

# **Manor Park Bowling Club**

## **Constitution**

### **1. Name**

The name of the club shall be "Manor Park Bowling Club".  
(hereinafter referred within this constitution as the 'Club')

### **2. Aims and Objectives**

- (a) To provide facilities to further the game of crown green bowls within Glossop and its surrounding areas.
- (b) To encourage the community to take part and learn the art of crown green bowling.
- (c) To improve the quality of life through active participation in the sport of crown green bowling.

### **3. Membership**

Membership is open to anyone living in the geographical or surrounding area off Glossop who is interested in furthering the aims and objective of the club and who has paid the annual subscription laid down by the management committee.

Various forms of membership shall exist, as decided by the management committee.

### **4. Refusal/Expulsion of Membership**

The club may only refuse membership or expel existing members for a valid cause, such as conduct or character likely to bring the club or the sport into disrepute. Appeals against refusal of membership/expulsion may be made to the club within 14 days of the decision being taken. Upon the receipt of an appeal the club will convene an appeal hearing comprising of members not involved in the original decision.

### **5. Management**

At the Annual General Meeting of the club members shall elect amongst themselves:-

- (a) Officers: A Chair, Vice Chair, Secretary and Treasurer who shall hold office from the conclusion of that meeting for a period of not more than 3 years.
- (b) Other committee members to include one nominated representative from each team within the club to be elected at the Annual General Meeting, for a period of 12 months.

### **6. Management Committee**

- (a) The club will be managed by a committee formed by the elected officers and committee members.
- (b) The committee shall have the power to appoint sub-committees as required.
- (c) The management committee shall have the power to fill any vacancies arising from any cause during the period between annual general meetings.
- (d) The management committee shall have the power to co-opt one or more members on to the committee as necessary e.g. ground/green maintenance, fund raising, security of premises, social events, communications, minute taking, safeguarding of members and the auditing of accounts etc.

(e) The quorum for committee meetings shall be one third of the management committee, of which 2 must be officers of the club. The officer chairing the meeting will hold the casting vote should the need arise.

(f) The management committee shall meet at least 3 times a year.

(g) The club Secretary will give 14 days' notice to the management committee of such meetings and distribute the minutes to all committee members within 14 days of the meeting.

(h) All management committee meetings and/or formal meetings of members will have minutes taken and the club Secretary will retain a copy for future reference. The minutes of meetings to be approved as an accurate record of events at the following quorate meeting.

## **7. Club President**

The club President's role is a ceremonial position and will be undertaken by the existing club Chair, unless otherwise agreed by members at the Annual General Meeting.

## **8. Finance**

(a) The Treasurer shall keep proper accounts of the finances of the club and shall open and/or maintain a bank or building society account in the name of the club.

(b) The funds and assets of the club shall be used to further the aims and objectives of the club and for no other purpose.

(c) Elected officers annual reimbursements (Honoraria) to be decided upon at each AGM, when the accounts of the club shall be open for inspection and approval by members.

Any honoraria payment agreed will be paid in advance, on the understanding that the amount will be repaid pro-rata in the event of the officer resigning prior to the end of their 12 month term of office.

(d) The accounts of the club shall be finalised up to the 30th September each year and audited by the appointed auditor.

(e) The club shall have at least two signatories, approved by members at an Annual General Meeting, or at an Extraordinary General Meeting or at a Committee meeting should a vacancy arise between AGM's.

(f) No two people residing at the same address shall be able to be cheque signatories.

(g) Expenditure limit controls shall be:-

- Two elected officers - max £250
- Three elected officers - max £600
- All elected officers/committee members - expenditure greater than £600.

(h) All cheques drawn against the Club's funds shall be signed by two of the nominated signatories.

(i) All members of the club shall be jointly responsible for the financial liabilities of the club.

(j) The treasurer shall present a financial statement to each of the management committee meetings, and to the Annual General Meeting.

### **9. Membership Fees**

(a) Members must pay their subscriptions by 30<sup>th</sup> April in the new season. Club captains to ensure all team members have complied with this requirement and to refuse selection to any member non-compliant. Members failing to pay their subscriptions will forfeit their membership.

(b) The annual subscription to the club shall be agreed at the Annual General Meeting. If, for whatever reason, no annual subscription is agreed then the previous year's subscriptions shall apply.

