

MARITZBURG BOWLING CLUB

CONSTITUTION AND BY-LAWS

Constitution as amended October 2003

Draft amendments June 2007

Approved: 21 July 2007

Draft amendments April 2012

Approved: 10 October 2012

MARITZBURG BOWLING CLUB

CONSTITUTION AND BY-LAWS

INDEX

CONSTITUTION as Amended 20 October 2012

Name and Colours	3
Objects	3
Membership	3
Entrance Fees and Subscriptions	4
Annual General Meeting	5
Election of Office Bearers	6
Notice of Motion to AGM	6
Special General Meeting	7
Quorum at General Meetings	7
Management	7
Finance	8
Defaulters	9
Resignations	9
Discipline	9
Suggestions or Grievances	9
By-laws	10
Visitors	10
Alteration to Constitution	10
Bar	10
Dissolution	10
Adoption of Rules	10
Index to By-Laws	11

CONSTITUTION

1. **NAME AND COLOURS**

- (b) The name of the Club shall be MARITZBURG BOWLING CLUB, hereinafter referred to, as the Club and the colours shall be Navy Blue and Green, as registered with the Natal Inland Bowling Association, and Bowls South Africa.
- (c) The hatband shall be Navy Blue and Green striped and has the name MARITZBURG embossed in gold.

2. **OBJECTS**

- (c) To provide facilities for, and to organise the game of bowls, as played according to the laws of the Sport of Bowls as amended by World Bowls and Bowls South Africa from time to time, to encourage Members and Visitors and to arrange functions, tournaments and competitions in the interests of the Club and its Members, including provision for a liquor licence and the running of the Clubhouse in conformity with the Law.
- (d) To remain affiliated to Natal Inland Bowling Association and Bowls South Africa, and to participate as far as possible in the activities of these Associations.
- (e) To acquire any property, moveable or immovable and the rights thereof.
- (f) To borrow or raise money upon such terms and in such a manner as the Club may think fit. No profits or gains will be distributed to any person and the funds of the Club will be utilised solely for the investment or objects for which it was established.
- (g) To arrange such other cultural, social and sporting activities that are conducive to the objects of the club
- (h) To do such other acts, matters or things, as may be incidental, or conducive, to the attainment and maintenance of the objects of the Club.

3. **MEMBERSHIP**

- (a) Membership shall comprise of Ordinary (Full) Members, Honorary Life Members with full privileges, Bowling Members and Country Members
- (b) Temporary Membership shall be extended to visitors who shall duly sign the Visitors register, which shall be kept on the Club premises.
- (c) The General Committee may set a limit to the number of any type of member, as and when deemed necessary.
- (d) Honorary Life Presidents and Life Members:
 - i) Honorary Life Presidentship with full privileges, may be conferred by the Club at any Annual General Meeting **on any president** who has been recommended by the General Meeting in respect of meritorious service rendered to the Club, or to bowls in general. Notice of the recommendation shall be placed in the Notice convening the Annual General Meeting. Honorary Life Presidents so elected, shall at no time exceed two(2) in number.
 - ii) Honorary Life Membership with full privileges, may be conferred by the Club at any Annual General Meeting **on any member** who has been recommended by the General Committee in respect of meritorious service rendered to the Club, or to bowls in general. Notice of the recommendation shall be placed in the Notice convening the

Annual General Meeting. Honorary Life Members so elected, shall at no time exceed five in number.

