



MOWBRAY BOWLING CLUB

CONSTITUTION and BYLAWS

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CONSTITUTION AND BYLAWS

1. NAME AND COMPOSITION

1.1. The name of the Club is the Mowbray Bowling Club. It shall comprise two sections, namely;

1.1.1. The Bowls Section; and,

1.1.2. Newbie Bowls.

1.2. The Club is established for a public purpose as a nonprofit organisation as envisaged by the Nonprofit Organisations Act, No. 71 of 1997 with its income and property not being distributable to its members or office bearers except as reasonable compensation for services rendered.

2. OBJECTS AND POWERS

2.1. The Club is constituted for the promotion of, and the provision of facilities for, the game of bowls for recreation and for associated social purposes and shall pursue such objects without practising discrimination on the grounds of race, religious persuasion or political association. In the furtherance of its objects the Club shall have the following powers:

2.1.1. to frame and enforce Rules and Bye-Laws for its proper and efficient running;

2.1.2. to raise money by way of loans, subscriptions, levies, fees, debentures or mortgages upon such terms and in such manner as it may think fit, and to invest, lend and otherwise deal with the money so raised;

2.1.3. to acquire movable and immovable property by purchase, lease or otherwise and to reserve the right of and prescribe conditions for admission thereto; and to sell, mortgage lease or otherwise deal with such property;

2.1.4. to develop and improve immovable property acquired by it, including the erection, improvement, alteration and maintenance of a Clubhouse and such other buildings and structures as it may consider necessary, and

2.1.5. generally, to do all such things as are incidental or conducive to the attainment of its objects.

3. COLOURS

3.1. The Club colours shall be maroon and navy blue. The Club badge shall have as central motif a representation of "Physical Energy" in profile.

4. AFFILIATION

4.1. The Club is affiliated to the Western Province Bowling Association and through that body to Bowls South Africa.

4.2. The Club shall be represented on the Council of the Western Province Bowling Association by two delegates who shall both be members of the General Committee. The General Committee shall before the Annual General Meeting of the Association appoint such delegates as well as an alternate to act in the event of the inability of either delegate to attend Council Meetings. Only one of the appointees need attend the meeting.

5. MEMBERSHIP -- COMPOSITION

5.1. Life Members

5.2. Honorary members

5.3. Ordinary Members - who shall comprise

5.3.1. playing members; and,

5.3.2. social members

5.4. Student Members - who shall comprise

- 5.4.1. playing members;
- 5.4.2. social members; and
- 5.4.3. country Members, being members who reside outside of South Africa for a minimum of 6 months of the year.

6. MEMBERSHIP -- ACQUISITION

6.1. Life Members and Honorary Members

Life and honorary membership may, solely upon the recommendation of the Main Committee ("hereinafter referred to as "the Committee"), be conferred at an Annual General Meeting on any member who in the opinion of that Committee has rendered outstanding services to the Club or on such other grounds and the Committee may deem fit. Confirmation of such recommendation shall require the favourable majority vote of at least two-thirds of the members present and entitled to vote. Life and honorary members shall be entitled to all the amenities of the Club and to all the rights and privileges of membership, without payment of any subscriptions or other fees levied by the Club in terms of these Rules.

6.2. Ordinary and Student Members

- 6.2.1. Every person who wishes to become a member shall apply in writing to the Secretary to be considered as a candidate for membership and complete the requisite "Application for Membership form". Within seven days of receipt thereof the Secretary shall refer such application to the Committee,
- 6.2.2. Upon acceptance by the Committee of their application, the applicant's "Application for Membership" form shall be posted on the Notice Board for a period of fourteen days. All Club members shall have the right, within this fourteen-day period, to submit in writing to the Secretary any comments/ objections which they may have regarding the applications for membership. Any comments/ objections received shall then be reviewed by the Committee and their decision on the application will be final. The applicant will be informed in writing by the Club Secretary as to whether their application has been successful or not. Applications for Student membership shall be accompanied by documentary proof, to the satisfaction of the Secretary, that the applicant is a *bona fide* student registered as such at a recognized institution for tertiary education.
- 6.2.3. The acceptance of a candidate as a playing member who is or was a member of a bowling club falling under the jurisdiction of Bowls South Africa shall be subject to the production by such member of a clearance certificate from such club. Delay in producing such certificate shall not invalidate any of the procedures herein described but the acceptance of a candidate shall be provisional and full membership shall not commence unless and until a clearance certificate has been produced.

