

MILNERTON BOWLING CLUB

CONSTITUTION AND BY-LAWS

ADOPTED: 19 JANUARY 2012

AMENDED: 05 AUGUST 2012

AMENDED: 14 MAY 2013

AMENDED: 10 AUGUST 2014

AMENDED: 14 AUGUST 2016

AMENDED: 28 APRIL 2018

1. **NAME**

The name of the Club shall be Milnerton Bowling Club

2. **OBJECTS AND POWERS**

The Club has been established for a public purpose and is constituted for the encouragement and promotion of, and the provision of facilities for the game of bowls as a recreation and for associated social purposes, and shall pursue such objects without practising discrimination of any sort. The income and property of the club are not distributable to its members or office bearers except as reasonable compensation for services rendered.

3. **CONTROL AND MANAGEMENT OF THE CLUB**

The control and management of the Club shall firstly be vested in the EXECUTIVE COMMITTEE, and then in the SUB-COMMITTEES as designated in this Constitution and By-laws.

4. **POWERS**

In the furtherance of its objects the Club shall have the following powers:

- 4.1 to frame and enforce Rules and Byelaws for its efficient running;
- 4.2 to raise money by way of loans, subscriptions, levies, fees debenture 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;
- 4.3 to acquire movable and immovable property by purchase, lease or otherwise deal with such property;
- 4.4 to develop and improve immovable property acquired or occupied by it, including the erection, improvement, alteration and maintenance of a Clubhouse and such other buildings and structures as it may consider necessary, and;
- 4.5 generally to do all such things as are incidental or conducive to the attainment of its objects.
- 4.6 the Executive committee and various Sub-committees shall be indemnified and held blameless against any losses, claims or damages that may be suffered as a result of any endeavours or actions made by them in good faith to give effect to the duties and powers contained in the Constitution and By-laws

5. **COLOURS**

The colours shall be light blue, dark blue and white.

6. **AFFILIATION**

The Club shall be affiliated to the Western Province Bowling Association and through them to Bowls S.A.

The delegate and alternate delegate to represent the Club at Council Meetings of the Western Province Bowling Association shall be Playing members of the Executive Committee appointed by majority vote of the Executive Committee. Should neither of these persons be able to attend a specific WPBA Council meeting, the President shall nominate another Playing member of the Executive Committee to attend that meeting.

7. **MEMBERSHIP**

7.1 **Categories of membership**

- 7.1.1. An **HONORARY LIFE** member is a Playing or Non-Playing member of at least ten (10) years standing, elected to HONORARY LIFE membership in recognition of special services to the club and shall be entitled to all the

privileges of membership without payment of annual subscriptions, but only members who pay the BSA and WPBA affiliation fees will have use of the greens. Life membership shall be proposed by a simple majority of the Executive Committee and confirmed by a two-thirds majority of members present and entitled to vote at an Annual General Meeting. Existing Honorary Life Members of Milnerton Bowling Club and Cambridge on Sea Bowling Club shall remain as such.

- 7.1.2. A **PLAYING** member is one who has been elected as such by the Executive Committee in terms of clause 7.3 and is affiliated to Western Province Bowling Association and BSA. He/she is entitled to all privileges of the Club on payment of the prescribed fees and dues
- 7.1.3 A **NON-PLAYING** member is one who has been elected as such by the Executive Committee in terms of clause 7.3. Upon payment of the prescribed fees, a Non-Playing member is entitled to all privileges of the Club except use of the greens and membership of certain positions on the Executive Committee and sub-committees, as detailed in this Constitution. This category of membership may be limited at the discretion of the Executive Committee
- 7.1.4 A **PAST PLAYING** member is a Non-Playing member or non-affiliated Honorary Life member with a minimum of 3 years experience of playing bowls. A Past Playing member is entitled to all privileges of the Club except use of the greens.
- 7.1.5 A **SCHOLAR** member is a person of 19 years or under who is a fulltime student at a school, college, technikon or university. A Scholar member shall be entitled to the use of the club facilities but shall have no voting rights nor be eligible for election to any office. The annual subscription for a scholar member shall be one-third of that applicable to Playing members
- 7.1.6 A **TEMPORARY** member shall be:
 - 7.1.6.1 a bona fide candidate for membership; or
 - 7.1.6.2 an affiliated bowling member of any other bowling club engaged in any match or competition on the day(s) he/she is so engaged.

7.2 Liabilities of members

Individual members shall not be liable under any conditions or circumstances to meet the engagements or commitments (past, present or future) of the Club and the liability of any member shall be limited solely to the amounts due by him/her in respect of entrance, membership, competition fees or any other monies payable by him/her in terms of this Constitution and By-laws.

7.3 Election to membership

A candidate for election to Membership must be proposed by one member of the Club and seconded by another member in writing. Only Honorary Life, Playing, Non-Playing or Past Playing members who have enjoyed at least two years continuous membership of the Club may propose or second a candidate for membership. No member may sign as proposer or seconder unless the candidate is known to him/her.

Applications shall be signed by the candidate, his/her proposer and seconder and shall contain such particulars as the Club's Executive committee may from time to time require. The Executive committee shall have the power to call for such further particulars regarding any such candidate as it may deem fit, and also to require such candidate to appear before it to answer any questions as may be deemed necessary.

The application form on submission shall be accompanied by the entrance fee and subscription and in the case of a Playing member, a clearance certificate or letter of good standing.

The application form for membership shall be submitted to the Secretary and shall be screened on the notice board for a period of at least FOURTEEN (14) days. During this period any member can lodge an objection to the proposed application. The objection shall be submitted in writing, but it shall be treated with complete confidentiality by the Executive Committee. If more than two objections are received, the application shall be rejected.