- (e) Ordinary Members: All members, including Country Members, will be ordinary members of the club. Application must be made on the prescribed form and accompanied by the fees applicable. If prospective member also wants to be a bowling member then an application for bowling membership must be made on the form prescribed by the Bowls South Africa. This form shall be signed by the applicant as well as by the proposer and seconder, who shall be bowling Members of good standing for at least one year and excluding members of the General Committee. The proposer and seconder shall make it their duty to introduce the applicant to at least two members of the Committee. If the applicant is a member or past member of any other Bowling Club, a Certificate of Clearance and good standing from such Club(s) must accompany his application.
- (f) Country Members: Prospective Members who live more than 50 km from the Club may be admitted as Country Members at a reduced membership fee as decided from time to time by the Annual General Meeting. Country Members who are also Bowling Members will be liable for Bowls South Africa and Natal Inland Bowling Association(NIBA) annual subscription fees.
- (g) Completed application forms shall be handed to the Secretary or his Deputy together with an amount equal to the total amount of fees which will become payable upon acceptance. This shall be deemed as a deposit made in good faith and shall be refundable to the applicant should his application fail for any reason, All applications shall be exhibited on the Club Notice Board for a period of at least ten days covering two weekends.
- (h) Any objection to any application shall be made to the Secretary, in writing, within this period.
- (i) The General Committee will consider any application at its next meeting, after the prescribed period has expired.
- (j) The General Committee shall have full power to accept or reject any application, and shall not be required to give any reason for its decision.
- (k) Upon any application being accepted the Secretary shall notify the applicant accordingly and, furnish him with a copy of the Constitution and By-laws of the Club, and it shall be his duty to read and study these. Upon acceptance of such new member, the Treasurer shall then apply the deposit received with the application, in payment of entrance fee, subscription and all fees payable.
- (l) The payment by him of such fees shall be considered as his or her acceptance of the Club Constitution and By-laws.
- (m) No person living within 16 kilometres of the Clubhouse shall be eligible for honorary, temporary, or reciprocity membership of the Club save where:
 - i) Such eligibility is granted by reason of such person holding some public office, or being a bona fide candidate for membership or having conferred some special benefit upon the Club; or
 - ii) By resolution of the General Committee such person is allowed the privileges of membership while engaged in any match or competition.
- (n) Notwithstanding any other provisions of this Constitution, no prospective member shall be elected to any category of membership less than fourteen days after nomination or without his name having being posted on the Club Notice Board in the Club Premises for at least seven days.
- (o) Notwithstanding any other provisions of this Constitution the annual subscription of all categories of Members, except Honorary Life Members, shall be at least R25.00 or such other minimum as may be required by the Annual General Meeting.

4. **ENTRANCE FEES AND SUBSCRIPTIONS**

- (a) Entrance Fees and Subscriptions for the several categories of membership shall be payable according to rates laid down at an Annual or Special General Meeting from time to time. Any Notice of Motion to amend any Entrance Fee or Subscription shall appear on the Notice and Agenda for such meeting as per Rule 5(b) or 8 as applicable.
- (b) Subscriptions shall be payable on the first day of September of each year.
- (c) Members joining during the second half of the year shall be required to pay pro rata for the remainder of the year. The entrance fee shall remain unchanged.
- (d) Along with the Subscription, there may be charged against each Member any Registration Fee, and/or Levy, or proportion of any Levy, payable by the Club to any Bowling Association, to which the Club is affiliated, and any other charge or levy, which may be fixed by Members of the Club at an Annual General Meeting and/or Special General Meeting.
- (e) Any member of the Club, who resigns to live in an area outside the boundaries of the MSUNDUZI Municipality, may at the discretion of the Committee be readmitted as a member of the Club within a period of three years, without liability to pay a further entrance fee.
- (f) The General Committee shall have the power to set the fees for the forthcoming year, within ten per cent of the previous year's fees before the Annual General Meeting. Any further increase or decrease to be ratified at the Annual General Meeting.

5. **ANNUAL GENERAL MEETING**

- (f) The Annual General Meeting shall be held during October in each year.
- (g) The Notice of the meeting, containing the Agenda, together with the President/Chairperson's report, and the Financial Statement for the financial year, shall be posted or delivered to each Member, not less than seven (7) days before the date of the Meeting.
- (h) The business to be transacted at the meeting shall be:
 - i) To confirm the minutes of the previous Annual General Meeting and of any Special General Meetings.
 - ii) To receive and consider the President's report and Financial Statement for the year.
 - iii) To elect the following office bearers:
 - President/Chairperson
 - Vice President/Vice Chairperson
 - Hon. Secretary
 - Hon. Treasurer
 - Hon. Men's Competition Secretary
 - Hon. Women's Competition Secretary
 - Maximum of five(5) Members of the General Committee
 - Hon. Auditor
 - iv) To elect a Men's Selection Committee by Men Members according to rule 6(b) hereunder.
 - v) To elect a Women's Selection Committee by Women Members according to rule 6(b) hereunder.
 - vi) To consider any out of pocket expenses

- vii) To consider Notice of Motion, concerning the affairs of the Club, of which due notice has been given.
- viii) To discuss and conduct any general business in the interest of the Club.

6. ELECTION OF OFFICE BEARERS

(a) General Committee

The Honorary Secretary shall post lists on the notice board in the Clubhouse, calling for nominations for the positions of President/Chairperson, Vice President/Vice Chairperson, both Male and Female Competition Secretaries, Honorary Secretary, Honorary Treasurer and Members of the General Committee.

