

CONSTITUTION

ROUNDWOOD BOWLS CLUB as amended 21st April 2012

1. Name

The club will be called ROUNDWOOD BOWLS CLUB (herein after referred to as The Club).

2. Aims and objectives

The Main Purposes of the club are to provide facilities for and to promote participation in the amateur sport of indoor bowls in Taverham, Norwich

- to ensure that the facilities hired at Roundwood Bowls Club are offered and utilised on a fair and equal basis to all members of the club
- to offer coaching and competitive opportunities in bowls
- to offer social and non-competitive sessions and events
- to promote the club within the local community
- to ensure that all rules laid down by the governing bodies of the sport are adhered to
- to set any “local” rules as deemed necessary
- to ensure a duty of care to all members of the club, and
- to support local charities and organisations

3. Affiliation

The Club will be affiliated to the following National Governing Bodies:

- English Indoor Bowling Association (EIBA)
- English Bowling Federation (EBF)
- English Women’s Bowling Federation (EWBF)
- The County Associations affiliated to the above

4. Membership

Membership of The Club shall be open to anyone interested in the sport on application regardless of sex, age disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowed on a non-discriminatory basis.

The club may have different classes of membership and subscription on a non-discriminatory and fair basis. The club will keep subscriptions at levels that will not pose a significant obstacle to people participating

All playing members will also be affiliated to the English Indoor Bowling Association (EIBA) and corresponding County Associations. Affiliation to the EBF and EWBF will be voluntary.

All applications for membership shall be accompanied by the appropriate annual membership fee, which shall thereafter be payable on demand.

Fully paid up members may be elected to serve on the Management Committee.

All members by joining the club will be deemed to accept the rules and codes of conduct that the club has adopted.

Members will be enrolled in one of the following categories:

- adult member
- senior member (80 and over)
- junior member (still in full time education)
- social (non-playing) member
- honorary life member

5. Membership fees

Annual Subscription fees will be set by The Management Committee and agreed at the AGM. The total subscription will become the income of the Club who will be responsible for paying a fee to United Business & Leisure (Roundwood) Ltd trading as Roundwood Indoor Bowls & Function Centre for use of the facilities.

6. 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.

There will also be a Social Committee which will be responsible for the organisation of all social activities for members and the organisation of fundraising and charity events.

The Management Committee will have powers to appoint further sub-committees as necessary.

7. Structure of Committees

Management Committee

The Management Committee will consist of a minimum of 8 members and a maximum of 10 members.

The Management Committee will be comprised of the following Officers of the Club:

- Chairman
- Vice Chairman
- Management Secretary
- Treasurer
- Men's Club Secretary
- Ladies Club Secretary
- Representative of the Social Committee
- 2-3 Members

(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.

Social Committee

The Social Committee will comprise of a minimum of 6 members and a maximum of 12 members.

The Social Committee will be comprised of:

- The Social Committee Chairman
- Social Committee Secretary
- Social Committee Treasurer
- Between 3 and 9 members

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

The Social Committee will have its own bank account and it will prepare its own statement of accounts.

The members of the Social Committee will elect their own Secretary and Treasurer and any other officer roles felt appropriate.

8. 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

Social Committee Meetings

The Committee will be convened by the Secretary of the Social Committee and hold no less than 4 meetings per year. At least 14 days' notice will be given, except when

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

The quorum required for business to be agreed at 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 Secretary of the Social Committee (or someone appointed by the Secretary of the Social Committee specifically to attend meetings to take minutes – this person will not have a vote) will prepare accurate minutes of every 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

9. 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 as well as from social and fund raising events.

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

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

The financial year of the club will end on 31st August.

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.

10. Annual General Meetings

Notice of the Annual General Meeting (AGM) will be given by the Management Secretary. Not less than 21 clear days' notice to be given to all members.

The AGM will receive a report from officers of the Management Committee and the Social Committee and a statement of the approved accounts.

Nominations for members to sit on the Management Committee will be sent to the Management Secretary prior to the AGM.

All nominations will require a proposer and seconder.

Election of the Management Committee will take place at the AGM.

All members have the right to vote at the AGM.

The quorum for AGMs will be 8 persons.

The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

11. Extra Ordinary General Meetings (EGM's)

An EGM may be called upon the written demand of

33% of the membership

The Chairperson

2/3 majority of the Management Committee

Notice for an EGM shall be a minimum of 14 days and shall state the business to be discussed.

12. Discipline and appeals

All complaints regarding the behaviour of members should be submitted in writing to the Management Secretary.

The Management Committee will meet to hear complaints within 15 days of a complaint being lodged.

The committee has the power to take appropriate disciplinary action including the termination of membership.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 5 days of the hearing.

There will be the right of appeal to the members following disciplinary action being announced. The appeals committee of 5 persons drawn from members should consider the appeal within 5 days of the Management Secretary receiving the appeal.

13. Dissolution

A resolution to dissolve the club can be passed at an AGM or EGM through a majority vote of the membership.

Under dissolution of the club any remaining assets shall be given or transferred to another CASC, a registered charity or the sport's governing body for use by them in related community sports

14. Amendments to the constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

Declaration

ROUNDWOOD BOWLS CLUB hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED:

DATE:

NAME:

POSITION: Club Chair

SIGNED:

DATE:

NAME:

POSITION: Management Secretary