7. MEMBERSHIP - RIGHTS, OBLIGATIONS, TERMINATION

7.1. All members in good standing shall be entitled to:

- 7.1.1. vote at General Meetings;
- 7.1.2. support requisitions for Special General Meetings;
- 7.1.3. stand for election to any Committee or Office of the Club;
- 7.1.4. to play in Club competitions; and,
- 7.1.5. with the exception of non-playing social members and subject to 7.2 below, represent the Club in competition.

7.2. No member who has been elected or co-opted, or in any other way appointed, to any Office or Committee of any other bowling club affiliated to the Western Province Bowling Association shall be eligible to be appointed in any way to any Office or Committee at Mowbray Bowling Club.

7.3. Membership of the Club shall terminate -

- 7.3.1.** upon the expulsion of a Member in terms of Rule 12.2;
- 7.3.2.** automatically upon non-payment of the annual subscription in terms of Rule 9.2.3 unless the Committee, for reasons considered good and sufficient, suspends the operation of this Rule for such period as it deems appropriate;
- 7.3.3.** upon receipt by the Secretary of a resignation in writing.

8. MANAGEMENT AND CONTROL

8.1. Committee: Composition and Election

- 8.1.1.** The management and control of the Club shall be vested in a Committee consisting of a Chairperson, a Treasurer, a Secretary and two additional Members. In that the Club may employ a Manager, the Manager may serve as Secretary of so elected. The General Committee shall be elected at the Annual General Meeting and shall hold office for the ensuing year.
- 8.1.2.** No Member shall be appointed to, or be permitted to hold more than one office on the Committee, save in a temporary relieving capacity, and the Committee shall be empowered to elect another member to fill any vacancy arising. Such member shall hold office for the balance of the current year.
- 8.1.3.** Nomination of candidates for election to all Offices of the elected Committee of the Club shall open not later than 14 (fourteen) days prior to the convening of the Annual General Meeting and shall close at 18:00 on the evening prior thereto. The Secretary shall indicate that nominations have opened by posting on the Club Notice Board a list for the recording of nominations made in accordance with paragraph 8.1.4 hereof.
- 8.1.4.** Candidates shall be proposed and seconded in writing by members in good standing and shall indicate acceptance by countersigning the nomination form. All completed forms shall be lodged with the Secretary who shall, immediately on receipt of each form, record the name of the nominee and the names of the proposer and seconder on the appropriate list on the Club notice board.
- 8.1.5.** Should there be no candidate for election to an office and/or fewer than the appropriate number of candidates for election to a Committee, the Chairperson shall call for nominations from the floor to fill such vacancies and in the case of the election of a Committee, shall declare all candidates previously nominated to be duly elected.
- 8.1.6.** The presiding chairperson of the meeting shall determine the method of voting (i.e. ballot or show of hands) with the exception that, where the number of candidates nominated exceeds the number of vacancies, voting shall be by ballot. Any voting paper reflecting more names than the number of vacancies shall be deemed to be a spoiled paper and shall not be counted.

8.2. Main Committee: Procedures

- 8.2.1.** The Committee shall, unless for good and sufficient reason, meet not less than once in each calendar month. The Secretary shall call a meeting of the Committee on the instructions of the Chairperson or within seven days of the receipt of a request, in writing, from any member of the Committee, and such meeting shall be held within fourteen days from the date of receipt of the request.
- 8.2.2.** At any meeting of the Committee three members thereof shall form a quorum. The presiding chairperson of the meeting shall determine the method of voting. In the event of an equality of votes the chairperson shall have a casting vote.
- 8.2.3.** Any member absent from three consecutive meetings of the Committee without leave being first obtained may, at the discretion of the Committee, be deemed to have forfeited their seat.

8.3. Main Committee: Powers

- 8.3.1.** Without derogating from any powers conferred on the Committee elsewhere in this Constitution, it shall in addition have full power:
- 8.3.2.** To transact all the business of the Club; to represent the Club through nominees on all occasions; to appoint any person or firm to represent the Club in legal matters and for such purposes to execute Powers of Attorney, sign contracts and deeds and to institute and defend any actions at law instituted by or against the Club.

