

# ALL CAPE BOWLS BOARD CONSTITUTION

## INDEX

1.	ESTABLISHMENT .....	Page 1
2.	TERMS AND DEFINITIONS .....	Page 1
3.	OBJECTIVES .....	Page 1
4.	MEMBERSHIP .....	Page 1
5.	ALLOCATION OF TOURNAMENTS .....	Page 2
6.	MANAGEMENT AND ADMINISTRATION .....	Page 2
6.1	TOURNAMENT COMMITTEE .....	Page 2
7.	MEETINGS .....	Page 2 & 3
7.1	MEMBERS .....	Page 2
7.2	SECRETARIAL DUTIES .....	Page 2
7.3	ABSENCE OF SECRETARY .....	Page 2
7.4	CHAIRPERSON .....	Page 2
7.5	ALTERNATIVE CHAIRPERSON .....	Page 2
7.6	ANNUAL GENERAL MEETING .....	Page 3
7.7	SPECIAL GENERAL MEETING .....	Page 3
7.8	QUORUM .....	Page 3
7.9	VOTING .....	Page 3
8.	FINANCE .....	Page 3 & 4
9.	BADGE .....	Page 4
10.	ALTERATIONS TO THE CONSTITUTION AND MODUS OPERANDI .....	Page 4
10.1	CONSTITUTION .....	Page 4
10.2	MODUS OPERANDI .....	Page 4
11.	DISSOLUTION .....	Page 4 & 5

# ALL CAPE BOWLS BOARD

## CONSTITUTION

### 1. ESTABLISHMENT

1.1 There shall be a permanent body to control and administer annual tournaments for women and men known as the "ALL CAPE (WOMEN'S or MEN'S) BOWLS TOURNAMENT". Such body shall be called the "ALL CAPE BOWLS TOURNAMENT BOARD", here in after referred to as the "Board", and shall comprise of the duly appointed delegates from time to time of each of:

Boland Bowls	(BOL)
Border Bowls	(BB)
Eastern Province Bowls	(EPB)
Eden Bowls	(EB)
Northern Cape Bowls	(NCB)
Western Province Bowls	(WPB)

### 2. TERMS AND DEFINITIONS – In this Constitution:

"Tournaments" shall mean the ALL CAPE (WOMEN'S or MEN'S) BOWLS TOURNAMENT. Where appropriate, the name may be expanded to acknowledge a sponsor for the duration of that sponsor's support.

"Bowls SA" shall mean Bowls South Africa.

"Secretary" shall mean the Secretary for the time being of the most recently formed Tournament Committee, who shall serve as Secretary to the board at any meeting thereof.

### 3. OBJECTIVES

The objectives of the Board shall be:

- 3.1 Generally to foster the game of Bowls;
- 3.2 To stage both, (or otherwise decided) tournaments each year for women and men players of the member districts in the same District and to make and maintain a Modus Operandi for the administration and management thereof; refer to 5.1;
- 3.3 To arrange within these Tournaments any other competitions or fixtures which it may consider desirable;
- 3.4 To provide for the exchange of ideas and information by the Members of the Board, regarding the administration of the Tournaments.

### 4. MEMBERSHIP

4.1 The Districts named in Clause 1 may agree to admit to membership of the Board any Bowling Association, affiliated to Bowls South Africa, which may be formed in the Eastern Cape, Northern Cape, Southern Cape and Western Cape.

### 5. ALLOCATION OF TOURNAMENTS

5.1 The Board shall grant the Men's and Ladies Tournaments in the same year (or as otherwise decided) to its Members in fair turn and this Rota shall be recorded in the Modus Operandi, i.e.

2010	Border Bowls
2011	Eastern Province Bowls
2012	Western Province Bowls
2013	Eden Bowls

- 5.2 Consideration will be given if two smaller Districts agree to host the two tournaments between them, i.e. one the Ladies Tournament and one the Men's Tournament. Should the sequence change, TWO YEARS notice would have to be given.
- 5.3 Should the District, which is due to stage the next Tournaments, find that it is not able to fulfil this obligation, it shall notify all the other Members of the Board, so that a replacement can be appointed at a meeting held during the All Cape Tournament.

## 6. MANAGEMENT AND ADMINISTRATION

### 6.1 TOURNAMENT COMMITTEE

- 6.1.1 The District that has been granted the Tournaments shall form a Tournament Committee, hereinafter referred to as "The Committee", which shall be a sub-committee of that District, to administer and manage both the Tournaments on the District's behalf.

The District should appoint a Chairperson and he/she should be entitled to choose a Vice Chair, Secretary and any other members to serve on the Tournament Committee.

- 6.1.2 The Chairperson shall, for the duration of the Tournaments, be co-opted to the Board but shall have no vote. The Vice-Chair shall be the Alternative.

- 6.1.3 Upon completion of the Tournaments, the Committee shall disband and it shall be replaced by the incoming Committee, duly appointed as in 6.1.1.