A list shall be posted on the Club notice board one month before the end of the financial year (i.e., 31 August) to receive nominations, duly proposed and seconded and signed by the nominee, for office bearers, Committee and Selection Committees.

Nominees, who shall be bona fide members of the Club, shall be proposed and seconded by bona fide full members of the Club, and nomination forms must be signed, as an acceptance of such, by the nominee at least 21 days before the day of the Annual General Meeting. No dual member of another bowling club shall hold office unless they have declared to play in District Competitions for Maritzburg Bowling Club for the ensuing year.

If there is nominations for the various posts exceeding the number required there shall be a ballot, and the defeated nominees shall, ipso facto, be and become additional nominees for election only to the General Committee. If there is insufficient nominees for the various posts, the Chairperson, at the Annual General Meeting, shall declare those nominated to be duly elected, and shall call for further nominations from the floor, to allow electing the requisite number.

The election shall be by secret ballot, and if there is a tie, the method of deciding shall be as the Meeting directs.

(b) Selection Committee

There shall be Two Selection Committees, one Male and one Female comprising of five declared members of the Club in each. Four of these shall be elected at the Annual General Meeting in the same manner and on the same basis from nominations called for in the manner referred to under Rule 6(a) above, and they shall hold office for the ensuing year. The remaining member shall be the Club Competition Secretary of each Committee, as nominee of the General Committee and Convenor. No dual member of another bowling club shall hold office unless they have declared to play in District Competitions for MARITZBURG BOWLING CLUB for the ensuing year.

The Selection Committees shall be charged with the duty of selecting players for all representative matches and the handicapping of players for Club Competitions. All handicaps shall be reviewed at least once annually.

7. NOTICE OF MOTION TO ANNUAL GENERAL MEETING

Notice of any resolution, to be proposed at an Annual General Meeting, shall be stated, in writing, and lodged with the Honorary Secretary not later than 30 September each year.

8. SPECIAL GENERAL MEETING

The General Committee may convene a Special General Meeting at anytime.

The President/Chairperson shall convene a Special General Meeting within twenty-one (21) days of the receipt, by the Honorary Secretary, of a request calling for such a meeting, and stating the object thereof, and signed by not less than twenty-five (25) Members of the Club.

Notice of such meeting shall be posted or posted or delivered to members not less than ten (10) days before the day of the meeting.

No other business, other than that requested shall be considered at the Meeting.

9. QUORUM AT GENERAL MEETINGS.

Twenty-five (25) Members or twenty-five percent (25%) of Ordinary Members, whichever is the lesser, shall form a quorum for all General Meetings.

If there is no quorum present thirty-(30) minutes after the fixed time, the Meeting shall be postponed to the same time, same place, the following week, and at such meeting, the Members present shall be deemed to be a quorum. The President/Chairperson shall be the Chairperson or, in his absence, the Vice President/Vice-Chairperson shall take the position.

If the votes are equal, the Chairperson shall have a casting vote.

10. MANAGEMENT

- (a) The Club shall be managed by a General Committee, consisting of the President/Chairperson, Vice-President/Vice-Chairperson, Honorary Competition Secretaries, Honorary Secretary, Honorary Treasurer, Immediate Past President and a maximum of five(5) Members of the General Committee
- (b) An Executive consisting of the President, Vice-President, Secretary, and Treasurer shall have full power to act in cases of emergency, reporting the business transacted to the first meeting of the General Committee held thereafter.
- (c) The General Committee shall have power:
 - i) To transact all business of the Club, and be subject only to the directions of Members in a General Meeting.
 - i) To fill any casual vacancies on any Committee and to appoint Sub-Committees, with such powers as deemed necessary, and to co-opt other Members of the Club to serve on such Committee or Sub-Committees.
 - ii) To deal with any matter, pertaining to the welfare of the Club and its Members, which is not specifically provided for herein.
- (d) The General Committee shall meet at least once every month and five (5) Members present shall form a quorum.
- (e) Meetings of the General Committee may also be convened, at any time, by the Chairperson, and upon request by three (3) Members of the General Committee, whose request shall be in writing to the Honorary Secretary, stating the purpose of the meeting.
- (f) Any member of the General Committee absent, without leave, from three (3) consecutive monthly meetings of the General Committee shall, at the discretion of the General Committee, cease to be a Member of such Committee, and the vacancy, so created shall be filled at any subsequent meeting.
- (g) The President/Chairperson, or in his absence the Vice President/Vice-Chairperson shall preside at all General Committee Meetings and the President/Chairperson shall be an ex-officio

member of all and any other Committee and Sub Committee connected with the running of the Club.