- 8.3.3.** To make bylaws not inconsistent with these rules, provided such bylaws may be amended or revoked at the next Annual General Meeting or at a Special General Meeting called for the purpose. Bylaws thus introduced by the Committee shall remain of full force and effect unless and until revoked or amended.
- 8.3.4.** To appoint such Sub Committees, as it may deem necessary, granting to such Sub Committees all such powers as it may decide. The Chairperson shall be an ex-officio member of all Sub-Committees with voting powers.
- 8.3.5.** To decide dates for the opening and closing of the playing season.
- 8.3.6.** To fix the charges for teas and green fees payable by Members and/or visitors, and to fix any locker fees.
- 8.3.7.** To effect insurance of all kinds in the interests of the Club, provided that the Club shall not be responsible for any loss not covered by insurance nor for any amount in excess of that recovered under the Insurance Policy.
- 8.3.8.** Be responsible for and have sole control of the maintenance and upkeep of the greens, clubhouse and other assets and property of the Club.
- 8.3.9.** To arrange and supervise all Club Competitions

8.4. Selection Committee

- 8.4.1.** Selection Committees, each consisting of a Convener of Selectors and two Selectors, shall be elected by the playing members at the Annual General Meeting, for the Men's and Women's sections respectively.
- 8.4.2.** The duties of the Selection Committees shall be:
 - 8.4.2.1.** To appoint Selection Panels, and to sit on the Selection Panels, for the selection of teams for Provincial Inter-Club Competitions; and
 - 8.4.2.2.** To select teams for other competitions as the General Committee may direct.
- 8.4.3.** For the Flag and Muter competitions, the Selection Committees shall form a Selection Panel for each team entered into the respective competitions.
 - 8.4.3.1.** At least two weeks before the start of the Flag and Muter competitions the Selection Committees shall draw up preliminary teams and use these teams to appoint Selection Panels. The Selection Panels shall each consist of the Convener of Selectors and two members of each team. The two Selectors shall be included as these two members.
 - 8.4.3.2.** The teams for each week of competition shall be selected by the relevant Selection Panel. The club first team shall be selected first. After it has been finalised, the second team shall be selected from the remaining club members. This process shall be followed for all the teams in sequence.
 - 8.4.3.3.** If any member of any Selection Panel is promoted or relegated to a different team, the Selection Committee shall immediately make changes to the Selection Panels such that each panel contains two members of each team.

8.5. Secretary

- 8.5.1.** The Secretary shall:
 - 8.5.1.1.** convene and keep minutes of all meetings;
 - 8.5.1.2.** conduct all correspondence;
 - 8.5.1.3.** keep a register of Members;
 - 8.5.1.4.** have sole absolute control of the posting of notices on the Club Notice Board.

8.6. Treasurer

- 8.6.1.** The Treasurer shall:
 - 8.6.1.1.** keep proper records of all receipts and payments, this function may be delegated to the Club Manager if applicable;
 - 8.6.1.2.** bill Members for their annual subscriptions, levies and fees, and any other monies due to the Club on a recurrent basis, and monitor payment thereof,

8.6.1.3. present to each Annual General Meeting a balance sheet and statement of Income and Expenditure for the preceding financial year.

9. FINANCE

9.1. Accounts and Control

9.1.1. The Financial Year of the Club shall be from the 1 May in each year to the 30 April of the following year.

9.1.2. All funds accruing to the Club from whatever source derived shall be reflected in the books of the Club and shall be utilised as decided upon by the General Committee from time to time, for the benefit of the Club.

9.1.3. All monies accruing to the Club shall be deposited in the name of the Club in any bank or building society approved of by the Committee.

9.2. Annual Subscriptions and other dues

9.2.1. The annual subscription payable by the various categories of members shall be determined by the Committee from time to time.

9.2.2. The Annual Subscription shall be due and payable on and as from 1 July in each year and shall be payable in advance.

9.2.3. If a Member fails to pay their subscription within one month of the date due (or where a Member elects to pay in instalments, within one month of the dates due) such member shall ipso facto cease to be a Member and the Western Province Bowling Association shall be notified accordingly. Cessation of membership in terms of this Rule or Rule 12 shall not absolve the defaulter from liability for the subscription or other monies due to the Club.

9.2.4. Notwithstanding the foregoing, the Committee shall have the power:

9.2.4.1. to reinstate a person whose membership has ceased in terms of Rule 9.2.3., upon payment by such person of all arrears of subscription, affiliation fees and any other monies owing to the Club, together with a reinstatement fee of 10 per cent of the arrear subscription, unless the Committee shall decide to waive such fee.

