PRETORIA COUNTRY CLUB

CONSTITUTION AND BY-LAWS

2016/2017

PRETORIA COUNTRY CLUB

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PRETORIA COUNTRY CLUB CONSTITUTION

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(As amended at a Special General Meeting in August 2014 )

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1. NAME

The Club shall be called ‘Pretoria Country Club’ and shall in this Constitution and By-laws be referred to as ‘the Club’.

2. DEFINITIONS, INTERPRETATION AND AMENDMENT OF CONSTITUTION AND BY-LAWS

2.1 In this Constitution and in the By-laws of the Club and each of the sections, unless the context shall otherwise require:

2.1.1 The word ‘Club’ shall include its members, the clubhouse, premises and grounds.

2.1.2 The word ‘Member’ shall apply to both genders.

2.1.3 The masculine shall include the feminine gender.

2.1.4 The word ‘Committee’ shall mean the Main Committee of the Club as intended in Section 21 hereof.

2.1.5 ‘Guest’ shall mean an invitee of a member the latter being responsible for the behaviour and payment of the costs of the guest.

2.1.6 ‘Visitor’ shall mean a non-member of the Club participating legally in an activity of the Club, and who is responsible for payment of his own costs. Such person shall abide by the Constitution of the Club.

2.2 In case of doubt as to the meaning of any section, the interpretation of the Committee shall be binding upon the members until such time as the members in general meeting may otherwise determine. Any decision made by the members in general meeting under the provisions of this section shall not affect the validity of any act or omission in terms of a valid ruling previously given by the Committee.

2.3 Should any section be in conflict with any statute of the Republic of South Africa or any amendment thereof, then that section shall automatically be interpreted, altered, modified or repealed so as to comply with the provisions of that statute.

2.4 The provisions of this Constitution may only be amended by a two-thirds (2/3) majority of votes at an Annual General Meeting or a Special General Meeting of members as provided in Section 27.4. The General By-laws annexed to this Constitution do not form part of the Constitution and may be amended by the Committee in accordance with the provisions of Section 22.4.1.
3 **OBJECTS AND POWERS**

3.1 Objects

The Club is primarily a sporting and recreational club with such social, culinary and residential facilities as may be necessary to further its interests.

3.2 Powers

The Club shall have all such powers as may be necessary, expedient, conducive or incidental to the attainment of its objects and, without derogating from the generality of those powers, it shall also have the power to acquire, sell, hypothecate (mortgage) and develop movable or immovable property provided that no alienation or hypothecation of any immovable property of the Club shall take place except on the authority of a resolution passed at a special general meeting called for that specific purpose, and with the sanction of at least two-thirds (2/3) of the members present and voting at that meeting.

3.3 The Club shall also have the power to demarcate, develop and close the areas for the playing of golf, squash, bowls and tennis or any other sporting or social facility including the Pretoria Club Section.

4. **DISSOLUTION**

The Club may be dissolved if at least two-thirds (2/3) of all the members in good standing vote in favour thereof by means of a ballot at a General Meeting. In the event of the dissolution of the Club, any surplus assets, after satisfying all liabilities, shall be given or transferred to a society, company or association or institution with objects similar to those of the Club, as decided by the members at that general meeting.

5. **HONORARY PRESIDENTS AND VICE-PRESIDENTS**

The Club may have Honorary Presidents and Honorary Vice-Presidents as may be determined from time to time. The Honorary Presidents and Honorary Vice-Presidents shall be elected at a general meeting of the Club and shall hold office for such periods as may be determined.

6. **INCOME, PROPERTY AND MONIES**

The income, property and monies of the Club, from whatsoever source derived, shall be applied solely towards the promotion of the objects of the Club as set forth in this Constitution and no portion thereof shall be paid or transferred directly or indirectly by way of a dividend, bonus or otherwise by way of profit to the persons who are at the time or have been members of the Club, or to any persons claiming through them. However, nothing herein shall prevent the payment in good faith of their out-of-pocket expenses to any members of the Club, or to the payment in good faith of remuneration of any person (whether a member of the Club or not) for any such services actually rendered to the Club. The members shall have no rights in the property or other assets of the Club solely by virtue of their being members.
7. **LEGAL PERSONALITY AND LIABILITY OF MEMBERS**

The Club shall be a body corporate having an identity and existence independent of its members or office-bearers, with continued existence notwithstanding changes in the composition of its members or office-bearers, and all its assets shall be registered or held in the name of the Club. The individual members and office-bearers shall not be liable to meet the debts, engagements or liabilities of the Club and their liability shall be limited solely to the amounts due by them in respect of their subscription or other monies payable by them in terms of this Constitution or the By-laws.

8. **MEMBERSHIP**

The members of the Club shall consist of:

8.1 **Life Members (See also Section 16)**

A life member shall be any member who has completed a total of fifty (50) continuous years of town membership provided that any member of the Club who has served on a section committee or on the Committee shall be credited with an extra year’s membership for every year served on that committee. Ladies who have served on the golf and bowls ladies’ committees will be credited with the applicable years of service.

8.2 **Honorary members (See also Section 16)**

Honorary members shall not exceed two per cent (2%) of the total membership of the Club and shall include:

8.2.1 The President of the Republic of South Africa and his or her spouse who shall be invited to become Honorary Members of the Club for their period in office.

8.2.2 The following personages whom the Committee may invite to become honorary members subject to such conditions and for whatever period the Committee may decide to impose.

8.2.2.1 The Chief Justice, the President of the Constitutional Court, the Judge-President of the High Court of South Africa (Gauteng Provincial Division), Ministers of National Government, the Leader of the Opposition, the Premier of Gauteng and the Mayor of the City of Tshwane Metropolitan Municipality whilst they are holding office.

8.2.2.2 Any distinguished visitor to or citizen of the Republic of South Africa.

8.2.2.3 Any Judge of the Constitutional Court, the Supreme Court of Appeal or High Court of the Republic of South Africa ordinarily resident outside a radius of eighty (80) kilometres from the Clubhouse whilst he is on duty in Pretoria.

8.2.2.4 Any person who, in the opinion of the Committee, has rendered special services to or conferred any special benefit upon the Club.
8.3 Diplomatic Members

The Committee may, at its discretion, invite Ambassadors, High Commissioners, Heads of accredited diplomatic missions in the Republic of South Africa and their spouses to become members, provided that if such an invitation is accepted, the acceptors shall be liable for payment of the annual subscription fee applicable to town members and such entrance fees as determined from time to time. Only the Ambassadors, High Commissioners and their spouses are exempt from paying entrance fees.

8.4 Town Members

Town members shall be those members who are ordinarily resident within the boundaries of the City of Tshwane Metropolitan Municipality.

8.5 Young Members

Young members shall be those members who are ordinarily resident within the boundaries of the City of Tshwane Metropolitan Municipality and are over eighteen (18) years of age but not yet thirty-five (35) years of age and do not fall within the categories defined under Sections 8.6 or 8.7.

(Amended June 2010)

8.6 Student Members

This form of membership may be granted to applicants who are under the age of twenty-six (26) years and who -

8.6.1 are full-time students at a tertiary educational institution; or

8.6.2 are serving articles of clerkship, pupillage, internship or undergoing training for a profession acceptable to the Committee provided that -

8.6.2.1 responsibility for the student and the payment of any fee has been accepted in writing by a member of the Club;

8.6.2.2 they shall not be entitled to vote;

8.6.2.3 they may not propose or second an application for membership; and

8.6.2.4 the Committee may from time to time impose such limitations and restrictions as it deems fit in respect of student members.

Such membership shall lapse when the student member is no longer a full-time student, or the training of the professional in training has ceased, or such person has reached the age of twenty-six (26), whichever is the earliest.
8.7 Junior Members

This form of membership may be granted to applicants who are full-time pupils at school over the age of six (6) years and not older than nineteen (19) years of age, provided that -

8.7.1 such membership shall automatically terminate on the member leaving school;

8.7.2 the provisions of Sections 8.6.2.1 to 8.6.2.4 shall apply *mutatis mutandis* to this class of member (i.e. with any necessary alterations); *and*

8.7.3 in special circumstances sections may request the Committee to waive the age restriction.

8.8 Temporary Membership of the Club (for visitors)

8.8.1 This form of membership

8.8.1.1 may be granted by a Committee member, subject to such terms and conditions as determined by the Committee from time to time, to any person visiting the Club from outside the boundaries of the City of Tshwane Metropolitan Municipality wishing to use the social facilities of the Club on a temporary basis, on condition that application is made on his/her behalf by a member, and provided that this temporary membership shall not exceed thirty (30) days;

8.8.1.2 shall be assumed to be granted to any person visiting the Club to play golf, bowls, tennis or squash as provided for in the By-laws of those subsections; *and*

8.8.1.3 shall be assumed to be granted to any person visiting the Club to compete in any official sports league, or competition, for the duration of such league or competition and such temporary membership shall be valid only for the sports subsection in which he will be competing.

8.8.2 The temporary member shall pay a subscription as determined from time to time by the Committee.

8.8.3 The name and address of the temporary member shall be entered in the register kept for this purpose.

8.8.4 Until the register of temporary members has been completed and the prescribed fee paid, the temporary member shall not be entitled to exercise any privileges of membership.

8.8.5 The temporary membership register shall be open for inspection by any member of the Club at any time.
8.8.6 A temporary member shall not be entitled to -

8.8.6.1 introduce any guest into the Club, or

8.8.6.2 attend any general meeting of Club members or any meeting of a committee of Club members except by invitation of the committee concerned, but shall have no vote.

8.8.7 A temporary member shall be subject to this Constitution and the By-laws of the Club.

8.8.8 The Committee may restrict the use of the Club facilities by a temporary member.

8.8.9 The Committee or the Club Manager may, at any time, summarily terminate the temporary membership of any person and shall not be obliged to furnish any reasons for doing so.

8.8.10 The Committee may prohibit the granting of temporary membership to any person who, in the opinion of the Committee, has at any time transgressed this Constitution or the By-laws of the Club.

8.8.11 Each sports section shall be entitled in its by-laws to further restrict the use by a temporary member of the facilities available to that sports section.

8.8.12 The Committee may delegate its powers to grant temporary membership under Section 8.8.1 to the Club Manager, always subject to the conditions laid down by the Committee.

8.9 Absentee Members

Any member absent from the Republic of South Africa for a continuous period of not less than twelve (12) months may apply for absentee membership and be exempted from payment of the applicable annual subscriptions, provided that -

8.9.1 an annual administration fee as determined by the Committee is paid; and

8.9.2 the application is made in writing for a specific period unless extended after written application, after which period the member shall revert to his or her prior membership category and be levied accordingly.
8.10 Institutional or Corporate Members

This form of membership may be granted to Companies, Close Corporations, Firms, Embassies and any other institution, which the Committee in its discretion may deem to have qualified as such.

8.10.1 Such membership may be granted for a period of not more than ten (10) years at a time.

8.10.2 On the granting of membership to the institution, the latter shall nominate one (1) of its members to be its representative.

8.10.3 The institution may, in writing, substitute another member of the institution as their nominated representative.

8.10.4 The granting of membership to the institution and its nominated representative and any substitution thereof shall be in accordance with the provisions of the Constitution.

8.10.5 If, in the opinion of the Committee, the status or composition of the institution to which such membership has been granted has changed its status or composition when application was made for this category of membership, then the Committee shall be entitled to -

8.10.5.1 request in writing, such institution and its representative to resign from the Club within fourteen (14) days of the request; and

8.10.5.2 if the institution and its representative do not resign as requested, then the Committee may expel them from the Club and cause their names to be erased from the list of members.

8.10.6 The provisions of Section 14.2 shall further be applicable to this section.

8.11 Country Members

Such membership may be granted to members or applicants who reside outside a radius of one hundred and fifty (150) kilometers of the Club, provided that the Committee may, in the case of an application for such membership by a town member of the Club, waive the one-hundred-and-fifty (150) kilometer requirement.

In terms of a ruling of SAGA, a country member may not be handicapped or affiliated at the club where he/she holds country membership. Such a member must be a full golf member and affiliated at a Club where he/she permanently resides. The provisions of Sections 19.3 and 19.4 shall also apply.
9. LIMITATION OF MEMBERS

9.1 Limitation of the number of members

The number of members shall not exceed the number that the Committee may from time to time decide upon, provided that, in the election of new members, the following order of priority shall as far as possible be adhered to:

9.1.1 the spouse of a member

9.1.2 the child or children of a member

9.1.3 a person already admitted to junior or student membership on his application for full membership.

9.2 Limitation of rights of members

The Committee shall be entitled to elect members subject to a limitation, determined by the Committee from time to time, of such members’ right to the use of any specific sporting amenity or amenities of the Club. This limitation may be total or may be restricted in time to any days of the week or to any times of specified days. The Committee shall, in consultation with the committee of the section concerned, have the right from time to time to amend or withdraw any limitations imposed in terms of this section on any member or members. This is subject to the provision that, in exercising this right of amendment or withdrawal, the Committee shall as far as possible give priority to members according to the respective dates on which such members were admitted to membership, the earliest in time being granted first priority and so on, and also that the Committee in its sole discretion may grant additional priority in exceptional circumstances. Should the Committee decide from time to time to exercise its right under this section, it shall forthwith announce its decision and any amendment or modification thereof by placing a notice on the Club noticeboard.

10. ELECTION OF MEMBERS

Any person who complies with the requirements of the Club shall be eligible for membership and may apply to become a member of the Club.

Amended June 2015

10.1 Town, Young, Student and Country Members

10.1.1 A candidate for election as a town, young, student, or country member shall apply for membership on the prescribed application form and shall be proposed in writing by one member and seconded by another neither of whom may be a student or junior member, provided that no member of the Committee shall propose or second any candidate for election and that each application for membership shall be endorsed by a member of the Committee or any Honorary President or Honorary Vice-President to the effect that he knows or has met the candidate.

10.1.2 An application for membership of the Club under these categories may not be considered by the Committee unless the candidate for election concerned has attended the monthly reception (or other arranged reception) for candidates for election in order to meet the members of the Committee who are present there.
10.1.3 The name of the candidate, together with the names of his proposer and seconder, shall be posted on the Club noticeboard for at least fourteen (14) days prior to voting on the application.

10.1.4 Any member shall have the right to provide the Committee with such information concerning a candidate as he considers relevant to that candidate's application for membership. Such information shall be submitted in writing, addressed to the Club Manager, be marked 'Private and Confidential' and be received by the Club Manager during the time that the candidate's name is on the noticeboard.

10.1.5 Should the candidate be required to furnish the Committee with any additional information, he or she shall do so upon request.

10.1.6 The election of town, student, young and country members shall be by vote of the Committee in ordinary meeting and shall be by a majority of three-fourths (3/4) of the Committee present at such meeting.

10.1.7 Candidates duly proposed and seconded may make use of the Club during such time as their names are on the noticeboard, provided, however, that the proposer and seconder shall be jointly and severally liable for all the debts to the Club incurred by such candidates during the said period.

10.1.8 The entrance fee and the relevant subscription shall be paid upon application and in the event of the candidate not being elected, he or she shall be advised in writing accordingly, and the monies will be repaid to the candidate.

10.1.9 Each newly elected member shall forthwith be notified of his election and be furnished with a copy of the Constitution and By-laws of the Club and the member shall be bound thereby.

10.1.10 If at any time the election of a candidate, it shall appear that the person has been elected under deliberate or accidental misrepresentation of identity or material information pertaining to the person's character, the Committee shall be entitled to treat the election of such member as being null and void ab initio. Such person shall thereupon be stripped of his membership, and shall have no claim against the Club for damage, return of entrance fees or subscriptions then paid, or on any other grounds whatsoever, save that the Committee shall be entitled to make a refund to such person, in its sole and absolute discretion, as an ex gratia payment of the whole or part of any payments which have been paid to the Club by such member.

Amended June 2015

10.2 Junior Members

10.2.1 Junior members shall apply for membership on the prescribed form and membership may be granted to them at the absolute discretion of the Committee.

10.2.2 The Committee may at any time at its discretion and without assigning any reason for doing so, cancel or suspend such membership.

10.2.3 The Committee shall notify members of the election of all junior members by publishing their admission as members on the Club noticeboard.
11. **RESIGNATION AS MEMBER**

Resignation as a member must be in writing by registered post addressed to the Club Manager and be received by the Club Manager prior to the last day of February of the year in which the member wishes to resign, failing which the member will be liable for the subscription for the ensuing financial year. The Committee may, however, at its absolute discretion, release that member from the obligation to pay such subscription on good cause shown by him or her, provided that such a decision is taken by the Committee members present at the Committee meeting at which the matter is placed on the agenda.

12. **FORFEITURE OF MEMBERSHIP**

A member may forfeit his/her membership of the Club under the circumstances set out in Sections 14, 15 and 20.

13. **REINSTatement OF MEMBERSHIP**

Should a member who has previously resigned apply to rejoin the Club, he or she shall be liable for half the ruling entrance fee unless in the view of the Committee there are extraordinary circumstances, in which case the Committee shall have the right to waive all or part of the said fee.

14. **UNBECOMING CONDUCT**

14.1. Conduct unbecoming of any member of the Club means conduct that is in breach of the Constitution, Bylaws, Regulations and/or Rules of the Club, or a failure to pay any amount due and payable to the Club, or conduct that is in the opinion of the Committee improper, dishonest, unsportsmanlike, offensive, unseemly or objectionable, or conduct that will likely discredit the Club or be prejudicial to the interests or the reputation of the Club, whether within the Club's premises or outside them.

14.2. If a complaint is received by management or a sectional committee that alleges behavior of a member that may constitute conduct unbecoming, management or the sectional committee shall submit to the Committee a detailed incident report on the allegation/s. Management and the sectional committee shall have the right to consult with the complainant/s, the member/s involved or any other person/s in the compilation of the report.

14.3. After a consideration of the submitted report and if the conduct of any member is in the opinion of the Committee unbecoming of a member of the Club, the Committee shall determine whether the disciplinary procedure will be conducted by the Committee or the relevant sectional committee.

14.4. If the Committee decides to handle the matter the Committee shall appoint a Disciplinary Committee consisting of at least three members, one of which shall be a Committee member to conduct the disciplinary. The Disciplinary Committee shall have the power to –

14.4.1. dismiss the complaint; or
14.4.2. issue a reprimand; or
14.4.3. issue a final written warning that will remain valid for a maximum of three years; or
14.4.4. deprive the member of all or any rights and privilege of membership for such period as the Disciplinary Committee may deem fit; or
14.4.5. suspend the member for a time period as the Disciplinary Committee may deem fit; or
14.4.6. recommend to the Committee to call upon the member in writing to resign. If the Committee accepts the recommendation, the Committee will request the Member in writing to resign and if the Member fails to resign within seven days, the member will forthwith be expelled from the Club. If the Committee does not accept the recommendation, it will refer the matter back to the Disciplinary Committee for sanction.

14.5. The powers listed in subsections 14.4.1-6 will be exercised only after the member affected by such disciplinary action has been offered the opportunity to make timely representations either in person or in writing. The Disciplinary Committee shall have the power to summon any Member or other person to give evidence for or against such Member, and the Member shall have the right to cross examine such witness, and to tender evidence by himself or herself or anyone else. The Member shall not be entitled to legal representation.

14.6. The Disciplinary Committee shall determine the procedures to be followed at the disciplinary hearing provided that the proceedings at such a meeting shall at all times comply with the principles of natural justice.

14.7. If the Committee refers the complaint to the relevant section, the Section concerned shall conduct the disciplinary hearing in terms of the Section's Bylaws. Clause 14.4 shall apply mutatis mutandis to the sectional disciplinary hearing with the exception of the powers of suspension which shall be limited to suspension from the Section concerned and for the maximum period as is allowed for in the Section's Bylaws.

14.8. In the case of the matter having been considered by a Sectional Disciplinary Committee, the member concerned shall have the right of appeal to the Committee. Such appeal is to be noted within 14 days of the date on which the Sectional Committee notified the member of the decision in writing. The Committee shall appoint a Disciplinary Committee to hear the appeal and Clauses 14.9.1, 14.9.2 and 14.12 shall apply mutates mutandis to the appeal.

14.9. Any member aggrieved by the decision of the Disciplinary Committee (whether as a committee of first instance or as an appellate body) shall have the right of appeal to an Appeal Committee, as hereinafter defined, after having complied with the following formalities:

14.9.1. The appeal shall be noted in writing within 14 days of the member having been advised in writing of the decision which forms the subject matter of the appeal.

