

TWEEDMOUTH BOWLING CLUB CONSTITUTION

CONSTITUTION

1 Name

- 1.1 The name of the Club shall be **Tweedmouth Bowling Club (TBC)**, hereafter referred to as 'the Club'.
- 1.2 The address of the Club is Riverside Road, Tweedmouth, Berwick-upon-Tweed, TD15 2HQ.
- 1.3 The Club shall affiliate to Bowls Scotland.

2 Objectives

The Club shall hold the following as its aims and objectives and shall strive to fulfil these aims and objectives at all times:

- 2.1 The main purposes of the club are to provide facilities for and to promote participation in the amateur sport of Bowling.
- 2.2 To promote the game of lawn bowls for the benefit of members and the local community of Tweedmouth and neighbourhood.
- 2.3 To promote and abide by the Rules of Bowls Scotland.
- 2.4 To provide access to lawn bowls for players of all standards in a friendly and welcoming atmosphere that does not discriminate on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex; sexual orientation, political or other opinion and aligned to the Club mission statement.
- 2.5 To provide coaching in bowls to beginners and for improvement for experienced players.
- 2.6 To arrange competitions and matches for members.
- 2.7 To lease and/or purchase land and/or equipment suitable for the purposes and functions of the Club.
- 2.8 To sell and deal in alcohol, mineral/aerated water and other related products as well as refreshments, foodstuffs and bowling equipment in accordance with the provisions of any licensing laws and by obtaining the necessary statutory consents and licences for this.

3 Membership

- 3.1 Any person seeking to join the Club shall submit an application to the Management Committee who has the power to approve or reject any application.
- 3.2 Membership is open to all and no application for membership will be refused on other than reasonable grounds that would be prejudicial to the objectives of the club as set out in Rule 2 of this constitution.

- 3.3 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.
- 3.4 The Management Committee should communicate in writing to any applicants who have been refused membership to the Club explaining the reasons for refusal. Refused applicants should also be given the right of appeal as stipulated in the Clubs disciplinary procedures. The appeals panel should be independent to the committee/ individuals making the original decision.
- 3.5 The membership of the Club shall consist of the following Classes of membership:
 - 3.5.1 Adult Full Membership.
 - 3.5.2 First Year Membership.
 - 3.5.3 Non Playing (Social) Membership.
 - 3.5.4 Junior Membership.
 - 3.5.5 Life Membership.
 - 3.5.6 Honorary Membership.
- 3.6 Members in each category shall pay the relevant membership fees as fixed at each Annual General Meeting.
- 3.7 All members joining the Club shall be deemed to accept the terms of this Constitution and any Bylaws from time to time adopted by the Club in particular including the requirement to conduct themselves in accordance with any conduct rules, equity policy and disciplinary procedures.
- 3.8 Only members in categories 1, 2, 5 & 6 shall have the right to one vote on any bowls related motion.
- 3.9 All members shall have the right to one vote on any non - bowls related motion.
- 3.10 All voting members may be elected and serve on the Management Committee.
- 3.11 Annual subscriptions shall be due on Opening Day and must be paid by *30th April*. In the event that any member's annual subscription has not been paid by *7th May* then membership shall be automatically terminated. Termination shall be intimated to the member in writing by the Secretary. No Member shall be entitled to enter any competition prior to payment of the annual subscription or instalment of any moneys due to the Club.

4 Suspensions and Termination of Membership

- 4.1 If the conduct of any member (either in or out of the clubhouse, on the green, or elsewhere) brings the Club into disrepute or contravenes the objectives of the Club as set out in Rule 2 of this constitution, the Management Committee has the right to:
 - 4.1.1 Terminate or suspend any membership provided that the member concerned shall have the right to be heard by the full Management Committee before a final decision is made.
 - 4.1.2 Communicate in writing to the individual any reason for refusal or termination and this can be appealed to an appeals panel as stipulated in the Clubs disciplinary procedures. The appeals panel will be independent to the committee / individuals making the original decision.
- 4.2 Any member who fails to pay their fees by the date required shall forfeit their membership rights, and shall be suspended from taking part in any event under the control of the Club until such fees are paid.
- 4.3 Any member under suspension shall be barred from taking part in any match or event under the control of the Club or the jurisdiction of Bowls Scotland.

5 Club Management Structure

- 5.1 There shall be a Management Committee responsible for the overall management of the Club and it shall have the power to make Bylaws. The Management Committee will be elected by the members at the AGM.
- 5.2 The Management Committee shall consist of the following officers and six other elected members with each member entitled to one vote on committee matters:
 - 5.2.1 Chairperson.
 - 5.2.2 President.
 - 5.2.3 Vice President.
 - 5.2.4 Secretary.
 - 5.2.5 Treasurer.
 - 5.2.6 Club Match Secretary.
 - 5.2.7 Accredited Wellbeing Protection Officer.
 - 5.2.8 Green Ranger.
- 5.3 Offices shall be held for the term referenced in the specific role descriptor as agreed by the Management Committee.

