Tournaments.

14.2 In the election of Full, Social and Student members, the Management Committee shall be bound by the following procedure:

A candidate for election as a member of the Club shall be proposed and seconded by members in good standing. The application form for this purpose shall be:

- (a) For Full & Student members: forms as issued by Bowls South Africa.
- (b) For Social members: The Club's Application form.

The completed Application Form shall be displayed on the Club Notice Board for a minimum period of fourteen (14) days before the candidate may be elected as a member. No member may be elected sooner than fourteen (14) days after nomination. The Objections of Club members to any nomination may be made in confidence to any member of the Management Committee who shall convey the fact of the objection, and details thereof to the meeting at which the applicant is considered. The name of the objector is to be given only to the Chairperson in confidence. The Management Committee shall ballot on the application and three (3) adverse votes shall exclude membership.

14.3 A member of the Management Committee may, upon ten (10) days written notice to the Hon. Secretary, move to review and rescind any decision of the Committee taken during its term of office. Immediately on receipt thereof, the Hon. 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 to one of its members present at the meeting is obtained.

14.4 Decisions of a Management Committee shall not be binding upon its successor in office.

14.5 The Management Committee shall fix times of play and shall appoint Duty Officers for each playing session who shall allocate the rinks for play after receiving the report of the Greenkeeper.

14.6 **SOCIAL PLAY:**
The Duty Officers appointed by the Management Committee shall arrange matches in the best interest of those members present and, as far as practical, shall give preference to the "Draw" over Club Competitions, save where the Management Committee has allocated specific rinks for competitive play.

14.7 **COMPETITIVE PLAY:** A draw shall mean the making up of teams by members of the Selection Committee or Management Committee by a method considered fairest to all concerned.
The rinks to be played on by all teams shall be determined by lot and shall be drawn from the numbers of rinks available for play.

- 14.8 The Management Committee shall regulate play by casual visitors.
- 14.9 Members may introduce guests to the Club provided that, upon arrival at the Club, such guest's name, full home address and the members name are written clearly in the visitor's book and the member countersigns such entry. The maximum number of guests, excluding members of their immediate family, which a member may, at any one time, introduce to the Club premises, shall be determined from time to time by the Management Committee subject to compliance with the Liquor Act.
- 14.10 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 President shall *ex officio* be a member of all sub-committees.
- 14.11 The Management Committee shall, upon a written requisition signed by at least one third of the Full Members, convene a Special General Meeting of members. The notice of such meeting shall be handed or posted to all members, entitled to attend, not less than nine (9) days prior to the date of the meeting and shall set out in full the matters to be dealt with by the meeting and only such matters may be discussed and, if necessary, voted upon at the meeting.
- 14.12 The Management Committee shall be answerable, for all its actions, to the members at a General Meeting.
- 14.13 No Committee member may propose or second the application forms of new members to the Club.
- 14.14 In the case of doubt as to the meaning of any Clause hereof or any by-law framed in terms of Clause 14.1, the interpretation of the Management Committee shall be binding upon all concerned until the next Annual General Meeting where it may be confirmed or overruled by the members present.
- 14.15 If any member of the Club is alleged to be guilty of offensive or improper behaviour, the Chairperson shall convene a meeting of the Management Committee which the member concerned, having been given notice of the complaint, and details thereof, shall be invited to attend. At this meeting the member concerned may question the person complaining and may call witnesses in defense and may make such material statements to the Committee as they desire. If the member, having received notice of the meeting, fails to attend, the Committee may proceed to consider the complaint in their absence.

After giving the matter its consideration, the Management Committee may:

- (a) dismiss the complaint,
- (b) issue a warning to the member concerned,
- (c) suspend the member for a stated period,
- (d) 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 a unanimous vote.

A right of Appeal shall lie with an Appeal Committee selected by the Management Committee and consists of the President and two (2) selected members upon a written request from the member concerned. Notice of Appeal shall be given to the Hon. Secretary within seven (7) 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.

15 SELECTION COMMITTEE

The Selection Committee shall be responsible for selecting players to represent the Club in National and District Championships and Competitions, and for nominating suitable candidates for District and National selection and for the grading and handicapping of members.

- (a) At every Annual General Meeting two (2) Selection Committees, comprising of five (5) members each, shall be elected - one for the ladies and one for the men.

Election of each Selection Committee shall be done by members of their own gender, i.e. the election of the Men's Selection Committee shall only be elected by the male members of the Club and the Lady's Selection Committee by the female members of the Club present and entitled to vote.

At the first opportunity after their election each Selection Committee shall meet and elect a Chairperson from amongst their members.