9.2.4.2. to waive payment of the subscription due by a Member where deemed justified in circumstances of personal financial hardship, in which event all affiliation fees in respect of such Member shall be paid by the Club on their behalf.

9.2.4.3. Once membership has been reinstated in terms of (a) hereof or subscriptions waived in terms of (b) hereof, the person concerned shall be a Member in good standing and be entitled to all the rights and privileges of membership.

9.2.4.4. The subscription payable by a person who is admitted to membership on or after 1 July in any year shall be determined pro rata, in the proportion that the number of months (to the nearer full month) remaining of the financial year bears to the full annual subscription; provided that in no case shall the reduced subscription due in terms of this clause be less than the minimum subscription in terms of Rule 9.2. 1. The Committee may declare the membership of a newly elected Member forfeited if their subscription and/or other fees remain unpaid for more than 31 days following receipt by the member of notice of their election.

9.3. Proceeds of Liquor Sales

9.3.1. No proceeds or portion thereof derived from the sale of liquor by the Club in terms of any liquor licence held by it shall accrue to any individual, be it a member or third party.

10. GENERAL MEETINGS

10.1. Annual General Meeting

10.1.1. The Annual General Meeting of the Club shall be held between June 15 and July 31 each year at such time and place as the Committee shall determine.

10.1.2. At least fourteen days' written notice of an Annual General Meeting shall be given to each Member, but the non-receipt of such notice by any Member shall not invalidate the proceedings at any such meeting.

10.1.3. Notice of any motion to be proposed at an Annual General Meeting, other than one relating to the ordinary business of the meeting, must be lodged with the Secretary by not later than 18h00 on 30 May and shall be incorporated by him in the agenda.

10.1.4. The business of an Annual General Meeting shall be:

10.1.4.1. To confirm the Minutes of the previous General Meeting or Meetings;

10.1.4.2. To receive and consider the report of the Committee and the accounts for the past year,

10.1.4.3. To consider any motion concerning the affairs of the Club of which due notice has been given;

10.1.4.4. To elect the Office-bearers referred to in Rule 8. 1. 1.

10.1.4.5. To consider any other business concerning the Club.

10.2. Special General Meetings

10.2.1. A Special General Meeting may be convened at any time by resolution of the Committee or on receipt by the Secretary of a written request signed by not less than ten members in good standing and setting out the business to be transacted. Where such business is to amend this Constitution and/or the Bye-laws, Rule 11 shall apply; in all other cases, the Secretary shall upon receipt of the request, forthwith convene a meeting. Meetings convened in terms of this Rule shall be held not earlier than fourteen days and not later than twenty-one days, of the despatch by ordinary post of the notice convening the meeting.

10.3. Rules for General Meetings

10.3.1. The quorum for all Annual and Special General Meetings shall be one-quarter of the Members in good standing entitled to vote. Should a quorum not be present after thirty minutes have elapsed from the time fixed for an Annual General Meeting or a Special General Meeting called by the Committee, the meeting shall be adjourned by the Chairperson to a date fixed by the Committee and fourteen days' notice shall be given of such meeting. The Members present at the adjourned meeting shall constitute a quorum and shall be competent to transact the business for which the meeting was called.

10.3.2. Should a quorum not be present after thirty minutes have elapsed from the time fixed for a Special General Meeting requisitioned by Members, the meeting shall be abandoned. The Committee shall have the power to reject any subsequent requisition made in the same season in respect of the same business.

10.3.3. Except as otherwise specifically provided, all matters shall be decided by a show of hands unless at least ten members support a proposal that voting be by ballot.

10.3.4. In the event of an equality of votes, the Chairperson shall possess a casting vote in addition to their deliberative vote.

10.3.5. The person elected Chairperson of the Committee shall take the Chair at the Annual General and any Special General Meeting. Should neither person be present after fifteen minutes have elapsed from the time fixed for the meeting, the members present shall elect a Chairperson for the meeting, provided a quorum is present.

11. CONSTITUTION AND BYLAWS - AMENDMENT AND INTERPRETATION

11.1. Amendment

11.1.1. Amendments and/or additions to the Constitution or the Bylaws shall require that two-thirds, or a simple majority, respectively, of those present and entitled to vote at a properly constituted General Meeting of Members, vote in favour thereof.