5.4 In addition to the Management Committee, the following sub committees will be appointed (and operate as required) by the Management Committee, reporting to the Management Committee by a representative elected by that sub-committee;

- 5.4.1 Finance.
- 5.4.2 Gentlemen's Club Competitions.
- 5.4.3 Ladies Club Competitions.
- 5.4.4 Club Development.
- 5.4.5 Membership.
- 5.4.6 Green.
- 5.4.7 House/Social.
- 5.4.8 Fundraising.
- 5.4.9 Catering.
- 5.4.10 Matches and Competitions.
- 5.4.11 Recruitment.
- 5.4.12 Disciplinary and Conduct Committee.
- 5.4.13 Junior.
- 5.4.14 Appeals Panel.

6 Election of Officers to the Management Committee

6.1 The members of the Management Committee shall be drawn from the membership, as defined in clause 3 of this constitution.

6.2 Candidates shall be balloted and elected by: -

- 6.2.1 A show of hands at the AGM, and shall be members of the Management Committee from the conclusion of that AGM until the conclusion of the following AGM.
- 6.2.2 A Paper ballot should candidates receive the same number of votes under a show of hands at the AGM, and shall be members of the Management Committee from the conclusion of that AGM until the conclusion of the following AGM.
- 6.2.3 The drawing of lots should candidates receive the same number of votes under the paper ballot at the AGM and shall be members of the Management Committee from the conclusion of that AGM until the conclusion of the following AGM.

- 6.3 All nominations of candidates for election shall: have the consent of the nominee; be in writing; be seconded; be received by the secretary not less than fourteen days before the AGM.
- 6.4 Uncontested posts may be filled by nomination(s) and election at the AGM.
- 6.5 The Secretary will publish not less than seven days prior to the AGM, a notice of candidates in the clubhouse, social media sites and where possible shall send all voting members a list of all nominations.

7 Responsibilities of Management Committee

- 7.1 The Management Committee will not have power to purchase, sell, or lease heritable property without specific authority of members at a General Meeting.
- 7.2 The members of the Management Committee shall also be trustees of the Club and shall hold any property of the Club in their name and shall be entitled to be sued or sue as trustees of the Club. They shall be indemnified by the Club where acting in good faith in their capacity as trustees of the Club.
- 7.3 Election to any position on the Management Committee cannot be limited by or discriminated on the ground of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, political or other opinion.

8 Annual General Meetings (AGM)

- 8.1 The Annual General Meeting shall be held once per calendar year, within 4 months of the end of the financial year and may be attended by ALL members, however, only members who possess the right to vote will be able to vote on Club business:
 - 8.1.1 The presentation of the Management Committee Reports for the past year.
 - 8.1.2 The election of any office-bearers and/or Ordinary Committee members.
 - 8.1.3 Approval of the minutes of the last AGM and any other General Meetings held during that year.
 - 8.1.4 Approval of the audited accounts for the last financial year and appoint any auditors.
 - 8.1.5 Consider and approve any changes to the Constitution.
 - 8.1.6 To approve a figure for total Club borrowing for that year.
 - 8.1.7 Deal with any other relevant business.
- 8.2 An agenda giving notice of the AGM must be circulated to all Club members at least 28 calendar days in advance.
- 8.3 The quorum for any AGM shall be 20 Club members or 25% of those eligible to vote.

- 8.4 Voting on any matters other than a change to the constitution shall be by simple majority of Club members present and voting.
- 8.4.1 Nominations for office-bearers must be received at least 14 calendar days in advance of the AGM.
 - 8.4.2 Office Bearers of the Club must come from the following categories of membership – (Paragraph 3.5 Sections 1, 2, 5 & 6).
 - 8.4.3 Each nomination shall require one proposer & seconder who shall be voting members of the Club.
 - 8.4.4 Elections shall be conducted on a simple majority of Club members present and voting or voting by post if requested.
 - 8.4.5 In the event of there being no nomination for a post within the stipulated time, then nominations may be accepted at the AGM.
 - 8.4.6 In the event that no person is voted in to a post or in the event of resignation or retiral from a position, the President or Vice President will undertake the duties until such time as the post is filled. Elections to fill such a vacant post should take place at a special general meeting and shall be subject to the same rules as at the AGM.
 - 8.4.7 All Club members shall have the right to vote by post or e-mail if they are unable to be present in person. This must be requested under clause 8.4.4.
 - 8.4.8 Any member exercising their right under this clause 8.4.7 shall do so by letter or e-mail addressed to the Secretary, stating the member's postal address and membership number and stating clearly their vote in respect of the nominations and motions set out in the Notice calling the Meeting. This must reach the Secretary not later than 24 hours before the date of the Meeting in question.
 - 8.4.9 The completed voting slips, letters and e-mails shall be kept in a sealed envelope clearly marked 'votes'. These votes will be counted along with those cast at the General Meeting.
 - 8.4.10 In calculating a quorum of an AGM, no count can be taken of those members who have exercised their voting right by post.

