

CONSTITUTION OF THE SOUTH AFRICAN NATIONAL DEFENCE FORCE BOWLS ASSOCIATION (SANDFBA)

INTRODUCTION

1. The SANDF Bowls Association (SANDFBA) will utilise its own forum to regulate its activities. Directorate Physical Training, Sport and Recreation (DPTSR) is to ensure a continuous process of directing the SANDFBA.

OBJECTIVES

2. The objectives of the SANDFBA shall be the following:
- a. To uphold, organise, control and promote the game of bowls in the SANDF.
 - b. To support and maintain the rules of the game of bowls as determined by Bowls South Africa (BSA).
 - c. To acquire and alienate any rights to moveable property and to acquire funds for the purpose of advancing the objectives and interests of the SANDFBA.
 - d. To arrange and control championships and tournaments as may be considered appropriate.
 - e. To make, vary and repeal By-laws and Regulations that may be necessary in order to regulate the game of bowls within the SANDF.
 - f. To use all available means to promote the game of bowls in order to create awareness of and participation by all members of the SANDF, irrespective of race, gender and/or age.

MEMBERSHIP

3. Membership shall be divided into Regional Associations irrespective of the members Service. All members of the bowling fraternity in the SANDF shall be affiliated to the SANDFBA through these Regional Associations. The various Services shall, however, also have representation on the Council.

4. The following persons are eligible to become members of the SANDFBA:

- a. SANDF Permanent Force members.
- b. SANDF Contract (short and medium term) members.
- c. Active Reserve Force members.
- d. MSDS members.

5. All members of the SANDFBA must also be affiliated to BSA, one of the provincial/district bowls associations and a military bowls club (full or dual membership), if one exists in his/her area of residence.

6. The geographical boundaries of the appropriate regions shall be those as used for the SANDF, namely:

- a. Western Cape.
- b. West Coast.
- c. South Eastern Cape.
- d. Northern Cape.
- e. Kwa-Zulu Natal.
- f. Free State.
- g. North West.
- h. Gauteng.
- i. Mpumalanga.
- j. Limpopo.

7. The Council may authorise a deviation from the abovementioned regions if it is deemed necessary and in the best interest of bowls in the SANDF.

8. Honorary Life Membership. Honorary Life Membership may be bestowed upon members who have rendered outstanding services to the SANDFBA. Nominations for Honorary Life Membership must be forwarded to the Honorary Secretary at least 14 days prior to the Annual General Meeting (AGM). A normal majority of the members attending the AGM is required for the motion to be carried.

PATRON

9. Appointment. The Patron is appointed by the Chief of the SANDF (C SANDF).

10. Responsibilities. The responsibilities of the Patron will be as directed by C SANDF.

MANAGEMENT

11. The affairs of the SANDFBA shall be governed by a Council consisting of the elected Executive Committee, hereinafter referred to as the Executive, and one delegated from each Region and Service.

COMMITTEES

12. Executive

a. Composition

i. The Executive shall be composed of the following members:

- (1) President.
- (2) Vice-President (Men).

- (3) Vice-President (Ladies).
 - (4) Honorary Secretary.
 - (5) Honorary Treasurer.
 - (6) Marketing and Development Standing Committee Convener.
 - (7) Technical Officials and Coaches Standing Committee Convener.
 - (8) Convenor of Selectors.
 - (9) Any additional co-opted member as required.
- ii. No Region shall have more than three (3) members on the Executive Committee.
 - iii. The President, Vice-President (Men) and Vice-President (Ladies) may not serve as the President/Chairman of any Regional and/or Service Association and as such may not act as Regional and/or Service representatives or alternate Representatives to Council.
- b. Term of Office. The term of office of an elected Executive member shall be two years, thereafter members shall be eligible for re-election. DPTSR must, however, confirm the appointment of a new President.
- c. Nominations
- i. Nominations shall be made by the member's Regional Representative, and shall be in writing on the official Association nomination form.
 - ii. Incumbent Executive members, available for re-election are automatically nominated.
 - iii. The same member may be nominated for more than one position but shall not be elected to more than one position.
 - iv. In the event of there being no nominations for any of the positions on the Executive, nominations shall be called for from the floor at the Annual General Meeting.
- d. Casual Vacancies
- i. Should the President's position become vacant, the Executive shall appoint one of the Vice-Presidents in his/her place.
 - ii. The Executive shall fill vacancies that occur on the Executive during its term of office. Should there be no suitable person available on the Executive, it shall have the right to co-opt any person registered with the SANDFBA to fill the position.