- (h) The Honorary Secretary shall keep a record of all minutes of all General Meetings and Committee Meetings and conduct all correspondence. The Honorary Secretary shall also keep an accurate record of the Membership of the Club, which shall never be less than thirty-five members, and a copy of such record shall be provided for the Honorary Treasurer
- (i) The Honorary Treasurer or paid Administrator shall keep proper books and records of accounts, collect all fees, subscriptions and levies, issue receipts, and pay such accounts as are passed and authorised by the General Committee. They will prepare monthly financial reports for submission to the General Committee and shall prepare and submit to the Annual General Meeting a balance Sheet for the year duly signed by the Honorary Auditor.
- (j) The Honorary Auditor shall have the right of access, at all reasonable times, to the books and accounts of the Club.
- (k) The General Committee at its first meeting in each year shall appoint:
 - (i) A Competitions and Tournaments Committee consisting of the two Competition Secretaries and two others, all of whom shall be Members of the General Committee. This Committee shall have full control of all Competitions.
 - (ii) A Greens and Grounds Committee of three (3) Members of whom at least one (1) shall be a Member of the General Committee. The Club Green-keeper shall be a Member of the Greens Committee.
 - (iii) A Buildings and Bar Committee of three(3) of whom one(1) shall be a member of the General Committee to look after the maintenance and upkeep of the Clubhouse and the general administration of the bar, catering and social activities, bar duties and responsibilities of the bar staff agreed by the General Committee to run the Bar, who may not necessarily be members of the Club or General Committee. The General Committee may authorise payment for services rendered by such persons. This committee will also be responsible for administering the Bar and Buildings with the objective of ensuring that club income exceeds expenditure e.g. catering, facility hire, building and maintenance , etc.
 - (iv) A Bowls Development Committee of three(3) members of whom one(1) shall be a Member of the General Committee
 - (v) A Member of the General Committee to keep the Club membership database up to date.

11. **FINANCE**

- (a) The financial year of the Club shall be 1 September to 31 August.
- (b) The books of the Club shall close on 31 August in each year.
- (c) The funds of the Club shall be deposited, or invested, in the name of the Club in a Pietermaritzburg bank and/or building society, as named by the General Committee. Funds available for investment may only be invested with registered institutions as defined in Section 1 of the Financial Institutions (Investment of Funds) Act, 1984 and in the securities listed on a licensed stock exchange as defined in the Stock Exchange Act, 1985 (Act No.1 of 1985).
- (d) All cheques shall be signed by the Treasurer and countersigned by either the President/ Chairperson or the Honorary Secretary of the Club.
- (e) All buildings, their contents, and any other property of the Club shall be insured by the General Committee against risk of loss by fire and/or burglary for such amounts as the General Committee may deem to be adequate.

- (f) The General Committee shall have the power to take out insurance to cover the legal liability of the Club, concerning accidents caused to Members and Visitors while on the Club premises, and any other insurance that the General Committee may think necessary.
- (g) All property of the Club shall be vested in the President/Chairperson, Honorary Secretary and the Honorary Treasurer, and all legal actions shall be instituted or defended by them in the name of the Club.
- (h) No profit or gains will be distributed to any person and the funds of the Club will be used solely for investment or objects for which it was established.
- (i) On dissolution of the Club the remaining assets will be given or transferred to another organisation with the objects similar to those of the Club and which is itself exempt from tax in terms of section 10(1)(cB)(i)(ee) of the Income Tax Act.
- (j) The Club may not have the power to carry on any business, including, inter alia, ordinary trading operations in the commercial sense, speculative transactions, divided stripping activities as well as the letting of property on a systematic or regular basis.
- (k) The General Committee shall have to power to set the fees for the forthcoming year, within ten percent of the previous year's fees, before the next Annual General Meeting. Any further increase or decrease to be ratified at the Annual General Meeting.

12. DEFAULTERS

In compliance with the Liquor Act, any Member who has not paid his subscription within three (3) months after it became due shall be declared a defaulter, and shall cease to be a Member while his subscription is unpaid.

The name of any such defaulter shall be advised to the Associations to which the Club is affiliated.