If no more than two objections are received, the Executive Committee shall, at their first meeting after expiry of the 14 day notice period, proceed to accept or reject the candidate by majority vote. Voting shall be by show of hands unless any member of the committee requests a ballot. Should the candidate be rejected, no reason shall be given either in writing or verbally to him/her. While the candidate's application is under consideration the candidate shall have the use of the Club's facilities as a temporary Playing or temporary Non-Playing member.

On election, the member shall be notified in writing by the Secretary and shall be entitled to request a copy of the Constitution & By-Laws. The signature of the applicant to any application form for membership shall, on election of such member, be deemed to be a distinct acknowledgement by such member that he/she is bound by this Constitution and its rules and amendments from time to time and no person shall be absolved from the operation thereof on the plea of not having received copies of them or any of them.

Should a candidate not be successful in being elected his/her entrance fee (if charged) and his/her subscription shall be refunded immediately. No candidate who has been rejected shall again be proposed for membership until the expiration of twelve (12) months from the date of his/her rejection.

If at any time after the election of a candidate it shall appear that he or she has been elected under a misapprehension or a mistake as to identity or owing to materially incorrect information as to his or her character and position having been given, the Executive committee shall, within one month of such misrepresentation, mistake or information having been ascertained, have the power to cancel his or her election. The member whose election is thus cancelled shall thereupon cease to be a member of the Club and shall have no claim whatsoever against the Club for damages, return of entrance fee or subscription or any grounds whatsoever. The Executive committee shall however, be entitled to make such ex gratia refund of entrance fee or subscription, as it may consider applicable.

8. MEMBERSHIP RIGHTS, OBLIGATIONS, TERMINATION

- 8.1 Honorary Life, Playing, Non-Playing and Past Playing members in good standing shall alone be entitled to:
- vote at general meetings;
 - support requisitions for Special General Meetings;
 - propose or second applications for membership, or object to same, or represent the Club in any capacity, and, subject to Rules 8.2, 8.3, 8.4 and 8.5 stand for election to any committee or office of the Club.
- 8.2 No member who is a committee member of any other bowling club affiliated to the Western Province Bowling Association shall be eligible to be elected to any office or committee of the Club.
- 8.3 Election or appointment to the Executive Committee:
- 8.3.1 Only affiliated Honorary Life or Playing members with a minimum of one year's membership of the Club and a minimum of two years' bowling experience shall be eligible for election or appointment to the Executive Committee as a Club Captain
- 8.3.2 Only affiliated Honorary Life or Playing members with a minimum of one year's membership of the Club shall be eligible for election or appointment to the Executive Committee as Vice Presidents and Secretary

- 8.3.3 Only Honorary Life, Playing, Non-Playing or Past Playing members with a minimum of one year's membership of the Club shall be eligible for election or appointment to the other positions on the Executive Committee
- 8.4 No member of the club who is also an affiliated member of any other bowling club affiliated to the Western Province Bowling Association may be elected to serve on the Executive Committee or on the Selection sub-committees
- 8.5 Only affiliated Honorary Life, Playing or Past Playing members shall be eligible for election or appointment as a Competition Secretary.
- 8.6 Membership of the Club shall terminate –
- 8.6.1 upon the expulsion of a member in terms of Rule 14
- 8.6.2 automatically upon non-payment of the annual subscription in terms of Rule 10.3.3. unless the Executive committee for reasons considered good and sufficient, suspends the operation of this Rule for such period as it deems appropriate
- 8.6.3 upon receipt by the Secretary of a resignation in writing.
- 8.7 A member may tender his/her resignation from the Club to the Secretary at any time. However, failure to give such notice prior to the Annual General Meeting shall render the member liable for the subscription for the forthcoming season, unless otherwise decided by the Executive committee. No member resigning shall be entitled to any refund of entrance fee or subscription.
- 8.8 A request for a clearance certificate/letter of good standing must be made in writing to the Secretary.

9. MANAGEMENT AND CONTROL OF THE CLUB

9.1 Executive Committee, Sub-Committees Composition, Voting procedures and Election

9.1.1. Executive Committee

The ultimate management and control of the Club shall be vested in the Executive committee consisting of –

- **The President** who may be a *Playing, Non-Playing, Past Playing or Honorary Life member*
- **Two Vice Presidents (one male, one female)** who must be *Playing or affiliated Honorary Life members*
- **One Secretary** who must be a *Playing or an affiliated Honorary Life member*
- **One Treasurer** who may be a *Playing, a Non-Playing, a Past Playing or an Honorary Life member*
- **Two Club Captains (one male, one female)** who must be *Playing or affiliated Honorary Life members*
- **One Executive Member** who may be a *Playing, a Non-Playing, a Past Playing or an Honorary Life member*

9.1.2 Sub-Committees

All the Sub-committees will liaise with and be responsible to the Executive Committee. They will be required to make written reports to the Executive Committee.