e. Responsibilities

- i. The Executive is to administer bowls on a day to day basis throughout the SANDF by implementing the policies as determined by the SANDFBA and DPTSR.
- ii. The Executive shall have the power to give rulings for the purpose of carrying out the provisions and objectives of the Constitution when time and/or other constraints do not allow for the holding of a Council meeting. Such rulings are to be ratified at the next Council meeting.
- iii. The Executive shall be the legal holder of all monies, trophies and other non-state property and shall deal with same as directed by Council.

f. Meetings. The Executive will meet as required.

g. Quorum. The President and/or either of the Vice-Presidents, the Secretary and/or Treasurer and three other members of the Executive.

h. Minutes. The Secretary, or in his/her absence the Treasurer, shall be responsible for the recording of the minutes. When signed by the President the minutes shall be binding. Minutes, excluding confidential matters, are to be distributed to all the Council members, BSA and DPTSR within 21 days of the meeting.

i. Sub-Committee. The Executive may appoint a sub-committee, consisting of no less than three members, to administer the day to day activities of the SANDFBA. Decisions taking by the sub-committee must however be ratified by the Executive.

13. Council

a. Composition. The Council shall be composed of the Executive members, one Representative from each of the Regions and one Representative from each Service. The SANDFBA President shall be the chairperson at Council meetings.

b. Representatives

- i. Regional Representatives are to be elected by the members in the Region.
- ii. Service Representatives are to be the elected Service's Bowls Chairperson/President.
- iii. In the absence of the delegate, the Region's and/or Service's Bowls Committee shall appoint an alternate.

c. Responsibilities

- i. The Council is to administer bowls throughout the SANDF by implementing the policies as determined by the SANDFBA and DPTSR.

- ii. The Council shall have the power to give rulings for the purpose of carrying out the provisions, aims and objectives of the Constitution. Such rulings shall be binding to all Regions and Services.

d. Term of Office

- i. Regional Representatives. The Regional Representatives will hold office until replaced by the members of the region.
 - ii. Services' Representatives. The Services' Representatives will hold office until replaced by the members of the Service.
- e. Meetings. The Council will meet as required, but no less than once per annum.
- f. Quorum. The President and/or either of the Vice Presidents, the Secretary and/or Treasurer and five other members of the Council.
- g. Voting. Each member shall have one vote per agenda point. The President or in his/her absence the Vice President shall have a deliberative casting vote, if required.
- h. Minutes. The Secretary, or in his/her absence the Treasurer, shall be responsible for the recording of the minutes. When signed by the President the minutes shall be binding. Minutes are to be distributed to all Council members within 21 days of the meeting. Minutes, excluding confidential matters, are to be forwarded to BSA and DPTSR within 21 days of the meeting.

14. Marketing and Development Standing Committee

- a. Composition. The Marketing and Development Standing Committee shall be composed of the following members:
 - i. Convener.
 - ii. Development Official.
 - iii. Marketing/Sponsorship Official.
- b. Responsibilities. The Marketing and Development Standing Committee shall be responsible for:
 - i. The Marketing of the sport within the SANDF.
 - ii. The obtaining of Sponsorship(s) for the various SANDFBA activities (i.e. the SANDF Bowls Championships).
 - iii. The scheduling, preparations for and presentation of a Development Course with the aim of developing/training:
 - (1) Players.
 - (2) Administrators.

- (3) Technical Officials (in conjunction with the Technical Officials and Coaches Standing Committee).
- (4) Coaches (in conjunction with the Technical Officials and Coaches Standing Committee).
- c. Meetings. The Marketing and Development Standing Committee will meet as required, but at least once a year.
- d. Quorum. Two members of the Marketing and Development Standing Committee.
- e. Minutes. The Marketing and Development Standing Committee will appoint one of its members as the secretary for its meeting(s). Minutes are to be forwarded to the SANDFBA Secretary within 14 days of the meeting.

