

**EDEN BOWLS
PLAYERS ASSOCIATION
(EPA)**

MODUS OPERANDI

5th July 2015

CONSTITUTION

1. NAME

The Association shall be called the **EDEN BOWLS PLAYERS ASSOCIATION (EPA)**

2. MISSION STATEMENT: PRIMARY OBJECTIVE AND POWERS

2.1 MISSION STATEMENT

We are a sporting body in which every bowler will have the opportunity to develop to their full potential.

2.2 PRIMARY OBJECTIVE

The primary object of the EPA shall be to promote, safeguard and foster the game of bowls amongst Provincial Bowlers and any player elected into the squad of Eden Bowls and to extend this to all those playing the game of bowls.

2.3 POWERS

To achieve these objectives, the EPA shall have the following powers:

2.3.1 to consider and deal with any matter which may from time to time be submitted to the executive of the EPA by any of its members, Eden Bowls, Bowls South Africa or any other organisation or body.

2.3.2 to be recognised by the Executive of Eden Bowls

2.3.3 to arrange and hold functions, competitions and or matches, to raise funds for the Association.

2.3.4 to accept donations, grants and bequests.

2.3.5 to determine and collect subscriptions from members.

2.3.6 to assist the Provincial players with funds where possible.

3. CORPORATE STATUS

3.1 The EPA shall:

3.1.1 be a body corporate.

3.1.2 not be carried on for the purpose of gain.

3.1.3 have perpetual succession notwithstanding any change in the number or identity of its members from time to time.

3.2 The income and assets of the EPA shall be applied towards the promotion of the objectives for which it is established.

3.3 No part of that income or those assets shall be paid, directly or indirectly, by way of dividend, donation or otherwise, to the members of the EPA.

3.4 The liability of each member of the EPA is limited to any unpaid subscription that may be owing by that member and determined by the EPA executive from time to time.

3.5 The EPA shall be entitled to sue and be sued in its own name.

4. MEMBERS AND QUALIFICATION FOR MEMBERSHIP

4.1 The person eligible for membership shall be as follows:

4.1.1 **Full members** – those bowlers who have represented the former CCBA, the CCWBA or Bowls Southern Cape at the South African Inter-Districts Open or “B” championships, the South African Senior Inter-Districts Championships or against International Sides and to whom Honours Colours or Association Senior Colours have been awarded by the District authority and who are permanently resident in the area of jurisdiction of Eden Bowls.

4.1.2 **Squad members** – all members nominated by the Eden District to participate in the Squad for any year.

4.1.4 **Temporary suspension of members** - Any member who serves on the Executive committee of Eden Bowls or Bowls South Africa may not serve on the Executive committee of the EPA or any subcommittee formed in terms of 10.2.1

5. ADMISSION OF MEMBERS

5.1 The admission of any applicant to membership shall be in the discretion of the EPA Executive Committee.

6. SUBSCRIPTIONS

The subscription of all new members shall be determined at the Annual General Meeting from time to time and is payable each year on or before 1st November.

7. CESSATION OF MEMBERSHIP

7.1 A member shall cease to be a member of the EPA:

7.1.1 if such member’s resignation is submitted in writing to the Secretary of the EPA; or

7.1.2 if such member’s membership is cancelled by the Executive Committee in terms of 7.2 below.

7.2 The Executive Committee may cancel the membership of a member if

7.2.1 such member fails to pay the subscription on or before due date; or

7.2.2 such member behaves in a manner not becoming a Provincial Bowler and by doing so brings

the game of bowls and / or the EPA in disrepute.

- 7.3 If any member cease to be member in terms of sub-clause 7.1.1 above, the member shall remain liable for any subscription or balance thereof that may be outstanding at the date on which the member's membership so ceases.

8. GENERAL MEETINGS

- 8.1 A general meeting shall mean an annual general or a special general meeting.
- 8.2 The annual general meeting shall be held within three (3) months after the end of each financial year of the EPA (before or on 1st October).
- 8.3 The business of the annual general meeting shall be:
- 8.3.1 to confirm the minutes of the previous annual general meeting;
 - 8.3.2 to receive and consider the Executive Committee's report and the accounts and balance sheet of the EPA, for the preceding financial year of the EPA;
 - 8.3.3 to elect the members of the Executive Committee;
 - 8.3.4 to consider any resolution/s of which notice has been given in terms of clause 8.5 and 8.9 infra;
 - 8.3.5 to consider any other business.
- 8.4 The Executive Committee may at any time convene a special general meeting and shall, on the requisition of not less than ten (10) members, convene a special general meeting.
- 8.5 Any notice convening a special general meeting shall specify the purpose for which the meeting is called and state that no business other than the business specified in the notice shall be transacted at the meeting.
- 8.6 All notices convening a general meeting shall specify the time and place of the meeting.
- 8.7 Notice of any resolution to be proposed at an annual general meeting or a special general meeting, other than ordinary business, must be lodged with the Secretary at least twenty one (21) days before the day fixed for the meeting; otherwise it may not be proposed.
- 8.8 The chairperson of each general meeting shall be;
- 8.8.1 the chairperson of the Executive Committee; or
 - 8.8.2 if a chairperson of the Executive Committee has not been elected, or having been elected is not present, the treasurer of the Executive Committee; or
 - 8.8.3 failing 8.8.1 and 8.8.2 above, any member of the Executive Committee elected at the meeting; or

