



LUNDIN BOWLING CLUB

CONSTITUTION

1. NAME AND OBJECTS

- 1.1 The name of the Club ('the Club') shall be Lundin Bowling Club.
- 1.2 The Club is a non-profit making organisation. All profit or surpluses will be used to maintain or improve the Club's facilities.
- 1.3 The objects of the Club are to promote, foster and encourage the game of bowls as played outdoors and to engage in any social activities which might be decided upon by the Executive Committee ('the Committee').

2. OFFICERS

- 2.1 The Officers of the Club ('the Officers') shall be
 - The President
 - Treasurer
 - Secretary
 - Match Secretary
- 2.2 The President shall not be eligible to serve as President for more than two consecutive years unless otherwise approved at a General meeting called in accordance with clause 5 below.
- 2.3 The other Officers of the Club shall not be eligible to serve as such an Officer for more than three consecutive years. This clause does not preclude such officer being elected as the President and, if so elected, clause 2.2 above will apply.
- 2.4 The Officers and other Members of the Committee (see clause 3 below) must always act in the best interests of the Club and not for personal benefit or gain.

3. THE COMMITTEE

- 3.1 The Committee shall comprise the Officers and two other Members.
- 3.2 Clause 2.3 will also apply to the 'other Members' referred to in clause 3.1 above.
- 3.3 The Committee shall also have the power to co-opt two further members to serve on the Committee until the date of the next Annual General Meeting.
- 3.4 The management of the whole affairs of the Club shall be vested in the Committee.
- 3.5 The Committee shall meet at least once each calendar month during the playing season and at least once every two months in the non-playing season. The President shall be the Chairperson, but in his/her absence the Committee Members present shall appoint a Chairperson from those present. The minutes of the meeting shall be signed by the Chairperson of that meeting. The quorum for a Committee meeting shall be four of those persons referred to in clauses 3.1 and 3.3 above.
- 3.6 The Committee shall appoint Sub-Committees ('Sub-Committees'). The Sub-Committees shall have such powers and functions as delegated to them by the Committee and shall submit a report to the Committee prior to every meeting of the Committee.
- 3.7 The Committee shall have cause to exhibit on the Notice Board a list of Officers and Members of the Committee and also members of the Sub-Committees.
- 3.8 The Committee will be responsible for drawing up and publishing Policies ('Policies') setting out how the Club is administered. The Policies are subject to review at any time by the Committee.

4. POWER TO BORROW

- 4.1 The Committee may either at one time or from time to time borrow money on such terms and conditions as the Committee shall decide.
- 4.2 The total amount of such borrowings under sub-clause 4.1, outstanding at any time, shall not exceed £2000.00.



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4.3 The Committee may at any time borrow an amount of money exceeding £2000.00 either at one time or from time to time if a General Meeting of the Club shall so authorise.

5. GENERAL MEETINGS

5.1 The Annual General Meeting ('AGM') of the Club shall be held within the period of three months after the end of the financial year.

5.2 The close of the financial year shall be the 31st December each year.

5.3 At the AGM, the President shall submit his or her report, the Treasurer shall submit the Annual Accounts for approval, Officers shall be elected for the ensuing year along with other members of the Committee, and such other business (if any) as may have been proposed shall be transacted.

5.4 Members wishing to stand for election as an Officer of the Club or as a member of the Committee shall submit a nomination paper indicating such intention. Such paper will bear the signatures of a proposer, a seconder and the Member so applying, and all of the signatories must be Members of the Club eligible to vote at a General Meeting. The completed nomination paper must be submitted to the Secretary not less than seven days prior to the General Meeting.

5.5 A Special General Meeting ('SGM') may be called by the Committee when any question of importance or urgency arises. The Committee shall be bound to call such a meeting on receipt of a requisition signed by ten Members who are eligible to vote at a General Meeting.

5.6 At least fourteen days' notice of any General Meeting specifying the business to be transacted shall be sent to every Member by letter or electronic mail to his or her address known to the Club.

5.7 At all General Meetings of the Club a minimum of twenty Members or 30% of the Members, whichever is lower, shall be a quorum. For the purpose of this clause Members are those who are eligible to vote at such a meeting.

5.8 All Members eligible to vote shall have a single vote, and the President shall have a casting vote in the event of equality of votes. Only those Members present at a General Meeting shall have a vote.

5.9 In accordance with the Licensing (Scotland) Act 2005 the Club must have a minimum of 25 Members to be properly constituted.

5.10. If, due to circumstances beyond the control of the Committee, it is not possible to hold an AGM, or other General Meeting, where Members attend in person, the Committee has the authority to hold any such Meetings by other means. Such other means will require that each eligible Member has their own vote on relevant matters.

5.11. The circumstances referred to in 5.10 above are restricted to Government requirement or advice relating to the health and safety of Members and/or the general public.