- **Competition Secretaries (One Male and One Female)** who must be *Playing, Past Playing or affiliated Honorary Life Members*

- **Fund Raising/Entertainment Convenor** *who may be a Playing, a Non-Playing, a Past Playing or an Honorary Life member*
- **PRO** *who may be a Playing, a Non-Playing, a Past Playing or an Honorary Life Member*
- **Marketing & Development Officer** *who may be a Playing, a Non-Playing, a Past Playing or an Honorary Life Member*
- **Maintenance Convenor: (Buildings, fixtures and fittings)** *who may be a Playing, a Non-Playing, a Past Playing or an Honorary Life Member*

9.1.3 **Nomination and voting for Executive Committee and Sub-Committees**

- 9.1.3.1 Nomination and voting for all the officers in 9.1.1. and 9.1.2 shall be open to all suitably qualified candidates subject to the provisions outlined in paragraphs 8.2, 8.3, 8.4, 8.5, 9.1.1., 9.1.2, 9.1.3.4 and 9.1.3.5.
- 9.1.3.2 The Executive Committee and Sub-committees shall be elected at the Annual General Meeting and hold office for the ensuing year or until the election of their successors.
- 9.1.3.3 All positions on the Executive Committee and sub-committees shall be Honorary.
- 9.1.3.4 The President shall not be eligible for election to any of the Sub-Committees. He/she may attend any Sub-Committee meeting to observe and advise, but shall not participate in any voting
- 9.1.3.5 No member shall be appointed to, or be permitted to hold more than one office on the Executive committee, save in a temporary relieving capacity and the Executive committee shall be empowered to elect another member to fill any vacancy arising on the Executive committee or any sub-committees of the Club. Such member shall hold office for the balance of the current year.
- 9.1.3.6 The Secretary shall indicate that nominations have opened by posting on the Club notice board by not later than 28 (twenty eight) days before the AGM, a list for the recording of nominations made in accordance with paragraph 9.1.3.7 hereof. The list of nominations will be removed from the notice board at least ten (10) days before the Annual General Meeting and under no circumstances can any names be added thereafter.
- 9.1.3.7 Candidates shall be proposed and seconded in writing by members in good standing and shall indicate acceptance by countersigning the nomination list. Nominees unable to sign the nomination list, for whatever reason, may indicate their acceptance of nomination for a specific office in writing. Such written acceptance should be addressed to the Secretary and must be received by him/her before the closing date for nominations.
- 9.1.3.8 Any male or female member in good standing may propose or second a candidate for any office on the Executive Committee and on all sub-committees except the Selection Committees. All members may vote for all such offices except for the Selection Committees.
- 9.1.3.9 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 President may call for nominations from the floor to fill such vacancies. Should no nominations be forthcoming, the Executive Committee shall be empowered to fill the vacancy.

9.1.3.10 All voting in terms of this clause shall be by ballot. Where the number of candidates exceeds the number of vacancies, any voting paper reflecting more names than the exact number of vacancies, shall be deemed to be spoiled and shall not be counted. Should the ballot held in terms of this clause result in an equal number of votes being cast for two or more candidates nominated for a single position, a second ballot will be held. If equality still exists thereafter, lots will be drawn to determine the successful candidate. The first lot drawn will be the elected candidate.

9.1.3.11 In voting for a committee consisting of two or more members, the candidates obtaining the highest number of votes will be elected. If there is an equality of votes for the final position on the committee, a second ballot will be held based only on those candidates who obtained equal votes. If equality still exists thereafter, lots will be drawn to determine the successful candidate. The first lot drawn will be the elected candidate.

9.1.4 The Executive Committee shall be empowered to appoint a greenkeeper on such terms and conditions, including any remuneration/honorarium, as it may deem fit and in the interests of the Club. Should the office of greenkeeper become vacant, the Executive Committee shall also be empowered to appoint a Greens Sub-Committee comprising not more than five members, with one such member as a Convenor. The greenkeeper and Greens Sub-Committee, if one exists, shall report directly to the Executive Committee.

9.1.5 The management and control of the bar including all its operational functions shall vest in the Executive Committee, which shall be empowered to appoint a Bar Convenor and Barman on such terms, conditions and remuneration and/or honorarium it may deem fit and in the interests of the Club. The Executive Committee shall also be empowered to appoint any member or members to assist in a voluntary capacity in the operation and management of the bar.

9.2 Executive Committee – Procedure

9.2.1 The Executive 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 either the President or within seven (7) days of the receipt of a request, in writing, from any three members of the committee, and such meeting shall be held within fourteen (14) days from the date of receipt of the request.

9.2.2. A Vice President shall act only in the absence of the President.

9.2.3. At any meeting of the Executive committee, four members thereof shall form a quorum. Unless otherwise decided by the committee and, except for the election of members in terms of Rule 7.3, voting at committee meetings shall be by a show of hands. In the event of an equality of votes, the President shall have a casting vote, in addition to his/her deliberative vote, which he/she shall have no obligation to exercise

9.2.4. Any member absent from three consecutive meetings of the Executive Committee or Sub-committees without leave being first obtained, may, at the discretion of the committee, be deemed to have forfeited his/her seat.

9.3 Sub-Committees - Procedure

9.3.1. The sub-committees shall meet by mutual arrangement as frequently as may be necessary and shall have such duties, powers and functions as the Executive Committee may from time to time assign to them. The sub-committees shall report their discussions, decisions and actions to the Executive committee via the Secretary at its next meeting.

9.4 Executive Committee – Powers

Without derogating from any powers conferred on the Executive committee elsewhere in these Rules, it shall in addition have full power:-

- 9.4.1 To transact all the business of the Club; to represent the Club through nominees on all occasions; appoint any person or firm to represent the Club in legal matters and for such purpose to execute powers of Attorney, sign contracts and deeds and to institute and defend any actions at law instituted by or against the Club.
- 9.4.2 To approve by-laws not inconsistent with these Rules provided such by-laws are ratified as soon as possible thereafter at a Special General Meeting in terms of Clause 12.2. By-Laws so introduced shall, however, remain in full force and effect until the Special General Meeting is held.
- 9.4.3 To appoint such sub-committees as it may deem necessary, granting to such sub-committees all such powers at it may decide. These may include sub-committees for catering, housekeeping, coaches and technical officials.
- 9.4.4. To decide, in consultation with the Greenkeeper/Greens sub-committee, dates for the opening and closing of the playing season.
- 9.4.5 To fix the charges for teas and green fees payable by members and/or visitors, and to fix any locker fees.
- 9.4.6 To consider, and if thought fit, to approve applications for membership and conversion from Playing to Non-Playing/Past Playing Members and vice versa.
- 9.4.7 To effect insurance of all kinds in the interests of the Club, provided that the Club shall not be responsible for personal loss not covered by insurance or for any amount in excess of that recovered under the Insurance Policy.
- 9.4.8 To appoint personnel, and in particular but not restricted to - a Greenkeeper, Greens Staff, Kitchen Staff, Bar Convenor, Catering Convenor and Barman, where deemed necessary, on such terms and conditions and remuneration/honorarium, as deemed fit, to assist with the running of the Club and/or its facilities.
- 9.4.9 Any person employed by the Executive Committee under item 9.4.8 will have their duties, working hours, authority, remuneration and terms of employment clearly defined in a letter or contract. Personnel will be responsible only to the Executive Committee or their delegated officer.