- (b) Nominations for each Selection Committee shall be inscribed in the appropriate column on the applicable form and shall be signed by the proposer, the seconder and the nominee.
- (c) Three (3) members of the Selection Committee shall form a quorum.
- (d) If a vacancy occurs in any Selection Committee, the Management Committee shall fill the vacancy.
- (e) In the absence of the Chairperson, the selectors present shall appoint a Chairperson.
- (f) If any member of the Selection Committee fails to attend two (2) successive meetings of the Committee without leave of absence, they shall forfeit their seat and shall be replaced by the Management Committee in the same way as it may fill any vacancy in terms of (d) above.
- (g) If by closing date for nominations fewer than five (5) candidates 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 (5) candidates for election, the candidates remaining shall be deemed duly elected and the Chairperson at the Annual General Meeting shall call for further nominations. 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.
- (h) Any member of the Selection Committee, whose name is to be considered for selection in a National / Provincial / District representative side shall excuse himself from the deliberations and shall take no part therein. Their place shall be filled by the Management Committee by a member whose name has not been submitted for selection. After the National / Provincial / District team has been selected, the Member excused may resume their seat on the Selection Committee.
- (i) A record of attendance at all meetings shall be maintained and made available at the Annual General Meeting.
- (j) No member with less than one (1) year current service shall serve on the Selection Committee.
- (k) The Chairperson of either Selection Committee may request to attend a Management Committee meeting or may be co-opted to serve on such Committee.

16 GENERAL ADMINISTRATION

- 16.1 The Management Committee shall meet at regular monthly intervals and at such other times as the Chairperson may direct. The Chairperson shall be obliged to convene a special Management Committee meeting on written requisition by six (6) members of that Committee. A quorum of the Management Committee shall be six (6) members present.
- 16.2 A quorum of any sub-committee shall be a majority of its members.
- 16.3 A member of the Management Committee or of any sub-committee shall forfeit their seat on such committee if absent from three (3) consecutive meetings without leave.
- 16.4 Records of attendance at all meetings of the Management Committee and of sub-committees shall be maintained and made available at the Annual General Meeting.
- 16.5 The Hon. Secretary shall keep proper minutes of all Management Committee meetings and submit them for approval to the next meeting.
- 16.6 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.
- 16.7 The Chairperson at all meetings shall have a deliberate vote (unless specifically excluded by these rules) in addition to a casting vote in the event of a tie.
- 16.8 Only Club members shall be permitted to pay for accommodation or facilities or liquor or refreshments supplied in the Club.
- 16.9 For the benefit of members and to encourage their co-operation, a book shall be available to them to record their suggestions either anonymously or otherwise.
- 16.10 Any complaints which members may wish to make shall be made in writing to the Hon. Secretary.
- 16.11 All suggestions and complaints shall be placed before the Management Committee for attention at the first meeting after receipt of same.
- 16.12 The Management Committee shall ensure that proper books, including a register of members, are kept. The Books of Accounts 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 the Management Committee members at all reasonable times. Books of Account and supporting documents shall be retained for at least five (5) years. Minutes and Minute books shall be kept indefinitely.
- 16.13 Except in terms of a written agreement approved by the Minister responsible for administration of the Liquor Act, or a person to whom responsibility has been delegated, no profit from the sale of liquor by the Club shall accrue to any individual.

17 SUBSCRIPTIONS

- 17.1 Subscriptions for all members of the Club shall be set at the Annual General meeting using the following formula. (All subscriptions shall be based on the percentage of a Full Member under 70 years of age at 100%):
 - (a) Full Members under 70 years of age- 100%
 - (b) Full Members aged 70 years and over 75%
 - (c) Joint Members under 70 years of age 85% of combined subs for Full Members
 - (d) Joint Members aged 70 years and over 65% of combined subs for Full Members.
 - (e) Associate Members: Not less than the minimum as laid down in the Liquor Act.
 - (f) Social Members (Spouses of Member): Not less than the minimum as laid down in the Liquor Act
 - (g) Social Members (Other): Not less than the minimum as laid down in the Liquor Act.
 - (h) Student Members: Not less than the minimum as laid down in the Liquor Act,
- 17.2 All subscriptions shall be liable for V.A.T. at the prevailing rate.

In no case shall any subscription be less than the minimum subscription as laid down for Club members by the Liquor Act 87/1977 as amended or substituted from time to time.

The due date for the payment of all subscriptions shall be the 1st July of each year.

Annual subscriptions of newly elected members shall be payable in full on application if elected prior to 31st January, after which a *pro rata* of the annual subscription shall be payable as decided by the Management Committee.

Any member who fails to meet their financial obligations, including the payment of subscriptions, to the Club within three (3) months of the due date as laid down in Clause 17 paragraph 4, shall be advised in writing that their membership of the Club will be terminated unless satisfactory arrangements have been made with the Hon. Treasurer. (This change is essential in order to bring the Constitution into line with the Liquor Act).