- 8.8.4 if no such committee member is present, any member of the EPA elected at the meeting.
- 8.9 The chairperson of any general meeting may with the consent of the meeting adjourn the meeting from time to time, but no business shall be transacted at the adjourned meeting other than the business left unfinished from the meeting at which the adjournment took place.
- 8.10 At any general meeting, a resolution put to the vote of the meeting shall be decided on a show of hands.
- 8.11 A declaration by the chairperson that a resolution has, on a show of hands, been carried, or carried unanimously or by a particular majority, or lost, and an entry to that effect in the minutes of the proceedings of the EPA, shall be conclusive evidence thereof, without proof of the number of or proportion of the votes recorded in favour of or against that resolution.
- 8.12 On a show of hands, each member shall be entitled to one vote, provided that no such member shall be entitled to vote at any general meeting if such member is in arrear with any subscription and that only full members are entitled to vote on matters pertaining to the constitution or matters arising there from.
- 8.13 Members may vote in person only, and no proxies or other form of representation shall be permitted.
- 8.14 A quorum at a general meeting shall be 20% of the paid up members.
- 8.15 If within thirty (30) minutes from time at which any general meeting is scheduled, a quorum is not present, then those members present shall be a quorum for that meeting.

9. EXECUTIVE COMMITTEE

- 9.1 The EPA shall have an Executive Committee, which shall consist of:
- 9.1.1 Chairperson, a secretary, a treasurer and three (3) executive members from regions not included in the selection of the Chairperson, secretary and treasurer. Regions: Oudtshoorn, Beaufort West, George, Mosselbay/Stilbay /Greatebrak and Sedgefield/Knysna/Plettenberg Bay. Members elected of which a minimum of two (2) being of the opposite sex and gender, elected by the full, associate and affiliate members.
- 9.2 The Executive Committee members shall be elected at an annual general meeting.
- 9.3 The term of office of the members of the Executive Committee will be two years
- 9.4 Any retiring committee member shall be eligible for re-election.

10. MANAGEMENT OF THE EPA

- 10.1 The management of the business, and the control of the EPA, shall be vested in the Executive Committee, who in addition to all the powers expressly conferred upon them under any other provisions of this constitution may exercise all such powers and do all such acts as may be exercised by the EPA.
- 10.2 The Executive Committee may from time to time:
- 10.2.1 establish such subcommittees as they deem fit, and determine the functions and activities of such committee;
- 10.2.2 confer upon any one or more of their members all or any of the powers exercisable by the Executive Committee, and upon such terms and conditions and with such restrictions as the Executive Committee deems fit, and either collaterally with or to the exclusion of their powers;
- 10.2.3 make, and from time to time vary or add to, regulations governing the conduct of meetings of the EPA.

11. OFFICERS

There shall be appointed, from among the members of the Executive Committee, a chairperson, a secretary and a treasurer.

12. PROCEEDINGS OF THE EXECUTIVE COMMITTEE

- 12.1 The Executive Committee may meet, adjourn and otherwise regulate their meetings as they deem fit.
- 12.2 The Executive Committee may determine what notice is to be given of their meetings and the means of giving that notice.
- 12.3 It shall not be necessary to give notice of a meeting of the Executive Committee to any member thereof who is absent from the Republic of South Africa.
- 12.4 If for any reason a chairperson of the Executive Committee is not elected, or if at any Executive Committee meeting the chairperson is not present, then the treasurer shall be the chairperson of the meeting; otherwise, the committee members present may choose one of their number to be chairperson of the meeting.
- 12.5 Unless otherwise determined by the Executive Committee, 3 members present at the commencement of and throughout a meeting of the Executive Committee shall constitute a quorum.
- 12.6 Any question arising at a meeting of the Executive Committee shall be decided by a majority of votes, and in the case of an equality of votes the chairperson shall be entitled to a second or casting vote.