13. RESIGNATIONS

Resignations must be submitted, in writing, to the Honorary Secretary of the Club.

Any member who has tendered his resignation shall at the discretion of the General Committee be liable for the full subscription for the financial year in which the Honorary Secretary receives the letter of resignation. (The financial year ends on 31 August.)

14. DISCIPLINE

The General Committee shall have the power to suspend or to expel from the Membership of the Club, any Member found guilty of violating the Constitution and/or Laws of the Club, or whose conduct may be considered to be offensive to other Members, provided that not less than two-thirds of the Members present at the meeting vote for the suspension, or expulsion, of the said Member.

Such Member shall have the right to appeal against the decision of the General Committee to a Special General Meeting of the Club.

Such notice of appeal, in writing, must be given to the Honorary Secretary within fourteen (14) days after the decision of the General Committee.

The majority vote of Members present, excluding the appellant, shall be decisive.

15. SUGGESTIONS OR GRIEVANCES

Members who wish to submit suggestions or grievances to the General Committee may do so, provided that such suggestions or grievances are submitted, in writing, to the Honorary Secretary.

16. BY-LAWS

The General Committee shall have the power to make, alter, amend or repeal by-laws, and conditions governing the Club, consistent with the Rules of the Club and those of the Associations to which the Club is affiliated.

17. VISITORS

- (a) Any Member of the Club may introduce a visitor to the Club premises, subject to the following conditions:
 - (a) Such Member shall be responsible for the behaviour of the Visitor, who shall be permitted to remain on the Club premises only while such Member is present in person.
 - (b) Such Member shall enter the name and address of the Visitor, and shall affix his signature in the correct space allotted in the Visitor's Book.
 - (c) No person permanently resident in the Magisterial District of Pietermaritzburg shall be introduced to the Club as a guest, more than four(4) times during any calendar month.

18. ALTERATION TO CONSTITUTION

No alteration amendment or repeal of the Constitution, in part or as a whole shall be made, except only at an Annual General Meeting, or a Special General Meeting, called for that purpose, provided that no such alteration, deletion or addition shall be effective unless with the sanction of at least two-thirds of those present entitled to vote and so doing. Any amendments to the constitution will be submitted to the Commissioner for the South African Revenue Service.

19. BAR

- (a) The General Committee shall be the licensee, and the Club name shall appear on the Club Liquor Licence.
- (b) Liquor may not be served on the Club premises, unless a member, appointed by the Bar Committee, is present and in supervision of the bar.
- (c) Liquor may be served on the Club premises, under its liquor licence at times not conflicting with the Liquor Laws, and as may be determined by the General Committee from time to time.
- (d) No profit from the sale of liquor by the club shall accrue to any individual.

20. DISSOLUTION

If the Club is being dissolved, for any reason, the disposal of the assets of the Club shall be determined by the Members present at a Special General Meeting convened for the purpose. On dissolution of the Club, the remaining assets will be given or transferred to another organisation with objectives similar to those of the Club and which itself is exempt from income tax in terms of Section 10(1)(cB)(I)(ee) of the Income Tax Act.

21. ADOPTION OF BY-LAWS

These rules shall come in to force as from their adoption at the Special General Meeting held on October 2013.

The adoption of these Rules shall be without prejudice to any act done under the Rules previously in force.

INDEX TO BY LAWS

1. **TENURE OF OFFICE BY PRESIDENT**
2. **HONORARY SECRETARY**
3. **HONORARY TREASURER**
4. **HONORARY COMPETITION SECRETARIES**
5. **SELECTION COMMITTEES**
6. **COMPETITIONS AND TOURNAMENTS COMMITTEES**
7. **GREENS AND GROUNDS COMMITTEE**
8. **GREENS RANGER**
9. **BUILDINGS AND BAR COMMITTEE**
10. **AMENDMENTS TO BYE-LAWS**
11. **GREENS**
12. **CLOSING OF GREENS**
13. **GAMES**
14. **DAYS OF PLAY**
15. **TIMES OF PLAY**
16. **GREEN FEES**
17. **TEAS AND REFRESHMENTS**
18. **CHILDREN**
19. **DOGS**
20. **BICYCLES AND WHEELED TOYS**
21. **NOTICES AND NOTICE BOARDS**
22. **LOCKERS**
23. **TOURNAMENTS**
24. **CLUB COMPETITIONS**
25. **DUAL MEMBERSHIP**
26. **COMPETITION PLAYING SESSIONS**
27. **POSTPONEMENT OF SCHEDULED GAMES**
28. **ABSENT PLAYER**
29. **REPLACEMENT PLAYER**
30. **SUBSTITUTE**

BY-LAWS

1. TENURE OF OFFICE BY PRESIDENT

No person shall be eligible to hold office as President of the Club for more than two consecutive years.