9.5 Selection Committee

- 9.5.1 A men's Selection committee and a ladies' Selection Committee, each consisting of five (5) Playing, affiliated Honorary Life or Past Playing members with at least three years' bowls experience, shall be elected at each Annual General Meeting.
- 9.5.2 Candidates for election to the Selection Committees shall be proposed and seconded by Playing, affiliated Honorary Life or Past Playing Members only – Men only to propose and second candidates for the Men's Selection Committee and Ladies only to propose and second candidates for the Ladies Selection Committee.
- 9.5.3 Voting for the selection committee at the Annual General Meeting shall be on the basis of Playing, affiliated Honorary Life and Past Playing men members only voting for the Men's Selection Committee and Playing, affiliated Honorary Life and Past Playing lady members only voting for the Ladies' Selection Committee.

- 9.5.4 The convenor shall be elected from the five members elected at the Annual General Meeting and by the Selection sub-committee itself. Should a situation reduce the Selection committee to an equal number of votes, the convenor shall have the casting vote.
- 9.5.5 The duties of the Selection committees shall be to select teams to represent the Club in the respective men's and ladies' Provincial and National inter-Club competitions and such other competitions as the Executive committee may direct. They shall be responsible for the grading and handicapping of male and female members, respectively, and for conducting the draw jointly and/or separately for all social games. The Selection committee may co-opt additional members to assist with tab duty when required.
- 9.5.6 Where applicable, the Selection Committee shall, at its first meeting, appoint a Captain for each side in a competition. The appointed Captains may attend subsequent Selection Committee meetings for that competition and participate in discussion, but shall not have voting power.
- 9.5.7. Should any member of the Selection Committee be included in a team for the National Tournament, he/she shall be ineligible to serve on the Selection Committee for the purpose of grading the National Tournament teams. The Executive Committee shall fill any vacancy or vacancies caused thereby with senior bowlers of at least three years bowls experience and one year's membership of this Club and the Selection Committee thus constituted shall thereafter act for all purposes in connection with the grading of the National Tournament teams.

9.6 The Secretary

The Secretary shall –

- Prepare the agenda for all meetings of the Executive, and include summaries of reports received or required from the sub-committees. If required by the Executive, he/she will request the convenor or the whole sub-committee to attend the Executive meeting for further discussion on their particular portfolio.
- Convene and keep minutes of all Executive Committee, Special and Annual General Meetings.
- Conduct all correspondence.
- Keep a register of members.
- Have sole control of the posting of notices on the Club notice board.
- Attend to all resignations, transfers in and out, and termination of membership.
- Prepare agendas for and despatch notices to members for Special and Annual General Meetings.

9.7 The Treasurer

The Treasurer shall –

- Keep proper records of all receipts and payments.
- Bill members for their annual subscriptions, levies and fees, and any other monies due to the Club on a recurrent basis, and ensure timeous payment thereof.
- Furnish a financial statement to the Executive committee at each monthly meeting.
- Present to each Annual General Meeting, a duly audited balance sheet and statement of Income and Expenditure for the preceding financial year.

9.8 The Greenkeeper

Subject to the ultimate direction of the Executive committee, the Greenkeeper (or, where applicable, the Greens sub-committee acting through its convenor) shall have sole control of the maintenance and upkeep of the greens.

9.9 The Competition Secretaries

- The Competition Secretaries where appropriate, shall arrange and supervise all Club competitions, which have been decided upon by the Executive committee.
- They shall fix dates and times for competitions and shall be entitled to call upon any member who attends the Club with the intention of playing bowls to play a match in any competition in which he has entered. If a match is not played at a specified date and time fixed by the Competition Secretary, or if a member refuses to play a match without a reason acceptable to the Competition Secretary when called upon to do so, the defaulting member shall be scratched.
- The Competition secretaries shall be responsible for the collection of all fees in connection with the Club, District and National competitions. All competition fees shall be paid before any entry is submitted and any entrant who has not paid the requisite fees by the closing date for entries shall not be entered for the competition.

9.10 The Club Captains

- Club Captains (One Male and One Female) shall be elected at the Annual General Meeting.
- They shall co-ordinate and oversee the duties of the Side Captains as outlined in Bye-Law B
- They shall organise and/or assist with the running of Sponsored Days or events.
- They may be called upon by the Selection Committee for advice in connection with any of the Selection Committees duties.
- They shall arrange for an Umpire, Tournament Official and markers (where applicable) for any WP/National Competitions played at the Club and liaise with the Catering convenor for the provision of refreshments on such days.