- 12.7 Any casual vacancy occurring on the Executive Committee may be filled by the Executive Committee.
- 12.8 A resolution in writing, which is signed by all the members of the Executive Committee who are present at the same time and who are not less than a quorum for a meeting of the Executive Committee and inserted in the record book of the proceedings of the Executive Committee, shall be as valid and effective as if it had been passed at a meeting of the Executive Committee.
- 12.9 Any such resolution may consist of several documents of the same form, each which is signed by one or more members of the Executive Committee, and shall be deemed (unless the contrary appears from that resolution) to have been passed on the date on which it was signed by the last member of the Executive Committee entitled to sign it.
- 12.10 The Executive Committee shall cause a record to be made in a minute book provided for that purpose of all resolutions passed at meetings of the Executive Committee and ensure that all such resolutions be inserted in that minute book.
- 12.11 Any such record or any extract from shall be prime facie evidence of the matters stated therein if it is signed:
- 12.11.1 In the case of a meeting, by the chairperson of that meeting or by any person present at that meeting who is authorised by the Executive Committee to sign in place of the chairperson of the Executive Committee;
- 12.11.2 In the case of a resolution passed in terms of 12.8 above, the chairperson of the Executive Committee or by any other member of the Executive Committee who is authorized by the Executive Committee to sign in place of the chairperson.

13. VACATION OF OFFICE

- 13.1 An elected committee member vacates the office if the member cease to be a member of the EPA, or resigns the office by notice in writing to the Secretary of the EPA, or is absent from two(2) consecutive meetings without good reason and without having first advise the Secretary of the inability to attend.

14. FINANCIAL MATTERS

- 14.1 The financial year of the EPA shall be from the 1st day of July to the last day of June the following year.
- 14.2 All the monies received on behalf of the EPA shall be deposited in an account at a convenient bank opened in the name of the EPA at a branch in George and all expenses other than that of a petty cash nature be paid from that account.
- 14.3 The Executive Committee shall cause proper financial statements to be kept, showing all the income and expenditure of the EPA and all its assets and liabilities.

- 14.4 The financial statements of the EPA may be audited by an accountant who may be appointed for that purpose by the Executive Committee.
- 14.5 Appropriate financial statements shall be prepared at the end of each financial year of the EPA, and circulated among the members of the Executive Committee.
- 14.6 Any member of the EPA may obtain a copy of those financial statements at own cost upon written request to the Secretary of the EPA and payment of such fee as the Executive Committee may determine from time to time.
- 14.7 Subject to 14.6 above, the Executive Committee shall not be obliged to furnish a copy of any of the EPA' financial statements to any member.

15. SIGNATORIES

All legal documents (including all cheques and other negotiable instruments) which are required to be signed on behalf of the EPA shall be signed by any two members of the Executive Committee, one of whom must be the chairperson or the treasurer or the secretary of the EPA or anyone appointed for this purpose by the chairperson.

16. INDEMNITY

Every member or officer or servant of the EPA shall be indemnified by the EPA against all costs, losses and expenses which the member may incur or become liable for by reason or any act or thing done by such member, officer or member as such in the discharge of their duties, unless the loss in question is caused by their own negligence, default, breach of duty or breach of trust.

17. NOTICE

- 17.1 Every member shall ensure that the member's address and any change thereof is recorded with the Secretary of the EPA.
- 17.2 Any notice or other communication whatever addressed by the EPA to any member at the address recorded in respect of the member under 17.1 above, shall be deemed to be received by that member within seventy-two (72) hours after being posted.
- 17.3 The accidental omission to give notice of any meeting to any person or persons entitled to be present thereat shall not invalidate any of the proceedings at that meeting.

18. AMENDMENTS TO THIS CONSTITUTION

No amendments to this constitution shall be of any effect unless the resolution proposing that amendment is passed by a majority of not less than two-thirds of the members who are present and entitled to vote at a general meeting.

19. DISSOLUTION OF THE EPA

- 19.1 The EPA shall dissolve if all the members present at an annual general meeting or special general meeting vote in favour of a resolution calling for the dissolution thereof, provided that notice in terms of 8.7 has been given.
- 19.2 The assets of the EPA on dissolution shall not be distributed amongst the members but shall be made over to Eden Bowls or any other body governing bowls in the area of jurisdiction of Eden Bowls at the time.

APPROVED AND ADOPTED BY THE SPECIAL ANNUAL GENERAL
MEETING ON SUNDAY 5TH JUNE 2015 AT THE GEORGE BOWLING
CLUB.

CHAIRPERSON:SECRETARY: