

# Dunblane Bowling Club

(Updated: August 2020)



## Constitution and Rules

### 1. TITLE

1.1 - The Club shall be called “**DUNBLANE BOWLING CLUB**”, hereinafter referred to as “**The Club**”.

### 2. OBJECTS

2.1 - To foster, promote, play and control the game of bowls according to the laws of the sport adopted by the Governing Body for the Sport in Scotland.

2.2 - To Organise and supervise all annual Club competitions and such other competitions as may be agreed upon from time to time. To participate in matches arranged by the Governing Body and other Associations as may be decided at an Annual General Meeting.

2.3 - To encourage good fellowship among all bowlers.

### 3. MEMBERSHIP

3.1 - Membership is open to all and no application for membership will be refused other than reasonable grounds. There will be no discrimination on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, political or other opinion

3.2 - The categories shall be Ordinary, Honorary Life Members, Youth, Honorary House Members and House Members.

3.3 - Membership shall be limited at 180 Ordinary Members.

3.4 - **Ordinary Membership:** is for those who wish to play bowls and participate in other activities organised by the club and shall have full voting rights and the right to sit on the Management Committee, if elected to do so at an Annual General Meeting or if co-opted to do so by the Management Committee.

3.5 - **Honorary Life Membership:** shall consist of those who, in recognition of their services to the Club or distinction as bowlers, ought in the opinion of the Management Committee, or proposed and seconded at the Annual General Meeting, be exempt from payment of Annual Subscription and are so exempt. The privileges of Honorary Life Members shall be regulated in other respects as for Ordinary Members.

3.6 - **Youth Membership:** shall consist of those under the age of 18 at the time of their application. Youth membership will lapse at the first Annual General Meeting of the Club after such members 18<sup>th</sup> birthday. Whilst they can attend the Annual or any other General Meeting they have no voting rights and are not eligible to sit on the Management Committee.

3.7 - **Honorary House Membership:** will be offered to Ordinary Members who have been a member of the Club for 30 years or more.

3.8 - **House Membership:** Close relatives or friends of an Ordinary Member may be granted House Membership.

Whilst Honorary House Members and House Members can attend the Annual or any other General Meeting they have no voting rights and are not eligible to sit on the Management Committee.

#### **4. MANAGEMENT**

4.1 - The Business of the Club shall be conducted by a Committee known as the Management Committee.

4.2 - This Committee shall consist of Gents and Ladies President, Club Secretary, Club Treasurer, Gents Match Secretary, Ladies Match Secretary, and three eligible members.

4.3 - All Management Committee members shall be officers of the club and will be accountable for their particular remit and collectively accountable for all decisions made on behalf of the club

#### **5. ELECTION OF MANAGEMENT COMMITTEE**

5.1 - The Management Committee shall be appointed annually by the Members at the Annual General Meeting and shall hold office for a period of two years and shall be eligible for re –election.

5.2 - The Immediate Past President is eligible for election to the Committee.

5.3 - Nominations for the Management Committee must be proposed and seconded on the official form provided on the Club notice board.

5.4 - All Nominations to be in the hands of the Secretary 7 days before the Annual General Meeting .

5.5 - Only persons who have been Members of the Club for at least one year will be eligible to stand for any office in the Club or Management Committee

#### **6. POWERS OF MANAGEMENT COMMITTEE**

6.1 - Except in hereinafter provided, the Management Committee shall have full powers to transact all the business of the Club, including the disposal of all property and funds.

6.2 - The Management Committee may from time to time make such Bye - Laws (Consistent with this Constitution and Rules) as may seem necessary, and as such shall be binding on the Members unless set aside at a General Meeting of the Club.

6.3 - In the event of any vacancy occurring among their own number, the Remaining Members of the Management Committee may by co-opting fill the vacancy or vacancies.

6.4 - The Management Committee has the power to co-opt up to two additional members to the committee if they deem this necessary. Any co-opted member shall remain on the Management Committee until the next AGM when they will be eligible for election.

6.5 - The whole property of the Club, both heritable and removable, shall be vested in the names of the Management Committee who shall have the power to sell assign and convey the same, including power to borrow on the security thereof, and to grant all necessary conveyance, debentures or bonds.

6.6 - No sale or conveyance of heritable property shall however, take place unless with the approval of a General or Extraordinary General Meeting of Members specially called for that purpose.

## **7. BUSINESS OF THE MANAGEMENT COMMITTEE**

7.1 - The Management Committee shall meet for the transaction of business as necessary during the year; five persons will form a quorum. The Committee shall appoint a chairperson from their number.