10 FINANCE

10.1. Accounts and Control

- 10.1.1 The financial year of the Club shall be from 1st July in each year to the 30 June of the following year.
- 10.1.2 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 Executive committee from time to time for the benefit of the Club.
- 10.1.3 Profits or gains arising to the Club, with the exception of gains from investments of Club property must arise solely from transactions with or on behalf of Club members.
- 10.1.4 All monies accruing to the Club shall be deposited in banking accounts in the name of the Club in any bank approved of by the Executive committee and all payments shall be made by cheque or electronic transfer after authorisation by any two of the following –
- President
 - Vice-Presidents
 - Treasurer
 - A member nominated by the Executive Committee
- 10.1.5 An Auditor shall be appointed at the Annual General Meeting and he shall examine the books and vouchers pertaining to the financial affairs of the Club including the final accounts and certify the correctness thereof.

10.2. Entrance Fee

An entrance fee, determined by the Executive Committee, may be imposed provided that the Executive committee shall have discretion to waive the entrance fee in the case of a member who qualifies for a reduced subscription in terms of clause 10.3.

10.3. **Annual Subscriptions and other dues**

10.3.1 The annual subscription payable by Playing and Non-Playing members respectively, shall be determined each year by the Executive Committee.

10.3.2 The annual subscription and BSA/WPBA affiliation fees shall be due and payable on and as from 1 October in each year and shall be payable in advance. A member may, however, after giving the Club such notice as the Executive committee may decide, pay his subscription at the discretion of the Executive committee but shall pay the BSA/WPBA affiliation fees not later than 25 October.

10.3.3 If a member fails to pay his subscription within one month of the date due (or where a member elects to pay in instalments, within one month of the dates due) he 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 shall not absolve the defaulter from liability for the subscription or other monies due to the Club.

10.3.4 Notwithstanding the foregoing, the Executive committee shall have the power

10.3.4.1 To reinstate a person whose membership has ceased in terms of Rule 10.3.3 upon payment by him 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.

10.3.4.2 To review 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 his behalf.

10.3.4.3 Once a membership has been reinstated in terms of 10.3.4.1, the person concerned shall be a member in good standing and be entitled to all the rights and privileges of membership.

10.3.5 The subscription payable by a person who is admitted to membership on or after 1 January in any year shall be determined pro-rata, in the proportion that the number of months (to the nearest full month) remaining of the financial year bears to the full annual subscription.

10.3.6 The subscription payable by a member who is resident in South Africa for a period not exceeding 6 (six) months in any one season shall be 50% of that payable by a Playing or Non-Playing member respectively, providing that a Playing member shall pay the full annual BSA and WPBA affiliation fees.

10.3.7 Green fees, locker rentals (if applicable) and tea charges shall be determined by the Executive Committee each year.

10.4. **Profits**

No profits generated by any Club activity shall accrue to any individual.

11. **GENERAL MEETINGS**

11.1. **Annual General Meeting**

- 11.1.1. The Annual General Meeting of the Club shall be held between 31st July and 31st August each year at such time and place as the Executive committee shall determine.
- 11.1.2 At least fourteen (14) days written notice of an Annual General Meeting shall be given to each member, but non-receipt of such notice by any member shall not invalidate the proceedings at any such meeting. The notice may be delivered to the member by hand or by e-mail or by fax or by ordinary post. The notice shall be deemed to have been given at time of despatch.
- 11.1.3 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 1 July, and shall be incorporated in the agenda.
- 11.1.4 The business of an Annual General Meeting shall be –
- a. To confirm the minutes of the previous Annual General Meeting and of any Special General Meeting or Meetings;
 - b. To receive and consider the report of the Executive Committee;
 - c. To receive and consider the accounts for the past year, which shall be handed out at the Annual General Meeting
 - d. To consider any motion concerning the affairs of the Club of which due notice has been given;
 - e. To elect the office bearers referred to in Rule 9.1.1. and 9.1.2
 - f. To elect a Men's Selection committee and a Ladies' Selection committee;
 - g. To elect a Constitution/By-laws sub-committee consisting of 5 senior members.
 - h. To elect one or more Auditors;
 - i. To receive details of the entrance fee (if any) and the annual subscription for the ensuing year;
 - j. To consider any other business concerning the Club;

11.2 **Special General Meetings**

- 11.2.1 A Special General Meeting may be convened at any time by resolution of the Executive Committee.
- 11.2.2 At least fourteen (14) days written notice of a Special General Meeting shall be given to each member, but non-receipt of such notice by any member shall not invalidate the proceedings at any such meeting. The notice may be delivered to the member by hand or by e-mail or by fax or by ordinary post. The notice shall be deemed to have been given at time of despatch. The notice shall set out full details of the business to be transacted at the meeting.
- 11.2.3 A Special General Meeting shall be convened on receipt by the Secretary of a written request signed by not less than 25 (Twenty Five) members and setting out the business to be transacted. The full names of the members so requesting a Special General Meeting shall be clearly printed alongside their signatures.
- 11.2.4 Members requesting a Special General Meeting as provided for in 11.2.3 shall lodge with the Secretary a cash sum (to be determined by the Executive Committee) to cover the costs to be incurred by the Club in notifying members of the Special General Meeting. This cash sum shall be refunded to the members should their resolution or motion proposed be supported by at least two-thirds of the members present and entitled to vote at the Special General Meeting.
- 11.2.5 The Secretary shall, upon receipt of the request and cash sum, convene a meeting to be held within twenty-one (21) days from receipt of the request and shall notify all members as outlined in 11.2.2.