11.1.2. Not less than twenty-one days' notice shall be given to the Secretary of any intended alteration to the Rules and Bylaws, and full details of such intended alterations shall be clearly set out in the notice of the meeting in the form in which it is intended shall appear in the amended constitution.

11.2. Interpretation

11.2.1. In the event of any dispute regarding the interpretation of these Rules and/or the Bylaws, it shall be the responsibility of the Committee to settle such dispute and their ruling shall be binding upon all concerned until

the next General Meeting of Members. If raised at such meeting a simple majority vote shall be sufficient for the adoption of an interpretation which is final and binding.

- 11.2.2.** Save as provided in Rule 11.2.1, at all General and Committee meetings the ruling of the Chairperson shall be accepted as final and binding unless reversed thereafter at a Special General Meeting called for that purpose or at an Annual General Meeting.

12. GENERAL

12.1. Visitors

- 12.1.1.** Members of other bowling clubs affiliated to any Bowling Association and other visitors may be permitted to play on the Club's greens and shall pay the fees as laid down by the General Committee from time to time.

12.2. Liquidation

- 12.2.1.** The Club may not be liquidated without the sanction of a majority vote of three-fourths of the Members present and entitled to vote at a properly constituted General Meeting of which not less than twenty-one days' notice shall have been given. At such meeting, it shall be decided whether and, if so, when and how the assets of the Club be disposed of and the manner of distribution of any proceeds. It is however specifically recorded that, notwithstanding anything to the contrary contained herein, any such proceeds shall not be distributed to Club members or office bearers and that any such proceeds, assets and property of the Club are to devolve exclusively upon nonprofit organisation/s (as defined by Act 71 of 1997) with preference to be given to such organisation/s that are constituted for the promotion of, and the provision of facilities for, the game of bowls for recreation and for associated social purposes.

12.3. Election of Life President

- 12.3.1.** The Committee may, subject to the affirmative votes of at least seventy-five per cent of its members present at a meeting of which at least seven days' notice shall have been given, recommend to members in General Meeting that a Life Member be elected the Life President of the Club. The basis of the recommendation shall be that such Life Member has rendered services so exceptionally distinguished as to merit special recognition.
- 12.3.2.** Confirmation of such recommendation shall require the favourable majority vote of at least two-thirds of the members present and entitled to vote.
- 12.3.3.** The position of Life President shall be purely honorary and titular and shall not of itself entitle the holder to a seat on the General or any other Committee, but they shall remain entitled to exercise all the rights and privileges afforded a Life Member in terms of these Rules.

12.4. SAIDS Compliance

Mowbray Bowling Club shall accept and abide by the spirit and terms of the South African Institute for Drug Free Sport [SAIDS] Anti-Doping Programme and the Anti-Doping Rules, including the application of its sanctions to individuals and shall respect the authority of and co-operate with SAIDS and the hearing bodies in all anti-doping matters which are not governed by the rules of the relevant International Federation.

13. CODE OF CONDUCT

13.1. Ethical Standards

All members are expected and required to uphold the following ethical standards:

- Act in the best interests of the Club.
- Respect the rights, dignity and worth of every human being.
- Be fair, considerate, honest and have respect for the law.
- Be trustworthy and honourable, accepting responsibility for your actions.
- Refrain from racial, gender, verbal, physical or emotional abuse or harassment.
- Make a positive contribution and refrain from destructive criticism.

- Respect all religions as equal.
- Adhere to the Codes or Conduct of WP Bowls and Bowls South Africa.

13.2. Do not bring the name of the club into disrepute

All members are expected and required to not bring the name of the club into disrepute. This includes not doing anything to:

- Tarnish the name of the club.
- Damage the reputation or image of the club.
- Bring the club into dishonour.
- Cause the club to lose prestige.
- Bring the club into discredit.

13.3. Acts of serious misconduct

Any of the following acts, committed within the context of a member's membership of the club, will be deemed to be serious misconduct;

Any act that is considered to bring the name of the Club into disrepute;
 Gross insubordination or insolence towards the Executive or employees of the club;
 Theft or fraud, including the forging of any person's signature;
 Any act deemed as dishonest in terms of the laws of the country;
 Assault, fighting or any act of aggression;
 Any form of harassment or discrimination;
 Illegal possession or use of weapons or dangerous items on premises governed by the Club or District;
 Vandalism or damage and destruction of Members' or Club property.