14.9.2. The notice shall clearly set out the portion of the decision which is being appealed against and state clearly whether it is the finding of the Committee or the disciplinary action pursuant thereto or both which is being appealed and shall further advance reasons why the decision should be reversed or otherwise interfered with.

14.10. The decision of an Appeal Committee shall be final.

14.11. An Appeal Committee shall consist of the Chairman and two members appointed by the Committee. No person, who was a member of a Disciplinary Committee hearing the matter previously, shall be eligible for appointment to the Appeal Committee.

14.12. An Appeal Committee shall have the power to confirm, alter, vary, rescind or set aside the findings of and or penalty imposed by the Committee.

14.13. No member whose membership has been terminated in terms of this section shall be entitled to any refund whatsoever in respect of any subscription or other sums previously paid by him or her to the Club and shall forthwith discharge his or her liability to the Club in respect of any monies owing by him or her to the Club.

Amended at AGM June 2016
15. **INFRACTION OF CONSTITUTION**

The Committee shall deal with any infraction of the Constitution or of the By-laws of the Club.

16. **ENTRANCE FEES AND ANNUAL SUBSCRIPTION FEES**

Entrance and subscription fees payable by members shall be determined and may, at its discretion, be waived by the Committee provided that no increase in the annual subscription for the ensuing year shall exceed an increase of five per cent (5%) plus the increase in the consumer price index as determined by the Central Statistical Services for the preceding year, provided that -

16.1 life members shall not be liable for payment of any subscription; and

16.2 honorary members shall not be liable for payment of entrance fees or for any subscription.

17. **GUESTS AND VISITORS** (See also By-law 5)

17.1 Guests and visitors to the Club premises are subject to the by-laws which may be in force from time to time, provided always that guests must be in the company of a member and have signed the ‘guests and visitors’ book.

17.2 No member shall introduce at any time as a guest or a visitor any person who has been struck off the list of members or rejected in terms of Section 14.1.

17.3 The admission of guests and visitors may be limited or may be prohibited by the Committee on special days or in connection with any specified Club function.

17.4 Any member who knowingly transgresses the provisions of this section shall be deemed to have been guilty of unbecoming conduct.

17.5 The Committee shall have the power to prohibit the further introduction of any person making use of the Club privileges for whatever period it may determine.

18. **REBATE ON SUBSCRIPTIONS** (See also Sections 13 and 16)

Members shall not be entitled to any rebate on or reduction in their subscriptions by reason of absence of any kind or for any other reason except that the Committee may, at its discretion, waive a part of the subscriptions.
19. **PAYMENT OF ANNUAL SUBSCRIPTION FEES AND CLUB ACCOUNTS, FINANCIAL YEAR**

19.1 All fees and other moneys due are payable in advance unless a member has applied in writing and in good time for a concession to pay the fees in instalments acceptable to the Committee. The balance of such fees and other moneys which may be owing from month to month shall attract interest at a rate equal to the rate of interest charged to the Club by its bankers on bank overdraft and shall be calculated on the amount outstanding at the end of each month until the full amount has been paid.

19.2 Subscription fees are calculated as from the first (1st) day of the month in which a member is elected. Where someone is elected as a member during a financial year, subscriptions will be calculated on a *pro rata* monthly basis for the remaining period of the financial year.

19.3 If a member by reason of change of residence qualifies for country membership, the Committee may, on written application by the member, transfer that member to country membership from such date in the financial year as the Committee may determine and the member shall thereupon become entitled to a proportionate reduction of his or her subscription for the unexpired portion of the financial year.

19.4 In the event of a country member becoming resident or working within the area defined for town members, he or she shall immediately advise the Club in writing and become liable for payment of the subscription payable for a town member on a *pro rata* basis for the remaining part of the financial year.

19.5 Every member is required before leaving the Club on any day to pay or acknowledge every expense incurred by him or her in the Club.

19.6 Financial year: The financial year of the Club will end on the last day of February of each year.

20. **NON-PAYMENT OF ANNUAL SUBSCRIPTION FEES OR CLUB ACCOUNTS**

20.1 Any member who fails to discharge his/her liability to the Club in respect of the payment of his or her annual subscription fees; or for the supply of goods or otherwise; within forty-five (45) days after it has become due and payable -

20.1.1 shall be advised in writing that he will not be allowed to continue as a member and make use of the Club facilities while his liabilities remain unpaid and that the Committee may take steps against him/her under Sections 20.1.2 and 20.1.3; and

20.1.2 may have his name posted on the Club noticeboard as a defaulter and, after his name has been posted as a defaulter for fourteen (14) days, and

20.1.3 may have his name struck off the list of members.
20.2 This action shall not release such defaulting member from his liability to the Club, he shall not be allowed to vote at any Club meetings or take part in the affairs or make use of the facilities of the Club until such time as the outstanding account has been paid. He shall be liable to pay interest on any amount due at a rate equal to the rate of interest charged to the Club by its bankers on bank overdraft, which interest shall be calculated as from the date on which the amount became due until the date upon which it is paid and shall, should the Club take legal action to have the amount collected, be liable for payment of all the Club’s legal costs as between attorney and own client, including collection commission.

20.3 Should a defaulter, however, advance satisfactory reasons in writing for his default, the Committee may grant the defaulter an extension of time within to fulfil his obligations and, on fulfilment, the defaulter’s membership may be restored.

21. COMMITTEE

21.1 The governance of the Club and the formulation of policy shall be vested in a Committee, which shall be subject to the control of the members in a General Meeting.

21.2 The management of the Club shall be vested in the management team under the leadership of the Club Manager who is answerable to the Committee.

21.3 All acts done by the Committee or the members thereof in the bona fide execution of their duty shall be deemed to have been done by the Club as a whole, and the members of the Committee in their individual capacities shall incur no further liability in respect of such acts, nor, unless attributable to their own dishonesty, with regard to their acts, omissions or defaults of any other Committee member or any officer of the Club or any other person, other than their liability as members in terms of clause 7.

21.4 The Committee and Election procedure

21.4.1 The Committee shall consist of fourteen (14) members of whom –

21.4.1.1 nine (9) shall be elected by the annual general meeting (hereinafter referred to as 'elected members') and such elected members shall serve until the third (3rd) annual general meeting after the annual general meeting at which they were respectively elected; and

21.4.1.2 five (5) shall be ex-officio (hereinafter referred to as 'ex-officio members') being the persons holding the highest office of each of the Committees of the golf, bowls, tennis, squash and the Pretoria Club sections. Ex officio members shall be elected to office at the annual general meeting of that section which shall be held prior to the Club's annual general meeting. Ex officio members shall hold office on the Committee for the same period as he/she holds the highest office of his/her respective section. Should an ex officio member cease to hold office for whatever reason, the relevant section of the Club shall, through its committee, elect a replacement.
21.4.1.3 A Committee member can only serve as an elected or an ex officio member of the Committee. Should an elected Committee member subsequently be elected as an ex officio member, the member shall forthwith cease to hold office as an elected member. Likewise, should an ex officio member subsequently be elected as an elected member, the member shall forthwith cease to hold office in the relevant section.

21.4.2 Election procedures

21.4.2.1 Candidates for election must be nominated on the Club’s form of nomination. The form must be signed by two members of at least three years standing and entitled to vote at General Meetings. The candidate shall countersign the form confirming his/her acceptance of the nomination.

21.4.2.2 A member shall not be accepted for election unless such a member is a member of at least three years in good standing, entitled to vote at General Meetings, has paid all his dues to the Club, has not been found guilty of misconduct during the preceding three years and has not resigned from any committee structure in the preceding two years for reasons other than family or ill health or is not in breach of Section 21.6.4.

21.4.2.3 A retiring member of a committee shall be eligible for re-election.

21.4.2.4 A member may not be nominated for the highest office of each of the committees of the golf, bowls, tennis, squash and the Pretoria Club sections, unless that member has served at least two years on that committee.

21.4.2.5 The nomination form shall be handed to the Manager at least ten days before the date of the Annual General Meeting and not later than 17:00 on that day. The Manager will immediately after the closing date of all nominations present these to the Committee and the Committee is empowered to reject all nominations that do not meet the requirements of this Section 21.4.2.

21.4.2.6 The name of each person whose nomination was accepted in terms of this section shall be posted on the notice boards at least seven days before the date of the annual general meeting.

21.4.2.7 If the number of nominations exceeds the number of committee members to be elected, an election by ballot shall take place. That number of nominees receiving the largest number of votes as is equal to the number of committee members to be elected, shall be duly elected as members of the committee.

21.4.2.8 If the number of nominations is equal to the number of committee members to be elected, the chairman of the meeting shall declare those nominated to be elected, while if the number of nominations is less than the number of committee members to be elected, the chairman of the meeting shall declare those nominated to be elected and the relevant committee shall as soon as possible thereafter approach and co-opt a sufficient number of eligible and suitable members to fill the vacancies.
21.4.2.9 In the event of a vacancy occurring on the Committee, the Committee shall have the power to fill that vacancy by co-option. A co-opted member of the Committee shall serve until the date of the first (1st) general meeting of members of the Club after the co-option, be it an annual or special general meeting, when the post shall become vacant. The proposing of candidates and the election of a member to the vacancy at the aforesaid general meeting shall proceed in the ordinary manner provided for in this constitution.

Amended at AGM June 2016

21.5 Committee Meetings

21.5.1 The Committee shall meet at least eight (8) times per year for the dispatch of business, and adjourn or otherwise conduct its proceedings in such manner as it may determine. Save as is otherwise provided in this Constitution, questions arising at any meeting shall be decided by a majority of votes. A member of the Committee may request the chairman to summon a meeting of the Committee setting out the necessity for and urgency of the matter.

21.5.2 A majority of members shall form a quorum.

21.5.3 In the event of an equality of votes, the chairman shall, in addition to his deliberative vote, have a casting vote.

21.5.4 Any member of the Committee absenting himself from four (4) consecutive meetings shall, unless he shall have obtained leave of absence, ipso facto cease to be a member of the Committee.

21.5.5 The Committee shall ensure that minutes of proceedings and resolutions be kept of all its meetings and those of any subcommittee, in a minute book kept safely for that purpose, and that the latter shall be available for members to consult. Any such minute being signed by a person purporting to be the chairman of any subsequent meeting of the Committee or of the subcommittee, as the case may be, shall be prima facie evidence that the proceedings were regular and took place at a meeting duly called, constituted and held.

22. POWERS AND RESPONSIBILITIES OF THE COMMITTEE

22.1 Management and Control

22.1.1 The management of the business, the control of the Club and the execution of the objects for which it is established shall be vested in the Committee, which may exercise all such powers of the Club as are not by these presents required to be exercised by the Club in general meeting, subject nevertheless to such directions as may from time to time be given to the Committee by the Club in general meeting. However, no such direction shall invalidate any prior act of the Committee, which would have been valid, if the said direction had not been given.
22.1.2 Co-option

The Committee may from time to time co-opt to assist it in its deliberations in regard to any matter or matters arising in connection with the affairs of the Club, any person, whether a member of the Club or not, as an assessor member of the Committee. Any person so co-opted shall be entitled to participate in such meeting(s) or other proceedings of the Committee and have such rights of a committee member as the Committee may prescribe, save that he or she shall not be entitled to vote at the meetings of the Committee.

22.2 Delegation of Powers

The Committee may delegate any of its powers to the Club Manager or a subcommittee consisting of such members of the committee and/or such members of the Club as it thinks fit. The Club Manager or any subcommittee shall in the exercise of the powers so delegated, conform to any directions given by the Committee. Such subcommittee shall, subject to any directions, conduct its proceedings in such a manner as it may itself determine.

22.3 Appointments and Dismissals

The Committee shall appoint, remove or suspend such managers, secretaries, stewards, agents, clerks and employees as it may from time to time think fit and shall determine their salaries or emoluments.

22.4 General and Specific powers

Without derogating from the generality of the powers vested in the Committee to give effect to the purpose for which the Club is constituted, the Committee shall also have the power -

22.4.1 to pass, amend or rescind by-laws for the regulation of the Club, provided that all such by-laws, amendments and rescissions shall be posted on the Club noticeboard for a period of fourteen (14) days before they come into force;

22.4.2 to institute, defend, bring, carry on, compromise, discontinue, or refer to arbitration any proceedings, actions, suits, claims, demands, applications or appeals in the name of the Club or in relation to any matter affecting the interest of the Club;

22.4.3 to open and operate such banking account or savings bank accounts or other accounts with such banks or other financial institutions as may be determined and to draw, make, sign, accept, endorse, discount and issue bills of exchange, promissory notes, cheques and other negotiable or transferable instruments;

22.4.4 to prescribe additional charges for members joining the social and/or golf, and/or bowls, and/or tennis and/or squash sections and/or impose such playing fees as they may think fit and to vary such fees or to impose any levy which it may deem necessary;

22.4.5 to arrange, vary or determine the terms of reciprocity from time to time with other clubs; and

22.4.6 to communicate with members by notice on the Club noticeboard and/or its website and/or fax and/or e-mail and/or newsletters.
23. **FINANCIAL EXPENDITURE**

23.1 No expenditure shall be incurred by the Committee unless this has been approved by a majority of not less than two-thirds (2/3) of those present and voting at a meeting of the Committee duly called and constituted, subject to any limitation placed on the amount which may be spent at an Annual or Special General Meeting of the Club.

The provisions of this paragraph shall not apply to the ordinary trading accounts necessary for the everyday running of the Club, which shall be controlled by the Club Manager who shall account to the Committee for all such expenditure monthly.

23.2 The Club may at no time incur an overdraft or loan for any amount exceeding 15% (fifteen per cent) of the gross turnover as reflected in the latest audited financial statements and any such additional liabilities shall only be incurred with the approval of the majority of members present at an annual or special general meeting of the Club.

(June 2002)

24. **BOOKS OF ACCOUNT**

Proper books of account of the affairs of the Club shall be kept and the said books, together with all other papers and documents connected with or relating to the Club’s business or its affairs, shall be kept at the Club and shall at all reasonable times be accessible to the members of the Committee. The Committee shall from time to time determine whether and to what extent and at what times and places, and under what conditions or regulations, the accounts and books of the Club or any portion of them shall be open to inspection of the members of the Club, not being members of the Committee. No member of the Club who is not a member of the Committee shall have the right to inspect any account or book or document of the Club except as authorized by the Committee or by the Club in general meeting.

25. **BANKING ACCOUNT**

All moneys paid to the Club shall as soon as possible after receipt be deposited with such bank in such banking or investment account as the Committee may decide and shall be withdrawn there from time to time as may be authorized.

26. **AUDITORS**

The accounts of the Club shall be audited at least annually by a registered accountant, not being a member of the Committee, who shall be appointed by the members at the Annual General Meeting. In the case of a vacancy occurring in the office of the auditor during the year, the Committee shall forthwith appoint a registered accountant to fill the vacancy.
27. ANNUAL AND SPECIAL GENERAL MEETINGS

27.1 Notice of an Annual or a Special General Meeting and of the business to be transacted shall be posted on the Club’s notice board at least 14 (fourteen) days prior to the date on which the meeting will be held and posted by electronic means to each member (whom have provided electronic addresses). All documents or other information pertaining to such a meeting shall also be available electronically. Only members in good standing (not facing any disciplinary action, whose membership is not suspended and / or whose subscription fees are not in arrears) shall be entitled to attend or vote at General Meetings.

Amended June 2015

27.2 Date and Business of Annual General Meeting

The Annual General Meeting shall be held within one-hundred-and-twenty (120) days after the last day of the Club’s Financial year, but not later than 30 June. The business of the meeting shall be -

27.2.1 to receive the report of the Chairman;

27.2.2 to consider the audited financial statements of the affairs of the Club for the previous year;

27.2.3 to elect the required number of members to the Committee and the auditor for the following year; and

27.2.4 to transact such business of which due notice has been given.

27.3 Quorum

The quorum for an Annual or Special General Meeting shall be twenty-one (21) members present and entitled to vote. If a quorum is not present within half an hour of the time appointed, the meeting, if convened upon a requisition of members, shall be dissolved but in any other case it shall stand adjourned to the same day of the next week at the same time and place (unless it be a public holiday when it shall be held the weekday following) and those members present at such a postponed meeting shall then form a quorum and may transact the business for which the meeting was called.

27.4 Proceedings

27.4.1 The Chairman, Vice-chairman or failing either of them, a member of the Committee or in their absence any member duly elected by the majority of those present, shall preside and shall, in addition to his deliberative vote in the case of an equality of votes, have a casting vote.

27.4.2 Notice of business or resolution

No business or resolution of which due notice has not been given shall be discussed at any annual or special general meeting but the Chairman may, at his discretion, allow an amendment to be moved of the wording of any resolution of which due notice has been given, even if notice has not been given of the intention to propose such amendment. In the case of notice required for a resolution to be passed at an Annual General Meeting, ‘due notice’ shall mean notice lodged with the Club Manager thirty (30) days prior to the date of the Annual General Meeting and thereafter posted on the Club noticeboard at least fourteen (14) days before that Annual General Meeting.
27.4.3 Amendment of the Constitution

No new section of this Constitution and no amendment of any existing section shall be made, except at a special general meeting called for that specific purpose, or at any Annual General Meeting, unless it is sanctioned by at least two-thirds of the members present and voting at such meeting. The same applies in the case of an Annual General Meeting unless the proposed amendment of this Constitution has been lodged with the Club Manager in writing, signed by the proposer and seconder thirty (30) days prior to the date of the Annual General Meeting and unless it has been posted on the Club noticeboard and circulated to members in writing at least fourteen (14) days before the Annual General Meeting concerned.

27.4.4 All notices of motion shall be timeously sent to the Club Manager who shall cause them to be posted in due course.

27.5 Calling of Special General Meetings

A special general meeting of the Club -

27.5.1 may be called at any time by the Committee; or

27.5.2 shall at any time be called by the Committee upon a requisition to that effect signed by not less than fifty (50) members in good standing, which requisition shall state the object of the meeting.

No business shall, except with the consent of the Committee, be discussed at any Special General Meeting, save the business for which the Special General Meeting has been called in terms of this section.

27.6 Reversal of Decision

No decision of an Annual or Special General Meeting shall be reversed by a subsequent general meeting except by a majority of two-thirds (2/3) of the members present and voting at the subsequent meeting.

27.7 Discretion of Chairman as to Conduct of Meetings

Save as herein provided, proceedings at a general meeting shall be conducted in such a manner as the Chairman may determine, subject however, to such directions as may have been given him by any prior general meeting of the Club.

28. HONOURS COLOURS

Honours colours -

28.1 shall be awarded only by the Committee; and

28.2 shall only be awarded to members who are deemed to be proper recipients of the honour in recognition of -

28.2.1 long and meritorious service to the Club; and/or

28.2.2 the high office they hold, or have held, in the Club; and/or

28.2.3 achievements in or services rendered to a sport recognized by the Club; and/or

28.2.4 any other reason which the Committee may, at its discretion, deem appropriate.
Notwithstanding anything to the contrary hereinbefore contained:

29.1 The Club shall have at least three persons, who are not connected persons in relation to each other, to accept the fiduciary responsibility of the Club and no single person shall directly or indirectly control the decision making powers relating to the Club.

29.2 The activities of the Club must be carried on in a non-profit manner.

29.3 The Club is prohibited from directly distributing any surplus funds to any person, other than in terms of Section 29.4 below

29.4 On dissolution of the Club its assets and funds are to be transferred to any other any recreational club which is approved by the Commissioner for South African Revenue Services in terms of Section 30A of the Income Tax Act or to a public benefit organisation contemplated in paragraph (a)(i) of the definition of a 'public benefit organisation' in Section 30(1) which has been approved in terms of Section 30(3) of the Income Tax Act.

29.5 The Club shall not pay any remuneration to any person which is excessive, having regard to what is generally considered reasonable in the sector and in relation to the service rendered, nor may any remuneration be determined as a percentage of any amounts received or accrued to the Club.

29.6 All members of the Club must be entitled to annual or seasonal membership

29.7 Members are not allowed to sell their membership rights or any entitlement in terms thereof.

29.8 The Club shall submit to the Commissioner for the South African Revenue Service a copy of any amendment to this Constitution.
## General By-Laws

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26. Notes to the By-Laws
1. COMMITTEES

1.1 The Chairman and Vice-Chairman shall be ex officio members of all committees established by the Committee under the Constitution of the Club.