11.3 Rules for General Meetings

- 11.3.1 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 Executive Committee, the meeting shall be adjourned by the President to the same day in the next week at the same place and time. 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. Should a quorum not be present after thirty (30) minutes have elapsed from the time fixed for a Special General Meeting requisitioned by members, the meeting shall be abandoned. The Executive Committee shall have the power to reject any subsequent requisition made in the same season in respect of the same business.
- 11.3.2 Except as otherwise specifically provided, all matters shall be decided by a show of hands unless the Chairman of the meeting specifies a ballot or at least ten members support a proposal that voting be by ballot.
- 11.3.3 Every member in good standing shall be entitled to one vote at any general meeting except that affiliated Honorary Life Members, Playing and Past Playing members only may vote for the Selection Committees as outlined in Clause 9.5.3.
- 11.3.4 Any resolution or motion proposed shall only be carried or adopted if supported by at least two-thirds of the members present and entitled to vote at a Special General Meeting, or by a simple majority at an Annual General Meeting. In the event of an equality of votes on a resolution or motion proposed at an Annual General Meeting, the President shall have a casting vote in addition to his deliberative vote, which he/she shall have no obligation to exercise.
- 11.3.5 The person elected President (or him/her failing, a person elected vice-president) of the Executive committee shall take the chair at the Annual General Meeting 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 Chairman for the meeting, provided a quorum is present.

12. CONSTITUTION AND BY-LAWS:

12.1 Constitution and By-Laws sub-committee

- 12.1.1 A Constitution/By-laws sub-committee of five (5) members, including at least 3 (three) Playing, Past Playing or affiliated Honorary Life Members, shall be elected at the Annual General Meeting. The nominations signed by the proposer, seconder and nominee must be entered on the nomination list on the Club notice boards not less than ten (10) days before the Annual General Meeting.
- 12.1.2. The Constitution/By-laws Sub-committee shall elect one of their members to be the convenor.
- 12.1.3 The Constitution/By-laws sub-committee shall hold office for a period of one (1) year but shall be eligible for a further period if so elected.
- 12.1.4 The duties of this sub-committee will be to receive and consider suggestions for amendments or additions to the Constitution or By-laws, which will then be passed onto the Executive committee with its recommendations. The Executive Committee shall have sole discretion to determine whether suggested amendments should be rejected or presented to the members at a Special General Meeting.

12.2 **Amendments**

12.2.1 Suggestions for amendments to the Constitution and By-Laws shall be submitted in writing to the Secretary.

12.2.2. Amendments and/or additions to the Constitution or the By-laws shall require that two-thirds of those present and entitled to vote at a properly constituted Special General Meeting of members vote in favour thereof.

12.2.3 Full details of suggested amendment or additions 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 or By-Law.

12.3 **Interpretation**

The interpretation of the Constitution and By-laws shall be the responsibility of the Constitution/By-laws Committee. In the event of a query or dispute from a member in regard to the interpretation, the Constitution/By-laws Committee shall advise the Executive Committee, who shall make a ruling. This ruling shall be final and binding unless and until reversed by a majority of two-thirds of members present and entitled to vote at a Special General Meeting convened in terms of Clauses 11.2.3/11.2.4 to consider such dispute.

13. **COMPLAINTS**

Any member having a complaint may submit same in writing to the Executive committee, who shall deal with same as expeditiously as possible, but not later than at its first meeting following receipt of the complaint. The Executive committee shall have the right to call the parties to any dispute to appear before it in person. Save for the rights conferred upon members in Rule 14 the decision of the Executive committee shall be final and binding.

14. **DISCIPLINE**

14.1 If a member is accused of –

14.1.1 improper, dishonest or unsportsmanlike conduct or of conduct in any way offensive to members or to the Executive committee or Sub-committees, or to employees or appointees, or of conduct which is deemed to be unbecoming or prejudicial to the interests or reputation of the Club whether within the club's precincts or within the precincts of any bowling club or any venue at which a bowls function is taking place

14.1.2 introducing into the Club any persons whose presence therein is deemed to be prejudicial to the interests or reputation of the Club or objectionable to the members

14.1.3 committing a breach of the Constitution of the Club or its By-laws or of a directive given at a general meeting by the Executive committee;

the Executive committee shall give at least 7 (seven) days written notice outlining details of the complaint and calling upon such member to appear before it on a given date and there to explain his/her conduct.

14.2 After such member has appeared before the Committee, or should he fail to appear when called upon, the Executive Committee shall have the power, after due enquiry and deliberation, to:

14.2.1 reprimand him/her;

14.2.2 deprive him/her of certain rights, privileges and advantages of membership for a period determined by the Executive Committee;

14.2.3 suspend him/her for a period determined by the Executive Committee;

- 14.2.4 call upon such member (in writing through the Secretary) to resign, and if he fails to resign within seven (7) days of the date of such request, to expel the member, who shall then be ineligible for re-election.
- 14.3 A member who is suspended will be deprived of all privileges as a member, including:
- 14.3.1 he/she shall be barred from entering the club property and premises, including the greens, surrounding area and clubhouse.
 - 14.3.2 he/she shall not be permitted to play in any Club, WPBA or BSA National competition taking place during his/her term of suspension.
 - 14.3.3 he/she shall not be permitted to enter any Club, WPBA or BSA national competition, the closing date of which occurs during his/her suspension, or the club selection for which takes place during his/her term of suspension.
 - 14.3.4 he/she will not be entitled to vote at a general meeting.
 - 14.3.5 he/she will not be permitted to support requisitions for a Special General Meeting.
 - 14.3.6 he/she shall not be permitted to propose or second applications for membership, or object to same.
 - 14.3.7 he/she shall not be permitted to stand for election to any committee or office of the Club.
- 14.4 Any member who is expelled or suspended for longer than 6 (six) months shall have the right to appeal against the decision of the Executive Committee to a Special General meeting of members upon his notifying the Secretary, in writing, within seven (7) days of the decision of the Executive committee, of his desire to that effect and within a further seven (7) days lodging with the Secretary a cash sum (to be determined by the Executive Committee) to cover the costs to be incurred by the Club in notifying members of the Special General Meeting together with the 25 signatures required under clause 11.2.3. This cash sum shall be refunded to the member should the decision of the Executive Committee be reversed at the Special General Meeting.
- 14.5 If a decision of the Executive committee is, in terms of this Rule, the subject of an appeal to a Special General Meeting, the operation of such decision shall not be suspended pending the hearing of the appeal unless it be to expel the member, in which case he shall be deprived of the rights, privileges and advantages of his membership pending the hearing of the appeal.
- 14.6 The decision of the Executive Committee shall not be reversed except by a resolution supported by at least two-thirds of the members present and entitled to vote at such Special General Meeting.
- 14.7 In the event of any person ceasing to be a member by virtue of the operation of this Rule, such person shall have no right to a refund of any subscriptions, fees or levies paid, but shall be entitled to repayment of any debenture, subject to the then prevailing rules for the repayment of debentures

15. VISITORS

- 15.1 Members of other bowling clubs affiliated to the Western Province Bowling Association or any bowling association within the Province of the Western Cape shall be permitted to play on the Club's greens twice a month and shall pay the fees as laid down by the Executive Committee from time to time.
- 15.2 Members of any club affiliated to any Bowling Association outside the Western Cape shall have unrestricted access to the Club's greens on bowling days for a period of 4 (four) weeks. Thereafter they shall be permitted to play on the Club's greens twice a month. They shall pay the fees as laid down by the Executive Committee from time to time.
- 15.3 No person who is not a member of a recognised bowling club shall be permitted to play on the Club's greens unless he or she is a prospective member.

- 15.4 Visitors shall pay green fees and tea charges as determined by the Executive Committee. Such fees/charges shall be at least 50% higher than those paid by members.

16. LIQUIDATION

- 16.1 The Club may not be liquidated without the sanction of a majority vote of seventy-five percent of the members present and entitled to vote at a properly constituted general meeting of which not less than twenty-one (21) days' notice shall have been given.
- 16.2 Should the Club be liquidated or wound up for any reason whatsoever then all the assets of the Club shall be transferred to a Club or Amateur Sporting Body with similar aims and objectives as this Club.
- 16.3 At the meeting called to liquidate or wind-up the Club the members present will decide to which Club or Amateur Sporting Body the assets will be transferred.

17. PURCHASE OF LIQUOR

Only members of the Club (including bona fide temporary members or visiting bowlers) shall be permitted to pay for liquor supplied therein in accordance with the Club's Liquor Licence.

BY-LAWS

BY-LAW "A" GENERAL

1. All games shall be played in accordance with the South African Laws of the game and all members shall conform with the law regarding dress.
2. Players must not drop bowls or throw matches, cigarette ends or any other possible obstructions on the greens, banks or ditches and must refrain from expectorating thereon. Cigarette ends, matches and empty boxes must be deposited in receptacles provided for the purpose.
3. All players must use the steps when stepping onto and off the greens.
4. When the necessity arises, members will be responsible at the end of the game for the removal to the Clubhouse or the place of storage of all scoreboards, jacks, mats and any other Club property.
5. The lead of each team shall replace the tabs of all members of the team in their correct positions on the respective boards.
6. No dogs shall be allowed in the Clubhouse.
7. The times applicable for the use of the greens to practice on shall be decided upon by the green-keeper or the convenor of the Greens Committee.
8. 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 committee elected for the current year and such list shall remain on the board throughout the season.
9. No switched-on cell phones shall be permitted on the greens or banks.
10. No alcohol may be consumed on the greens, unless specifically authorised by the Executive Committee for a special event.

BY-LAW "B" INTER-CLUB FIXTURES: DUTIES AND RESPONSIBILITIES

1. The Selection committee shall nominate a captain for each side selected for inter-Club competitions.
2. The Competition Secretaries shall ensure that the administration of the various Flag and Muter requirements are completed and forwarded to the W.P.B.A.
3. The duties and responsibilities of team Skips and side Captains during inter-club competitions shall be as follows:
 - 3.1 Each selected team Skip shall ensure (notwithstanding the team players' duty to examine the notice board to see if selected) that all selected members are available and that suitable travel arrangements are made for away games
 - 3.2 The side Captain shall, in the event of a player being reported for a breach of discipline, report to the Executive and Selection committees.
 - 3.3 The side Captain shall be consulted by each Skip with regard to any decision that will affect the result of any game. The Captain will have the ultimate authoritative responsibility.

BY-LAW “C”

PLAY

1. Greens

- 1.1 The Greenkeeper, or in his absence the President, may close the greens or any rink at any time when in their opinion it is necessary and shall determine the compass direction of play.
- 1.2 A notice displayed on the notice board or tabs board or the absence of a scoring board and mats at an affected green or rink shall be an intimation to Club members of its closure and no play shall take place on any green or rink so closed.

2. Playing Days

- 2.1

Tuesday afternoons	-	Ladies/Men separate
Thursday afternoons	-	Mixed
Saturday afternoons	-	Ladies/Men separate
Sunday mornings	-	Mixed
Public Holidays	-	Mixed
- 2.2 Play on days/times other than the above will be subject to arrangement with the Greenkeeper and/or Executive Committee.
- 2.3 The conditions in 2.1 apply to normal tabs-in play. The Executive Committee or the Club Captains can, in co-operation with the Greenkeeper, arrange competitions on any day of the week and the conditions of play will be as decided by them.

3. Practice

- 3.1 Practice will be permitted on:
 - 3.1.1 Any weekday from 15h30, subject to availability of rinks
 - 3.1.2 Saturday mornings from 10h30, subject to availability of rinks (consult Greenkeeper)
- 3.2 A player may warm-up by delivering bowls for 30 minutes before any game provided that the warm-up is in the opposite direction to that of expected play. Warm-up shall not be deliberate play and no target, such as a jack, may be used.

