

WESTERN PROVINCE CRICKET CLUB

BOWLS SECTION: RULES AND BYELAWS

1. NAME

The name of the club is Western Province Cricket Club (WPCC).

2. COLOURS

The registered colours of the club shall be old gold, beige and black on a background of peacock blue. The badge of the club shall be the coat of arms of the old Cape Colony.

3. PURPOSE

The purpose of the Bowls Section shall be:

- 3.1. The promotion and provision of facilities for the game of bowls for recreation and for social purposes.
- 3.2. The framing and enforcement of rules and byelaws necessary for the proper running and functioning of the Bowls Section.

4. THE BOWLS SECTION

- 4.1. The Bowls Section shall consist of all members of the WPCC who are registered as members of the Bowls Section.
- 4.2. The Bowls Section shall, at its annual general meeting, elect a committee which shall consist of a Chairperson, a Vice-chairperson (Men), a Vice-chairperson (Ladies), an Honorary Secretary, an Honorary Treasurer, and three additional members. This committee is called The Committee.
- 4.3. The Chairman and Club Captain of WPCC shall automatically also be members of The Committee.
- 4.4. The Club Administrator shall automatically also be a member of The Committee.
- 4.5. Membership of the Bowls Section shall be restricted to the Honorary President, Honorary Vice-Presidents of the WPCC and to members of WPCC who are life-members and honorary members with full privileges, and all members liable to pay subscriptions and junior members whether they pay any form of subscription or not. Application for membership of the Bowls Section shall be in writing on the form prescribed by Bowls South Africa together with any other forms or undertakings prescribed by The Committee.
- 4.6. Only members of the Bowls Section who are currently registered with the Western Province Bowling Association and on the Bowls Section's list of members shall be entitled:
 - 4.6.1. To vote at any general meeting of the Bowls Section.
 - 4.6.2. To be elected to any committee of the Bowls Section.
 - 4.6.3. To play bowls in club competitions or represent the club in any sub-district, district, provincial or national competitions.
- 4.7. Acceptance to membership of the Bowls Section shall be advised:
 - 4.7.1. To the applicant in writing.
 - 4.7.2. To the relevant bowling association, together with payment of affiliation fees and levies due to that body.
- 4.8. Any member of the WPCC who is not affiliated to Western Province Bowling Association and Bowls South Africa shall be entitled to utilize the facilities of the Bowls Section on recognized playing days when the greens are open, subject to:

- 4.8.1. The availability of playing space.
- 4.8.2. Such member being dressed in approved bowling attire as approved by The Committee.
- 4.9. Membership of the Bowls Section shall be terminated should a member for any reason cease to be a member of the WPCC.

5. MANAGEMENT AND FINANCIAL CONTROL OF THE BOWLS SECTION.

- 5.1. The management and financial control shall be vested in The Committee elected in terms of Section 6 below.
- 5.2. No member shall be appointed to, or be permitted to, hold more than one position on The Committee, save in a temporary and purely relieving capacity. The Committee shall be empowered to elect another member to fill any vacancy occurring on The Committee or any sub-committee of the Bowls Section. Such member shall hold that position for the balance of the current year.
- 5.3. At any meeting of The Committee, four members shall form a quorum.
- 5.4. The Committee shall, unless for good reason, meet not less than once in each calendar month. Minutes are to be taken at such meetings.
- 5.5. On the instructions of the Chairperson, or within seven days of the receipt of a request in writing from any three members of The Committee, the Honorary Secretary shall call a meeting of The Committee and such meeting shall be held within fourteen days from the date of receipt of the request.
- 5.6. The Chairperson of The Committee, or in his/her absence the Vice-chairperson designated as such by The Committee at its first meeting shall be the Chairperson at all General and Committee meetings, failing whom the members present shall elect a Chairperson for that meeting.
- 5.7. In the event of equal voting at a Committee meeting, the Chairperson shall have a casting vote.
- 5.8. In the event of the death or resignation of the Chairperson, the Vice-chairperson designated in clause 5.6 above, shall automatically assume the position of Chairperson and The Committee shall elect one of their members to act as Vice-chairperson.
- 5.9. In the event of the death or resignation of either of the men's or ladies' Vice-chairperson, The Committee must elect from either one of their members or 'co-opt' a member in good standing to serve in this position for the balance of the term.
- 5.10. Any committee member absent from three consecutive meetings of The Committee without apology being received shall be deemed to have forfeited his/her seat, and The Committee shall be empowered to fill such a vacancy. This provision shall not apply to the Chairperson and Club Captain of the WPCC.
- 5.11. The Committee may appoint sub-committees to carry out such duties as may be allocated to them. The Chairman shall automatically be a member of all sub-committees including the selection committees referred to in Section 7 below.
- 5.12. The Committee shall set the amount payable for fees and teas by members and/or visitors.
- 5.13. The Committee shall keep a list on which the names of all members of the section shall be included.
- 5.14. The Committee shall appoint such persons to represent WPCC Bowls Section upon the Western Province Bowling Association or any other lawful national or provincial controlling bodies as may be required in terms of the binding constitutions of such associations or bodies.
- 5.15. Members who wish to arrange 'bounce games' on an official tabs-in day:

- 5.15.1. Game to be booked with the Club Administrator, who will confirm entry status as per 5.15.2. and will be written-up on the noticeboard by the Club Administrator.
- 5.15.2. Such permissions only to be granted to teams entered in a WP or BSA competition.
- 5.15.3. 'Bounce games' are only allowed to be played 1 week prior to such competition and confirmed by Club Administrator as per 5.15.1.
- 5.15.4. No bounce games shall interfere or clash with any South African or Western Province bowls fixture being hosted at the Club on that day.
- 5.15.5. Both teams in the 'bounce game' must be entrants in the same competition, or if an opposing team is required then a challenge team will be drawn from the tabs-in members present.
- 5.16. Members only permitted to have unofficial practices or 'roll-ups' on official tabs-in days a minimum of 2 hours after the start of the tabs-in session.
- 5.17. Members holding Dual Membership with another bowls club may only enter the Open Singles at their main club and may not enter this competition at both clubs.
- 5.18. Smoking (including artificial devices or e-cigarettes such as Twisp), Alcohol, Cell phones and handheld TV devices will not be permitted within 2 metres of the green while play is in progress. Corporate / Fun events will be managed by the controlling body in this regard.

6. GENERAL MEETINGS

- 6.1. The annual general meeting of the Bowls Section shall be held during the month of June each year, at such time and place as may be decided by The Committee.
- 6.2. At least fourteen days' notice of any general meeting shall be posted on the club noticeboard and sent to each member at his/her e-mail addresses, but the non-receipt of such notice by any member shall not invalidate the proceedings of any such general meetings.
- 6.3. The business of an annual general meeting shall be:
 - 6.3.1. To confirm the minutes of the previous annual general meeting or any special general meeting.
 - 6.3.2. To receive and consider the report of the chairperson and the financial report presented by the Honorary Treasurer for the past year.
 - 6.3.3. To consider any motion concerning the affairs of the section, of which due notice has been given. Notice of any motion to be proposed at the annual general meeting must be lodged with the Honorary Secretary by not later than the 15th day of May and shall be incorporated by him/her in the agenda.
 - 6.3.4. To elect a Chairperson.
 - 6.3.5. To elect a Vice-chairperson (Men).
 - 6.3.6. To elect a Vice-chairman (Ladies).
 - 6.3.7. To elect an Honorary Secretary.
 - 6.3.8. To elect an Honorary Treasurer.
 - 6.3.9. To elect three members to the Committee of which no fewer than one shall be male and no fewer than one shall be female.
 - 6.3.10. To elect selection committees referred to in Section 7 below.
 - 6.3.11. To elect a first alternate and a second alternate member to each of the selection committees;
 - 6.3.12. To consider any other business concerning the Bowls Section.

- 6.4. The elected office bearers shall assume their duties immediately following the conclusion of an annual general meeting, with the exception of the Chairperson, who shall take the chair immediately he/she is elected.
- 6.5. A special general meeting of the Bowls Section may be convened at any time by resolution of The Committee or on receipt by the Honorary Secretary of a written request signed by not less than twenty members of the section and setting out the business to be transacted. Upon receipt of such request, the Honorary Secretary shall convene a meeting within twenty-one days and the notice convening the meeting shall include an agenda.
 - 6.5.1. The quorum for all general or special general meetings of the Bowls Section shall be not less than one-fifth of the members in good standing entitled to vote. Should a quorum not be present within thirty minutes after the time specified for the commencement of the meeting, it shall stand adjourned for the same day and time in the following week and the members present at the adjourned meeting shall constitute a forum and shall be competent to transact the business for which the original meeting was called.
 - 6.5.2. Every ordinary member of the Bowls Section shall be entitled to one vote on any motion proposed at a general meeting. In the event of equal voting, whether by ballot or show of hands, the chairperson of the meeting shall be entitled to a casting vote.
 - 6.5.3. If, at an election of committee members or selection committee members, there are more candidates than vacancies, members may vote for as many candidates as there are vacancies or for any lesser number of candidates.
 - 6.5.4. All matters to be decided at a general meeting, other than the election of office bearers which shall be by secret ballot, shall be decided by a show of hands; unless a majority of members present at such meeting vote in favour of a ballot being taken.
 - 6.5.5. No proxies shall be permitted at any special or general meeting.
 - 6.5.6. In the event of both the Chairman and Vice-chairpersons not being present at any general meeting within fifteen minutes after the time appointed for the commencement of such meeting, the members present shall elect a chairman for that meeting.

7. SELECTION COMMITTEES

- 7.1. At the annual general meeting of the Bowls Section there shall be elected:
 - 7.1.1. A men's selection committee consisting of five male members and a ladies' selection committee consisting of five female members, and
 - 7.1.2. a first alternate and a second alternate for each of the selection committees, who shall fill any vacancy that may arise on the committees.
- 7.2. The duties of the men's and ladies' selection committee shall be:
 - 7.2.1. To select respectively men's and ladies' teams to represent the club in league and such other competitions and events as the Committee may direct; and to advise the skips of their teams and post such teams on the club noticeboard.
 - 7.2.2. To grade club bowlers and assess their handicaps (and revise if necessary) and display the current gradings and handicaps on the club noticeboard.
- 7.3. Any member who is employed as the Club Professional, shall be a member with a vote on all selection committees, and attend all meetings of such committees.
- 7.4. At any meeting of the selection committee, three members shall form a quorum.
- 7.5. At its first meeting, the selection committee shall elect a chairperson from its members. Should only four members be present at any meeting of a selection committee, the Chairperson shall, in addition to a deliberate vote, have a casting vote.

- 7.6. The selection committee shall be entitled to arrange practice games, provided that such games may only be played if:
 - 7.6.1. Notice of the selected teams shall be posted on the club noticeboard not later than five days prior to the event.
 - 7.6.2. No practice games shall interfere or clash with any South African or Western Province bowls fixture being at home on that day.

8. SOUTH AFRICAN BOWLING CHAMPIONSHIPS

- 8.1. The club shall, if possible, be represented by both men's and ladies' teams as appropriate at National and Provincial Bowling Championships. The tournament teams consist of four players and, if deemed advisable by the relevant selection committee, a reserve shall be selected by the selection committee.
- 8.2. Should any member or members of a selection committee offer himself/herself for selection as a member of the tournament team. He/she shall recuse himself/herself from the meeting at which the tournament team is being selected whilst his/her playing position is being discussed after which he/she shall return to the meeting.
 - 8.2.1. For the purposes of this clause, such temporary absence of a member of the selection committee, shall not be deemed to create a vacancy on the selection committee and the remaining members shall continue with the business of the meeting provided that their numbers do not fall below that required for a quorum as set out Clause 7.4 above.
 - 8.2.2. If the number of remaining members shall be fewer than that required for a quorum, the first alternate or failing him/her, the second alternate, shall join the meeting for the period that the playing position of the recused member is being discussed after which the recused member shall return to the meeting and the first or second alternate as the case may be; shall retire from the meeting.
- 8.3. Once a skip has been chosen, he/she shall be entitled to join the selectors and discuss the selection of the remainder of the team.

9. PROCEDURE FOR ELECTION OF OFFICE BEARERS

- 9.1. At least twenty-one days prior to the date fixed for an annual general meeting, the Honorary Secretary shall post a notice on the club noticeboard calling for nominations for:
 - 9.1.1. The Chairperson.
 - 9.1.2. A Vice-chairperson (Men).
 - 9.1.3. A Vice-chairperson (Ladies).
 - 9.1.4. The Honorary Treasurer.
 - 9.1.5. Three members of the Committee (Refer clause 6.3.9.)
 - 9.1.6. Members of the Selection Committees.
 - 9.1.7. Two alternate members of the selection committee.
- 9.2. Nominations shall be proposed and seconded by ordinary members and the nominations must be accepted and signed by the nominee. If the nominee is unable to do so in person, he/she must confirm his/her acceptance to the Honorary Secretary in writing.
- 9.3. The nominations will be removed from the noticeboard by the Honorary Secretary not earlier than forty-eight hours prior to the annual general meeting. Upon such removal, the nominations will be considered closed.
- 9.4. Should members nominated for the various offices and committees be less than the required number for each, the Chairperson at the annual general meeting shall declare those nominated

duly elected and call for further nominations for the purpose of electing forthwith the requisite number.