7.2 – The Chairperson, or, in their absence, the Secretary shall chair all meetings of the Club Management Committee. Besides a normal vote the Chairperson shall have a casting Vote.

7.3 - The Chairperson or Secretary shall have the authority to convene a Meeting. In addition, any two Members of the Management Committee can request in writing, the Secretary to call a meeting of the Management Committee. Such meeting must take place within two weeks of the request.

7.4 - Each Member of the Club must be notified of all meetings by post or by e-mail.

7.5 - No Member of the Management Committee, Manager or servant employed in the Club shall have any personal interest in the sale of alcoholic liquor therein or in the profits arising from such a sale.

7.6 - The Secretary is charged with issuing of all notices of all meetings of the Club or the Management Committee and keeping regular and exact minutes thereof. In the case of any Special Meeting of the Club or Management Committee the Secretary shall state the purpose for which the meetings are called and also intimate what changes, if any, are proposed to the Constitution or By Laws.

7.7 - The Treasurer shall lodge all funds in the name of the Club in the bank or Building Society and be operated by the Treasurer or any other member of the Management Committee authorised to do so.

7.8 - Correct accounts and books shall be kept by the Treasurer, showing all the financial affairs and intromissions of The Club. Said accounts and books shall be open for inspection at any time by any member of the Management Committee.

7.9 - A full statement of the accounts made up to the 31<sup>st</sup> October in any year shall be prepared by the Treasurer and submitted to the Auditor/s appointed at the previous Annual General Meeting as soon as practicably possible. The statement of accounts so audited shall be submitted by the Treasurer to The Annual General Meeting in each year and a printed copy thereof shall be posted or delivered to each member of the Club along with the notice calling said meeting.

7.10 - All surplus income or profits are re-invested in the Club, no surpluses or Assets will be distributed to members or third parties.

## **8. BOWLING SECTIONS**

8.1 - The Members shall be divided into two Bowling Sections, namely the ladies and the Gents sections.

8.2 – The Ladies and Gents Presidents will each select a Vice President from the ladies and Gents Bowling Sections to assist in the organisation of day to day bowling matters

8.3 – Youth Members would be part of the Gents Section.

## **9. ANNUAL GENERAL MEETING**

9.1 - The Annual General Meeting shall be held not later than the last day of February in each year for the purpose of receiving the accounts and audited balance sheet, election of Management Committee, fixing the Annual subscription and for the transaction of any other competent business.

9.2 - Notice of all General Meetings shall be given to Members at least 14 days previous to the day of such Meetings and shall include an agenda showing the business to be transacted and a copy of the Audited balance sheet.

9.3 - No Meeting shall take place unless a number equal to at least 25 per cent of the previous Years Membership be present. In the event that the quorum is not met the Club Secretary will be instructed to call another Annual General Meeting less than 14 days from the original meeting and such meeting shall proceed whether or not a quorum is present.

## **10. EXTRAORDINARY GENERAL MEETING**

10.1 - The Management Committee may call Extraordinary General Meetings of the Club when they think fit, and shall likewise do so upon the requisition of 10 Members of the Club who are not on the Management Committee. The Extraordinary General Meeting shall be held within twenty eight days of receipt of such requisition by the Secretary

10.2 - No question shall be discussed, and no proposition voted upon, which shall not have been distinctly stated in the requisition calling such a meeting.

10.3 - Notice of all Extraordinary Meetings shall be given to Members at least 14 days previous to the date of such Meetings and shall include the agenda showing the business to be transacted.

10.4 - No Meeting shall take place unless a number equal to at least 25 per cent of the previous Years Membership is present. In the event that the quorum is not met the Club Secretary will be instructed to call another Extraordinary General Meeting less than 14 days from the original meeting and such meeting shall proceed whether or not a quorum is present.

## **11. APPOINTMENT OF AUDITORS**

11.1 - The Club Auditor/s who must not be a member of the Management Committee shall be appointed at the Annual General Meeting. The Auditor/s may or not be a member of the Club.

## **12. ANNUAL SUBSCRIPTION**

12.1 - The amount of the subscription shall be fixed at the Annual General Meeting.

12.2 - Payment of the Annual Subscription shall be made to the Treasurer not later than the 31st. March of each year.

12.3 - Any Member who fails to pay their Subscription by the due date shall cease to be a Member.

## **13. ADMISSION OF NEW MEMBERS**

13.1 - All candidates for admission to the Club as Ordinary Members must be proposed by one Member and seconded by another. Their name and address will be lodged with the Secretary who shall display the names and addresses of all persons in a conspicuous place in the Club premises.