4. Allocation of rinks:

- 4.1 Duty Officers to allocate the best rinks to WP/National Competitions and Club Competitions
- 4.2 The Duty Officers shall arrange for the skips (or single players) in Club competitions to draw for rinks – except that the final of any competition shall be allocated to the best available inner rink
- 4.3 The Duty Officers shall allocate rinks for tabs-in, with the Lady Duty Officer having first choice on Tuesdays and Thursdays, and the Male Duty Officer having first choice on Saturdays and Sundays

5. Arranged Games

- 5.1 A member shall be permitted to play one arranged game per month on Tuesday, Thursday or Saturday afternoons.
- 5.2 A notice, authorised by President, Vice President, or Club Captains to be put on the notice board seven days before the intended game stating the date of the game and the names of the players.

- 5.3 No restriction shall apply to arranged games on days other than those in Clause 5.1, subject to arrangement with the Greenkeeper and/or Executive Committee and to payment of green fees.
- 5.4 Competitions will take precedence over arranged games.
- 5.5 The provisions of this clause shall not apply to trials/practice games for Club selected sides/teams.
6. **Times of play**
- 6.1 Tuesday, Thursday and Saturday afternoons
- October to April: Members shall present their tabs to the duty officers by 14h00 – for play to commence by 14h15
- May to August: Members shall present their tabs to the duty officers by 13h30 – for play to commence by 13h45
- 6.2 Sunday mornings and Public Holidays
- At times to be announced by the Executive Committee from time to time.
7. **Dress**
- Recognised bowling dress shall be worn by players and markers for all club games on Saturdays, unless ruled otherwise by the Executive Committee for specific events. Mufti may be worn for tabs-in and club competitions on weekdays and Sundays. No-one shall play, mark or practise in “mufti” on any green on which a WPBA or BSA competition is in progress.

BY-LAW D COMPETITIONS

1. The competitions listed below may be competed for annually.
- | | | | |
|-----|----------------------------------|---|------------|
| (a) | Singles Championship | - | 21 Shots |
| (b) | Singles Handicap | - | 21 shots |
| (c) | Consistency Singles Championship | - | 101 Points |
| (d) | Drawn Pairs Championship (2-4-2) | - | 21 Heads |
| (e) | Nominated Pairs Championship | - | 21 Heads |
| (f) | Mixed Pairs Championship | - | 21 Heads |
| (g) | Mixed Trips Championship | - | 18 Heads |
- Note: (b) Singles Handicap: Handicapping to be on the basis of the best singles player to have a handicap of 0 and a first year novice a handicap of 9. The player's handicap is added to his/her score on the first end and the first player to reach 21 shots is the winner.
2. Winners and runners-up of Club competitions shall be presented with a floating trophy (if one exists) and also be given the choice of a miniature trophy, a certificate or a monetary prize determined by the executive Committee.
3. The relevant Competition Secretaries shall fix a date by which each successive round of a Competition shall be played and such date shall be prominently displayed on the Competition Board. The Competition Secretaries shall strictly enforce such dates and will scratch an offending member who has not requested an extension of the date and has not presented himself/herself for play by the due date.
4. A maximum extension of 3 weeks may be granted by the Competition Secretary in the case of injury, ill health or other acceptable circumstances.

5. A maximum of three weeks per season will count as absence on annual leave but must be recorded on the official Club leave roster.
6. The competitor or skip whose name appears higher on the Competition Chart shall be responsible for contacting his/her opponent to arrange a date for the match and (in the case of singles) for arranging a marker.
7. The Competition Secretaries shall keep a record of all competitions played each year with the results, which will be available for the use of the Selection Sub Committees.
8. The competition fees shall be fixed annually by the Executive committee.

BY-LAW E PAYMENT FOR PLAY

1. The amount payable for tea and green fees for tabs-in games shall be announced by the President at the beginning of each season.
2. Payment for all games shall be made to the duty officer by the member when handing in his/her tab.
3. Payment for Club, WPBA and BSA competitions shall be made to the relevant Competition Secretary, who will be responsible for submitting the fees and entries to the relevant controlling body.
4. A member whose annual subscriptions and/or competition fees are in arrears will not be permitted to play in any club competitions or represent the Club in Flag, Western Province or National events until such has been paid.

BY-LAW F DUTY OFFICERS AND TAB DUTY

1. A member of the Men's and Ladies' Selection Committee shall undertake Tab Duty on every playing day to collect the tea and green fees and to do the draw. The Convenor of each Selection Committee shall provide their respective committee members with a roster detailing the days on which they will be on tab duty. Any member unable to perform their duty on a particular day shall be responsible for appointing a substitute who shall be another member of the Selection Committee, or if necessary, a Playing or Past Playing member with at least two years' bowls experience.
2. For the purpose of selecting they will be guided by the gradings on the back of the individual member's tab.
3. The tabs will be put into the draw box which is divided into compartments for Skips, Thirds, Seconds, and Leads and the duty officers will do a blind draw from the box onto the draw board.
4. Once the duty officers have put the draw on the board it shall, under no circumstances, be changed by anyone except the duty officers. Players may change their positions by mutual consent and with the approval of both skips when they are on the green.
5. The duty officers shall ensure that the tea and green fees collected are paid to the Club Treasurer or his/her nominee.
6. The duty officer shall make out a temporary tab for visitors with his or her name and initial and position. The duty officer shall make every effort to accommodate all visitors but shall ensure that every Club member has preference in playing in the position in which he/she normally plays and that club members are given preference when green space is limited.
7. The duty officers shall attend to the allocation of rinks as set out in By-Law C 4

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