1.2 The Chairman and Vice-Chairman may at their discretion invite a guest or guests to participate in the activities of any sporting section of the Club, without payment of any fees or levies imposed by such sporting section as applicable to other guests. Participation by such guests shall be by arrangement with the Captains of the respective sporting sections.

1.3 In order to avoid a possible clash of interest no member of any committee of PCC shall serve on any committee of any other country and/or sport club. Such restriction does not apply to sports not catered for by PCC nor to representation on controlling bodies of sporting codes.

2. DAMAGE TO OR LOSS OF CLUB PROPERTY AND FLOWERS OR PLANTS

2.1 Members shall pay for the replacing or repairing (as the Committee may determine) of any article, or property of the Club broken or damaged by them or their guests.

2.2 No person shall remove from the Club’s premises any property or furniture belonging to the Club without prior written authorisation.

2.3 The removal of plants, bulbs or shrubs and the picking of flowers on Club premises are prohibited.

2.4 Every member of the Club shall be liable for any property damaged and/or personal injury caused at the Club, or at any activity or function operated, organized, arranged or sponsored by the Club, caused by such member, such member’s guest or family of such member.

(Amended in terms of Main Committee resolution 26 July 2005)
3. INJURY TO PERSONS AND LOSS OR DAMAGE TO PROPERTY

3.1 The Club’s property is private and the right of admission is at all times reserved to the Club, its members and employees. All persons entering the Club’s property and/or using the Club’s facilities:

3.1.1 do so entirely at their own risk and neither the Club nor the Club’s management, members, representatives or any employees (herein referred to collectively as ‘the Club’) shall be liable or responsible in any manner whatsoever for any claim or damage arising or suffered either directly or indirectly from personal injury or harm whatsoever and howsoever arising, including death, or any damage whether direct or indirect to personal or other property whatsoever and howsoever caused, including from negligence or fault.

3.1.2 shall, by doing so, be deemed to indemnify the Club against any liability for damages, whatsoever and howsoever caused.

3.2 Without derogating from the generality of the foregoing, parents and children who enter the Club’s property do so on the basis that they assist any child accompanying them, in contracting as aforesaid, and undertake to indemnify and hold harmless the Club from any and all claims made by any such child that may arise from, in connection with or related to (whether directly or indirectly) any personal injury, harm, death, loss of support, damage to property or any other damages whatsoever and howsoever arising, including from negligence or fault or any other cause whatsoever suffered.

3.3 Each member as a condition of membership and each guest or visitor as a condition of invitation assumes sole responsibility for his property. The Club shall under no circumstances whatsoever be liable for any loss and/or damage to the property of a member, guest and/or visitors brought onto the premises of the Club whether occasioned by theft or otherwise.
3.4 Should any party bound by these By-laws bring suit against the Club, its employees and affiliates (collectively the ‘Indemnified Parties’) in connection with any event operated, organised, arranged or sponsored by the Club or any other claim or matter in connection with membership in the Club and fail to obtain judgment against the same, said party shall be held liable to the Indemnified Parties for all costs and expenses incurred by it in the defence of such suit, including legal costs.

3.5 Any personal property which may have been left in or on the Club premises for more than six (6) months without payment of storage thereon, may be sold with or without notice, or may be otherwise disposed of, and the proceeds if any may be retained by the Club.

(Main Committee resolution dated 26 July 2005)

4. **NUMBER OF VOTES PER MEMBER AT ELECTIONS**

Where at any election in terms of the Constitution or any by-law of a section of the Club, more than one vacancy is required to be filled, a member shall be entitled to cast any number of votes, provided the number of votes so cast shall not exceed the number of vacancies to be filled and provided further that not more than one (1) vote may be cast for any one candidate.

5. **GUESTS**

Subject to the provisions of Section 17 of the Constitution, the number of guests introduced by a member to the Club shall not be limited, provided, however, that:

5.1 the presence of such guests shall not unduly inconvenience other members;

5.2 no member shall introduce more than ten (10) guests on any occasion without the prior approval of the Manager;

5.3 ladies or gentlemen residing in the town area as defined by Section 8.4 of the Constitution shall not be introduced as guests more frequently than once a month to participate in any sport, including bridge and snooker. They may be introduced more frequently to attend other Club functions and members’ private functions as defined by the Committee;

General By-Laws
5.4 the responsibility for ascertaining whether a guest is eligible to be introduced as such to the Club, and generally all responsibility relating to a guest while on the Club premises, shall rest with the member introducing him or her;

5.5 no guest shall enjoy the privileges of the Club except in the company of the member introducing such guest, and the member shall take responsibility for the behaviour of such guest;

5.6 every member is required, before leaving the Club, to arrange for payment of every expense incurred in relation to his or her guests;

5.7 any member or guest within the Club premises shall disclose his or her name when requested to do so by an official of the Club; and

5.8 the Committee may, at its discretion, from time to time arrange special guest days and or waive the restrictions relating to guests.

6. CHILDREN

6.1 For the purpose of this By-law, the word ‘children’ shall mean and include all persons under the age of eighteen (18) years.

6.2 Members shall be responsible for the actions and behaviour of their children whilst the latter are on the Club premises.

7. ANIMALS

Dogs or any other pets shall not be allowed in the Clubhouse, in any of the Club buildings or the verandas, or on any of the sports facilities including the golf course. Dogs or any other pets shall not be taken into the Club grounds unless under the immediate control of their owners, who shall attach a lead to the pet.

(Main Committee resolution dated 29 July 2003)
8. **BAGGAGE, GOLF CLUBS, RACQUETS**

No baggage, golf clubs, racquets or other sporting equipment may be left unattended, except in the demarcated areas in the Club buildings.

9. **RESTRICTION IN BAR AND HOURS**

9.1 No person under the age of eighteen (18) years is allowed in any of the bars on the premises of the Club, except in the demarcated areas.

9.2 The bars shall be open during such hours as are permitted in terms of the relevant statutes of the Republic of South Africa or for such shorter hours as the Committee may determine from time to time.

10. **DRESS CODE**

Clubhouse, Pavilion, Balcony and all Dining Facilities

10.1 Gentlemen

10.1.1 The dress code in the clubhouse is smart casual at all times.

10.1.2 No T-shirts or vests allowed.

10.1.3 No torn or frayed clothing allowed.

10.1.4 No slip-slops or sandals allowed.

10.1.5 No caps or hats allowed inside the venues.

10.2 Ladies

10.2.1 The dress code in the clubhouse is smart casual at all times.

10.2.2 No torn or frayed clothing allowed.

10.2.3 No slip-slops allowed.

10.2.4 No caps allowed inside facilities.
10.3 Members and guests are required to be neat at all times.

10.4 The welfare of members and guests and their enjoyment of the facilities are of paramount importance to the committee and management and they accordingly reserve the right to decide whether dress is appropriate or not.

10.5 The dress code applies to members, their guests, as well as to visitors attending golf days and functions in the Clubhouse.

The Pro Shop and Caterers must communicate the dress code to all persons booking golf days and/or the function facilities.

It is the responsibility of members to inform their guests of the Club’s dress regulations.

(Amended in terms of Main Committee Resolution 30 August 2005)

11. DIFFERENTIATED MEMBERSHIP

Differentiated Membership means that a distinction is drawn between the different sections of activity of the Club and the costs relating to membership of a section. (See the notes following these By-laws in which the background of Differentiated Membership is outlined.)

11.1 Club membership (Social)

11.1.1 Every Club member is automatically a social member of the Club. Such a member can make use of the social facilities of the Club, become a member of the Pretoria Club Section and also entertain guests.

11.1.2 No one may become a member of a sports section without being a social Club member.

11.1.3 Social Club members may make use of the facilities of only those sports sections that they have joined and for which they have paid the applicable fees.

11.1.4 A social Club member who –

General By-Laws
11.1.4.1 is not a member of the Golf, Bowls, Tennis, Squash or Pretoria Club Sections, may not play any of those sports at the Club, or use the Pretoria Club facilities except under the rules for a visitor and/or guest of that section;

11.1.4.2 joins the Golf Section, could apply to be a member of the other sections and will be exempt from paying the annual membership fee of those sections. The member will, however, be liable for the playing fees and affiliation fees applicable to that section. The exemption does not apply to the Pretoria Club Section where their annual fees will apply.

11.2 Golf membership

To join the Club to play golf requires that such a person first becomes a social Club member. In order to play golf, golf subscriptions will be payable.

11.3 Bowls membership

To join the Club to play only bowls requires that such a person first becomes a social Club member. In order to play bowls, bowls subscriptions will be payable.

11.4 Squash membership

To join the Club to play only squash, requires that such a person first becomes a social Club member. In order to play squash, squash subscriptions will be payable.

11.5 Tennis membership

To join the Club to play only tennis requires that such a person first becomes a social Club member. In order to play tennis, tennis subscriptions will be payable.

(Main Committee Resolution 30 January 2001 applies for 11.1-11.5)
11.6 **Pretoria Club Section membership**

To join the Pretoria Club Section requires that a person first becomes a social Club member. Pretoria Club Section subscriptions will be payable.

(Main Committee Resolution 30 August 2005)

12. **FAMILY MEMBERSHIP**

For purposes of these By-laws a family is defined as either:

12.1 a married couple with or without children; or

12.2 a single parent with at least one child. (Main Committee Resolution 29 April 2003)

13. **MEMBERSHIP ASPECTS**

13.1 Four years' continued membership as junior, student or young town member

A junior, student or young town member who has had at least four years of continuous membership shall, on becoming a full town member and being still a member, not pay an additional entrance fee.

(Main Committee Resolution 30 October 2001)

13.2 Institutional or Corporate members

Each application will be considered on merit.

13.3 Application for membership: letter of good standing

If an applicant for membership of the Club was a member of another club before applying for membership at PCC, a letter of good standing from that club must accompany the completed application form.

(Main Committee Resolution 01 March 2005)
13.4 Entrance fees

13.4.1 The Committee shall have the right to determine from time to time the entrance fees payable by the various categories of members.

13.4.2 The ladies participating in the annual ‘Bunny Clinic’ for new golfers will receive a rebate as agreed to from time to time by the committee, when joining the Club, on condition that the application form for membership of the Club is received by the Club within thirty (30) days from the starting date of the clinic.

(Main Committee Resolution 27 May 2003)

13.5 Social membership to Golf membership

Non-golf members who joined the Club as social Club members after 1 March 2001 and who then later joined the Golf Section will be liable to make up the ruling entrance fee payable at that time.

13.6 Affiliation fees

All members will be liable to pay affiliation fees levied by the provincial and national bodies.

14. SUBSCRIPTION REBATES

14.1 The Committee shall have the right to determine from time to time the subscription rebates.

14.2 In the year following their 65th birthday, town members who joined the Club before 1 March 1988 and who have completed 25 years of full town membership shall be granted a rebate of 25% of their annual subscription.

14.3 Any member of the Club who has served on a section committee or on the Main Committee (other than ex-officio members) shall be credited with an extra year’s membership for every year served on such committee. Ladies who served on the Golf and Bowls Ladies’ Committees will be credited with their respective years’ service.
(Main Committee Resolution 27 May 2003)

14.4 Any member who has been a town member continuously and uninterruptedly for 25 years may, after reaching the age of 65, apply for a 25% reduction in annual subscriptions.

(Main Committee Resolution 30 September 2003)

14.5 Any member elected as a town member on or before 29 February 1976 and who has been a town member for a period of not less than 15 years continuously, shall in the Club financial year following his or her 65th birthday be granted a rebate of 20% of the then ruling subscription rate. This rebate shall not be an additional rebate to that set out in By-law 14.2.

(Annual General Meeting Resolution 21 June 1989) (Amended by Main Committee on 24 June 1997)

14.6 In the event of a member having successfully applied in terms of Section 8.9 or Section 8.11 of the Constitution for classification as an Absentee or Country member and provided he/she has paid the fees relating to such membership, then that period shall be deemed to be part of ‘continuous’ membership for the purposes of By-laws 14.2 and 14.4 if such member on his/her return has applied in writing for such concession, and has further resumed normal membership.

15. WEEKDAY GOLF MEMBERSHIP

This type of membership is granted on the following basis:

15.1 A discount of 50% is granted on the golf portion of membership fees, but not on the social portion.

15.2 They may play golf at member rates only on weekdays and not on Saturdays, Sundays and Public Holidays.

15.3 They must be town members of the Club.
16. **NOTICES ON NOTICEBOARDS**

No notice of any description shall be posted in the Club or on the Club website (www.ptacc.co.za) except by order of the Committee, the relevant sub-committee and/or the Manager.

17. **NO LIQUOR ON CLUB PROPERTY**

No member shall bring any liquor into the Club, except by agreement with the holder of the liquor license, subject to the Liquor Act as amended from time to time.

18. **BUSINESS OF ANNUAL GENERAL MEETINGS OF SECTIONS**

The business of the Annual General Meeting of a section shall be to receive the Captain’s report for the past year, which shall cover at least the detailed income and expenditure account of all the funds of the section.

(Main Committee Resolution 28 January 2003)

19. **PROCEDURE IN COMPLAINTS INVOLVING UNBECOMING CONDUCT**

(See Section 14 of the Constitution)

The procedure is laid down in a document kept by the Manager.

20. **MEMBERSHIP CARDS: PERSONAL AND NON-TRANSFERABLE**

The PCC membership card is specifically personal to a specific member and may not be used by anyone else. A member who allows someone else, whether a family member or any other person to utilize his card or membership number, shall be deemed guilty of unbecoming conduct as described in Section 14 of the PCC Constitution.
21. **ANNUAL LOYALTY CHARGE**

   This is an amount that is added to the annual subscription of a member and appears on the member’s account as an amount due under the member’s annual subscription. The amount thereof is agreed to at the previous annual general meeting of members of the Club. The purpose of the loyalty charge is to promote usage of the Club facilities and may only be used for the payment of food and beverage items on the premises.

   Should the loyalty charge not be used by the end of a financial year (end February), the amount is forfeited to the Club.

22. **HOUSING – ELIGIBILITY**

   22.1 Eligibility

   To live in either a bungalow or in a house at Pretoria Country Club, he individual must be a staff member or a member of the Club in good standing. The Unit must be required as a primary residence. It is hereby accepted that a person’s primary residence is the dwelling where they usually live and that a person can only have one primary residence at any given time, though they may share the residence with other people.

   22.2 Responsibility

   Club Management is responsible for the implementation and enforcement of all policies and procedures pertaining to the bungalows and the houses at the Club.

   22.3 Procedure

   Members wishing to reside in a bungalow or a house must direct a written application to the General Manager’s Office.

   Club Management will upon receipt of the application verify the status of the member to see whether or not (s)he is a member in good standing of the Club and will confirm the date of receipt of the application.

   Club Management will when accommodation becomes available at the Club, offer a lease contract for the premises to a qualifying staff member or member with due regard to the following:

   1. If accommodation has been offered to a Club staff member in terms of a letter of employment signed by the Club, the available premise will be offered to that individual first.

   2. Secondly, the accommodation shall be offered to the applicant whose application date as confirmed by the Club Management on the written application, is first in time, compared to all the other applications.

   Club Management will provide the successful applicant with the Club’s standard lease agreement and the successful applicant must confirm acceptance of the lease within 10 working days. If the applicant fails to confirm acceptance the accommodation will be offered to another member.

   General By-Laws
23. **PCC DAM AND SHORE**

23.1 Unauthorised use of the dam is strictly prohibited. Boating and swimming are specifically prohibited.

23.2 Any person wishing to fish in the dam or using the shore of the dam:

23.2.1 must be a member of PCC; or

23.2.2 must, if not a member, be accompanied by a member of PCC;

23.2.3 must obtain a permit from the PCC reception desk before any activity relating to the dam commences;

23.2.4 must release any fish caught back into the dam;

23.2.5 can only do so between the hours of 7.00 and 18.00, and on condition –

23.2.5.1 that such person is responsible for any waste or rubbish caused; and

23.2.5.2 that no loud music may be played; and

23.2.5.3 that no camping or sleeping over in the dam area is allowed; and

23.2.5.4 does so strictly in terms of the rules of PCC, especially the rules relating to Injury to Persons and Damage to Property.

23.3 **Children**

Children under the age of twelve (12) must at all times be accompanied by and be under the control of an adult member of PCC. Such member accepts full responsibility for such child, indemnifies and holds PCC blameless against any injury, loss or death of the child as stipulated in the rules of PCC.

General By-Laws
24. **RECIROCITY ARRANGEMENTS WITH OTHER CLUBS**

The reciprocity arrangements with other clubs are handled on behalf of the Club by the Pretoria Club Section as provided in Section 9 of that section’s by-laws.

25. **LIGHTNING SAFETY**

25.1 The Committee urges all members to accept that lightning is dangerous and potentially life-threatening and to adhere strictly to the following rules:

25.1.1 Players should discontinue play immediately when the siren (single blast) is sounded and take shelter.

25.1.2 Before play can restart, the siren will be sounded (repeated short blasts).

25.1.3 Players are reminded that they do not have to wait for the siren to discontinue play if they believe there is a danger from lightning.

25.1.4 The only reasonably safe shelter that offers protection against lightning is the Clubhouse and Pavilion.

25.2 Any person using the Club facilities does so at his/her own risk, and the Club accepts no responsibility for injury or death from any cause whatsoever.

25.3 Players also accept with the paying of the requisite fees the risk of possible exposure to adverse weather conditions and other potentially harmful situations associated with outdoor sporting or social activities.
26. NOTES TO THE BY-LAWS

A  BY-LAW 11

Before Differentiated Membership was introduced on 31 January 2001 the most urgent needs of the Club were identified as the following:

- Family membership at a reasonable rate for each member of a family.
- More young members who must not be scared off by subscriptions and entrance fees that are too high.
- More social members who do not take part in any sport.
- Differentiated Membership, which, if not introduced, will ultimately lead to the demise of the Social, Squash, Tennis and Bowls Sections.

The following guideline was and is to be followed:

The amount that a member of the Club pays to satisfy his or her requirements must be comparable to and acceptable in clubs in the Tshwane region with similar standing and/or status. That was so regarding golf, but not necessarily so regarding the other sections and the Social Section.

It was agreed that:

Exclusivity of membership of the Club depends, in the first place, on the election standard set for acceptance of new members and, in the second place, on the standards expected of members. It should not only depend on how expensive it is.

(Main Committee Resolution 31 January 2001)

B.  BY-LAWS 11, 12, ETC.

The question of family membership and fees payable formed an important aspect of strategic planning by the Committee. The need to encourage families and younger members to increase membership numbers within sections such as tennis and squash has become paramount. Golf has already set this example. Therefore, reductions in entrance and subscription fees are agreed to be an important factor in the Club’s existence.

(Main Committee Resolution 27 May 2003)

Amendments approved by the Main Committee January 2009
A  GOLF BY-LAWS

1. NAME

2. OBJECTIVES AND RIGHTS OF GOLF PLAYERS

3. RULES OF GOLF

4. AFFILIATION

5. INJURY TO PERSONS AND LOSS OF OR DAMAGE TO PROPERTY

6. PROPERTY AND LIABILITY

7. MEMBERSHIP

   7.1 Qualification

   7.2 Golf Membership Card

   7.3 Members’ Interests

   7.4 Lapsing of Membership

   7.5 Resignation as a Member

   7.6 Full Playing Members

   7.7 Weekday Membership

   7.8 Junior and Student Membership

   7.9 Restricted Membership

   7.10 Temporary Membership

   7.11 Visitors
8. THE GOLF COMMITTEE

8.1 Management
8.2 Golf Director
8.3 Committee Members
8.4 Lady Captain
8.5 Ex officio members
8.6 Election of the Golf Committee
8.7 Meetings of the Golf Committee
8.8 Powers of the Golf Committee
8.9 Duties of the Golf Committee
8.10 Liability of Committee Members
8.11 Subcommittees
8.12 Handicap Subcommittee
8.13 Disciplinary Subcommittee

9. THE LADIES GOLF SUBSECTION

10. ANNUAL AND SPECIAL GENERAL MEETINGS

11. RATIFICATION AND AMENDMENT OF BY-LAWS AND REGULATIONS

12. DISPUTES

13. DRESS REGULATIONS FOR THE CLUBHOUSE, PAVILION, BALCONY AND ALL DINING FACILITIES

14. LIGHTNING SAFETY

15. REPEAL OF OLD BY-LAWS AND REGULATIONS

B RULES

1. DRESS REQUIREMENTS FOR GOLF

2. DUTIES OF PLAYERS

3. ETIQUETTE

4. PRIORITIES
5. PRACTICE

6. CADDIES

7. GOLF PLAYING TIMES

8. COMPETITIONS

9. HOLE-IN-ONE

10. TIES IN COMPETITIONS

11. MONTHLY MEDAL AND BOGEY

12. NOTICES

13. AGE CONCESSIONS TO PLAYERS

14. HANDICAPS

15. USE OF GOLF CARTS
A

GOLF BY-LAWS

1. NAME

The name of the section shall be the GOLF SECTION of the PRETORIA COUNTRY CLUB, hereinafter respectively referred to as ‘the Golf Section’ and ‘the Club’.

2. OBJECTIVES AND RIGHTS OF GOLF PLAYERS

The objective of the Golf Section shall be to provide opportunities for, and to promote and encourage the playing of the game of golf within the Club.

Any person who is a member of the Golf Section in terms of these By-laws, or a guest or a visitor who has paid the requisite fees, shall have the right and privilege to enter into and upon the Club premises and course and to use the Club premises, the course and the amenities and to play on the course, subject to the traditions, customs and practices of the Club, and to such rules, by-laws, conditions and restrictions as the Golf Committee may from time to time impose, either generally or with reference to particular classes or categories of members or particular occasions or circumstances.

3. RULES OF GOLF

Golf shall be played at the Club according to the Rules and Etiquette approved by the Royal and Ancient Rules Limited and the United States Golf Association as amended and published from time to time, as well as such rules and by-laws as may from time to time be published by the Golf Committee.

4. AFFILIATION

4.1. The Golf Section may be affiliated to the following bodies:

4.1.1. in respect of male members -

4.1.1.1. The South African Golf Association and the Gauteng North Golf Union;

4.1.1.2. any other body considered necessary by the Golf Committee;
4.1.2. In respect of lady members -

4.1.2.1. The South African Ladies’ Golf Union and the Gauteng North Golf Union; and/or

4.1.2.2. Any other body proposed by the Ladies’ Section Committee and considered necessary by the Golf Committee.

4.2. The Golf Section shall pay the affiliation fees levied by the above-mentioned bodies and may recover a pro-rata share thereof from each member of the golf section.

5. INJURY TO PERSONS AND LOSS OF OR DAMAGE TO PROPERTY

Refer to the General By-laws of the Club, Section 3

6. PROPERTY AND LIABILITY

Refer to the General By-laws of the Club, Section 2

7. MEMBERSHIP

7.1. A member of the Club shall be entitled to become a member of the Golf Section if he qualifies for such membership in terms of these By-laws.

7.1.1. Closing of golf membership
The Committee may decide that the number of registered golfers allowed to play on Saturdays has reached a saturation point and may then close the full paying golf membership.

7.1.2. Members who have resigned as members of the golf section but have remained social members of the Club shall pay half the ruling entrance fee when such a member applies to re-joins the Golf Section.

7.1.3. A member, who is transferred by his employer, and who is no longer able to make use of the Club facilities, may resign as a member. His successor may apply for membership in the normal way but the predecessor’s entrance fee is not transferrable to the successor.

7.2. Golf Membership Card

7.2.1. Membership of the Golf Section is restricted to those members of the Club who have been issued with golf membership cards by the Club.

7.2.2. A golf membership card shall only be issued to a qualifying member if all membership conditions have been complied with and all levies and/or other moneys determined by the Committee of the Club (hereinafter referred to as the ‘Main Committee’) in respect of the Club and the Golf Section have been paid.
7.3. The members’ interests requiring separate regulations in respect of leagues, national or provincial matters, competitions or other similar matters, may, as far as necessary, be regulated and controlled by external golf-affiliated bodies or committees. Where necessary, such interests shall be represented by the Captain or Vice-Captains or such persons as the Golf Committee may appoint from time to time, provided that the applicable regulations are not in conflict with the Constitution and by-laws of the Club or the Golf By-laws and regulations.

7.4. Membership of the Golf Section shall lapse if any member of the Golf Section is in default in terms of the Club Constitution as determined by the Main Committee.

7.5. A member deciding to resign his membership of the Club and/or Golf Section must give written notice thereof to the Club Manager prior to the financial year end of the Club. Such a Member shall be liable for all subscriptions or debts owing by him to the Club.

7.6. Full Playing Membership

7.6.1. Subject to 7.8.1, a Full Playing Member shall be older than 19 years of age and shall be deemed to be a member for the purposes of the Liquor Act No. 59 of 2003.

7.6.2. He shall be entitled to the full privileges of the Club, and be entitled to play on the course at all times when play is allowed, subject to any reservation in regard thereto as may from time to time be laid down by the Golf Committee, the Manager or the Golf Director.

7.6.3. A Full Playing Member shall be entitled to vote at General Meetings of the Golf Section.

7.7. Weekday membership

7.7.1. A Weekday member shall be older than 19 years of age and shall be deemed to be an Ordinary Member for the purposes of the Liquor Act No. 59 of 2003.

7.7.2. He shall be entitled to all the privileges of the Club, and be entitled to play on the course during weekdays only, excluding a weekday which is a public holiday, subject to any reservation in regard thereto as may from time to time be laid down by the Golf Committee, the Club Manager or the Golf Director.

7.7.3. A Weekday Member shall be entitled to vote at General Meetings of the Golf Section.
7.8. Junior and Student Membership

7.8.1. A Junior Member is a fully paid golf member who is not more than 19 years old.

A Student Member is any student, under the age of 26, studying at any recognized tertiary institution, or any full-time student at any recognised tertiary institution and who provides the Club with an affidavit stating that he is engaged in full-time study and is not earning an income. The same conditions of membership apply to Junior and Student Members.

7.8.2. A Junior or Student Member may only use the Club and the course under such conditions as may be decided upon from time to time by the Golf Committee. These conditions shall *inter alia* include:

7.8.2.1. A Junior or Student Member may use the practice facilities provided he does not interfere with the use thereof by Full Playing Members.

7.8.2.2 All Juniors and Students are Restricted Members, but the Golf Committee may allow Juniors or Students to play on Saturdays because of the level of their playing ability.

7.8.2.3 The Golf Committee may permit a Junior or Student to participate in all competition/s because of the level of playing ability of such Juniors or Students, and the Golf Director may allow Juniors or Students to play in a specific competition if such participation does not interfere with the privileges of any Full Playing Member, and does not preclude any visitors from playing, and the Junior or Student pays the full competition fee.

7.8.2.4 A Junior or Student Member may not introduce guests.

7.8.2.5 A Junior or Student Member shall not be entitled to vote at General Meetings of the Golf Section.

7.8.3. A Junior or Student Member may not propose or second a new member.

7.9. Restricted Membership

7.9.1. All new members shall be Restricted Members until the Golf Committee has lifted the restriction and advised the new member of the lifting of this restriction.

7.9.2. Restricted Members may not play on Saturdays or participate in the Annual Club Championship, except with the prior permission of the Captain, Vice-Captains or Golf Director. They may fill in vacant places on a standby basis.
Temporary Membership

Temporary Membership of the Club is granted to -

7.10.1.1. those persons with honorary playing privileges as bestowed by the Main Committee; and

7.10.1.2. members of the Professional Golf Association who have received honors colours from the Main Committee in terms of Clause 28 of the Constitution.

Temporary membership may be granted by the Golf Committee, on such conditions as it may determine, and subject to the PCC Constitution, to

7.10.2.1. Captains and lady captains of golf clubs, members of the Gauteng North Golf Union Committee or the South African Golf Association;

7.10.2.2. Members of the Professional Golf Association;

7.10.2.3. Any person who is a member of a golf club and who normally resides more than one hundred (100) km from the Club, provided that the period of such membership shall not exceed thirty (30) days;

7.10.2.4. any person who is a member of a golf club and who normally resides within one hundred (100) km of the Club, provided that –

7.10.2.4.1. such a person is engaged in a match or competition at the Club; and

7.10.2.4.2. the period of such membership shall not exceed one (1) day in every two (2) weeks.

The Golf Director may grant temporary membership to –

7.10.3.1. golf members from clubs with which the Club has reciprocity arrangements and other clubs that are entitled to the courtesy of the course by reason of a fixture of the Gauteng North Golf Union (GNGU), or South African Golf Association (SAGA) for one (1) day; and

7.10.3.2. players invited to participate in any golf tournament or other competition at the Club for the duration of that tournament or competition.

The temporary member shall pay such subscription as determined by the Golf Committee.

7.10.5. The name and address of the temporary member and details of the golf club to which he belongs shall be entered in the register kept for this purpose before commencement of play. The temporary membership register shall be open for inspection by any member of the Club during normal office hours.
7.10.6. A temporary member may not introduce any guest into the Club and may not attend any Annual or Special General Meeting of the Club or any of its subsidiary bodies.

7.10.7. A temporary member shall be subject to the Constitution and all the By-laws of the Club, including the by-laws and regulations of all the sporting sections of the Club.

7.10.8. The Golf Committee may restrict the use of the Club facilities by a temporary member.

7.10.9. No member of the Professional Golf Association may participate in Club medal or knockout competitions for Full Paying Members or visitors, and shall not be entitled to win a trophy in any gross competition. In any other competition at the Club, members of the Professional Golf Association shall play with a +5 handicap.

7.10.10. A member of the Golf Committee, the Golf Director or the Club Manager may summarily terminate the temporary membership of any person who has infringed the by-laws, regulations and rules of the Golf Section or the Club.

7.10.11. A member of the Golf Committee may prohibit the granting of temporary membership to any person who has, in the past, infringed by-laws, regulations and rules of the Golf Section or the Club.

7.11. Visitors

7.11.1. Visitors may, upon payment of the requisite daily visitor’s fee, use the facilities of the Club for a day and, -

7.11.2. may play golf provided that they comply with the Constitution, by-laws, regulations and rules of the Golf Section and the Club.

7.11.3. No member of the Golf Section may invite a guest to play golf on Saturdays unless prior approval has been obtained from the Golf Captain or one of the Vice-Captains.

7.11.4. Visitors shall pay the prescribed fees before commencing play. Club Members, who are not members of the Golf Section, shall pay the same playing fees as affiliated visitors if they wish to play golf.

7.11.5. The Golf Captain, the Golf Vice-Captains, the Club Chairman, Club Vice-Chairman and Club Manager shall have the right to introduce visitors (guests) without payment of the visitor’s fees, but they shall pay the normal green fees. Participation of such visitors (guests) shall be by prior arrangement with the Golf Committee, Club Manager or Golf Director.
8. THE GOLF COMMITTEE

8.1. Mandate and objective

8.1.1. The Golf Section shall be managed by the Golf Committee, a subcommittee of the Main Committee which is subject to the control and direction of the Main Committee.

8.1.2. The attainment of the objective listed in Clause 2 of these Bylaws is the primary duty of the Committee. The Committee must promote, advance and encourage the game of golf by undertaking such activities as may be reasonably necessary and/or incidental to these objectives.

8.1.3. The Committee is tasked to generally protect the common interests of Golf Section members and guests whilst pursuing these objectives and ensuring that the Section remains viable and relevant.

8.2. The Golf Committee is assisted by the Golf Director or Golf Directors appointed as such by the Main Committee. The Golf Committee may delegate any of its powers to the Golf Director/s. The Golf Director/s shall report to the Club Manager on all matters delegated by the Golf Committee to the Golf Director/s.

8.3. The Golf Committee shall consist of -

8.3.1. a Captain,

8.3.2. two (2) Vice-Captains, and

8.3.3. no less than four (4) but up to six (6) ordinary members. The ordinary members shall all be Full Playing Members of not less than two (2) years' standing.

8.4. The Lady Captain elected in terms of Clause 9 below will be one of the Vice-Captains by virtue of the office.

8.5. The Chairman and Vice-Chairman of the Club are, in terms of the By-Laws of the Club, by virtue of their office, members of the Golf Committee.

8.6. Election of the Golf Committee

8.6.1. The Full Playing Members of the Golf Section shall elect members of the Golf Committee, with the exception of the Lady Captain, at the Annual General Meeting of the Golf Section.

8.6.2. Clause 21.4.2 of the Constitution shall apply, with the necessary changes to all election processes provided for in these By-laws.
8.6.3. The candidates who obtain the highest number of votes shall serve in their respective positions on the Golf Committee until the second Annual General Meeting held since their election.

8.6.4. If a vacancy occurs in the Golf Committee, the Golf Committee shall have the power to co-opt a member of the Golf Section to fill the vacancy in accordance with Clause 21.3.3 of the Constitution.

8.6.5. The Golf Committee shall have the power to co-opt any member of the Club as an Assessor Member of the Golf Committee in order to assist with any aspect of the Golf Committee’s functions. An Assessor Member shall be co-opted for a specific period of time. He shall participate in Golf Committee meetings and other activities but shall not be permitted to vote at Golf Committee meetings.

8.7. Meetings of the Golf Committee

8.7.1. The Golf Committee shall meet at least eight (8) times a year.

8.7.2. Voting rights shall vest only in the elected members, the Chairman and Vice-Chairman of the Club.

8.7.3. Four (4) members, including the Captain and Vice-Captains, shall form a quorum.

8.7.4. The Captain will chair the Committee meetings. In his absence either of the Vice-Captains will chair on his behalf. If both the Vice-Captains are absent, the members present shall appoint a Chairman for the duration of the meeting.

8.7.5. Every proposed resolution put to the Golf Committee shall be decided on a majority vote by a show of hands. The Chairperson shall have an ordinary as well as a deciding vote.

8.8. Powers of the Golf Committee

8.8.1. Without derogating from clause 8.1 above and subject to the terms of the Club's Constitution and to such directives as may from time to time be given by the Main Committee or at any General Meetings of the Golf Section, the Golf Committee may -

8.8.1.1. propose such amendments or repeals of the By-laws and regulations as it deems necessary for the running of the Golf Section;

8.8.1.2. make, vary or alter any rules of the Golf Section, concerning dress, etiquette, starting times and method of scoring for competitions;

8.8.1.3. subject to the generally accepted Rules of Golf referred to in Clause 3 hereof, make Local Rules and settle disputes in connection therewith;
8.8.1.4. appoint such representatives and delegates as it may deem necessary for any purpose connected with the Golf Section;

8.8.1.5. consult with the complainant/s, member/s or any other person/s in the compilation of any incident report required in terms of Section 14 of the Constitution;

8.8.1.6. co-opt members for special duties in connection with the work of any subcommittee or to fill any vacancy that may occur on the Golf Committee;

8.8.1.7. delegate any of its functions to the Golf Director/s, Golf Manager or to any individual member of the Club as it may, in its discretion, deem fit;

8.8.1.8. in conjunction with Management close the course for competitions, matches, and for such other purpose as it may deem fit; and

8.8.1.9. recommend to the Main Committee affiliation and reciprocal arrangements with other golf clubs.

8.8.2 The Committee may appoint sub-committees consisting of at least two members (one of whom shall be Committee members and all of whom shall be Club members) in the arrangements of any matters pertaining to golf, including but not limited to disciplinary issues, fund raising, sponsorship, arrangements of competitions, social matters, risk management, league, golf development, communication and strategic planning. The Committee may at its own discretion delegate any of its powers to such a sub-committee. In the execution of the powers thus delegated to it, the sub-committee shall comply with any provisions laid down by the Committee but shall in other ways determine its own proceedings and actions within the rules of the Club's Constitution and Bylaws. The Captain is ex officio a member of all sub-committees.

8.9. Duties of the Golf Committee

8.9.1. Subject to the provisions of the Club's Constitution and to such directives as may from time to time be given by the Main Committee or at any General Meeting of the Golf Section, the Golf Committee shall -

8.9.1.1. enforce local rules;

8.9.1.2. appoint such representatives and delegates as it may deem necessary to liaise and attend GNGU meetings on behalf of the Club;

8.9.1.3. keep proper financial accounts and records of the Golf Section's affairs;

8.9.1.4. carry out all functions assigned to it by Constitution of the Club;

8.9.1.5. if a complaint is received by the Committee that alleges behaviour of a member that may constitute conduct unbecoming, submit to the Main Committee a detailed incident report on the allegation/s;
make rules for, keep and confirm written minutes of all meetings;
frame rules for the control and payment of caddies;
recommend to the Main Committee:-

the amount of playing or green fees, locker fees, caddy fees or any other Golf Section fees it may deem fit and
the appointment, remuneration or termination of employment of any golf officials of the Club; and
the management of the use of the other Golf Section facilities, other than those listed in below 8.9.1.9;

oversee and ensure the effective control of -

play on the course, including the collection of the playing fees for members and visitors,
times of play,
the use of the practise facilities,
the Pro Shop; and
any other facility or area as may from time be agreed with the Main Committee;

assist Management with the Clubs' annual diary;
arrange and control matches and competitions and appoint officials for the management thereof; and
produce or review long-term plans for submission to the Main Committee for consideration and facilitate the implementation of the approved plans.

The Committee shall appoint a Handicap Sub-committee which shall oversee the administration of the Club's handicapping system. The Handicap Sub-committee shall ensure that a handicap is allotted to each member of the Golf Section in accordance with the handicapping system laid down by the South African Golf Association. The Golf Committee shall have the power to co-opt further members to serve on the Handicap Sub-committee. The Handicap Sub-committee shall submit its reports to the Golf Committee and be subject to the jurisdiction of the Golf Committee.

The Committee shall appoint a Disciplinary Sub-committee if it is directed to do so in terms of Section 14 of the Club's Constitution. The Sub-committee shall have the power to summon any golf member of the Club who is alleged to be
guilty of an infringement of the Golf By-laws or Regulations or any other rule laid
down by the Golf Committee or who has been found guilty of unbecoming
conduct, either at the Pretoria Country Club or at any other club, to appear before
the Golf Disciplinary Sub-committee. The procedure laid down in the Disciplinary
Procedure of the Club will, with the necessary changes, be followed in any such
disciplinary inquiry. If the golf member is found guilty, the Disciplinary
Sub-committee may suspend that member for a period not exceeding six (6)
months. Such a member shall have the right of appeal to the Main Committee
within seven (7) days of the finding. A member who has been suspended or
expelled from the Club shall not be permitted to make use of any of the facilities
of the Club, including the golf course, even as the guest of a member or of an
organization granted the courtesy of the course.

8.10. Liability of Committee Members

8.10.1. Each member of the Golf Committee shall be indemnified and held
blameless against any losses or damages suffered by the Club or
anyone else as a result of such member carrying out their functions or
omitting to do so, provided that he acted in good faith.

8.10.2. Committee Members incur no liability other than for their entrance fees,
subscriptions, account or other monies owed by them to the Club.

9. THE LADIES' GOLF SUBSECTION

9.1. All the Lady Members of the Golf Section shall be regarded, collectively
as forming an integral section within the Golf Section and shall be known
as the Ladies’ Subsection.

9.2. The Ladies’ Subsection shall control the domestic affairs of the Ladies’
Subsection, subject always to the general control of the Golf Committee.

9.3. The Ladies’ Subsection shall elect its own Committee to be known as
the Ladies’ Golf Committee consisting of a Captain, Vice-Captain and
four (4) other members. The Lady Captain will serve as a Vice-Captain
on the Golf Committee.

9.4. The Ladies’ Section Committee shall:

9.4.1. Convene an Annual General Meeting of Lady Members at which meeting
the Committee referred to above shall be elected;

9.4.2. meet whenever the Lady Captain so directs; and

9.4.3. have no authority to incur any liability on behalf of the Club without the
express prior permission of the Golf Committee.
10. **ANNUAL AND SPECIAL GENERAL MEETINGS**

10.1. Annual and Special General Meetings of the Golf Section shall be convened in accordance with Section 27 of the Club’s Constitution.

10.2. The Annual General Meeting of the Golf Section shall be held on a date decided by the Golf Committee at least seven (7) days before the Club Annual General Meeting.

10.3. The Annual General Golf Meeting shall be convened by notice, specifying all matters for which the meeting is called and which shall be –

10.3.1. posted on the Club and Golf noticeboard; and/or

10.3.2. posted no later than fourteen (14) days prior to the date of the meeting to each member of the Golf Section; and/or

10.3.3. published on the Club’s website (www.ptacc.co.za).

10.4. The Annual General Golf Meeting shall have a quorum of twenty-one (21) members. In the event of a quorum of twenty-one (21) members not being present within a half-hour of the appointed time, the members present shall form a quorum.

10.5. The Annual General Golf Meeting is convened to *inter alia* -

10.5.1. confirm the minutes of the previous Annual General Meeting and any Special General Meetings held subsequent thereto;

10.5.2. discuss matters arising from these minutes;

10.5.3. receive and, if approved, adopt the Captain’s Report for the preceding financial year which shall cover at least the detailed income and expenditure account of all the funds of the Golf Section;

10.5.4. consider any motion of which due notice has been lodged with the Manager;

10.5.5. elect the Golf Captain and the two Golf Vice-Captains annually;

10.5.6. elect Members of the Golf Committee in terms of these By-laws (as determined by Section 21.4 of the Constitution and these By-laws) for the ensuing year, and

10.5.7. transact any other competent business.
10.6. A Special General Meeting may be convened by the Golf Committee at any time and shall be so convened upon receipt of a requisition in writing signed by no less than fifty (50) members of the Golf Section, setting forth the subject matter to be discussed and any proposal(s) to be considered at such meeting.

10.7. Section 27 of the Club’s Constitution shall apply *mutatis mutandis* to Annual General and Special General Meetings.

10.8. Only Full Playing Members of the Golf Section may vote at the Annual General Meeting or a Special General Meeting of the Golf Section.

11. **RATIFICATION AND AMENDMENT OF BY-LAWS AND REGULATIONS**

11.1. The Main Committee may pass, amend or rescind any By-laws for the regulation of the Club, provided notice had been given *mutatis mutandis* in terms of Clause 22.4.1 of the Constitution.

11.2. Any proposal by the Golf Section to amend these By-laws shall be submitted in writing to the Golf Committee and posted by it on the noticeboard of the Golf Section not less than fourteen (14) days prior to the date of such meeting.

11.3. No proposal from the Golf Section to amend these By-laws shall be made except at a General Golf Meeting and no amendment shall be effected unless carried by at least two-thirds of the total votes cast at the General Meeting.

11.4. Any other amendment shall be of immediate effect and, where necessary, the Committee should make provision for such event.

11.5. These By-Laws and regulations as well as any alteration, variation or amendment thereto shall be subject to the approval of the Main Committee.

11.6. These By-Laws shall be read in conjunction with the Constitution and By-laws of the Club.

12. **DISPUTES**

All disputes affecting members of the Golf Section, whether in regard to play, these By-laws or the regulations or otherwise, shall be settled by the Golf Committee, whose decision shall be final.
13. DRESS REGULATIONS FOR THE CLUBHOUSE, PAVILION, BALCONY AND ALL DINING FACILITIES

13.1. Refer to the General By-laws of the Club, Section 10.

13.2. The dress code applies to members, their guests as well as to visitors for golf days and functions at the Club.

13.3. The Pro Shop and Caterers will communicate the dress regulations to all persons booking golf days and/or the function facilities.

13.4. It is the responsibility of members to inform their guests to the Club of the dress regulations.

14. LIGHTNING SAFETY

Refer to the General By-laws of the Club, Section 3 and Section 25.

15. REPEAL OF OLD BY-LAWS AND REGULATIONS

All By-laws and regulations pertaining to the Golf Section approved before 1 January 2009 are hereby repealed.

B RULES

The rules of the Golf Section shall be:

a. Read in conjunction with the Constitution and By-Laws of the Club.

b. Published on the Golf noticeboard.

Amendments approved by the Main Committee – May 2014.
1. **DRESS REQUIREMENTS FOR GOLF**

1.1. In order to maintain a high standard of dress on the golf course and practice facilities, residents, members and visitors shall adhere to the following local regulations regarding golf attire:

1.1.1. Recognised golf shoes only (soft spikes only).

1.1.2. Recognised trousers or Bermuda’s worn with ankle socks. All of these must have a front zip and pockets.

1.1.3. Recognised golf shirts with collar or recognised golf attire – shirts to be tucked in at all times.

1.1.4. No denim jeans, T-Shirts, tracksuits, tacky-type shoes or sandals will be allowed.

1.2. **Ladies’ Dress Regulations**

- Tops with collars and high necklines
- Shorts no shorter than mid-thigh
- Skirts no shorter than six (6) inches above the knee.
- Tailored slacks

1.3. **The following items of dress of players are prohibited on the golf course and the practice area:**

- Denim and jeans of any type
- Tracksuits
- T-shirts and vest-type shirts
- Running and football shorts
- Sandals
- Shorts shorter than mid-thigh
- Skirts shorter than six inches above the knee

1.4. **Other areas**

In all other areas, dress regulations are governed by the regulations of the Club.
2. DUTIES OF PLAYERS

2.1. Players shall be on the tee at least ten (10) minutes before their tee-off time.

2.2. Players shall pay the requisite fee/s before commencing a game.

2.3. Players shall acquaint themselves with the rules of golf and the local rules.

2.4. The rules governing slow play will be strictly enforced. If a player is repeatedly warned for slow play, the Golf Committee, Club Manager, or Golf Director may take such action as it deems appropriate, including without limitation, restricting the person’s use of the golf course during certain times of the day.

2.5. If a foursome or other group of players fails to keep their place in the field and falls behind the preceding group by more than one hole, the group must allow the following group to play through. The same applies when searching for a lost ball.

2.6. Cutting-in is not permitted.

2.7. Practising is not allowed on the golf course.

2.8. All players who stop after playing nine holes for any reason must occupy the next tee before the following players arrive at the tee or they shall lose their position on the golf course.

2.9. The buying and selling of golf balls is not allowed on the golf course at any time by members, their guests and visitors.

2.10. Each player must have his/her own set of golf clubs.

2.11. Lightning Safety – Warning. The Golf Committee urges all players to accept that lightning is dangerous and potentially life-threatening and to adhere STRICTLY to the following rules:

- Players should discontinue play immediately when the siren (single blast) is sounded and take shelter.
- Players are reminded they do not have to wait for the siren to discontinue play, if they believe there is a danger from lightning Rule 6.8 all (R & A Rules of Golf). In the event of lightning, it is the sole responsibility of the player to assess the danger of the weather situation.
- The storm shelters on the golf course are not lightning shelters and do not offer protection against lightning strikes. Any person using them does so at their own risk.
- The only reasonably safe shelters that offer protection against lightning are the Clubhouse and Pavilion.
- Before play can restart, either the siren will be sounded (repeated short blasts) or permission must be obtained from the Golf Director.
- Any person using the facilities of the Club does so at his/her own risk and the Club accepts no responsibility for injury or death from any cause whatsoever.
- Players also accept with the paying of the requisite fees the risk of exposure to adverse weather conditions and other potentially harmful situations associated with playing golf.

3. **ETIQUETTE**

3.1. Etiquette at the Club covers both courtesy and priority on the course, as well as care of the course.

3.2. All players at the Club accept and will endeavour at all times to enhance golf’s unequalled reputation for courtesy, companionship and the highest regard for fair play.

3.3. Whilst the following points are not rules as such, they are an important part of the game and all players at the Club shall strive to adhere to them.

3.3.1. Pay careful attention to local rules.

3.3.2. Local notices regulating the movement of golf carts should be observed and adhered to.

3.3.3. Prior to playing a stroke or making a practice swing, ensure that no one can be injured by the club, ball or any other object that may be moved by the stroke or swing.

3.3.4. The player who has the honour should be allowed to play before his/her partner or fellow competitor tees his/her ball.

3.3.5. Always play without delay.

3.3.6. From the second stroke onwards, the player whose ball has ended up furthest from the hole should be allowed to play his/her next stroke first.

3.3.7. Keep up with the group in front, not just ahead of the group behind.

3.3.8. Allow faster players to play through.
3.3.9. Two-ball matches should take precedence over and be entitled to pass any three-or four-ball match, which should invite them through. A single player has no standing and should give way to a match of any kind.

3.3.10. Any match playing an entire round is entitled to pass a match playing a shorter round.

3.3.11. A player who believes his/her ball may be lost should, to save time, play a provisional ball.

3.3.12. Players searching for a ball should signal the players behind them to pass as soon as it becomes apparent that the ball will not easily be found.

3.3.13. Place your trolley or bag at a point of the green, near to your route to the next tee, before you putt.

3.3.14. Ensure that you do not damage the putting green by putting down on it objects such as bags or the flagstick.

3.3.15. Players should not damage the putting green by leaning on their putters, especially when removing the ball from the hole.

3.3.16. Do not damage the hole by standing too close to it when handling the flagstick or when removing the ball from the hole.

3.3.17. When the playing of a hole has been completed, players should immediately leave the putting green. Fill in your score when you get to the next tee, not whilst standing on the green.

3.3.18. The flagstick should be properly replaced in the hole before the players leave the putting green.

3.3.19. Do not play until players in the front area are out of range.

3.3.20. Never talk or move whilst your partners are playing. Stand well back.

3.3.21. Always rake bunkers after use. Players should rake bunkers towards the centre of the bunker.

3.3.22. Always repair pitch marks, divots, ball marks and spike damage.

3.3.23. In taking practice swings, players should avoid causing damage to the course, in particular the tees.

3.3.24. Shout ‘Fore’ when you hit a ball towards other golfers.
4. PRIORITIES

On days set aside for lady golfers, senior women and veteran men, other members may play at times allocated by the Golf Director.

5. PRACTICE

5.1. The practice facilities are for the exclusive use of members only. Guests or visitors may only use the practice facilities if they have paid the requisite visitor’s daily fee.

5.2. When using any practice facility, players must ensure that they do not inconvenience golfers playing on the course.

5.3. Practice is only allowed in the demarcated practice areas.

5.4. The practice range is open during normal operating hours as posted in the Pro-Shop.

5.5. The practice range may be closed for general maintenance at the Club’s discretion.

5.6. Range balls should not be taken off the practice facilities and the use of range balls on the course is strictly prohibited.

5.7. Balls must be hit from designated areas. No hitting is permitted through the rough and sides of the practice range.

5.8. Proper golf attire is required at all times on the practice range.

5.9. Lessons by unauthorised professionals are prohibited.

5.10. When players use the practice facilities, they will adhere strictly to the following rules:

5.10.1. All practice facilities will be closed on Mondays except on the Mondays that the course is open for play as determined by the Golf Committee.
5.10.2. Driving range – operating hours:
- Tuesdays to Fridays from 08h00 am to 13h00 pm and from 14h00 to 19h00
- Saturdays and Sundays from 06h30 to 18h00

5.10.3. No woods may be used by any practising player on the driving range prior to 17h30 daily, unless the practising player is a lady or 60 years old and over, or under direct supervision of a teaching professional during a lesson or club demonstration.

5.10.4. By using the driving range facilities, you hereby acknowledge, understand and accept the rules governing this facility.

5.10.5. Failure to comply with these rules will result in your being requested to leave the facility. The Golf Committee will, in the event of any transgression, deal with the matter on a disciplinary level.

5.10.6. The attendant at the driving range has been authorized and instructed by the Golf Committee to ensure that these rules are complied with, and to request any person who transgresses these rules to leave the driving range and to report the matter to the Golf Directors.

5.10.7. **Warning of possible injury of and liability to others**

*You must do whatever is necessary NOT to hit over ANY fence on the driving range. If you fail to heed this notice and thereby cause injury and/or damage you will incur personal liability and may be excluded from this facility.*

5.10.8. The rules of golf etiquette relating to the safety of others and consideration for other players using the practice facility apply equally to the driving range and in particular, talking or standing close to others using the facility is prohibited. The use of cell phones should be discreet and should not disturb or inconvenience other players.

6. **CADDIES**

6.1. Caddie Fee
Every player engaging a caddie shall, before the commencement of his round, pay the prescribed caddie levy and immediately after completing his golf (or practice round) pay his caddie at least the minimum prescribed fee.

6.2. Prohibited Areas
Every player engaging a caddie shall be responsible for his caddie not entering any prohibited area as determined by the Golf Committee.
7. **GOLF PLAYING TIMES**

7.1. The hours of play and Pro Shop hours shall be as announced by the Club, but will be maximized for the benefit of members, as follows:

7.1.1. No play is allowed on the course before 06h00 on any golf-playing day.

7.1.2. The course is closed on Mondays unless special arrangements are made with the Club.

7.1.3. Ladies will have preference on Tuesdays from 07h30 and 12h00 respectively on both tees.

7.1.4. Men will have preference on Wednesdays from 11h00.

7.1.5. On the first Friday of every month senior ladies will have preference between 08h00 and 08h30.

7.1.6. On Saturdays two tee-off times on each of the 1st and 10th tees at the start of the afternoon field, will be reserved for lady members. The times for the ladies must be taken up by the previous Saturday at 17h00 otherwise they are forfeited.

7.1.7. The remaining Saturday tee-off times are reserved for men up to 17h00 on the Wednesday immediately preceding the Saturday. Thereafter all full playing members may reserve a tee-off time.

7.1.8. On Sundays and public holidays the Commando has preference from 08h00 on both tees unless otherwise directed by the Golf Committee.

7.2. Nobody is allowed to tee off before the official tee-off times as determined by the Golf Committee.

7.3. No visitor is allowed on the course unless the visitor has acquired Temporary Membership status as provided for in these By-laws.

7.4. The Golf Directors and Course Superintendents shall determine when the golf course is fit to play.

7.5. Players who fail to cancel their starting time timeously will be charged the applicable rates for the unused rounds as determined by the Golf Committee from time to time.
7.6. All members and guests must register in the Pro-Shop before beginning play and all members shall present their membership cards at registration upon request.

7.7. Failure to check in and register ten (10) minutes prior to a reserved starting time may result in assignment of another starting time or cancellation, at the discretion of the Golf Director.

8. **COMPETITIONS**

8.1. Players must pay the prescribed competition fee before commencing play. The Golf Committee may limit entry.

8.2. Players without a current handicap allotted by a recognised golf club may not participate in any competition at the Club.

9. **HOLE-IN-ONE**

Members obtaining their first hole-in-one at Pretoria Country Club shall be presented with a hole-in-one certificate.

10. **TIES IN COMPETITIONS**

10.1. If there is a tie for the first place in any division of the Club Championships this shall be decided by a sudden death play-off being played on holes 10 and 18.

10.2. In the event of a tie in the Woolavington this will be decided by a two-hole play-off being played on holes 10 & 18, with the handicaps being calculated pro-rata on 2/18th of each player’s official handicap. In the event of a further tie it shall be decided on a sudden death play-off on holes 10 and 18 with the handicap being calculated on 1/18th of each player’s handicap for each hole.

10.3. A tie for second place (or for any other prize) in any of the abovementioned competitions, and a tie for first place or for any other prize in any other competition shall be resolved in accordance with the following rules, namely:

10.3.1. In any 18 holes medal competition, a tie is to be decided in favour of the player with the best last 9 holes on the card, (i.e. 10 – 18) irrespective of the tee from which the player may have commenced play.

10.3.2. If this still does not settle the issue then the last 6 holes (i.e. 13 – 18) or failing that, the last 3 holes (i.e. 16 – 18), failing that the 18th hole will decide, failing which lots are to be drawn by the Golf Captain or his deputy to settle the tie.
10.4. In bogey and stableford competitions the same basis is to be applied as in 10.3 above, strikes being allocated to players as they appear on the card.

10.5. In 36-hole competitions, except for the Club Championships and the Woolavington, a tie is resolved by taking the second 18 holes. If this does not decide the issue then the basis set out in 10.3 above is to be applied to the last nine of the second 18 holes.

10.6. In eclectic competition the basis of settling a tie is to be as in 10.3 above, it being understood that it is the eclectic score that is to be considered.

11. MONTHLY MEDAL AND BOGEY

11.1. No member of the Professional Golf Association may participate in Club medal or knockout competitions for Full Playing Members or visitors and shall not be entitled to win a trophy in any gross competition.

11.2. Individual monthly medal championships and other trophy events may be limited to classes of members including *interalia* men, ladies, juniors, seniors etc provided that during such events, members and visitors who do not qualify for the medal or trophy, shall participate in and be entitled to win the competitions of the day if they obtain a playing time during such an event.

12. NOTICES

No notice shall be placed on or removed from the noticeboard without the approval of a member of the Golf Committee, the Club Manager or the Golf Director.

13. AGE CONCESSION TO PLAYERS

13.1. Members of sixty (60) years of age and older may play off the forward tees designated by the Golf Committee provided that such a member will submit a written application for such privilege, upon which the member’s handicap will immediately be reduced by two strokes.
14. **HANDICAPS**

14.1. Handicaps are computed under the supervision of the Golf Director in accordance with the South African Golf Association (SAGA) Handicap system.

14.2. Only members and their accompanied guests with a South African PGA-approved handicap may participate in Club tournaments.

14.3. The Golf Director may review all handicaps submitted.

14.4. Members wishing to participate in Club tournaments are responsible for turning in all their scores on a daily basis. If any member fails to turn in a score, this shall result in a score being posted that is equal to their lowest score on record.

14.5. The Golf Director shall assist any members needing help with the posting of scores.

14.6. Accurate records are to be kept of scores turned in and recorded for all full rounds played.

14.7. The Golf Director shall determine if there are any violations by the members in turning in their scores.

14.8. Any player who has not handed in a score for the most recent two (2) years shall automatically lose his/her handicap.

15. **USE OF GOLF CARTS**

15.1. A member or guest on the golf course shall not use golf carts without prior assignment and registration at the Pro Shop.

15.2. Golf carts may, at the discretion of the Golf Committee, be restricted to cart paths only.

15.3. Parking of golf carts is allowed only in designated areas.

15.4. Golf carts may only be used on the golf course when the course is open and golf cart restriction signs must be adhered to without exception.

15.5. Only two (2) persons and two (2) sets of golf Clubs are permitted per golf cart.

15.6. Pull carts are permitted.
15.7. Players should always use cart paths where provided. Cart drivers must be careful to avoid soft areas of the fairways, especially after rains. Use roughs whenever possible.

15.8. Operation of a golf cart is at the risk of the operator.

15.9. Cost of repair to a golf cart damaged by a member or family of a member shall be charged to the member or, in case of a guest, to the sponsoring member.

15.10. Each member shall be held fully responsible for any and all damages, including damage to the golf cart, that are caused by the misuse of the golf cart by the member, his/her family members or guests, and shall reimburse the Club and/or third party operator for any and all damage the Club/third party operator may sustain by reason of misuse.

15.11. Each member accepts and assumes all responsibility for liability connected with the operation of the golf cart. The member also expressly indemnifies and agrees to hold blameless the indemnified Parties from any and all damages, whether direct or consequential, arising from or related to the member’s, his/her family members’ or guests’ use and operation of the golf cart.

15.12. Violation of golf cart rules may result in the loss of golf cart privileges and/or playing privileges.

15.13. Private golf carts are permitted subject to the rules and regulations of the Club.

15.14. A member using a private golf cart will be held fully responsible for any and all damages caused by the misuse of the golf cart by the member, his/her family or guest, and the member shall reimburse the Club for any and all damages the Club may sustain by reason of misuse, including without limitation, damage to other golf carts and any property of the Club.

15.15. These rules and regulations may be expanded, reduced or amended, from time to time, at the sole discretion of the club.

15.16. Drivers of golf carts must be 18 years and older.

Amendments approved by the Main Committee on 27 May 2014.
1. NAME
2. MEMBERSHIP
3. AFFILIATION
4. OBJECTIVES
5. HEADQUARTERS
6. BADGES, COLOURS AND DRESS REGULATIONS
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A. BY-LAWS

1. NAME

1.1 The name of the section shall be the BOWLS SECTION of the PRETORIA COUNTRY CLUB, hereinafter respectively referred to as ‘the Bowls Section’ and ‘the Club’.

2. MEMBERSHIP

2.1 Only members of the Club shall be eligible for membership of the Bowls Section.

3. AFFILIATION

3.1 The Bowls Section shall be affiliated to Bowls South Africa and Bowls Gauteng North.

3.2 All members of the Bowls Section shall be levied with affiliation fees to be paid to the abovementioned bodies.

3.3 Bowls South Africa and Bowls Gauteng North regulations, as well as the Constitution and General By-Laws of the Club, shall always apply.

4. OBJECTIVES

4.1 The objectives of the Bowls Section shall be to provide and control the recreation of Bowls for its members and generally to aid in fostering and promoting the game as laid down by Bowls South Africa.