13.2 - The election of new Members of the Club shall be approved by the Management Committee. Upon the election of new Members the Secretary shall notify the same to them and inform them of the amount of the Annual Subscriptions and upon payment of which they will be entitled to participate in all the advantages of the Club.

13.3 - Persons under 18 years of age shall be admitted, as Members of the Club for the pursuit of the game of bowls only.

## **14. VISITORS**

14.1 - Visitors shall be allowed to play on the green at hours and terms as laid down by the Management committee.

14.2 - Every Member shall have the privilege of bringing a friend or friends to the Club occasionally, but it is expected that no member will abuse this privilege.

14.3 - Bowlers, who are members of visiting teams representing a bowling Club or Association taking part in a representative match or competition at the Club, shall be temporary members and entitled to the facilities of the Club.

14.4 - A visitor shall not be supplied with alcoholic liquor in the Club premises unless on the invitation and in the company of a Member and that Member upon the admission of such visitor to the Club will enter their own name and the name and address of a visitor in a book which shall be kept for the purpose and which shall show the date of each visit.

## **15. SALE OF ACOHOL**

15.1 - Alcohol can only be supplied during the hours prescribed by the Management Committee in accordance with the Club's Operating Plan as approved by the Licensing Board.

15.2 - No person who is under eighteen years of age will be supplied with Alcohol and any person who appears to be under the age of 25 may be asked for proof of age.

15.3 - No alcohol can be sold or supplied for consumption off the premises.

15.4 - The appointed Bar Convenor, who is responsible to the Management Committee, will have control of the bar and sale of alcohol.

## **16. BOWLING MATTERS**

16.1 - The Management Committee will be responsible for both Gents and Ladies day to day bowling activities and, in addition to the Laws of the Sport adopted by the Governing Body, have the power to create its own set of competition rules, but such rules must not be at odds with this Constitution.

16.2 - Sub Committees may be formed to assist the smooth running of Bowling Matters.

16.3 - Any unresolved issues relating to Bowling Matters must be referred to the Management Committee whose decision shall be final.

## **17. DISCIPLINARY PROCEDURE**

17.1 - All Members will be required to comply with the Disciplinary Policy, Code of Conduct and Rules & Procedures in Appendix A.

17.2 - All complaints regarding the behaviour of Members or breach of the Code of Conduct shall be submitted in writing to the Secretary. The Management Committee will meet to consider the complaint within 14 days of the complaint being lodged and will take action in accordance with the Disciplinary Policy, Code of Conduct and Rules & Procedures in Appendix A.

17.3 - Any appeal to the Management Committee following disciplinary action should be in accordance with Code of Disciplinary Policy, Conduct and Rules & Procedures in Appendix A and should be submitted in writing to the Secretary within 7 days of disciplinary action being announced. The Committee should consider the appeal within 14 days of the appeal being submitted and both parties notified in writing of the outcome of the appeal within 7 days thereafter.

## **18. CLUB POLICIES**

The Club operate the following policies –

Appendix A - Data Protection Policy, Privacy statement and members opt out form.

Appendix B - Health and Safety

Appendix C - Child and Vulnerable Adult Protection Policy

Appendix C1 - Code of Conduct for working with Children

Appendix C2 - Partnership with Parent / Guardian

Appendix D - Disciplinary Process and Code of Conduct

Appendix E - Secure Handling, Storage and Retention of Disclosure Information

Appendix F - Smoke Free

Appendix G - Equal Opportunities

Appendix H - Recruitment of Ex-Offenders

## **19 ALTERATIONS OF CONSTITUTION AND RULES**

19.1 - The Constitution and Rules can only be altered by the consent of the Members at an Annual General Meeting or Extraordinary General Meeting provided that at all times it conforms to the Licensing (Scotland) Act 2005, during the period a Certificate of Registration is valid under the said Act.

19.2 - Any request for alterations to the Constitution and Rules must be made in writing to the Secretary by 31st December prior to the date when such a request is to be considered.

19.3 - Any alteration to the Constitution and Rules shall be exhibited as soon as possible after the amendment has been made.

19.4 - All members shall be bound by the foregoing Constitution and Rules and Bye-Laws in force from time to time.

## **20. GENERAL**

20.1 - A copy of these Constitution and Rules shall at all times be exhibited in the Clubhouse, together with a list of the local Bye Laws and Club Policies.

20.2 - Upon dissolution of the Club any remaining assets shall be given to or transferred to another registered CASC, a registered Club or the sport's governing body.