14. DISCIPLINARY ACTION

The club, through its Committee, shall be obliged to take appropriate disciplinary action against any of its individual members who contravene any applicable code of conduct, rule, bylaw or resolution by the Club Committee, WP Bowls or Bowls SA or who commits any act deemed to be harmful to the sport of bowls or any other member or person at any club, bowls facility or bowls event or any other act which brings the club or sport into disrepute. The action taken shall be in terms of the Disciplinary Procedure Bylaw.

14.1. Complaints

- 14.1.1.** Any Member having a complaint may submit same in writing to the Committee who shall deal with it in terms of the Disciplinary Procedure Bylaw, such process to be initiated within 7 days of receiving a written complaint.
- 14.1.2.** A Member may only be charged with an offence which is stipulated in the Code of Conduct stipulated in Clause 13 of the Constitution.

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BYLAWS

CLUB COLOURS AND BADGES

1. The registered colours of the Club shall be navy blue and maroon.
2. The hat band shall bear the registered colours as follows:
 - 2.1.1. Four horizontal navy blue stripes (3mm. deep) separated by three maroon stripes of which the upper and lower are 6mm deep and the central stripe is 12,5mm deep. The word **MOWBRAY** shall be worked in navy blue thread upon the central stripe, such that the word appears above the front brim of the hat.
3. The metal lapel badge shall be similar in shape and design to the pocket badge and shall have an overall width of 20mm and height of 22mm
4. Life Members shall be presented with a metal lapel badge with the addition of a rectangular gilt base bearing the words: **LIFE MEMBER.**

GENERAL

1. All games shall be played in accordance with the South African laws and all Members shall conform with the law regarding dress.
2. Members of the Committee, Selection Committees or other Duty Officers present shall endeavour to ensure that every visiting bowler who so desires is included in the draw for play.
3. Members intending to play during official playing sessions shall render their tabs at least 15 minutes before the recognised starting time for play. After the tabs have been drawn and games arranged, all vacant rinks shall be closed unless otherwise specifically authorised by the Committee.
4. All players must use the steps when stepping onto and off the greens.
5. When the necessity arises, Members will be responsible at the end of the game for the removal to the Clubhouse of all scoreboards, jacks, mats and any other Club property.
6. As soon as practicable after each Annual General Meeting there shall be displayed on the Club Notice Board a list of members of each and every sub committee elected for the current year, and such list shall remain on the board throughout the season.

INTER-CLUB FIXTURES – DUTIES & RESPONSIBILITIES OF CAPTAINS AND SKIPS

1. The Selection Committee shall nominate a captain for each side selected for inter-club competitions.
2. The duties and responsibilities of team skips and side captains during inter-club competitions shall be as follows:
 - 2.1.1. Ensuring that all selected members are available, that suitable travel arrangements are made for away games, and that catering has been arranged for home games.
 - 2.1.2. That side captains shall, in the event of a player being reported for a breach of discipline, report to the General and Selection Committees.
 - 2.1.3. That the side captain shall be consulted by each skip with regard to any decision, which will affect the result of any game. The captain will have the ultimate authoritative responsibility.
3. The General Committee shall nominate a member, either from the General Committee or from the general membership who will be responsible for the following:
 - 3.1.1. Arranging umpires and a competition official to be on duty when Provincial, Interprovincial or National Tournaments are scheduled to take place at the club. Per stipulation of the Western Province Association. (refer official yearbook of Western Province - General conditions of Play).
 - 3.1.2. Complying with the general rules and conditions of play.
 - 3.1.3. Welcoming visitors and making announcements.
 - 3.1.4. Ensuring that catering facilities are available.

CLUB CAPTAINS

1. Club Captain: Election

- 1.1. A Men's Club Captain and a Women's Club Captain shall be elected by the playing members at the Annual General Meeting and shall hold office for the ensuing year.
 - 1.1.1. Nomination of candidates for the election of a Club Captain shall open not later than 14 (fourteen) days prior to the convening of the Annual General Meeting and shall close at 18:00 on the evening prior thereto. The secretary shall indicate that nominations have opened by posting on the Club Notice Board a list for the recording on nominations made in terms of paragraph 1.1.3 hereof,
 - 1.1.2. Candidates shall be proposed and seconded in writing by members in good standing and shall indicate acceptance by countersigning the nomination form. All completed forms shall be lodged with the Secretary who shall, immediately he receives each form, record the name of the nominee and the names of his proposer and seconder on the appropriate list on the Club notice board.
 - 1.1.3. Should there be no candidate for election to an office and/or fewer than the appropriate number of candidates for election to a Committee, the Chairman shall call for nominations from the floor to fill such vacancies and in the case of the election of a Committee, shall declare all candidates previously nominated to be duly elected.
 - 1.1.4. The presiding chairperson of the meeting shall determine the method of voting (i.e. ballot or show of hands) with the exception that, where the number of candidates nominated exceeds the number of vacancies, voting shall be by ballot. Any voting paper reflecting more names than the number of vacancies shall be deemed to be a spoiled paper and shall not be counted.