5. HEADQUARTERS

5.1 The Headquarters of the Bowls Section shall be at the Club.
6. BADGES, COLOURS AND DRESS REGULATIONS

6.1 The badges, colours and dress shall be -

6.1.1 Badge - Club Badge or Logo.

6.1.2 Blazer - Navy Blue with badge.

6.1.3 Jersey - White or Royal Blue with or without badge.

6.1.4 Hatband - Royal Blue with ‘Pretoria CC’ or ‘Pretoria Country Club’ embroidered thereon.

6.1.5 Tie - Club Tie.

6.1.6 Belt – White, Cream or Navy Blue with the Club Logo embroidered or printed on the latter type.

6.1.7 Shirt – White or Cream with or without badge and shall have a collar with long or short sleeves.

6.1.8 Men specific -

6.1.8.1 Trousers – White or Cream long or tailored shorts with the option of wearing Navy Blue longs in winter.

6.1.8.2 Socks – White or Cream short socks, predominantly white, (not anklets) to be worn with shorts.

6.1.8.3 League or outside events – Long white or cream trousers to be worn with Club shirt.

6.1.9 Ladies specific -

6.1.9.1 Dress – White or Cream with or without badge and shall have a collar with long or short sleeves or without sleeves.

6.1.9.2 Skirts, slacks, culottes or shorts ending below the knee White, Cream with the option of wearing Navy Blue in winter.

6.1.9.3 Blouse – White or Cream with or without badge and shall have a collar with long or short sleeves or without sleeves.

6.1.9.4 League – White or cream with a Club shirt.

6.2 A specific outfit, remaining within Club colours, may be proposed for approval by the respective subsection committee for the National Side or Sides participating in outside events.
6.3 Coloured clothing may be permitted on certain occasions and/or at certain times.

6.4 The required registration of outfits, with the exception of 6.3 above, with Bowls Gauteng North shall take place.

7. SUBSECTIONS

The Bowls Section shall consist of a Men’s Subsection and a Ladies’ Subsection, both controlled and managed by a joint Committee, hereinafter referred to as the ‘Bowls Committee’.

8. CONTROL AND MANAGEMENT

The affairs of the Bowls Section shall be managed and controlled by the Bowls Committee, which shall function as a subcommittee of the Committee of the Club, hereinafter referred to as the ‘Main Committee’.

9. BOWLS COMMITTEE

9.1 The Bowls Committee shall consist of elected members of the Men’s and Ladies’ Subsections, meeting jointly and will regulate the activities of the Bowls Section in accordance with the rules, by-laws and programmes of Bowls South Africa, Bowls Gauteng North, the Club and the Bowls Section.

9.2 The Bowls Committee shall consist of the following members:

9.2.1 A Captain of the Men’s Subsection.

9.2.2 A Captain of the Ladies’ Subsection.

9.2.3 A Secretary who shall be a member of either the Men’s or Ladies’ Subsection.

9.2.4 A Treasurer who shall preferably be a member of the Subsection not represented in 9.2.3 above.

9.2.5 A Competition Secretary for the Men’s subsection.

9.2.6 A Competition Secretary for the Ladies’ subsection.

9.2.7 Two additional members of the Men’s subsection.

9.2.8 Two additional members of the Ladies’ subsection.
9.3 Election of Bowls Committee -

9.3.1 The Bowls Committee shall be elected at the Annual General Meeting of the Bowls Section.

9.3.2 Candidates for election shall be proposed and seconded, and shall accept in writing, and shall have their names posted on the noticeboard of the Bowls Section not less than seven (7) days prior to the Annual General Meeting of the Bowls Section.

9.3.3 Nominations for Bowls Committee and other offices -

9.3.3.1 Only members of the Men’s Subsection may nominate, second and/or vote for the offices to be held by members of the Men’s Subsection.

9.3.3.2 Only members of the Ladies’ Subsection may nominate, second and/or vote for the offices to be held by members of the Ladies’ Subsection.

9.3.3.3 Members of both subsections may nominate, second and/or vote for the offices of Secretary and Treasurer.

9.3.4 Copies of the nominations for the Captains of the two subsections shall, in addition, be delivered to the General Manager of the Club and posted on the Club noticeboard 7 days prior to the meeting.

9.3.5 A candidate may be proposed and may accept nomination for any or all positions but may be elected to only one.

9.4 When the Bowls Committee is to be elected at the Annual General Meeting, the following procedure shall apply:

9.4.1 Members of the Men’s Subsection shall vote for and elect the Captain of the Men’s subsection.

9.4.2 Members of the Ladies’ Subsection shall vote for and elect the Captain of the Ladies’ Subsection.

9.4.3 Immediately thereafter all members of the Bowls Section present at the meeting shall then vote for one of the Captains to serve and act as the Captain of the Bowls Section. The Captain, who has not been elected, shall automatically be appointed Vice-Captain of the Bowls Section.

9.4.4 Thereafter the remaining members of the Bowls Committee will be elected in accordance with the above directives.

9.5 Members elected to the Bowls Committee shall hold office for one year until the next succeeding Annual General Meeting of the Bowls Section.
9.6 The Bowls Committee shall meet at least once a month or more often as necessary to transact the business of the Bowls Section. The Bowls Captain shall be the chairman at all meetings, and in the event of his/her absence, the Vice Captain shall act as chairman. Should both the Bowls Captain and Vice-Captain be absent from any meeting, the members present shall elect a chairperson. The chairperson shall have a deliberative as well as a casting vote at all meetings.

9.7 Any member of the Bowls Committee who fails to attend three consecutive ordinary meetings without leave having been first obtained shall be deemed to have resigned, unless a satisfactory explanation is furnished to the Captain.

9.8 In the event of a vacancy occurring during the term of the Bowls Committee the Bowls Committee shall have the power to co-opt a member of the Bowls Section to fill the vacancy in accordance with clause 21.3.3 of the Constitution.

10. MEN’S AND LADIES’ SUBCOMMITTEES

10.1 The members of the Men’s Subsection who have been elected to the Bowls Committee shall constitute and function as a Men’s SubCommittee.

10.2 Similarly, the members of the Ladies’ Subsection who have been elected to the Bowls Committee shall constitute and function as a Ladies’ SubCommittee.

10.3 Both these subcommittees shall operate as subcommittees of the Bowls Committee, with such powers and duties as are delegated to them by the Bowls Committee and shall meet separately whenever necessary to transact any business assigned to either of them by the Bowls Committee.

10.4 At such meetings the captain of the subsection shall act as chairperson and in his or her absence the members present shall elect a chairperson. The chairperson shall have a deliberative as well as a casting vote at all meetings.

11. SELECTION PANELS

11.1 There shall be two Selection Panels, as follows:

11.1.1 A Men’s Selection Panel consisting of the Men’s Captain, the Men’s Competition Secretary and three members of the Men’s Subsection and,

11.1.2 A Ladies’ Selection Panel consisting of the Ladies’ Captain, the Ladies’ Competition Secretary and three members of the Ladies’ sub-section.

11.2 The Panels mentioned in By-laws 11.1.1 and 11.1.2 above shall be responsible for:
11.2.1 the determination of appropriate grading and the handicaps of all members of their respective subsections; and

11.2.2 the determination of appropriate grading and the handicaps of all members for mixed bowls purposes at a joint selection panel meeting; and

11.2.3 the selection of teams for respective league competitions, national and district tournaments in their respective subsections and any other teams referred to them by the Bowls Committee.

11.3 The grading and handicapping shall be done annually within one month of the Annual General Meeting and, if deemed necessary, on additional occasions.

11.4 Election of Selection Panels

11.4.1 The Selection Panels shall be elected by secret ballot if more than three (3) nominations are received at the Annual General Meeting. Candidates for election shall be proposed and seconded and shall accept in writing and shall have their names posted on the noticeboard of the Bowls Section not less than seven (7) days prior to the Annual General Meeting of the Bowls Section.

11.4.2 Only members of the Men’s Subsection may nominate and vote for the three (3) members of the Men’s Selection Panel and only members of the Ladies’ Subsection may nominate and vote for the three (3) members of the Ladies’ Selection Panel.

11.4.3 Members elected to the Bowls Selection Committee shall hold office for one (1) year until the next succeeding Annual General Meeting of the Bowls Section.

11.5 The Selection Panels shall meet as and when required.

11.6 At the first meeting of either Selection Panel, the Captain of the relevant subsection shall chair the meeting and shall chair all subsequent meetings and in the event of his absence the members present shall elect a Chairperson for that meeting. Under the circumstances of By-law 11.2.2 the provision of By-law 9.6 insofar as the Chairman is concerned applies.

11.7 The Selection Panels shall have the right to co-opt further members for any particular meeting.

11.7.1 In the selection of teams to represent the Bowls Section in national and district tournaments, members of the Selection Panels who are candidates for any such teams, shall recuse themselves if their selection as team members is discussed.
11.7.2 The Selection Panels shall endeavour to maintain their full strength on such occasions by co-opting replacements for members who recuse themselves or who are absent for any reason whatsoever, provided further, that the Selection Panels may consult any suitable member, including recused candidates.

12. GREENS SUBCOMMITTEE

12.1 The Greens Subcommittee shall consist of the following members:

12.1.1 The Captain of the Bowls Section.

12.1.2 The two Competition Secretaries.

12.1.3 The member of the Bowls Committee to whom the supervision and care of the greens is allocated.

12.2 The Captain of the Bowls Section, or in his/her absence, the member of the Bowls Committee to whom supervision of greens is allocated, shall chair all meetings of this subcommittee and a member referred to in By-law 12.1.2 above shall act as Secretary.

12.3 The Greens Subcommittee shall:

12.3.1 monitor the condition of the greens and their environments;

12.3.2 monitor the care and treatment of the greens by the greens staff;

12.3.3 ensure that the greens and their environments at all times comply with the requirements laid down by Bowls South Africa and Bowls Gauteng North;

12.3.4 liaise with the Club’s Management, the Green keeper and his staff;

12.3.5 advise the Bowls Committee as to the availability of greens for play and as to the playability of any or all greens during inclement weather and adverse weather conditions;

12.3.6 generally concern itself with the greens and their environments to ensure good and enjoyable bowls;

12.3.7 have the right of co-option.
13. POWERS AND DUTIES OF THE BOWLS COMMITTEE

13.1 The Bowls Committee shall, in addition to the general powers delegated to it by the Main Committee, be entrusted with the following further powers:

13.1.1 to determine the powers and duties of the individual members of the Committee and to co-opt such additional member or members as it may deem necessary for any particular purpose or for any particular period;

13.1.2 to convene Annual and Special General Meetings of the Bowls Section in accordance with these By-laws;

13.1.3 to exercise supervision and control over the greens, their environments, the Clubhouse and all the facilities of the Bowls Section;

13.1.4 to summon any bowls member of the Club who has been guilty of an infringement of the Bowls By-laws or Rules or any other rule laid down by the Bowls Committee or who has been found guilty of unbecoming conduct either at the Club or at any other club, to appear before the Bowls Committee. The procedure laid down in the Disciplinary Procedure of the Club will mutatis mutandis be followed in such a disciplinary inquiry. If found guilty the Bowls Committee may suspend the bowls member for a period not exceeding six (6) months. Such a member shall have the right to appeal to the Main Committee within fourteen (14) days of the finding. In the event of the Bowls Committee finding that the transgression is serious, the matter should be referred to the Main Committee for a disciplinary inquiry.

13.1.5 to prescribe, monitor and ensure that the conduct and behaviour of all members and visitors as well as their dress and footwear is acceptable and appropriate; and that all rules and by-laws are complied with; and to take such action as it may deem necessary thereanent;

13.1.6 to raise and administer funds and conclude sponsorships for the Bowls Section in collaboration with the Main Committee;

13.1.7 to determine the days on which play may take place and the starting times;

13.1.8 to determine which green or greens or parts thereof shall be available for play;

13.1.9 to determine who shall be entitled to the use of the greens or the facilities of the Bowls Section and to allow non-members the use of one or more greens for the purpose of any match or competition;

13.1.10 to appoint stewards, umpires and other officers in connection with the conduct of the game;
13.1.11 to decide upon the competitions, games and matches to be played, including matches with other clubs, and to determine the respective conditions of play for all such competitions, games and matches;

13.1.12 to determine the order in which various competitions, matches and privately arranged games shall enjoy precedence so far as the use of the available green space is concerned;

13.1.13 to determine fees for competitions or impose any levy and to decide on how and in what manner these monies shall be expended;

13.1.14 without divesting itself of its powers and duties to delegate, at any time, any one or more of such powers and duties to any one or more of its members or to any subcommittee or subsection;

13.1.15 to alter any rule as it may deem necessary by placing a notice on the noticeboards of the Bowls Section for fourteen (14) days prior to implementation and with the approval of the Main Committee;

13.1.16 to select all teams to represent the Bowls Section in any outside matches not dealt with by the Selection Panels;

13.1.17 to perform generally all such duties as may be necessary for the efficient and proper functioning of the Bowls Section;

13.1.18 to manage the Bowls fund and keep proper financial accounts and records of the Bowls Section’s affairs.

14. ANNUAL AND SPECIAL GENERAL MEETINGS

14.1 Annual and Special General Meetings shall be convened in accordance with Section 27 of the Club’s Constitution.

14.2 The Annual General Meeting of the Bowls Section shall be held on a date decided by the Bowls Committee at least seven (7) days prior to the Annual General Meeting of the Club.

14.3 The Annual General Bowls Meeting shall be convened by due notice specifying all matters for which the meeting is called, and shall be:

14.3.1 posted on the Club and Bowls noticeboard; and/or

14.3.2 posted no later than fourteen (14) days prior to the date of the meeting to each member of the Bowls Section; and/or

14.3.3 published on the Club website (www.ptacc.co.zw).
14.4 The Annual General Meeting of the Bowls Section shall:

14.4.1 have a quorum of twelve (12) Bowls Section members. In the event of a quorum not being present within half an hour of the appointed time, the members present shall form a quorum;

14.4.2 decide on any motion by a majority vote of members present. The chairperson shall have an ordinary as well as deciding vote; and

14.4.3 be presided over by a chairperson, who shall be the Captain, or in his/her absence the Vice-Captain, or in his/her absence, a member elected by the Annual General Bowls Meeting.

14.5 No motion may be proposed at the Annual General Bowls Meeting unless due notice thereof has been given, mutatis mutandis, in terms of By-law 14.3. Details of the motion are to be specified.

14.6 The business of the Annual General Bowls Meeting shall be:

14.6.1 to confirm the minutes of the previous Annual General Meeting and any Special General Meeting held subsequent thereto:

14.6.2 to receive and, if approved adopt the Captain’s report for the past year, which shall cover at least the detailed income and expenditure account of all the funds of the Bowls Section:

14.6.3 to elect the Bowls Committee to serve for the ensuing year, nominated as provided in By-law 9.3;

14.6.4 to elect Selection Panels as provided for in By-law 11;

14.6.5 to consider any proposals relating to the conduct of the affairs of the Bowls Section and to make recommendations to the incoming Bowls Committee in connection therewith.

14.7 A Special General Meeting may be convened by the Bowls Committee at any time and shall be so convened upon receipt of a requisition in writing signed by not less than twenty (20) members setting forth the subject matter to be discussed and any proposal(s) to be considered at such meeting. The same procedures as outlined in By-laws 14.3 and 14.4 shall apply. The business to be dealt with at any Special General Meeting shall be stated on the notice convening the meeting and it shall not be competent to discuss or decide any business, other than stated, at such meeting.
15. **QUORUMS**

The following shall constitute quorums:

15.1 At General Meetings – twelve (12) Members.

15.2 At Bowls Committee Meetings - 60% of the Committee members.

15.3 At Subsection Committee Meetings – three (3) Members.

15.4 At Selection Panel Meetings – three (3) Members, subject, however, to By-law 11.6.

15.5 At Greens Subcommittee Meetings – three (3) Members.

15.6 At joint Selection Panel Meetings – three (3) members of each Subsection’s Selection Panels, subject, however, to By-law 11.6.

16. **LIGHTNING SAFETY**

Refer to the General By-laws of the Club, Section 25.

17. **INJURY TO PERSONS AND DAMAGE TO PROPERTY**

Refer to the General By-laws of the Club, Section 3.

18. **PROPERTY**

Refer to the General By-laws of the Club, Section 2
19. AMENDMENTS TO THE BOWLS BY-LAWS

19.1 The Main Committee may pass, amend or rescind any by-law for the regulation of the Club, provided that notice had been given *mutatis mutandis* in terms of the Constitution, Clause 22.4.1

19.2 Any proposals by the Bowls Section to amend these By-laws shall be submitted in writing to the Bowls Committee and posted by it on the noticeboard of the Bowls Section not less than fourteen (14) days prior to the date of such meeting.

19.3 No proposal from the Bowls Section to amend these By-laws shall be made except at a General Bowls Meeting and no amendment shall be effected unless carried by at least two-thirds of the total votes cast at the General Meeting.

19.4 Any amendment shall be of immediate effect and where necessary the Committee should make provision for such event.

19.5 These By-laws and rules—as well as any alteration, variation or amendment thereto—shall be subject to the approval of the Main Committee.


20. RULES

The rules of the Bowls Section:

20.1 Will be read in conjunction with the Constitution and By-laws of the Club

20.2 Will be published on the Bowls noticeboard.

Amendments approved by the Main Committee April 2014.

Amendments approved by the Main Committee August 2014.
B. PCC BOWLS RULES
(Amended August 2014)

1. Club playing days shall be Tuesdays, Wednesdays, Thursdays, Saturdays and Sundays, and when a Public Holiday falls on a Monday or a Friday, also on such day. Play shall be in the afternoons except for Sundays and Public Holidays when it shall be in the mornings. On Tuesdays play will be in the afternoon in winter and in the evenings in summer. The Bowls Committee, however, reserves the right to prescribe a change hereto for specific or special reasons.

2. Competitions and matches played on the Club’s greens, under the control of the National or any Provincial or District Bowling Association shall take precedence over all other competitions, matches or games.

3. Competitions, events and arranged games sanctioned by the Bowls Committee shall, subject to 2 above, have precedence over other games at all times.

4. Subject to 2 and 3 above, play shall be as follows:

4.1 Tuesday afternoons (winter months – May to August)

Drawn Mixed bowls except that 2 rinks will be set aside to accommodate those ladies not wishing to play mixed bowls. Green space permitting, rinks will also be set aside to accommodate men’s arranged or drawn games.

4.2 Tuesday evenings (summer months - September to April)

Drawn Mixed bowls under floodlights: during the summer months or at the Bowls Committee’s discretion, evening bowls will revert to afternoon bowls, where 4.1 above shall apply.

4.3 Wednesdays

Drawn bowls shall be played by the men provided that two rinks shall be set aside for ladies’ arranged or drawn games, unless the first Wednesday of the month falls on a public holiday when drawn mixed bowls will be played under the name of ‘Biltong trips’ and play will be restricted to club members only.

4.4 Thursdays

Drawn bowls shall be played and organised by the ladies, except that 2 rinks shall be set aside to accommodate men’s arranged or drawn games.

4.5 Saturdays

Drawn mixed bowls will be played except that 2 rinks will be set aside to accommodate those men or women not wishing to play mixed bowls. Green space permitting, rinks will also be set aside to accommodate arranged or drawn games.
4.6 Sundays

Mixed bowls shall be played.

4.7 Public Holidays

Mixed bowls shall be played and where appropriate a sponsored day and ‘Bring-and-Braai’ will be arranged.

5. Subject to the provisions set out above, no arranged games shall take place on playing days except with the prior consent of a member of the Bowls Committee.

6. No play shall commence before 09h00 on any day except by direction of or with the prior consent of a member of the Bowls Committee.

7. The draw for play (Tabs-in) shall take place on the following basis:

**Summer:** 1 September to 30 April: *Morning: 08h50, Afternoon: 13h40, Evening: 17h50*

**Winter:** 1 May to 31 August: *Morning: 08h50, Afternoon: 13h20*

The Bowls Committee may prescribe other times provided that notice of any change shall have been posted on the Bowls Section noticeboards not less than 7 days prior to such change being implemented.

8. Regarding use of the greens for practice:

8.1 Members may only make use of the greens for practice purposes during official playing sessions with the prior approval of the Committee member on duty. Members are required to wear the approved dress when practising, with the proviso that acceptable casual clothing may be worn after 10h00 and 16h00 or after official playing times.

