

Fraserburgh west end Bowling Club

Constitution 25/05/2022

This constitution replaces any previous constitution in existence

1 name. The club shall be known as Fraserburgh West End Bowling Club

2 aims. The aims of the club shall be to further the interests of its members and the local community (Area of benefit) shall be Fraserburgh and the surrounding area in Banff and Buchan and Buchan, in social and competitive bowling and it's associated activities .

3. Membership . Membership shall be open to all and no application for membership will be refused on other than reasonable grounds . 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 .

3.1 Full Members - Allowed full access to clubs facilities and entitled to vote at an AGM

Full Members must have paid annual subscription

3.2 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

3.3 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 independent to the committee individuals making the original decision.

3.4 The membership of the club shall consist of the following classes of membership.

3.4.1 Full members

Full members must have paid annual subscription

3.4.2 Junior members

Junior members must be under 18 years of age

3.4.2 Honorary members.

Honorary life membership may be granted to any person who in the opinion of the committee has rendered outstanding service to the club, either directly or indirectly, such membership shall carry the rights of full membership, but will be free from subs .

4. Suspensions and Termination of Membership

4.1 All members shall abide by the constitution of the club

4.2 No member shall be expelled from the club without first given the opportunity to appear before the committee.

4.3 Appeals will be heard to a separate group or members at an EGM .

5. Subscriptions

5.1 The annual subscription rate for membership shall be set at the annual General meeting .

5.2 The rate for junior membership will be half the set rate for full membership.

5.3 All subscriptions shall be due and payable within two months of the AGM.

5.4 members in arrears shall have no voting rights.

5.5 A member shall have deemed to have resigned from the club if by the end of the financial year their subscription has not been paid .

5.6 The financial year shall run from the first day of April to the last day of March.

6. Finance

All money received by the club , except a reasonable amount for making petty cash payments shall be deposited into the club's bank account. Details of cash receipts and payments shall be recorded in a book kept for this purpose . Bank

withdrawals require the signature of the club's treasurer and one other from the two nominated officers of the club .

7. Membership of the club committee.

The club's affairs shall be administered by the committee elected at the annual General meeting .

The committee in whom the club's property shall be vested shall consist off. :-

7.1 Chair. Who will preside at all meetings at which they are present . The Chair may hold this position for two years , or until they are either voted off at an annual General meeting, or resigns.

7.2 Vice Chair. Who will act as a chair in the absence of the chair. The vice chair may hold this position for two years ., or until they are either voted off at an annual General meeting , or resigns.

7.3 Secretary. Who will be responsible for :-

1. Keeping minutes of all club meetings.
2. Ensuring all correspondence is handled correctly.
3. Maintaining a master roll of all members and honorary members.
4. Maintaining a register of club equipment and assets. The Secretary may hold this position until they are either voted off at an AGM or resigns. This post may be held for a period longer than two years.

7.4 Treasurer . Who will be responsible for :-

1. Keeping the club's accounts .
2. Advising the committee on all financial matters.
3. Preparing accounts for presenting at the AGM.
4. Preparing accounts for presenting to independent auditors. The treasurer may hold this position until they are either voted off at an AGM or resigns.

7.5 Ordinary committee members . Up to seven ordinary committee members may be required.

8. Committee Standing Orders

8.1 Committee meetings may be called by the chair, Secretary or any three members of the committee.

8.2 In the event of a tied vote , the chair of the meeting shall have a second and casting vote .

9. Annual General Meeting

9.1 The AGM will normally be held in the first quarter of each year. At least fourteen days notice shall be given to each member either verbally or via the best practical means available at the time .

9.2 The quorum of the meeting shall be twelve members

9.3 The agenda for the meeting shall be :-

1. Apologies for absence
2. Minutes of the previous AGM.
3. Chair report
4. Secretary's report
5. Treasures report
6. Election of Chair
7. Election of vice chair
8. Election of Secretary.
9. Election of treasurer
10. Election of several ordinary committee members
11. Any other competent business.

9.4 Nominations for committee members require a proposer and a seconder and may be made verbally at the meeting .

1. Nominations may also be made verbally via email or letter if a member is unable to attend the AGM and has sent " Apologies for Absence " .

2. Items 1 - 5 above shall be chaired by the outgoing chair. Items 6 shall be chaired by an acting chair who is not standing for election to office. All remaining business will be conducted by the newly elected chair.

3. Items raised by members under other business may be notified to the Secretary via the best practical means available.

10. Extraordinarily General Meeting

1. Extraordinarily General Meetings may be called by the committee of not less than twelve members of the club.

2. The date of the meeting will be the earliest convenient decided by the committee.

3. The Secretary will inform all members of the club as soon as possible by the best practical means available.

4. No other business may be transacted at the EGM .

5. The quorum for the EGM shall be twelve members.

11. Motions and Amendments.

When amendments are made upon a motion , a vote shall be taken between the motion and the amendment.

12. Amendments to the Constitution.

1. The constitution can only be amended at an AGM or EGM called for that purpose .

2. No alteration shall be made to the Constitution unless by a majority comprising two thirds or more of the members present and voting at the meeting.

13. Winding Up The Club

1. If , upon the winding up or dissolution of the club there remains after the satisfaction of all the club's debts and liabilities any property whatsoever, the same shall be given or transferred to some other organisation having aims and activities similar to the objects of the club. If however this cannot be given, then donated to some charitable project or the benefit of the local community.

2. The decision to wind up the club may only be taken at an EGM and will require a majority comprising of two thirds or more of the members present and voting .