2. HONORARY SECRETARY

The duties of the Honorary Secretary shall include:

- (a) The keeping of an accurate and adequate record of proceedings of all meetings.
- (b) The conducting of correspondence concerning Club matters.
- (c) The custody of Club records.
- (d) The keeping of a complete and up to date register of the members of the Club.
- (e) The preparation in collaboration with the President of an annual report.
- (f) The payment of wages to staff.
- (g) The performing of any other extraneous duties conferred on him by the General Committee.

3. HONORARY TREASURER

The duties of the Honorary Treasurer shall include:

- (a) The collection of all subscriptions, green fees and other income.
- (b) The payment without delay of all ordinary levies and accounts.
- (c) The obtaining of General Committee approval for payment of extraordinary expenditure.
- (d) The preparation and distribution or posting of subscription accounts within the prescribed period.
- (e) The keeping of the proper books of account and records of funds of the Club.
- (f) he payment of wages to the staff.
- (g) The preparation and presentation of monthly financial statements to the General Committee.
- (h) The preparation of the annual statement of account in collaboration with the auditor for presentation to the Annual General Meeting.
- (i) The preparation of a forecast of income and expenditure for the following Club year for presentation to the General Committee two months before the Annual General Meeting
- (j) The performing of any other extraneous duties conferred on him by the General Committee.

4. HONORARY COMPETITION SECRETARIES

The duties of the Honorary Competition Secretaries shall include:

- (a) The controlling of all club competitions under the direction of the Competitions and Tournaments Committee.
- (b) The presentation of monthly reports to the General Committee on the progress of Club competitions.
- (c) The controlling of all District, Provincial or National Games played at the Club.

- (d) The preparation of a yearly fixture list for presentation to the General Committee and their approval
- (e) The convening of Competitions and Tournaments Committee meetings.
- (f) The engraving and custody of Club trophies and the custody of District, Provincial and National Trophies won by the Club or its members and housed in the Clubhouse.
- (g) The maintaining of a record of Technical Officials/Umpires and arranging for Technical Officials/Umpires for duty when required.
- (h) The displaying or storing of Pennants and Certificates won by the Club or its Members.
- (i) The arranging and supervision of the sign writing of the Honours Board.
- (j) The keeping of members Tabs up to date.
- (k) The supervision of maintenance of tidiness in the Tab room.
- (l) Keep a proper record of member's achievements in all competitions of the Club, District, KwaZulu-Natal and Bowls South Africa.
- (m) The performance of any other extraneous duties conferred on them by the General Committee.

5. SELECTION COMMITTEES

- (a) The Selection Committees shall act according to the policies laid down from time to time by the General Committee and shall be responsible for selecting teams to represent the Club in any Official, National, Provincial, District, Inter-Town or Inter-Club match or visit and shall also be responsible for the grading and handicapping of members. Such grading shall be made at least twice a year.
- (b) If a member of the Selection Committee is making themselves available for selection in the team to represent the Club in tournament, other than a Club tournament, such member shall be debarred from attending any meeting of the Selection Committee at which the team is selected and shall be replaced by a nominee of the General Committee.

6. COMPETITIONS AND TOURNAMENTS COMMITTEES

The Competitions and Tournaments Committees convened by the Honorary Competition Secretaries, shall meet as required to make draws for Club competitions. The two members shall in addition assist the Competition Secretaries in their duties and in their absence undertake these duties for them.

7. GREENS AND GROUNDS COMMITTEE

- (a) The Greens Committee shall meet regularly and as often as necessary. Its duties shall include:
- (b) The short, medium, and long term policies to be adopted for the maintenance and improvement of the greens and Club grounds.
- (c) The closing of the greens for maintenance and their re-opening.
- (d) The repair, acquisition and disposal of green equipment.
- (e) The appointment of a Greens Ranger, who, if not already a member of the Greens Committee shall be co-opted thereto.
- (f) To advise and assist the Greens Ranger.