8.2 Members may make use of a green for practice purposes outside of official playing sessions provided that the green has been declared ‘open’ for play and that the practice session does not interfere with the preparation of the green. Acceptable casual clothing is permissible at such times.

8.3 Members who make use of the greens for practice purposes after 10h00 or after 16h00 or outside of official playing sessions shall be responsible for the return of all club’s bowling equipment utilised.
9. Play shall not take place on any green or rink which has not been made available by the Bowls Committee for play.

10. The Bowls Committee may at any time close any greens or green or part thereof.

11. The Bowls Committee may at any time reserve any one or more greens or part thereof for play by persons other than Club members.

12. Any guest participating in any ‘Tabs-in’ draw, shall not be drawn to play as Skip, unless otherwise decided by the Committee member on duty.

13. Visitors and guests shall be permitted to play on normal playing days and at prescribed times provided that:

   13.1 they have a bowls handicap allocated by a recognised bowls club; and

   13.2 they shall pay the same playing fees as members as well as a prescribed visitor’s fee.

14. All club competitions shall be played in accordance with the following procedure:

   14.1 All competitions shall be played on a ‘blitzed’ system, i.e. played during a fixed allocated period, and lists inviting entries shall record the relevant dates.

   14.2 Members may not enter for a competition unless they are available to play on the date of the first round as specified in the relevant notice, unless the Competition Secretary agrees thereto and makes a special dispensation.

   14.3 Subject to the approval of the relevant Competition Secretary, participants will be entitled to arrange with their opponents either to pre-play a match, i.e. before the date fixed for the match to be played, or to postpone play of a match.

   14.4 In order to accommodate all the members and to maintain the cordial atmosphere of the social Club, the following will apply:

       14.4.1 matches will be scheduled for a specific day with an end date by which time the match must be completed;

       14.4.2 it is preferable that matches be played on the scheduled days, but if it is not possible for the match to be completed by the end date then the defaulter will forfeit the match.
14.4.3 alternate dates, within the time limit, are to be arranged and agreed to by the opposing skips and the competition secretary notified accordingly.

14.4.4. in the case of championship matches, the ‘end date’ shall not be longer than two (2) weeks after the scheduled date.

14.4.5 in the case of ‘handicap’ (drawn) events, the ‘end date’ shall not be longer than one (1 week) after the scheduled date.

14.5 Substitutes and Replacements:

14.5.1 Substitutes shall not be permitted in Singles or Pairs events, provided that if one player of a pair’s team is unable to participate, a replacement shall be allowed prior to the first match being played.

14.5.2 In all other club competitions, the Bowls Committee shall nominate a substitute where any member of a team is, for any reason, unable to play or fails to arrive on time on a competition date. Not more than one substitute per team shall be allowed.

14.5.3 Where in the case of ‘Fours’ and ‘Triples’ competitions, the Skip is unable to play, the Third in a ‘Fours’ or second in a ‘Triples’, as the case may be, shall take over as Skip, and be replaced by a substitute nominated by the Bowls Committee, and in such event the new Skip may rearrange the positional play of the other members of the team.

14.5.4 Any player who is nominated and agrees to take the place of another for the duration of the competition before the first round is played, is a replacement and not a substitute.

14.5.5 In nominating substitutes, the Bowls Committee shall, wherever possible, select two or three available players, who, save in a Round Robin Competition, are not and have not been competitors, and whose handicaps wherever possible are not better than the handicap of the competitor who is to be substituted, and allow the Skip of the team concerned to draw one of these players, and the player so drawn shall be the substitute nominated by the Bowls Committee. If it is not possible to obtain a substitute as specified herein, the team concerned may be scratched. Substitutes shall, wherever possible, be avoided in a final.
15. Members are required to put their names on the Leave List at least two weeks prior to their absence.

16. Members shall ensure that they will not be on leave during the playing period of a competition, unless agreed to by the applicable Competition Secretary.

17. The Bowls Committee may in its sole discretion grant urgent casual leave during competitions.

18. Any player in a singles competition who does not arrive to play a scheduled match will be scratched from the competition. This condition will also apply to pairs events except for a first round match when the replacement law may be applied.

19. Entry fees payable in respect of club competitions shall be determined by the Bowls Committee from time to time.

20. The following competitions shall be played during each playing season:

20.1 Men’s and Ladies’ Championship Singles, Men’s and Ladies’ Championship Pairs, and the Championship Mixed Pairs and the Mixed Novices Singles Championship.

20.2 Each subsection shall determine its other events to be played during each playing season.

21. Matches, fixtures and names of participants will be posted on the Bowls noticeboards from Tuesday prior to the week in which a match is to be played and will also, if possible, be published in the Press. In all cases, however, the Bowls noticeboard will prevail as the official notification.

22. In selecting teams to represent the Club in National or District Tournaments, the Committee will place notices on the noticeboard calling for the names of available members.

23. Except with the permission of a member of the Bowls Committee, no member shall participate in any ‘Tabs-in’ draw or competition unless an official handicap has been allocated to him/her. Such handicap shall not be allocated until the Bowls Committee has determined and is satisfied that the member has achieved a sufficient standard of play.
24. Permission for a member to take part in any ‘Tabs-in’ draw or competition, whether or not an official handicap had been allocated to him/her, may be temporarily withdrawn by the Bowls Committee if in the sole opinion of the Bowls Committee:

24.1 the member’s standard of play has deteriorated to an extent which is below the minimum standard required for play; or

24.2 the member’s conduct while playing is unacceptable and/or contrary to accepted norms.

25 Acceptable casual clothing may be worn for evening play and on Sundays and public holidays, subject to approval by the Bowls Committee, except for competitions when the dress will be normal bowls dress.

26 Fees:

26.1 Tabs-in: Weekdays and Saturdays R15.00 per session.
26.2 Tabs-in: Sunday mornings R10.00 per session.
26.3 Tabs-in: Public holidays R15.00 per session.
26.4 Visitors and Guests: R15.00 per session plus R10.00 ‘Guest fee’
26.5 Special events: The fee to be determined by the appropriate sub-committee.

1. NAME
2. SQUASH SECTION
3. ANNUAL GENERAL SQUASH MEETING
4. THE SQUASH COMMITTEE
5. POWERS AND DUTIES OF THE SQUASH COMMITTEE
6. AREA OF JURISDICTION OF THE SQUASH COMMITTEE
7. SPECIAL GENERAL SQUASH MEETINGS
8. LIMITATIONS
9. AMENDMENT OF SQUASH BY-LAWS
10. RULES OF GAME
11. DRESS
12. GUESTS
13. PROPERTY
14. INJURY TO PERSONS OR DAMAGE TO PROPERTY
15. RULES OF THE SQUASH SECTION
1. NAME

The name of the section shall be the SQUASH SECTION of the PRETORIA COUNTRY CLUB, hereinafter respectively referred to as ‘the Squash Section’ and ‘the Club’.

2. SQUASH SECTION

2.1 The interests of the Squash Section shall be looked after by a Committee of members of the Squash Section, elected by members of the Squash Section at the Annual General Squash Meeting.

2.2 A member of the Club shall become a member of the Squash Section by registering in terms of the rules prescribed by the Club.

3. ANNUAL GENERAL SQUASH MEETING

3.1 The Annual General Squash Meeting of the members of the Squash Section shall be convened in accordance with Section 27 of the Club’s Constitution.

3.2 The Annual General Meeting of the Squash Section shall be held on a date decided by the Squash Committee at least seven (7) days prior to the Annual General Meeting of the Club.

3.3 The Annual General Squash Meeting shall be convened by due notice specifying all matters for which the meeting is called, and shall be -

3.3.1 posted on the Club and Squash noticeboards and/or

3.3.2 posted no later than fourteen (14) days prior to the date of the meeting to each member of the Squash Section and/or

3.3.3 published on the Club’s website (www.ptacc.co.za)

3.4 The Annual General Squash Meeting shall –

3.4.1 have a quorum of ten (10) members. In the event of a quorum not being present within half an hour of the appointed time, the members present shall form a quorum;

3.4.2 decide on any motion by a majority vote of members present. The chairperson shall have an ordinary as well as a deciding vote; and

3.4.3 be presided over by a Chairperson, who shall be the Captain, or in his or her absence the Vice-Captain, or in his absence, a member elected by the Annual General Squash Meeting.
3.5 No motion may be proposed at the Annual General Squash Meeting unless notice thereof has been given, *mutatis mutandis*, in terms of By-law 3.3.2 not later than fourteen (14) days prior to the date of the meeting. Details of the motion are to be specified.

3.6 The business of the Annual General Squash Meeting shall be –

3.6.1 to confirm the minutes of the previous Annual General Meeting and any Special General Meetings held subsequent thereto;

3.6.2 to receive and, if approved, adopt the Captain's report for the past year, which shall cover at least the detailed income and expenditure account of all the funds of the Squash Section;

3.6.3 to elect a Committee to look after the interests of the Squash Section;

3.6.4 to discuss any matter which, at the sole discretion of the Chairperson, is relevant to the interests of the Squash Section; and

3.6.5 to decide upon any duly proposed motion.

3.7 Any motion passed at the Annual General Squash Meeting shall be referred to the Squash Committee for implementation.

4. **THE SQUASH COMMITTEE**

4.1 The Squash Committee shall consist of:

4.1.1 a Captain; and

4.1.2 six (6) additional members, provided that, with the approval of the Annual General Squash Meeting, the number of such additional members may be varied and not be fewer than four (4), (excluding the captain) and not more than eight (8), in number (excluding the Captain).

4.2 The quorum of the Squash Committee shall be four (4) members.

4.3 Captain and Vice-Captain

At the first committee meeting following the election of the Committee, the Committee shall elect from amongst its members a Captain and Vice-Captain of the Squash Section for the ensuing year, a Vice-Captain to act in the absence of the Captain. Election of both Captain and Vice-Captain of the Squash Section shall be by secret ballot to be conducted at the first meeting of the Committee, which must be held within fourteen (14) days of the Annual General Meeting. The current Captain will continue to hold office until his successor is elected.

4.4 The Squash Committee shall be presided over by the Captain, or in his/her absence, the Vice-Captain, or in his/her absence, a member of the Squash Committee elected by the meeting and shall meet monthly at least eight (8) times per annum.

4.5 The members of the Squash Committee shall remain in office until their successors are elected at the second annual general squash meeting held since the election.
Clause 21.4.2 of the Constitution shall apply *mutatis mutandis* to the election of the Squash Committee Members.

In the event of a vacancy occurring during the term of the Squash Committee, the Squash Committee shall have the power to co-opt a member of the Squash Section to fill the vacancy in accordance with Clause 21.3.3 of the Constitution.

The Squash Committee shall decide any matter by majority vote of members present. The Chairperson shall have an ordinary as well as a deciding vote.

### 5. POWERS AND DUTIES OF THE SQUASH COMMITTEE

The Squash Committee shall have the power to –

5.1 make recommendations to the Main Committee of the Club regarding any matter relating to the Squash Section;

5.2 propose amendments or repeals of these by-laws and squash rules to the Main Committee as it considers necessary for the running of the Squash Section;

5.3 convene Annual and Special General Meetings of the Squash Section in accordance with these by-laws;

5.4 advise the Club Management regarding the proper care and maintenance of the court facilities, equipment and on the proper care of the grounds falling within its jurisdiction;

5.5 draw up a ladder of players and select teams and organise and control matches, tournaments, both at home and away, competitions, functions and championships;

5.6 regulate the manner in which courts may be used, reserved, or allotted;

5.7 decide which days shall be open days, that is, days on which play is arranged by a member of the Squash Committee;

5.8 manage a Squash Fund and keep proper financial accounts and records of the Squash Section’s affairs;

5.9 levy an entrance fee in respect of open days, competitions, tournaments, functions or championships or in respect of members introducing guests to the Squash Section;
5.10 determine rules applicable to the dress code of players using the courts, the organising of events, the use of the courts as well as the areas under its jurisdiction as determined in By-law 6. It may also include other items within the powers of the Squash Committee. These rules (5.10) shall be reviewed annually by the Squash Committee and be posted on the Squash noticeboard and/or the Club website; and

5.11 summon any squash member of the Club who has been guilty of an infringement of the squash By-laws or any other rule laid down by the Squash Committee or who has been found guilty of unbecoming conduct either at the Pretoria Country Club or at any other club, to appear before the Squash Committee. The procedure laid down in the Disciplinary Procedure of the Club will mutatis mutandis be followed in any such disciplinary inquiry. If found guilty, the Squash Committee may suspend the squash member for a period not exceeding six (6) months. Such a member shall have a right of appeal to the Main Committee within seven (7) days of the finding. In the event of the Squash Committee finding that the transgression is serious, the matter should be referred to the Main Committee for a disciplinary inquiry.

6. AREA OF JURISDICTION OF THE SQUASH COMMITTEE

The squash complex, including the change rooms and the grounds immediately adjacent to the aforementioned facilities, including the stock in the squash bar

7. SPECIAL GENERAL SQUASH MEETINGS

7.1 The Squash Committee shall, upon the written request of at least (twenty) 20 members of the Squash section setting out the reasons for which the meeting is being requested, or at any time in its discretion, call a Special General Squash Meeting for the purpose of considering and deciding on any matter.

7.2 Notice of the Special General Meeting shall be given, mutatis mutandis, in terms of By-law 3.3.2 hereof not later than fourteen (14) days prior to the date of the meeting, specifying details of the purpose of the meeting.

7.3 The By-laws applicable to the Annual General Squash Meeting shall apply, mutatis mutandis, to a Special General Squash Meeting.

8. LIMITATIONS

8.1 Any decision affecting the Squash Section taken by the Main Committee of the Club, after due deliberation and after consultation with the Squash Committee or its representatives, shall be binding on the Squash Section.

8.2 Any decision of the Annual or Special General Squash Meetings, or of the Squash Committee, is subject to the approval of the Main Committee and any decision taken by the Main Committee that affects the Squash Section, is binding upon that section.
9. **AMENDMENT OF SQUASH BY-LAWS**

9.1 The Main Committee may pass, amend or rescind any by-law for the regulation of the Club provided that notice had been given *mutatis mutandis* in terms of the Constitution, Clause 22.4.1.

9.2 No proposal from the Squash Section to amend these by-laws shall be made except at a General Squash Meeting and no amendment shall be effected unless carried by at least two-thirds of the total votes cast at the General meeting.

9.3 Any proposal by the Squash Section to amend these by-laws shall be submitted in writing to the Squash Committee and posted by it on the notice-board of the Squash Section not less than fourteen (14) days prior to the date of such meeting.

9.4 These By-laws and regulations as well as any alteration, variation or amendment thereto shall be subject to the approval of the Main Committee.

10. **RULES OF GAME**

The rules of play shall be the rules promulgated by the South African Squash Association or its successor in title.

11. **DRESS**

Only squash shoes with gum rubber soles shall be allowed. Dress on court shall be as determined by the Squash Committee in terms of the rules as formulated in terms of By-law 5.10.

Cognisance should be taken of the dress code promulgated by Gauteng North Squash Association.

12. **GUESTS**

The rules applicable to guests shall be in accordance with the Club Constitution and By-laws.

13. **PROPERTY**

Refer to the General By-laws of the Club, Section 2

14. **INJURY TO PERSONS AND DAMAGE TO PROPERTY**

Refer to the General By-laws of the Club, Section 3
15. **RULES OF THE SQUASH SECTION**

The rules of the Squash Section -

15.1 will be read in conjunction with the Constitution and By-laws of the Club; and

15.2 will be published on the Squash noticeboard.

Amendments approved by Main Committee in January 2009

Amendments approved by the Main Committee in July 2014.
1. NAME
2. TENNIS SECTION
3. ANNUAL GENERAL MEETINGS
4. THE TENNIS COMMITTEE
5. POWERS AND DUTIES OF THE TENNIS COMMITTEE
6. AREA OF JURISDICTION OF THE TENNIS COMMITTEE
7. SPECIAL GENERAL MEETINGS
8. LIMITATIONS
9. AMENDMENT OF TENNIS BY-LAWS
10. RULES OF GAME
11. DRESS
12. GUESTS
13. INJURY TO PERSONS OR DAMAGE TO PROPERTY
14. LIGHTNING SAFETY
15. RULES OF TENNIS SECTION
1. **NAME**

The name of the section shall be the **TENNIS SECTION** of the **PRETORIA COUNTRY CLUB**, hereinafter respectively referred to as ‘the Tennis Section’ and ‘the Club’.

2. **TENNIS SECTION**

2.1 The interests of the Tennis Section shall be looked after by a Committee of members of the Tennis Section, elected by members of the Tennis Section at the Annual General Tennis Meeting.

2.2 A member of the Club shall become a member of the Tennis Section by registering in terms of the rules prescribed by the Club.

3. **ANNUAL GENERAL TENNIS MEETING**

3.1 The Annual General Tennis Meeting of the members of the Tennis Section shall be convened in accordance with Section 27 of the Club’s Constitution.

3.2 The Annual General Meeting of the Tennis Section shall be held on a date decided by the Tennis Committee at least seven (7) days prior to the Annual General Meeting of the Club.

3.3 The Annual General Tennis Meeting shall be convened by due notice specifying all matters for which the meeting is called and shall be-

3.3.1 Posted on the Club and Tennis noticeboards and/or

3.3.2 Posted no later than fourteen (14) days prior to the date of the meeting to each member of the Tennis Section and/or

3.3.3 Published on the Club’s website (www.ptacc.co.za) specifying all matters for which the meeting is called.
3.4 The Annual General Tennis Meeting shall –

3.4.1 have a quorum of ten (10) members. In the event of a quorum not being present within half an hour of the appointed time, the members present shall form a quorum;

3.4.2 decide on any motion by a majority vote of members present. The chairperson shall have an ordinary as well as a deciding vote; and

3.4.3 be presided over by a Chairperson, who shall be the Captain, or in his/her absence the Vice-Captain, or in his/her absence, a member elected by the Annual General Tennis Meeting.

3.5 No motion may be proposed at the Annual General Tennis Meeting unless notice thereof has been given, *mutatis mutandis*, in terms of By-law 3.3.2 not later than fourteen (14) days prior to the date of the meeting. Details of the motion are to be specified.

3.6 The business of the Annual General Tennis Meeting shall be –

3.6.1 to confirm the minutes of the previous Annual General Meeting and any Special General Meetings held subsequent thereto.

3.6.2 to receive and if approved, adopt the Captain's report for the past year, which shall cover at least the detailed income and expenditure account of all the funds of the Tennis Section;

3.6.3 to elect a Committee to look after the interests of the Tennis Section;

3.6.4 to discuss any matter which, at the sole discretion of the Chairperson, is relevant to the interests of the Tennis Section; and

3.6.5 to decide upon duly proposed motions.

3.7 Any motion passed at the Annual General Tennis Meeting shall be referred to the Tennis Committee for implementation.
4. THE TENNIS COMMITTEE

4.1 The Tennis Committee shall consist of –

4.1.1 a Captain; and

4.1.2 six (6) additional members, provided that, with the approval of the Annual General Tennis Meeting the number of such additional members may be varied so as to be not fewer than five (5) and not more than eight (8) in number (excluding the Captain).

4.2 The quorum of the Tennis Committee shall be four (4) members.

4.3 Captain and Vice-Captain

At the first committee meeting following the election of the Committee, the Committee shall elect from amongst its members a Captain and Vice-Captain of the Tennis Section for the ensuing year, a Vice-Captain to act in the absence of the Captain. Election of both Captain and Vice-Captain of the Tennis Section shall be by secret ballot to be conducted at the first meeting of the Committee, which must be held within fourteen (14) days of the Annual General Meeting. The current Captain will continue to hold office until his successor is elected.

4.4 The Tennis Committee shall be presided over by the Captain, or, in his/her absence, the Vice-Captain, or, in his/her absence, a member of the Tennis Committee elected by the meeting and shall meet monthly at least eight (8) times per annum.

4.5 The members of the Tennis Committee shall remain in office until their successors are elected at the next Annual General Tennis Meeting.

4.6 Clause 21.4.2 of the Constitution shall apply mutatis mutandis to the election of the Tennis Committee Members.

4.7 In the event of a vacancy occurring during the term of the Tennis Committee, the Tennis Committee shall have the power to co-opt a member of the Tennis Section to fill the vacancy in accordance with Section 21.3.3 of the Constitution.