15. Technical Officials and Coaches Standing Committee

- a. Composition. The Technical Officials and Coaches Standing Committee shall be composed of the following members:
 - i. Convener.
 - ii. Technical Officials Representative.
 - iii. Coaches Representative.
- b. Responsibilities. The Technical Officials and Coaches Standing Committee shall be responsible for:
 - i. The appointment of Technical Officials at all SANDFBA events (i.e. the SANDF Championships).
 - ii. The appointment, in co-ordination with the Executive Committee, of the Coach(es) for the SANDF Teams in preparation for activities involving the SANDF Team(s), i.e. the SA Nationals.
 - iii. The training of Technical Officials and Coaches (in co-ordination with the Marketing and Development Standing Committee).
- c. Meetings. The Technical Officials and Coaches Standing Committee will meet as required, but at least once a year.
- d. Quorum. Two members of the Technical Officials and Coaches Standing Committee.
- e. Minutes. The Technical Officials and Coaches Standing Committee will appoint one of its members as the secretary for its meeting(s). Minutes are to be forwarded to the SANDFBA Secretary within 14 days of the meeting.

16. Selection Committee

- a. Composition. The Selection Committee, which shall be appointed as required, will consist of the following members:
 - i. Convener (SANDFBA member).
 - ii. A minimum of two other members as appointed by the Council.
 - iii. Selectors shall not be eligible for selection to any SANDFBA sides.
 - iv. The President and/or one of the Vice-Presidents shall be entitled to take part in the proceedings of the selection committees but shall not have a vote.
 - v. The names of selected players and composition of selected teams or sides shall first be presented to the Executive for ratification before being made public, by the President. Selectors may under no circumstances discuss the selection or omission of players with anyone, outside of the Selection Committee and/or Executive.
- b. Meetings. The Selection Committee will meet as required.
- c. Minutes. The Convener shall be responsible for the recording of the minutes. The final meetings minutes (when teams are selected) will be forwarded to the Secretary for record purposes within 7 days of the meeting.

17. Tournament Committee

- a. Composition. A Tournament Committee shall be appointed for the SANDF Championships and any other tournament held under the auspices of the SANDFBA, and shall consist of the following members:
 - i. Vice-President (Ladies) (Convener).
 - ii. Secretary.
 - iii. Treasurer.
 - iv. Regional Representatives or a nominated delegate.
 - v. Competition/Tournament Secretary.
- b. Meetings. The Tournament Committee will meet as required. The SANDFBA President may attend meetings and participate in any discussions.
- c. Minutes. The Secretary, or in his/her absence the Treasurer, shall be responsible for the recording of the minutes. Minutes are to be kept by the Honorary Secretary for record purposes.

18. Regional Committees. All the Regional Representatives are to establish committees to assist them with the execution of their tasks.
- a. Composition. The Regional Committee is to compose of at least the following members:
 - i. Chairperson (Regional Representative).
 - ii. Honorary Secretary.
 - iii. Honorary Treasurer.
 - b. Meetings. The Regional Committees are to meet as required, but at least twice a year prior to the Executive Committee meetings.
 - c. Minutes. The Honorary Secretary shall be responsible for the recording of the minutes. Minutes are to be kept by the Honorary Secretary for record purposes and are to be forwarded to the SANDFBA's Secretary within 14 days of the meeting.

19. Disciplinary Committee

- a. Composition. A Disciplinary Committee shall be appointed consisting of the following members:
 - i. SANDFBA Vice President - Men (Convener).
 - ii. Honorary Secretary.
 - iii. Hosting Region's Regional Representative.
- b. Meetings. The Disciplinary Committee will meet as required.
- c. Minutes. The Secretary, or in his/her absence the Hosting Region's Regional Representative shall be responsible for the recording of the minutes. Minutes are to be kept by the Secretary for record purposes.

ANNUAL GENERAL MEETING

20. Venue. To be determined by the Council.
21. Notice of Meeting. The notice of the meeting and agenda must be disseminated to all the Council members at least 14 days prior to the meeting.
22. Attendance. The President or either of the Vice-Presidents, or an appointed member of the Council, Secretary and/or Treasurer as well as any number of SANDFBA members shall attend the AGM.
23. Agenda. The Agenda will be made available at the AGM to all attending members. The following agenda points shall be discussed at the AGM:
- a. Welcoming.
 - b. Weal and Woe (including obituaries).

- c. Apologies.
- d. Finances.
- e. Confirmation of the minutes of the previous AGM.
- f. Annual reports (President and Regional Representatives).
- g. Honorary Membership.
- h. Election of Executive Committee Members.
- i. Confirmation of Regional and/or Service Representatives.
- j. Proposed date and venue for the next season's SANDF tournament(s).
- k. Policy matters.
- l. General. (Inputs to be forwarded to the Secretary at least 14 days prior to the holding of the AGM).