9 Special General Meetings (SGM)

- 9.1 A Special General Meeting may be called by the Management Committee or by 40 members or 40% of voting members of the Club. Any such request must be submitted to the Secretary by written motion, setting out the rationale and basis for the General Meeting being called.
- 9.2 At least 21 calendar days' notice of a special general meeting must be given to the full Club membership.

- 9.3 The President or appointed chair, or in their absence a member selected by the meeting, will take the Chair.
- 9.4 All members shall register with the Secretary prior to the start of the meeting.
- 9.5 Each voting member outlined in clause 3 of this constitution shall have one vote.
- 9.6 All votes shall be determined by a simple majority. In the event of a tied vote, the Chair may exercise a casting vote.
- 9.7 The quorum shall be 30 members or 30% of those eligible to vote, whichever is the smaller.
- 9.8 In the event that there are insufficient numbers of members to form a quorum, the Management Committee shall have the power to call a further SGM at which 20 members shall form a quorum.
- 9.9 The Secretary shall keep the minutes of the meetings and record all proceedings and resolutions.

10 Finance

- 10.1 The financial year shall run from 1st November to 31st October.
- 10.2 All monies shall be lodged in a bank account(s) in the name of the Club.
- 10.3 The income and property of the Club, however derived, shall be applied solely towards the objectives of the Club as set out in Rule 2, of this constitution. No portion of the income and property shall be paid or transferred directly or indirectly by way of dividend, distribution, bonus, honoraria or otherwise howsoever by way of profit to the members.
- 10.4 The Club shall have the power to raise money by means of yearly affiliation fees and match fees as determined by the Management Committee at the AGM.
- 10.5 The Treasurer shall be responsible for securing the preparation of Annual Accounts of the Club and laying these before the AGM.
- 10.6 The accounts shall be certified by the Club's independent Auditor as approved at the AGM.
- 10.7 All cheques drawn against the Club's funds shall be signed by the Treasurer and one other office-bearer.
- 10.8 All transactions undertaken electronically through BACS must be agreed in principal by one other office bearer.
- 10.9 All Committee members of the Club shall be jointly and severally liable for the financial liabilities of the Club.

11 The Constitution.

- 11.1 The Constitution shall only be altered by consent of two thirds of voting members present at an AGM or SGM.

12 Guests

- 12.1 Guests of the Club will be escorted by a member on two occasions within a twelve month period. The guest will be the responsibility of the member who introduced them whilst they are on the premises. No person is to be introduced as a guest on more than six occasions within a twelve month period.
- 12.2 A register of guests and the member introducing them must be kept, with the member signing the register.

13 Non Members.

Any team or group visiting the Club in connection with a bona fide prearranged sporting event or social function hosted by Tweedmouth Bowling Club will be admitted to the Club on the day of the fixture or event only. The name of the visiting team or group must be entered into the register and countersigned by an official of TBC.

14 Dissolution or Winding Up of the Club

- 14.1 The Club is non-profit-making and all profits and surpluses will be used to carry out the objectives of the Club.
- 14.2 All surplus income or profits are to be reinvested in the club. No surpluses or assets will be distributed to members or third parties.
- 14.3 Upon dissolution of the club any remaining assets shall be given or transferred to another registered CASC, a registered charity or the sport's governing body for use by them in related to community sports.

15 Complaints

All complaints must be made in writing to the Secretary and signed by the persons complaining; and none shall be attended to unless this rule is complied with. The Secretary shall submit all such complaints to the Management Committee, who shall take the matter into their consideration and have the power to take act as they consider necessary.

Declaration

This constitution has been approved in accordance with article 11.1 and represents a true and up to date version of the constitution of TWEEDMOUTH BOWLING CLUB.

SIGNATURES

Chair D McClymont

Date 28/6/2022

Secretary M Hardlaw

Date 28/6/2022

Tweedmouth Bowling Club Constitution Version Control		
Version	Notes of Changes	Date
1.0	Revised constitution published and agreed by members at SGM on Monday 15 th November 2021.	15 th Nov 2021
2.0	Amendment of constitution for Clauses 2.1, 14.2 & 14.3 in relation to CASC requirements.	28 th June 2022