

BY-LAWS 11

SECTIONS

In exercise of the powers conferred under Rule 16(b) of the Constitution, the Council makes the following Bye-Laws relative to provisions of the sections:-

1. A Section can only be established or dissolved upon obtaining the approval of the Council where due notice of the proposal or motion to establish or dissolve the section has been given.
2. A Section is not a Society.
3. Every Section shall be governed by the Constitution and/or rules, regulations and/or by-laws made thereunder.
4. Every Section shall at least 60 days before the next Annual General Meeting of the Club shall hold a meeting of the Section to elect its Committee consisting of a Chairman, a Secretary, a Treasurer and two Committee members. Such meeting to be called the Section Annual General Meeting.
5. The Chairman can be known and described as a Grand Master or Captain as deemed appropriate.
6. A Chairman of a Section shall not hold office as a Chairman of a Section for more than 2 consecutive years/terms or more subject to Clause 4 above.
7. Notwithstanding Clause 6, in the event at the Annual General Meeting there are no other nominations for the post of Chairman apart from the incumbent Chairman, the incumbent Chairman may be re-elected to the office of Chairman for a subsequent 1 year term.
8. Notice of every Section Annual General Meeting, the Section Secretary shall provide notice of the Section Annual General Meeting to all Members of the Section. Such Notice shall be displayed at a prominent place or places in the Club's premises and a copy thereof shall be sent to all section members to their last known e-mail address / Sections' Whatsapp' Group at least 14 days prior to holding the Annual General Meeting. Hard copies of the Notices will be made available at the day of the Section Annual General Meeting for all attendees.
9. No Section shall have and maintain a Bank Account.

10. All Sections are to submit their budgets for the approval of the Council for their proposed expenditure for the following year by the 31st of December every year to enable the same to be tabled and approved by Council at their Council Meeting.
11. Council has the sole discretion to approve the budget and expenditure for each Section.
12. Council is not obliged to entertain any claims for monies beyond that which is approved in the budget and expenditure for each Section.
13. Prior to the Section Annual General Meeting, all Section Accounts shall be audited both by Internal Auditors of the Section as well as the Club's Internal Auditors and shall subsequently be approved at the Section Annual General Meeting before being submitted to the Council in sufficient time to be included in the RCS's Annual Report and Accounts that are to be tabled at the Annual General Meeting.
14. All income and expenditure requirements for every section shall be completed in accordance with Annexure A, B and C.
15. No Council member while in office shall hold any position in any Section.

SECTION BUDGET FUND INCOME AND EXPENDITURE

SECTION NAME: MONTH

YEAR

NAME OF SPECIAL FUND:

BALANCE B/F FROM PREVIOUS MONTH		
ADD: Receipts (specify)		
Details	Amount	
FUNDS AVAILABLE		
LESS: Expenditure (specify)		
BALANCE C/F TO NEXT MONTH OR TRANSFERRED		

Notes

- (i) All income must be banked into the Club's bank account
- (ii) Specify details of income and expenditure
- (iii) Where the space provided is inadequate, please summarise and attach a details sheet to record the transaction.
- (iv) This schedule must be submitted to the Club's Accountant within 2 weeks of the end of each month.

We confirm that the income and expenditure of the Section are correctly recorded as on Schedule(s).

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 Section Chairman Membership No. Date

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 Section Treasurer Membership No. Date

Reviewed by:

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 Sports Convenor Date

IF TRANSFERRED, PLEASE SPECIFY ACCOUNT:

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