## 7. MEETINGS

- 7.1 The Delegate and/or Alternates of all Members shall attend all Meetings of the Board.
- 7.2 The Secretary shall issue notices of all Board Meetings and, where practical, attend all Board Meetings but shall have no vote. Minutes of all Board Meetings shall be sent to the Member Districts as soon as possible after the meetings.
- 7.3 In the absence of the Secretary at any Board Meeting, the Delegate or Alternate of the District shall be responsible for recording the Minutes of that Board Meeting.
- 7.4 The President or the Vice-President of the District, which has staged the last Tournaments, shall act as Chairperson at all Board Meetings. If absent, those Members present shall elect a Chairperson for the Meeting. The Alternate shall act as Delegate for the Meeting.
- 7.5 The Meeting can be chaired by a District that has more than one representative present.

### 7.6 ANNUAL GENERAL MEETINGS

- 7.6.1 The Annual General Meeting shall be held at any suitable time over the same weekend as the Bowls SA AGM, with the Senior District Office Bearers present, and the past and future tournament Convenors present if possible.

Notice of the Meeting and the Agenda shall be sent to each Member to reach them at least three (3) weeks before the date of the Meeting.

### 7.7 SPECIAL GENERAL MEETINGS

- 7.7.1 On receipt of a written request, signed by at least three (3) Presidents and/or Delegates or Board Members, together with a Notice of Motion and a written statement which sets out fully and clearly the reasons for such requisition, the Chairperson shall instruct the Secretary to call a SPECIAL GENERAL MEETING for which at least fourteen (14) days notice shall be given. All

Presidents and/or Delegates who signed the requisition, or their Alternates, shall be present at such Meetings, failing which, the Meeting shall be declared cancelled.

## 7.8 QUORUM

7.8.1 The presence of four (4) Delegates or their Alternates, two of who shall be the Presidents of the Districts which staged the last set of Tournaments and the District allocated to host the next Tournaments, shall form a Quorum at all Meetings of the Board. Should a Quorum not be present then such Meeting shall be declared cancelled.

7.8.2 The Secretary shall notify all Members or their Delegates of the new date, time and venue of the Adjourned Meeting.

7.8.3 Those Members or their Alternates who are present at such Adjourned Meetings shall constitute a Quorum and business transacted or decisions taken at such Adjourned Meetings shall be legal and binding on all Members of the Board.

## 7.9 VOTING

7.9.1 At all Meetings of the Board, each Delegate present shall have one vote, but in their absence, their Alternates, if present, shall each have one vote.

7.9.2 The Chairperson shall have neither a casting vote nor a deliberative vote.

## 8. **FINANCE**

8.1 The Board shall not handle finance nor shall it dispense or accumulate funds.

8.2 Any profit or loss that occurs as a result of running the Tournaments shall be for the account of the District staging the Tournaments.

8.3 In the event of a sponsor for the tournament, prize money must be the full amount of the sponsor.

8.4 At the Annual General meeting of the Board, the staging District shall present a best estimate budget of Income and Expenditure relevant to the Tournaments.

8.5 Expenses of Members attending Board Meetings shall be for their own account.

8.6 At the Annual General meeting, the Board shall ratify the proposed Entrance Fee for the forthcoming Tournaments. This entry Fee shall include four Tournament Badges and one Tournament Handbook per team.

8.7 The Board and the Tournament Committee shall seek sponsorship providing this shall be in keeping with the aims and objects of the Tournaments. Any ongoing sponsorship shall not be accepted as a commitment without the approval of the majority of the Board.

## 9. **BADGE**

9.1 The Badge of the Tournaments shall depict the boundary of the former Cape Province in green, blue, red or any other agreed colour whereon shall be tokens to symbolise each of the present six (6) Members of the Board, namely:

- |     |   |  |
|-----|---|--|
| BOL | - | a bunch of black grapes on gold vine leaves;               |
| BB  | - | an aloe with green leaves and red flowers;                 |
| EB  | - | three white ostrich feathers on a bottle green background; |
| EPB | - | a grey elephant;   |
| NCB | - | a white diamond with black facing;                         |
| WPB | - | a red disa.  |

## 10. ALTERATIONS TO THE CONSTITUTION AND MODUS OPERANDI

### 10.1 CONSTITUTION

10.1.1 No alteration of, or addition to the Constitution shall be made except at an Annual General Meeting of the Board and any Notice of Motion of such proposed alterations or additions set out in full detail must be received by the Secretary at least six (6) weeks prior to the date of the Annual General Meeting.

10.1.2 Members attending the Board meeting may make alterations or changes to the constitution without prior notice being given as per 10.1.1, if decisions or changes are unanimously accepted by all present.

10.1.3 No alterations or additions to the Constitution shall be effective unless at least two-thirds of those present and entitled to vote are in favour of such alterations.

### 10.2 MODUS OPERANDI

10.2.1 Changes to the Modus Operandi which are not in conflict with this Constitution may be framed, altered or rescinded by the Board at any meeting, provided a simple majority of those present to vote are in favour of the proposal. These changes must be circulated to all Members at least three (3) weeks before the Meeting.

10.2.2 Other changes to the Modus Operandi, must be approved by two-thirds of the Members entitled to vote.

## 11. DISSOLUTION

11.1 The Board may be dissolved and the Tournaments disbanded at any time by a simple majority vote of Members of the Board. The Chairperson shall not have a casting vote.

11.1.2 All trophies held by the Board shall be returned to the District that originally donated such trophies.

Approved/Updated: August 2015 [T Davis]  
 Approved/Amended: August 2018 [D Els – Border]