2. Club Captain: Duties and Responsibilities

- 2.1. The main duties of the Club Captain shall be to:
 - 2.1.1. Act as MC for after match functions and co-ordinate speeches and other activities,
 - 2.1.2. Make themselves known to all Members and uphold all Club rules,
 - 2.1.3. Be available to all Members to speak about any problems or issues that they have,
 - 2.1.4. Be a positive role model for all Members of the Club
 - 2.1.5. Encourage Members to be involved in all Club activities,
 - 2.1.6. Welcome new Members to the Club,
 - 2.1.7. Be responsible for organising social bowling days where appropriate.
- 2.2. A report shall be submitted by the Club Captain to the General Committee on a monthly basis with a specific focus on:
 - 2.2.1. Requirements for upcoming events,
 - 2.2.2. Suggestions or recommendations regarding the day to day operations of the Club.

DISCIPLINARY PROCEDURE

When a written complaint is received by the Committee in terms of section 13 of the Constitution the Disciplinary Procedure shall be implemented.

1. Disciplinary Committee Appointed

Should the Committee, after careful consideration, deem the complaint to have sufficient merit to warrant this, the Committee will, within 7 days of receipt of the complaint, appoint a Disciplinary Committee consisting of at least one and not more than three persons.

The Disciplinary Committee shall be as independent as possible, as it will make the recommendations to the Club Committee of the Club regarding findings as well as the recommendation of the appropriate sanction. The Disciplinary Committee does not have the authority to impose a sanction on a member. The Disciplinary Committee's function is to ensure that the correct procedure is followed and that an appropriate sanction is then recommended to the Club Committee. The Disciplinary Committee need not be members of the club and may be appointed on an ad hoc basis by the Club Committee.

2. Notice Issued

The Disciplinary Committee shall:

- 2.1. Issue a Notification of Disciplinary Hearing to the accused member, informing them of the charges and calling on them to appear before the committee, such Disciplinary Hearing to be held within 10 days of the Disciplinary Committee being formed;
- 2.2. Inform the accused member of their rights and the process that will be followed;
- 2.3. Where deemed necessary suspend, without prejudice, the accused member of any or all of the benefits and advantages of membership until such time as the disciplinary process had been completed;
- 2.4. Hold a Disciplinary Hearing to determine whether the member concerned is guilty of the charges.

3. Disciplinary Hearing

The Disciplinary Committee shall hold a Disciplinary Hearing. During this hearing, the procedure shall be:

- 3.1. The person laying the charge/s will lead evidence and may call witnesses;
- 3.2. The member accused may respond and question the witnesses;
- 3.3. The member accused may present their response to the charge/s and call witnesses;
- 3.4. The person laying the charge/s may respond and question the witnesses;
- 3.5. The Disciplinary Committee may ask questions of any parties for clarification.

4. Outcome of the Disciplinary Hearing

- 4.1. At the conclusion of the Disciplinary Hearing the Disciplinary Committee will, within 24 hours, present a written determination of guilt to the Committee, including a recommended sanction if the accused member was found guilty of a charge.
- 4.2. The Committee shall, within 5 days of receiving the outcome, determine any sanction to be applied if the accused member was found guilty and inform all parties concerned of the outcome of the Disciplinary process. The Committee shall, during this process, invite the complainant to provide factors in aggravation of sanction, and invite the accused member to provide factors in mitigation of sanction.

5. Appeal

Any member found guilty of any charge shall have the right to appeal the decision. The appeal should be directed first to the WP Bowls and thereafter to Bowls South Africa. An appeal to Bowls South Africa can only be allowed by WP Bowls, except where WP Bowls fails or refuses to direct an appeal to Bowls SA within 30 days after having received such a request from an affiliated member.