### **10. Distribution of Constitution**

Each member, on payment of their initial annual subscription, shall be provided with a copy of the constitution of the club and the act of joining shall imply acceptance of, and adherence to the constitution. Copies of the constitution shall also be displayed in the clubhouse.

### **11. Complaints or Suggestions**

Any complaints or suggestions made by members should be put in writing to the club Secretary. If the matter cannot be resolved the member has the right to attend a committee meeting to state his or her case, where the management committee will make the final decision.

### **12. Alteration of the Constitution**

Proposals for constitution changes can only be made at the Annual General Meeting or an Extraordinary General Meeting convened specifically for this purpose. Proposed constitution changes must have a proposer and be seconded and submitted in writing to the club Secretary at least 14 days prior to the Annual General Meeting. The Constitution can only be changed where there is more than a two thirds majority at a quorate AGM/EGM.

### **13. Annual General Meeting**

The Club shall hold an Annual General Meeting in either November or December in each calendar year giving members at least 28 days' notice of the due date. A minimum of 10% of the membership must attend for there to be a quorum.

Members wishing to submit a motion and/or constitution change must have a proposer and a seconder and be submitted in writing to the club Secretary at least 14 days prior to the Annual General Meeting and/or Extraordinary General Meeting.

The purpose of the Annual General Meeting is to:-

- 1) Approve the Minutes of the previous quorate AGM/EGM
- 2) Receive reports from the Chair and Secretary
- 3) Receive a report from the Treasurer and approve the club's audited accounts
- 4) Receive a report from the club Captains
- 5) Fix the subscription fees for each category of membership for the following year
- 6) Agree an outline figure in respect of green maintenance costs for the following year
- 7) Elect Officers and the Management Committee for the following year
- 8) Consider any proposed changes to the constitution of the club
- 9) The awarding of any honoraria payments
- 10) Election of Team Captains and Vice Captains

11) Deal with any other relevant business

#### **14. Extraordinary General Meeting**

An Extraordinary General Meeting shall be called by an application in writing to the Secretary supported by at least 10% of the members of the club, specifying the reason/s a meeting be convened, including the submission of a motion and/or constitution change, duly proposed and seconded.

a) The Management Committee shall also have the power to call an Extraordinary General Meeting by a decision of a simple majority of committee members.

b) Club members to be given 14 days' notice of any such meeting, and a minimum of 10% of the membership must attend for there to be a quorum.

c) Every member shall have one vote on motions tabled at an Annual General Meeting and/or Extraordinary General Meeting. In the event of a tied vote the Chair will have the casting vote.

#### **15. Meetings**

That a meeting of Officers be convened prior to the AGM/EGM to allow club Officers to deliberate issues, concerns & proposals that have been submitted for inclusion on the Agenda.

#### **16. Teams**

Each team squad will consist of at least the number of players required by the respective league. New members who join following the selection of the squads and wish to play in any of the leagues may be added to any appropriate squad at the discretion of the team captain.

#### **17. Notice of Matches**

Team members will be provided with a fixture list at the start of each season. Teams, including reserves as well as the details of forthcoming fixtures will be displayed on a team sheet and pinned on the notice board in the clubhouse. Individual members are responsible for checking the notice board, or with the team captain to establish their involvement in each game.

In exceptional circumstances and for rearranged fixtures team captains will ensure that players are notified of their involvement.

Reserves are expected to attend matches unless agreed with the team captain beforehand,

#### **18. Safeguarding policy / procedures**

The club will have a Safeguarding Policy in respect of i) junior bowlers, ii) adult bowlers at risk, and iii) bowlers with disabilities, This policy will be displayed on the clubhouse notice board and on the club web site.

#### **19. Internal Competitions**

Details of club competitions will be displayed on the noticeboard by the Secretary at the appropriate time in the season.

#### **20. Dissolution of the Club**

If the club is to be dissolved then an Extraordinary General Meeting must be called by the management committee to determine the disposal of the clubs assets after satisfying all its debts and liabilities. The remaining assets shall not be paid or redistributed amongst any members of the

club but will be transferred to an organisation(s) with similar aims and objectives.

At least two weeks' notice to be given and a minimum of 10% of the membership must attend for there to be a quorum.

This constitution was agreed by members of Manor Park Bowling Club on ..... and was adopted by the duly elected officers whose signatures appear below on this document.

\_\_\_\_\_ Chair

\_\_\_\_\_ Vice Chair

\_\_\_\_\_ Secretary

\_\_\_\_\_ Treasurer