4.8 The Tennis Committee shall decide any matter by majority vote of members present. The Chairperson shall have an ordinary as well as a deciding vote.
5. POWERS AND DUTIES OF THE TENNIS COMMITTEE

The Tennis Committee, shall have the power to –

5.1 make recommendations to the Main Committee of the Club regarding any matter affecting the Tennis Section;

5.2 propose amendments or repeals of these By-laws and tennis rules to the Main Committee as it considers necessary for the running of the Tennis Section;

5.3 convene Annual and Special General Meetings of the Tennis Section in accordance with these By-laws.

5.4 advise the Club Management regarding the proper care and maintenance of the court facilities, equipment and on the proper care of the grounds falling within its jurisdiction;

5.5 draw up a ladder of players, and select teams and organise and control matches, tournaments, both at home and away, competitions, functions and championships;

5.6 regulate the manner in which courts may be used, reserved, or allotted;

5.7 decide which days shall be open days, that is, days on which play is arranged by a member of the Tennis Committee;

5.8 manage a Tennis Fund and keep proper financial accounts and records of the Tennis Section’s affairs;

5.9 levy an entrance fee in respect of open days, competitions, tournaments, functions or championships, or in respect of members introducing guests to the Tennis Section;

5.10 determine rules applicable to the dress code of players using the courts, the organising of events, and the use of the courts as well as the areas under its jurisdiction as determined in By-law 6. It may also include other items within the powers of the Tennis Committee. These rules (5.10) shall be reviewed annually by the Tennis Committee and be posted on the Tennis noticeboard and/or the Club website; and
5.11 summon any tennis member of the Club who has been guilty of an infringement of the Tennis By-laws or any other rule laid down by the Tennis Committee or who has been found guilty of unbecoming conduct either at the Pretoria Country Club or at any other club, to appear before the Tennis Committee. The procedure laid down in the Disciplinary Procedure of the Club will, mutatis mutandis, be followed in any such disciplinary inquiry. If found guilty, the Tennis Committee may suspend the tennis member for a period not exceeding six (6) months. Such a member shall have a right of appeal to the Main Committee within seven (7) days of the finding. In the event of the Tennis Committee finding that the transgression is serious, the matter should be referred to the Main Committee for a Disciplinary Inquiry.

6. **AREA OF JURISDICTION OF THE TENNIS COMMITTEE**

The Tennis courts, tennis kiosk, the change rooms adjacent to the kiosk, the grounds immediately adjacent to the aforementioned facilities, including the stock in the tennis kiosk.

7. **SPECIAL GENERAL TENNIS MEETINGS**

7.1 The Tennis Committee shall, upon the written request of at least twenty (20) members of the Tennis section setting out the reasons for which the meeting is being requested, or at any time in its discretion, call a Special General Tennis Meeting for the purpose of considering and deciding on any matter.

7.2 Notice of the Special General Meeting shall be given, mutatis mutandis, in terms of By-law 3.3.2 hereof not later than fourteen (14) days prior to the date of the meeting specifying details of the purpose of the meeting.

7.3 The By-laws applicable to the Annual General Tennis Meeting shall apply, mutatis mutandis, to a Special General Tennis Meeting.

8. **LIMITATIONS**

8.1 Any decision affecting the Tennis Section taken by the Main Committee of the Club, after due deliberation and after consultation with the Tennis Committee or its representatives, shall be binding on the Tennis Section.

8.2 Any decision of the Annual or Special General Tennis Meeting, or of the Tennis Committee, is subject to the approval of any decision taken by the Main Committee that affects the Tennis Section.
9. **AMENDMENT OF TENNIS BY-LAWS**

9.1 The Main Committee may pass, amend or rescind any by-law for the regulation of the Club provided that notice had been given *mutatis mutandis* in terms of the Constitution, Section 22.4.1.

9.2 No proposal from the Tennis Section to amend these by-laws shall be made except at a General Tennis Meeting and no amendments shall be effected unless carried by two-thirds of the total votes cast at the General Meeting.

9.3 Any proposal by the Tennis Section to amend these by-laws shall be submitted in writing to the Tennis Committee and posted by it to the noticeboard of the Tennis Section not less than fourteen (14) days prior to the date of such meeting.

9.4 These by-laws and regulations as well as any alteration, variation or amendment thereto shall be subject to the prior approval of the Main Committee.

10. **RULES OF GAME**

The rules of play shall be the rules promulgated by the South African Tennis Association or its successor in title.

11. **DRESS**

Regulation tennis attire must be worn at all times. Dress on court shall be as determined by the Tennis Committee in terms of the rules as formulated in terms of By-law 5.10.

Cognisance should be taken of the dress code promulgated by Gauteng North Tennis Association.

12. **GUESTS**

The rules applicable to guests shall be in accordance with the Club Constitution and By-Laws.

13. **PROPERTY**

Refer to the General By-laws of the Club, Section 2
14. **INJURY TO PERSONS AND DAMAGE TO PROPERTY**

Refer to the General By-laws of the Club, Section 3

15. **LIGHTNING SAFETY**

Refer to the General By-laws of the Club, Section 25

16. **RULES OF THE TENNIS SECTION**

The rules of the Tennis Section –

16.1 will be read in conjunction with the Constitution and By-laws of the Club.

16.2 will be published on the Tennis noticeboard.

Amendments approved by Main Committee - March 2014
A. PRETORIA CLUB SECTION BY-LAWS

1. NAME
2. MEMBERSHIP
3. MANAGEMENT
4. CHAIRMAN AND VICE-CHAIRMAN
5. POWERS AND DUTIES OF THE COMMITTEE
6. ANNUAL GENERAL MEETING AND SPECIAL GENERAL MEETING
7. INTRODUCTION OF GUESTS
8. TERMINATION OF MEMBERSHIP
9. RECIPROCITY
10. INJURY TO PERSONS OR DAMAGE TO PROPERTY
11. PROPERTY AND LIABILITY
12. DRESS
13. AMENDMENT OF SECTION BY-LAWS

B. RULES OF THE PRETORIA CLUB SECTION

1. NAME OF ROOMS
2. DRESS CODE
3. THE PRIVATE USE OF THE ROOMS
4. OPERATING HOURS
5. REGULAR FUNCTIONS AND MEETINGS
6. AUTHORISED SMOKING AREA
7. CLUB LIBRARY
8. SERVICING OF THE AREA
9. BOOKINGS
1 NAME

The name of the Section shall be the Pretoria Club Section of the Pretoria Country Club, hereinafter respectively referred to as 'the Section and' 'the Club'.

2 MEMBERSHIP

All adult members of the Club shall be eligible for membership of the Section.

3 MANAGEMENT

3.1 The Section shall be managed by a committee of 8 members, elected by ballot at the Annual General Meeting of the Section. This committee shall be a Subcommittee of the Main Committee of the Club ('the Main Committee') and shall be subject to its control and direction.

3.2 These By-laws shall be read in conjunction with the Constitution and By-laws of the Club.

3.3 The Section Committee shall consist of persons who have been members of the Pretoria Club for not less than three (3) years.

3.4 Two members of the Committee shall retire annually but shall be eligible for re-election.

3.5 Two members to fill the vacancies on the Committee shall be elected at each Annual General Meeting to serve for a period of three years.

3.6 Any additional vacancy may be filled at an Annual General Meeting by the election of members to serve for the unexpired period, applicable to each such vacancy.

3.7 In the event of a tie between two or more candidates for a place on the Committee, their names shall forthwith be put forward for a second ballot and in the event of a further tie after such second ballot; the chairman of the meeting shall have a casting vote.
3.8 The Committee is authorized to act notwithstanding any vacancy and may appoint any eligible member of the club to fill a casual vacancy.

3.9 The Committee shall meet at least once in each calendar month excepting only the month of December, three members forming a quorum, and all business shall be decided by a majority.

3.10 The chairman presiding at any meeting of the Committee shall have a casting vote in addition to a deliberative vote.

3.11 Proper minutes of all Committee meetings shall be kept and the procedure to be adopted at meetings shall be determined by the committee.

3.12 Nominations for the Committee shall be in writing signed by a proposer and a seconder and accepted in writing by the nominee. Such nomination shall be lodged with the General Manager of the Club not less than seven (7) days before the date of the annual general meeting and notice of such nominations shall be posted on the Section noticeboard.

3.13 The right to propose and second candidates for the Committee shall be restricted to members who have been members for not less than three years continuously.

3.14 A member of the Committee may be granted leave of absence at the discretion of the Committee and any member absenting himself from more than three consecutive meetings without such leave of absence shall automatically forfeit his seat on the committee.

4 CHAIRMAN AND VICE-CHAIRMAN

4.1 At the first (1st) committee meeting following the election of the Committee, the Committee shall elect from amongst its members a Chairman and a Vice-Chairman of the Club for the ensuing year, the Vice-Chairman to act in the absence of the Chairman. Election of both Chairman and Vice-Chairman of the Club shall be by secret ballot to be conducted at the first (1st) meeting of the committee, which must be held within fourteen (14) days of the Annual General Meeting. The current Chairman will continue to hold office until his successor is elected.
4.2 The Committee shall have the power to fill any vacancy, whether temporary or permanent that may occur during the year in either or both of such offices. Clause 21.3.3 of the Constitution shall apply.

4.3 The Chairman and Vice-Chairman appointed from time to time shall hold office until the appointment of their successors.

4.4 At all meetings of the Committee the Chairman or, in his absence, the Vice-Chairman shall preside or, if both be absent, those members of the Committee present shall appoint one of their numbers to act as chairman.

5 POWERS AND DUTIES OF THE COMMITTEE

5.1 The Committee shall have power from time to time:

5.1.2 to arrange functions and outings with a view to the promotion of socialising between members of the Section and their guests.

5.1.3 to arrange competitions and monthly draws for members and fix the subscriptions for such.

5.1.4 to recommend to the Main Committee the amount of the annual subscription fees for membership of the Section.

5.1.5 to summon any Pretoria Club member who has been guilty of an infringement of the section's by-laws or any other rule laid down by the Pretoria Club Committee or who has been found guilty of unbecoming conduct either at the Pretoria Country Club or at any other club, to appear before the Committee. The procedure laid down in the Disciplinary Procedure of the Club will, mutatis mutandis be followed in any such disciplinary inquiry. If the member has been found guilty, the Committee may suspend that member for a period not exceeding six (6) months. Such a member shall have the right of appeal to the Main Committee within seven (7) days of the finding. In the event of the Committee finding that the transgression is serious, the matter should be referred to the Main Committee for a Disciplinary Inquiry.

5.1.6 to make recommendations to the Main Committee of the Club to arrange, vary and conclude terms of reciprocity with other clubs and to cancel or suspend them.

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5.1.7 to appoint from time to time from the members of the Section an Honorary President and an Honorary Vice-President and to fill any vacancy resulting from death, incapacity, resignation or other cause.

5.1.8 to keep proper financial accounts and records of the Section’s affairs.

5.1.8.1 All funds held by the Club on behalf of the Pretoria Club section in the PTA Club fund may only be administered to maintain, increase and develop the PTA Club and Pretoria Country Club assets base.

5.1.8.2 The PTA Club development fund may, at the discretion of the Committee, be used to support the Club activities.

6 **ANNUAL GENERAL MEETING AND SPECIAL GENERAL MEETINGS**

6.1 The Annual General Meeting of the Section shall be convened in accordance with Section 27 of the Club’s Constitution.

6.2 The Annual General Meeting of the section shall be held on a date decided by the Section’s Committee at least seven (7) days prior to the annual General Meeting of the Club.

6.3 The Annual General Meeting shall be convened by due notice specifying all matters for which the meeting is called and shall be

6.3.1 posted on the Club and Section’s noticeboard and/or

6.3.2 posted no later than fourteen (14) days prior to the date of the meeting to each member of the Section and/or

6.3.3 published on the Club’s website (**www.ptacc.co.za**)

Pretoria Club By-Laws
6.4 The business of the meeting shall be:

6.4.1 To confirm the minutes of the previous Annual General Meeting and any Special General Meeting held subsequent thereto.

6.4.2 To receive and if approved, adopt the Chairman's report for the past year which shall include at least the detailed income and expenditure account of all the funds of the Section.

6.4.3 To elect a committee to serve for the ensuing year, nominated as provided for in By-law 3;

6.4.3 To consider any proposals relating to the conduct of the affairs of the Section and to make recommendations to the incoming committee in connection therewith.

6.5 A Special General Meeting may be convened by the Section Committee at any time and shall be convened upon receipt of a requisition in writing signed by not less than 10 members, setting forth the subject matter to be discussed and any proposals to be discussed at such meeting. Notice of the Special General Meeting shall be given mutatis mutandis, in terms of By-law 6.3 hereof, not later than fourteen (14) days prior to the date of such meeting.

6.6 The quorum at the Annual General Meeting or any Special General Meeting shall be 15 members.

6.6.1 Only members of the Section in good standing as at the date of the Annual General or Special General Meeting may vote at such meeting.

6.6.2 At all General Meetings, other than those convened upon a requisition of members, the Chairman of the Section, or in his absence, the Vice-Chairman shall preside or, if both be absent, the members present shall appoint a member to act as Chairman.

6.6.3 The Chairman presiding shall have a casting vote in addition to a deliberative vote.

6.6.4 All business shall be decided by a majority vote.

6.6.5 All votes other than for the election of the Committee shall be by a show of hands unless a ballot be requested by not less than 10 members, in which case the Chairman shall decide upon the procedure to be adopted, in respect of such ballot.

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INTRODUCTION OF GUESTS

7.1 Any member shall be entitled to introduce non-members as guests subject to the conditions set out below:

7.1.1 The member shall enter his guest's name and full residential address in the daily visitors' book on each such introduction.

7.1.2 No person resident in Pretoria shall be introduced as a guest more than twice in any calendar month, provided that the Committee may, for good cause, waive this condition on such terms as it may deem expedient.

7.1.3 No person who has been struck off the list of members or expelled shall be introduced as a guest.

7.1.4 A guest may use the Section only whilst in the company of the member introducing him/her.

7.1.5 A guest may not be permitted to pay for any liquor, meals and/or other articles supplied to him/her.

7.1.6 The committee may, at its discretion, forbid the introduction to the Section of any person or group of persons.

TERMINATION OF MEMBERSHIP

8.1 Any member desiring to terminate membership shall tender such resignation in writing.

8.2 A member shall remain liable to the Section as a member in accordance with the by-laws until a resignation has been received by or on behalf of the member or until such membership has been terminated as provided for herein and such liability shall include the subscription for the year during which such resignation is received.
9  

RECIPROCITY

9.1  In terms of the reciprocity arrangements with other clubs, members of the Section are entitled to the use of all of the other clubs' facilities and vice versa, as if a member of the other club.

9.2  A reciprocity member on arrival at the Club shall enter his name and club in the book kept for that purpose and shall make himself known to the General Manager or other official of the Club.

9.3  A reciprocity member who has made use of the Section for a period of one month and who desires to prolong the visit is thereafter liable for the normal subscription payable by a visiting member to the Club for the remainder of the visit.

9.4  A reciprocity member shall not be entitled to make use of the Section for a complete month more often than once in three months except on payment of the appropriate subscription for a visiting member.

9.5  A reciprocity member shall be bound by the Constitution, Rules and By-laws of the Club.

9.6  The respective clubs agree to treat any reciprocity member, with regard to any indebtedness or unbecoming conduct, in accordance with its own constitution, rules and by-laws as if such debt had been incurred or conduct had happened in the reciprocity member's home club.

9.7  No person who would otherwise be disqualified from visiting the Section may acquire that right by virtue of his membership of a club with which this club has reciprocity.

10  

INJURY TO PERSONS AND DAMAGE TO PROPERTY

Refer to the General By-laws of the Club, Section 3

11.  

PROPERTY AND LIABILITY

Refer to the General By-laws of the Club, Section 2

12.  

DRESS

Club House, Pavilion, Balcony and all Dining Facilities-
Refer to the General By-laws of the Club, Section 10

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13. **AMENDMENT OF SECTION BY-LAWS**

13.1 The Main Committee may pass, amend or rescind any by-law for the regulation of the Club provided that notice had been given *mutatis mutandis* in terms of the Constitution, Clause 22.4.1.

13.2 No proposal from the Section to amend these By-laws shall be made except at a General Meeting of the Section and no amendment shall be effected unless carried by at least two-thirds of the total votes cast at the General Meeting.

13.3 Any proposal by the Section to amend these By-laws shall be submitted in writing to the Section Committee and posted by it on the noticeboard of the Section not less than fourteen (14) days prior to the date of such meeting.

13.4 These By-laws and regulations as well as any alteration, variation or amendment thereto shall be subject to the approval of the Main Committee

Amendments approved by Main Committee in January 2014.
B. RULES OF THE PTA CLUB SECTION

MEMBERS

USE OF ROOMS

AGREED RULES AND REGULATIONS

July 2013

The rules and regulations governing the use of the above area were drafted and approved in June 2006 by representatives of the Pretoria Club, Management of the Club and N9NE Catering. Approval of these rules and regulations was granted by the Main Committee at their meeting in August 2006.

In the light of experience gained over the past seven years it was agreed that a review should be undertaken. Following a series of meetings between the Club General Manager and representatives of the Pretoria Club Section, the amended set of rules and regulations were presented to and approved by the Main Committee at the Main Committee meeting in March 2013 and will be incorporated into the rules of the Pretoria Club Section. Subsequently further changes concerning the booking procedures of the rooms by members were proposed. These proposals were considered and will be incorporated into the rules of the Pretoria Club Section.

1. NAMES OF ROOMS
   The area consists of the Members’ Rooms (Lounge and Library), Dining Room (Carl Jeppe Room) and the Reception/Bar area (The Johan Rissik Room).

2. DRESS CODE
   Members and their guests are required to be neat at all times. The welfare of members and their guests and the enjoyment of the facilities are of paramount importance to all parties to this agreement and the Committee reserves the right to decide whether the standard of dress is appropriate or not. For both gentlemen and ladies the current Club-approved standard of dress will apply (Section 10 of the PCC By-laws).

3. THE PRIVATE USE OF THE ROOMS
   The rooms are for the use of PCC members only. Guests may only attend if accompanied by a PCC member and the accompanying member shall remain responsible for the conduct and purchases of the guest. The use of the facilities will be subject to the approval of Pretoria Club Chairman, the Pretoria Club Vice-Chairman and the General Manager of the Club.

3.1. Members’ Room (Library) –
   The procedure for approval is as follows: The member must submit a request for approval in writing to the General Manager of the Club and the Chairman of the Pretoria Club. The member may not approach or communicate with N9NE Catering before obtaining approval as is required in 3 above.

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3.2. Carl Jeppe Room and the Johan Rissik Room – the procedure for approval is as follows: the member must submit a request for approval in writing to the Chairman and the Vice-Chairman of the Pretoria Club, whose written approval for the use must be obtained prior to N9ne Catering finalising any booking or catering arrangements.

4. OPERATING HOURS

The rooms will be open to members from 07h00 to 19h00 Monday to Saturday and 07h00 to 18h00 on Sundays. The Carl Jeppe Room will remain locked at all times unless a function has been booked and the caterer will not be permitted to use the area as a passage to serve other Club venues. The responsibility for the opening and closing locking of the rooms rests with the Reception Staff unless a function is held in the venue, whereupon the responsibility reverts to the caterer.

5. REGULAR FUNCTIONS AND MEETINGS

The Pretoria Club will have preference in the use of the rooms for functions held regularly and PCC will use the rooms as required accommodating the regular use thereof by the Pretoria Club where possible.

6. AUTHORISED SMOKING AREA

The designated Members’ room is an authorised smoking area.

7. CLUB LIBRARY

The operation of this facility will be the responsibility of the Pretoria Club.

8. SERVICING OF THE AREA.

PCC-contracted cleaners will be responsible for the cleaning of these rooms on a daily basis. The caterer will be responsible for the cleaning of the rooms after a function was held in the rooms for a member.

9. BOOKINGS

After obtaining the approval of the designated authority, set out above, the Carl Jeppe Room and the Johan Rissik Room must be booked/reserved through the Administration office of PCC who will appoint a responsible staff member. An agreed surcharge of R25.00 (Excl. VAT) per head will be enforced for bookings made after 1 April 2014 and is payable at the time of making the reservation which payment will be held as a non-refundable deposit. These funds will be primarily used for the general upkeep, improvement and management of the rooms.

10. These rules will be incorporated into the By-laws of the Pretoria Club Section and will be displayed on all Club noticeboards

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