24. Quorum. At least 50 per cent of the SANDFBA Council members and a further 50 SANDFBA affiliated members.

25. Voting. Each member present, including the Council members, shall be entitled to one vote per agenda point. The President shall have a deliberative casting vote if required.

26. Minutes. The Secretary, or in his/her absence the Honorary Treasurer, shall be responsible for the recording of the minutes. When signed by the President the minutes shall be binding. Minutes are to be distributed to all Council members within 21 days of the meeting. The various Regional Representatives are responsible for the dissemination of the minutes to all SANDFBA affiliated members within their regions within a further 7 days. Minutes, excluding confidential matters, are also to be distributed to BSA and DPTSR within 21 days of the meeting.

SPECIAL GENERAL MEETING

27. General. A Special General Meeting (SGM) may be convened at the discretion of the Council or on written request by members of at least five of the regions. The agenda, which shall also be the notice of the meeting, shall express the purpose of the meeting and no other business shall be discussed.

28. Notice of Meeting. The notice of the meeting and agenda must be disseminated to all the Council members at least 28 days prior to the meeting. A notice of the meeting must also be disseminated by the Regional Representatives to all affiliated members within their regions within 7 days of him/her receiving the document.

29. Attendance. The President and/or Vice President or an appointed member of the Council, the Secretary and the Treasurer as well as any number of SANDFBA members shall attend the SGM.

30. Minutes. The Secretary, or in his/her absence the Treasurer, shall be responsible for the recording of the minutes. When signed by the Chairperson the minutes shall be binding. Minutes are to be distributed to all Council members within 21 days of the

meeting. The various Regional Representatives are responsible for the dissemination of the minutes to all SANDFBA affiliated members, within their regions, within a further 7 days. Minutes, excluding confidential matters, are also to be distributed to BSA and DPTSR within 21 days of the meeting.

FINANCES, LOGISTICS AND FUTURE PLANNING

31. Finances

- a. The annual budget for the SANDFBA is to be drawn up by the Treasurer, in conjunction with the Council, and presented at the AGM. The budget must also be made available to the Secretary for inclusion in the Annual Report for DPTSR. (The annual report must be forwarded to DPTSR by no later than mid-Nov annually).
- b. The Treasurer shall manage the SANDFBA trust account, within the account of DPTSR, in conjunction with the DPTSR bookkeeper.
- c. The Treasurer shall keep proper record of all income and expenditure of the SANDFBA, and present all required documents (annual income and expenditure report, Cost of SANDFBA tournament(s), etc) at the AGM and made available to the Secretary for inclusion in the AGM Minutes.
- d. Purchase of equipment, etc with a value of more than R 20 000,00 must be approved by the AGM or SGM. The Council may approve purchases of under R 20 000,00, while the Executive may approve purchases of under R 10 000,00.

32. Logistics

- a. The Secretary shall keep record of all SANDFBA equipment (Asset Register), and include it as an appendix to the Annual Report for DPTSR. The Asset Register is to be presented at the AGM.
- b. The Secretary shall ensure that any equipment not kept by him/her is duly signed for. A copy of this document must be kept with the Asset Register. All trophies must be kept by the Secretary.

33. Future Planning. The Secretary, in conjunction with the President, must compile a planning schedule, annually, which is to be included as an appendix in the Annual Report for DPTSR.

AMMENDMENTS TO THE CONSTITUTION AND BYLAWS

34. Proposed amendments to any part of the Constitution shall be ratified at an AGM or SGM called for that purpose. Notice of any amendment, etc to be introduced at such a meeting shall be disseminated to the members of the Council at least 30 days prior to the meeting. A two-thirds majority of the votes is required for any amendment, unless such amendment is part of an instruction from DPTSR due to changes in the policies.

35. Proposed amendments to the By-laws shall be disseminated to all the members of the Council at least 14 days prior to a Council meeting. A normal majority of the votes, of the persons attending the Council meeting, is required for any amendments, unless such amendments are part of an instruction from DPTSR due to changers in the policies.

EVENTS OR CONTINGENCIES NOT COVERED BY THE CONSTITUTION AND BY-LAWS

36. The Executive shall, under special circumstances, be empowered to take action on events/contingencies not covered by the Constitution and/or By-Laws of the SANDFBA. In this event, such action/s shall:

- a. if possible, have the prior approval of Council, or
- b. be reported at the next Council Meeting for ratification.

INDEMNITY CLAUSE

37. In the case of death or injuries incurred whilst participating in bowls as a member of the SANDFBA, members of the SANDF will be regarded as having been on official duty.