8. GREENS RANGER

- (a) The duties of the Greens Ranger shall be;
- (b) To carry out the policies formulated by the Greens Committee and approved by the General Committee.
- (c) To attend to the day to day supervision of the Greens staff, upkeep of the greens and their surrounds.

9. BUILDINGS AND BAR COMMITTEE

The Buildings and Bar Committee shall be responsible for administering the Bar and Buildings with the objective of ensuring that the club income exceeds expenditure. The Buildings and Bar Committee may co-opt other members subject to the approval of the General Committee. The duties of the Buildings and Bar Committee shall include:

- (a) General administration of the Bar, catering and social activities, bar duties and responsibilities of the bar staff to run the bar, approved by the General Committee.
- (b) Ordering, control and monthly stocktaking of all Bar stock.
- (c) Maintaining the Liquor Stock Book.
- (d) Assist in the preparation of monthly financial statements for presentation at the monthly meeting of the General Committee.
- (e) Submitting of recommendations to the General Committee on the fixing and/or alteration of bar prices.
- (f) Ensuring compliance with the South African Liquor Act.
- (g) The performance of any other extraneous duties conferred on them by the General Committee.

10. AMENDMENTS TO BY-LAWS

- (a) No By-law may be adopted, amended, or repealed, until such by-law or amendment has been posted on the Club Notice Board for at least two weekends.
- (b) Any Member objecting to any by-law or amendment so posted, must lodge his objection, in writing, with the Secretary before the by-law or amendment concerned is removed from the Notice Board.
- (c) Such objection must bear the signature of two other Members as assenting thereto, and the Committee, who may convene an informal meeting for the purpose, shall consider the objection.
- (d) Failing the disposal of the objection in a manner satisfactory to the objectors, the Committee shall assemble the Members present on a Saturday afternoon in informal meeting, and the majority verdict of that meeting shall prevail.

11. GREENS

- (a) Complaints about the condition of the greens shall not be made to the Green Ranger or Greens and Grounds Committee but in writing to the General Committee through the Honorary Secretary.
- (b) Players shall not drop their bowls on the green, jump from the bank on to the green or have their feet on the edge of the green if they sit on the bank.

12. CLOSING OF GREENS

During or after rainy weather, the decision whether the greens are playable or not shall be at the sole discretion of such Member of the Greens Committee who is present. In the absence of a Member of the Greens Committee the decision shall be at the discretion of a Member of the General Committee or Competitions and Tournaments Committee. Members shall be advised of the closure of any green by a suitable notice.

13. GAMES

- (a) All games shall be played according to the laws of the Game as adopted by Bowls South Africa from time to time.
- (b) In 'tabs in' games, Members and Visitors alike must play as drawn, save only that upon a request being made for a change, the officer on duty shall have the discretion to grant or refuse such.
- (c) Bounce Games may only be arranged at the discretion of the General Committee.
- (d) Members who are not properly dressed for bowls, as laid down by Bowls South Africa, shall not be allowed to play or practice on any greens while Members who are properly dressed are playing on the Club greens.
- (e) Members shall be allowed to practice, at the discretion of the Green-keeper or a Member of the General Committee, only after 4.00 p.m. or at lunchtime. Relaxation of the dress rules will be allowed for practices. The use of a scoreboard during any practice session is prohibited.

14. DAYS OF PLAY

Days of play shall be laid down from time to time. No play shall be permitted other than on recognised days, unless prior application has been made to the Convenor of the Greens and Grounds Committee, or in that person's absence, a member of the Greens Committee.

15. TIMES OF PLAY

The time for 'tabs in' shall not be later than either 9.00 a.m. or 2.30p.m. during the period October to April inclusive and 9.00 a.m. or 1.45 p.m. during the period May to September inclusive, unless otherwise determined by the General Committee.

16. GREEN FEES

- (a) Green fees, as fixed from time to time by the General Committee, shall be charged, and shall be collected as required by the General Committee.
- (b) Refreshments will not be included in the green fees.

17. TEAS AND REFRESHMENTS

- (a) The General Committee shall fix the charge for tea for Members and non-playing visitors from time to time,
- (b) At the discretion of the General Committee the charge for refreshments may be included in the entrance fee for any match or tournament.

18. CHILDREN

- (a) Children shall not be allowed on the greens at any time and on the banks they shall be under the control of their parents or guardians.
- (b) Children shall be allowed in the Clubhouse, only under the proper control of their parents or guardians.