10. COMPLAINTS

- 10.1. Any member having a complaint may submit the complaint in writing to The Committee, who shall deal with complaint as expeditiously as possible.
- 10.2. In the event of a dispute having arisen between two or more parties, The Committee shall have the right to call the parties to the dispute to appear before it in person.
- 10.3. Save the rights conferred in Section 12 below, the decision of The Committee shall be final and binding.

11. DISCIPLINARY MEASURES

- 11.1. Disciplinary measures may be taken by the Committee if a member of the Bowls Section:
 - 11.1.1. Is accused of improper, dishonest or unsportsmanlike conduct or of conduct in any way offensive to members or to The Committee, or of conduct which is deemed to be unbecoming or prejudicial to the interests or reputation of the club, whether within or outside the Club's precincts, or
 - 11.1.2. Introduces into the club any persons whose presence therein is deemed to be prejudicial to the interests or reputation of the club or reputation of the club or objectionable to the members, or
 - 11.1.3. Is accused of committing a breach of the rules and byelaws, or of a directive given at a general meeting or by the Committee.
- 11.2. The Committee may then:
 - 11.2.1. call such member to appear before it in person, or
 - 11.2.2. refer such member and/or his/her conduct to the Executive Committee of the WPCC to be dealt with in terms of Clause 24 of the main club's constitution.

12. VISITORS

- 12.1. Members of other affiliated bowling clubs shall be permitted to play on the club's greens and shall pay the fees as laid down from time to time.
- 12.2. Non-affiliated prospective bowlers attending coaching to have access to the bowls facilities until signed off by a club coach; at which time the formal membership application will proceed and new member added to the bowls list as per 5.13.
- 12.3. Anyone found to be abusing our welcome, without formally applying for membership, will be notified by the chairperson to refrain from such conduct or be denied access to our facilities.

13. AFFILIATION

- 13.1. The club is affiliated to the Western Province Bowling Association and through them to Bowls South Africa.
- 13.2. Members shall be bound by the rules of the Western Province Bowling Association and Bowls South Africa. The official dress as laid down by the Western Province Bowling Association shall apply at all times, or at the discretion of The Committee.

14. ALTERATIONS TO THESE RULES AND BYELAWS

- 14.1. These rules and byelaws shall not be altered or added to except or by a resolution passed by at least two-thirds of the members of the section personally present and voting at a general meeting of which not less than twenty-one days' notice has been given to the members.

- 14.2. The Honorary Secretary shall in the notice of the meeting set out in detail the proposed additions and alterations.

15. INTERPRETATIONS OF THE RULES AND/OR BYE-LAWS

- 15.1. In the case of any dispute regarding the interpretation of these rules and byelaws, it shall be The Committee's responsibility to settle such dispute, and its ruling shall be binding upon all concerned until the next general meeting of the Bowls Section, when the matter shall be referred to such a meeting for a majority ruling which shall be final and binding.
- 15.2. In all matters relating to the interpretation of the Rules and Byelaws, the ruling of the Chairperson shall be accepted as final and binding unless reversed thereafter at a special general meeting called for that purpose or at an annual general meeting.

16. HONOURS BOARD

The honours board shall record the names of the chairpersons of the Bowls Section, club singles champions, the winners of any International, South African and Western Province competitions or their equivalent, as well as members selected to play in provincial / inter-district competitions.

17. AUTHORITY OF MAIN COMMITTEE

- 17.1. Nothing in these Rules and Byelaws shall in any way derogate from the authority of the Executive Committee of the WPCC, and all the powers conferred by these Rules and Byelaws shall be exercised subject to the control of the Executive Committee of the WPCC.
- 17.2. Any changes to the Rules and Byelaws will need to be submitted to the Executive Committee of the WPCC for approval and will only become effective once approved at a meeting of the Executive Committee.

18. APPROVAL OF THE LATEST REVISION

These Rules and Byelaws were approved at a general meeting of all members of the Bowls Section of the WPCC held on 26 June 2019, and subsequently by the Executive Committee of the WPCC at a meeting dated _____ 2019.

The WPCC Excecutive Committee approved this version of the Bowls Section Rules and Byelaws at their meeting of 30 July 2019.
Nic Marais