5.12. If an AGM, or other General Meeting, is to be held in accord with sub-clauses 5.10 and 5.11 above then:

a. The limits referred to in sub-clauses 5.4 and 5.6 shall be 'not less than 21 days'.

b. A Member shall be deemed to be present at such a Meeting if, the Member attends a virtual Meeting or, in the event of a Meeting by electronic mail and/or post, the Member returns the voting form by 1200 hours on the date of the Meeting.

c. Quorum referred to in sub-clause 5.7 shall be calculated by the number of Members attending a virtual Meeting or, in the event of a Meeting by electronic mail and/or post by the number of voting forms returned in accordance with sub-clause 5.12.b above.



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6. CATEGORIES OF MEMBERSHIP

6.1 Full Members – Must be eighteen years old or more at the date of application.

Such Members will have a single vote in the management of the Club's affairs and thereby a vote at General Meetings.

6.2 Honorary Members – Have been so elected at a General Meeting in respect of services to the Club. Such Members will have a single vote in the management of the Club's affairs and thereby a vote at General Meetings.

6.3 Social Members – Shall not be allowed to participate in any outdoor bowling competition or game, but can participate in any social or indoor sporting activity of the Club. Shall have no vote in the management of the Club's affairs and thereby no vote at General Meetings. At all times the number of Social Members shall not exceed 30% of the total membership of the Club in accordance with the provisions of the Licensing (Scotland) Act 2005. (??)

6.4 Junior Members – Shall be under eighteen years old. Shall have no vote in the management of the Club's affairs and thereby no vote at General Meetings.

7. CONDITIONS OF MEMBERSHIP

7.1 All Members shall pay their Annual Subscription and Locker Fees as approved by the Members at a General Meeting.

7.2 All Members shall pay their Annual Subscription and Locker Fees by the 30th April for that year. Members failing to pay their Annual Subscription as required by this sub-clause shall be deemed to forfeit membership.

7.3 A Member cannot take part in any Club competition or matches whilst their Annual Subscription remains unpaid.

7.4 Any Member who acts in contravention of the Constitution or published policies of the Club shall be subject to a notice, of suspension or expulsion from the Club, issued by the Committee.

7.5 Before any notice referred to in clause 7.4 is issued the Committee shall give notice in writing of their intention to the Member concerned. That Member shall have the opportunity to show cause to the Committee why such suspension or expulsion should not occur.

7.6 All Members are required to abide by the Club's published Code of Conduct Policy. Failure to comply will result in the Penalties referred to in that Policy.

8. POWER TO ALTER CONSTITUTION

8.1 The Constitution shall neither be altered nor repealed without the authority of a resolution passed at a General Meeting held in accordance with clause 5 above.

9. DUTIES OF THE TREASURER

9.1 Shall receive and disburse all monies due to and by the Club and shall keep accounts of all transactions.

9.2 Shall keep the Accounts of the Club and shall prepare the Annual Statement of Accounts and Balance Sheet of the Club up to 31st December in each year which shall, after audit, be printed and distributed to the Members with the notice of the AGM.

9.3 The Annual Statement of Accounts and Balance Sheet shall be audited by two persons ('Auditors') who will then certify the same before they are printed and circulated in accordance with clause 9.2.

9.4 The Auditors shall be appointed at the AGM. One of the Auditors shall be a person who is not a Member of the Club. The other Auditor shall be a Full or Honorary Member of the Club who is not a member of the Committee.



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9.5 All monies received by the Treasurer shall be paid into a Bank account in the name of the Club. Cheques payable from that account shall be signed by two of three approved signatories. The approved signatories shall be the Treasurer and two other members of the Committee as indicated in clause 3 above.

10. THE LAWS OF THE GAME

Shall be those of the appropriate National Association

11. SUPPLY OF ALCOHOL

- 11.1 No alcohol shall be sold or supplied within the Club except within permitted hours as defined by the relevant legislation.
- 11.2 Subject to the limits of the said legislation, the power to fix or vary the hours for sale or supply of alcohol is conferred upon the Committee.
- 11.3 No member of the Committee or employee of the Club shall have any personal interest in the sale of alcohol therein or in profits arising from such sale.
- 11.4 No alcohol shall be sold at the Club except to Members and visitors invited and in the company of a Member. That Member shall, at the time of supply of alcohol to a visitor, enter the date, and the name and address of the visitor in a book kept in the Club for that purpose.
- 11.5 A person who is a visitor as referred to in clause 11.4 shall not be so invited to the Club more than six times in any calendar year.
- 11.6 A visitor who is a member of another Club, which meets the requirements of s125.(1) Licensing (Scotland) Act 2005, may be supplied with alcohol during approved hours but does not need to have the information entered in the book referred to in clause 11.4 above.
- 11.7 Alcohol sold or supplied at the Club must be consumed within the Club.
- 11.8 No alcohol may be sold, supplied or consumed to any person under the age of eighteen years, including Junior Members of the Club.

12. TRUSTEES

- 12.1 The President and Secretary for the time being shall be the Trustees of the Club.
- 12.2 All heritable property of the Club shall be vested in the Trustees.
- 12.3 The Trustees shall represent the Members of the Club in taking or defending any legal proceedings considered necessary by the Committee.