

C.I.O. Roundwood Bowls Club 1176265

Delegation by Trustees - April 2018

Management of the Club

There will be a Management Committee which will be responsible for all the financial affairs and statutory requirements of the Club including all disciplinary hearings of members who infringe the club rules/code of conduct/constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings

1. Structure of Committee

Management Committee

The Management Committee will consist of a minimum of 8 members and a maximum of 12 members.

The Management Committee will be comprised of the following :-

At Least 2 of the Charity Trustees

Men's Club Secretary

Ladies Club Secretary

2-8 Members elected at the AGM

(The committee may co-opt any member onto the Committee for a specific project or period if felt appropriate)

The individual officer roles will be elected by the Management Committee

All committee members shall be entitled to one vote at each Management Meeting except the Chair.

2. Rules for Committee Meetings

Management Committee Meetings

The Management Committee will be convened by the Management Secretary of the club and hold no less than 6 meetings per year. At least 14 days' notice will be given, except when

- the date of the meeting was agreed at the previous management meeting, or
- in an emergency the Chairperson may call a meeting at four days' notice

The quorum required for business to be agreed at Management Committee meetings will be 4.

All votes shall be determined by a simple majority. In the event of a tied vote the Chair may exercise a casting vote.

The Management Secretary (or someone appointed by the Management Secretary specifically to attend meetings to take minutes – this person will not have a vote) will prepare accurate minutes of every Management Meeting which will be distributed to all Committee Members

within 28 days of the meeting as Unratified Minutes. These minutes will be made available to all members

3. Finance

The Club shall derive income from memberships, match fees, rink charges, locker hire, sponsorships, donations and other bowls related income as agreed with the owners of the facilities.

All club monies will be banked in an account held in the name of the C.I.O.

The Club Treasurer will be responsible for the finances of the club.

The financial year of the club will end on the 31st December

An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

Any cheques drawn against club funds will require the signature of the Treasurer and one other. There may be up to 4 signatories on the account.

All surplus income or profits are to be reinvested in the club. No surpluses or assets will be distributed to the members or third parties.

4. Annual General Meetings

A.G.M.s shall be called by the Trustees as per the Constitution

Persons nominated to serve on the Management Committee must be members of the club and nominated by 2 other members .If more nominations are received than places available, then a vote will be taken by members attending the AGM.