19. DOGS

- (a) Dogs shall only be permitted in the Club grounds on a leash
- (b) Under no circumstances are dogs permitted in the Clubhouse.

20. BICYCLES AND WHEELED TOYS

Bicycles and wheeled toys shall not be ridden in the Clubhouse, the greens or on the banks of the greens

21. NOTICES AND NOTICE BOARDS

No notice, list, photograph, literature of any kind whatsoever, nor any item of a personal nature, shall be displayed on the Club Notice Boards or against the walls of the premises, except by the Secretary acting on authority of the General Committee.

22. LOCKERS

Members shall be provided with lockers, if lockers are available, at a fee that has been agreed to by the General Committee. These lockers are for the convenience of members and the Club shall not be liable for the safe keeping of bowls or other private property of members left therein.

23. TOURNAMENTS

- (a) Entrance fees for all Natal Inland Bowling Association Competitions, the KwaZulu-Natal or Bowls South Africa Tournaments, shall be paid to the Competition Secretary on or before the closing date of such respective entries. If unpaid, the entry will not be submitted for further attention.
- (b) A Member, who is also a member of another Club, shall declare at the commencement of every Club year, which Club he wishes to represent for purposes of administration and District Competitions.

24. CLUB COMPETITIONS

The following Club Competitions shall be played annually:

MEN

- (a) Singles Championship Trophy/Cup
- (b) Singles Handicap
- (c) Pairs
- (d) Triples
- (e) Fours

WOMEN

- (a) Singles Championship Trophy/Cup
- (b) Pairs
- (c) Triples
- (d) Fours

25. DUAL MEMBERSHIP

Any member of the Club who is also a Dual Member of any other club in the District and who has elected to play for that club in District Competitions shall be debarred from participating in the Singles Championship of the Maritzburg Bowling Club.

26. COMPETITION PLAYING SESSIONS

Whenever possible the early rounds of each Club Competition shall be scheduled to be played over two consecutive weekends which shall be compulsory playing sessions. However the final decision will be at the discretion of the General Committee on recommendation of the Competitions and Tournaments Committee.

27. POSTPONEMENT OF SCHEDULED GAMES

Except due to inclement weather, games for which a compulsory playing session has been laid down shall only be postponed from that session at the sole discretion of the Competitions and Tournaments Committee, when one of the following circumstances apply to one or more players due to play:

- (a) Close family bereavement
- (b) Serious illness
- (c) Playing in District, Provincial, or National Competitions, Trials or Practice Games
- (d) Representing the Club or District officially
- (e) In no case shall a team or singles player who is subject to the above circumstances be scratched from the competition
- (f) In the case of Club Fours and Trips, substitutes will be drawn from available members not involved in the competition in place of players absent for the above reason. If a player is absent for any other reason he or she will be replaced by a player approved by the Competitions and Tournaments Committee.
- (g) Should a team or a singles player, for a reason not included in Bye-Law 23.5.1 be unable to play on a compulsory playing day, the date may be amended by mutual consent between the opponents and the amendment shall be accepted provided that:
 - (h) Green space can be made available
 - (i) The game is played off to finality before the next scheduled round of play in the competition
 - (j) If, due to amendment of playing date, it is not possible to complete the game before the next scheduled round, the team or player initially at fault shall forfeit the game.

28. ABSENT PLAYER

- (a) When a player reports late for a game in terms of the laws of the Game, or is absent for reasons not covered in Bye-Law 23.5.1 and except as stated in Bye-Law 23.5.4
- (b) In Singles, the player shall be scratched from the competition;
- (c) In Pairs, both players shall be scratched from the competition;
- (d) In Trips and Fours, a substitute with similar grading in terms of the Laws of the Game shall, if available, be introduced into the game. If no such substitute is available, the game, if it is Trips shall be forfeited, but if it is Fours the team shall play with three players in terms of the Laws of the Game.

29. REPLACEMENT PLAYERS

When a player in pairs, Trips or Fours will, due to unforeseen circumstances, obviously not be available for the remainder of the competition, the player shall be replaced at the discretion of

the Competitions and Tournaments Committee by a member with a similar grading who, wherever possible, has not played in the competition.

30. SUBSTITUTES

A substitute shall be drawn, when possible, from not less than three available members with similar grading who have not played in the competition. When no such member is available the Competitions and Tournaments Committee, in its sole discretion, may introduce a substitute who has played in and been eliminated from the competition or, as a last resort may use a member still in the competition but is not in that particular playing session.