Any member who has been suspended or expelled shall remain indebted to the Club in respect of their obligations, 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.

Notwithstanding the foregoing paragraph, a member may resign within two (2) weeks after the Annual General Meeting and, upon acceptance of their resignation by the Management Committee, shall not be liable for the current year's subscription. A member failing to give notice at the Annual General Meeting of their intention to withdraw from playing membership, shall be liable for the subscription for the current year, provided that they have been warned of this liability in the circular convening the Annual General Meeting.

The General Committee shall have the discretionary power to deal with exceptional cases.

Proposed increases in subscriptions shall be discussed at the Management Committee meeting in June at which the Treasurer shall submit a budget for the ensuing year listing all the requirements for the improvement of the Club. This budget will be used as a basis for a recommendation to be made to the Annual General meeting for any increase in subscriptions.

18 GENERAL MEETING PROCEDURE

Notice of such meetings shall be posted, emailed or handed to all members no less than nine (9) days prior to the date of the meeting and shall include a detailed Agenda, including all motions to be considered at the meeting.

At all General Meetings of the Club the Chairperson or Vice Chairperson shall preside. In the absence of both, the members present shall appoint a Chairperson for that meeting. At all General Meetings the members present and entitled to vote equal in number to not fewer than 30% of the Full Members shall constitute a quorum.

If no quorum be present within ten (10) minutes of the time fixed for the meeting, the meeting shall stand adjourned for ten (10) minutes. If after this time there is still not a quorum present, the meeting shall stand adjourned and a new meeting date must be scheduled with no less than nine (9) days notice prior to next meeting date.

Voting at all General Meetings, save where otherwise provided in this Constitution, shall be by show of hands unless a request for a secret ballot be made by any person present who is entitled to vote.

The Chairperson shall have, in addition to a deliberate vote, a casting vote in the event of a tie.

19 ANNUAL GENERAL MEETING

The Annual General Meeting of the Club shall be held each year during the month of July at such place, date and time as determined by the Management Committee.

Notice of such meeting shall be posted or handed to all members not less than nine (9) days prior to the date of the meeting and shall include a copy of the audited Balance Sheet and of the Financial Statement for the preceding financial year, and a detailed Agenda, including all motions to be considered at the meeting. The business to be transacted at the Annual General Meeting shall be:

- 19.1 To read the notice convening the meeting;
- 19.2 To confirm the minutes of the previous Annual General Meeting and any other intervening General Meetings;
- 19.3 To receive and consider the report of the Chairman;
- 19.4 To receive and consider the audited Financial Statements;
- 19.5 To consider and decide upon notices of motion of which notice has been given;
- 19.6 To elect:
 - 19.6.1 President. (The position of President to be elected for a period of only one (1) year. He/she can stand for election again if nominated at the next Annual General Meeting).
 - 19.6.2 One Vice President (Male or Female)
 - 19.6.3 Hon. Secretary;
 - 19.6.4 Hon. Treasurer;
 - 19.6.5 Two Hon. Match Secretaries -One lady and one man and
 - 19.6.6 Five (5) additional Committee members.
 - 19.6.7 To elect two Selection Committees of five (5) members each one male and one female;
 - 19.6.8 To elect Hon. Life Members (if any);
 - 19.6.9 To set the subscriptions for all members in terms of the formula as set out in Clause 17 of the Constitution.
 - 19.6.10 To set the following fees:
 - 19.6.10.i Members green fees;
 - 19.6.10.ii Competition fees;
 - 19.6.10.iii Green and/or tea fees for visitors
 - 19.6.10.iv Levy on members playing Flag Competition/Tygerberg League games, home and away.
 - 19.6.11 To award Honoraria (if any);
 - 19.6.12 To determine the maximum expenditure the Management Committee may incur on any one item without the sanction of a General Meeting;
 - 19.6.13 To consider any other competent business.

20 AMENDMENTS TO THE CONSTITUTION

This Constitution may be amended only upon a majority of two-thirds of those present and entitled to vote at a General Meeting of which due notice has been given. Any amendment to the Constitution, to be tabled at the Annual General Meeting, must be handed to the Hon. Secretary by the 31st May. No proposals for amendments will be accepted after this date.

Notwithstanding anything to the contrary in this Constitution, any provision thereof which conflicts with any provision of the Liquor Act, shall be void to the extent that it so conflicts.

21 DISSOLUTION

The Club shall at all times have a membership of not less than thirty-five (35) Full members. If, at any time, the Full membership falls below this figure, the sale of liquor on the Club premises shall be suspended until such time as the Full membership again reaches thirty-five (35) persons.

Should the Club be dissolved, its assets shall not devolve upon its members but shall be transferred to an organization having objectives wholly, or in part, similar to the objectives of this Club.