

## NORTHWEST KILMARNOCK BOWLING CLUB (NWKBC) CONSTITUTION

Monday 6<sup>th</sup> February 2024

### 1. Name

The Club shall be called the North West Kilmarnock Bowling Club (herein referred to as the Club)

### 2. Objects

The objects of the Club shall be to encourage the promotion and practise of the sport of bowling in the designated Northwest Kilmarnock and Southcraigs-Dean Community Council areas of East Ayrshire and undertake other activities incidental or conducive to the furtherance of these objectives.

### 3. Membership

The membership shall consist of the following categories:

Ordinary

Associate

Youth Section

Honorary

Social

### 4. Descriptions

Ordinary membership will consist of those members' who pay the full annual subscription in advance. Those members will be eligible to vote on all matters concerning the Club at appropriate meetings.

Associate membership will consist of those members who for health reasons are unfit to play bowls and have paid the annual subscription determined by the Management Committee. Those members will be eligible to attend and vote at the Annual General Meeting.

Youth Section membership will be restricted to members under the age of eighteen (18) years those members will have no voting rights and will have paid the annual subscription determined by the Management Committee.

That no alcohol liquor shall be sold or supplied in the club to any person under 18.

Honorary membership will only be granted to members who in the opinion of the Management Committee have given outstanding services to the club. No person shall be allowed to become an Honorary Member of the club or be relieved of the payment of any defined subscription unless qualified by the decision of the Management Committee.

Social members will pay a fee to be determined by the Management Committee. These members will have no voting rights and be limited to not more than 3 trial games on the Green playing surface, accompanied by a voting member.

That a visitor/guest shall not be supplied with alcoholic liquor in the club premises unless on the invitation and in the company of a member and that the visitor/guest shall, upon admission to the club premises or immediately upon being supplied with such liquor, enter his own name and address and have the signature of the inviting member recorded, in a "signing in book" which shall be kept for that purpose and which shall show the date of each visit, and that no alcohol liquor shall be sold or supplied in the club premises for consumption off the premises, except to a member of the club in person for consumption to them.

Visitors/guests shall be limited to not more than 3 trial games on the Green accompanied by a voting member. This rule shall be suspended for Try Bowls and Children who are taking part in any introduction to bowls event and members of other bowling clubs who are participating in any competition organised by the Club on their behalf or on the behalf of Scottish Bowls or any other organisation that the Club is affiliated to.

All Ordinary members, except those with a disability that would temporarily prevent them from playing bowls, will have to play at least four games of bowls in the current season. These games do not include "bounce" games – they must be games that are run by the Club e.g Scottish ties, inter-club games etc.

For internal club games that will result in members playing in Scottish or Ayrshire tournaments there are a Gents and a Ladies Section - eg. Scottish Mens Singles, Ladies Pairs. These sections will run their own draws for these tournaments.

All members joining the club shall be deemed to accept the terms of the constitution and any bye-laws published from time to time by the club.

## 5. Management

The affairs of the Club shall be conducted by a Management Committee which will consist of the Officers of the club plus other members that will be determined by members at the AGM.

The Management Committee shall be elected for no less than one year by the general body of members and shall be subject in whole to annual re-election.

The Officers of the Club shall consist of a Chairperson (normally the President), Vice-Chairperson (normally the Vice-President), Treasurer and Secretary who shall be elected annually at the Annual General Meeting. If the post of any Officer or other committee member should fall vacant after such an election, the Management Committee shall have the power to fill the vacancy.

All Management Committee members shall be members of the Club.

That no member of the Management Committee or governing body and no manager or person employed in the club shall have any personal interest in the sale of alcohol liquor therein or in the profits arising from such sale.

The Management Committee will hold meetings as determined by them.

## 6. General Meeting

### Annual General Meeting

The Club shall hold an Annual General Meeting in the month of March to:

- Approve the minutes of the previous year's AGM
- Receive reports from the Chairperson and Secretary.
- Receive a report from the Secretary and approve the Annual Accounts.
- Receive a report from the Accountant.
- To decide what Annual Subscriptions should be with regards to each class of membership
- Elect the Management Committee.
- Consider changes to the Constitution.
- Appoint Accountant for the Clubs accounts.
- Deal with other relevant business

### Extraordinary General Meeting

An Extraordinary General meeting shall be called by an application in writing to the secretary supported by at least 15% of voting members of the Club. The Management Committee shall have the power to call an Extraordinary General Meeting by decision of a simple majority of its members.

### Notices

At least 30 (THIRTY) days notice shall be given to all voting members of any General Meetings.

### Voting

With the exception to changes to the constitution decisions put to a vote shall be resolved by a simple majority at General Meetings

The Chairperson of the Club shall hold a deliberate as well as a casting vote.

### Quorums

The quorum at General Meetings shall be 15% of voting members and the quorum for Committee meetings shall be 5 (five) members

## 7. Changes to constitution

Any change to the constitution shall require a two thirds majority of those present and eligible to vote at a General Meeting.

Members who are eligible to vote are those who are classified as being Ordinary, Associate or Honorary members.

Notices shall be given to all voting Ordinary, Associate and Honorary members of any General Meeting and then any proposal to change the constitution shall be submitted in writing to the Secretary at least 15 days prior to the meeting. All proposals for changes to the constitution shall be signed by two members eligible to vote at a General Meeting.

## 8. Finance and Accounts

The financial year shall run from 1<sup>st</sup> December to 30<sup>th</sup> November each year.

The Treasurer shall be responsible in keeping books and accounts showing the financial affairs and legal intromission of the Club to account for all the monies obtained from all sources and to pay all accounts that are authorised by the Committee. He/she shall submit a balance sheet at the Annual General Meeting showing all accounts for the year ending 30<sup>th</sup> November.

The accounts shall be prepared by qualified accountants as nominated by the Management Committee.

All the cheques drawn against the club funds shall be signed by the Treasurer and Secretary. Two signatures are required at all times.

All members of the Club shall be considered to be jointly responsible for the financial liabilities of the Club

## 9. Bye-Laws

The Management Committee shall have the power to publish and enforce such bye-laws as the membership feels necessary to govern the activities of the Club.

## 10. Property

The Management Committee shall have the power to purchase and/or lease such heritable property as they may from time-to-time determine and the title deeds to all such property shall be held in the name of the Chairperson, Secretary and Treasurer for the time being and their successors in office as shall any item of investment or property acquired by the Club.

## 11. Borrowing Powers

The Management Committee shall have the powers to raise, borrow or secure the payment of money for purpose in connection with the business of the Club within such limits as may be laid down by the members of the club in General Meeting and the Chairperson, Secretary and Treasurer for the time being shall be empowered to grant standard securities over any heritable property owned by, or leased to, the club as direct by the Management Committee in exercise of their power to raise, borrow, or secure the payment of money as aforesaid.

## 12. Membership

Membership shall be open to anyone 18 or over. No person under 18 shall be admitted as a member of the club but can join the Youth Section.

There shall be a defined subscription payable in advance by all sections of members which will be agreed at the Annual General Meeting after consideration and recommendation by the Management Committee.

An employee of the association shall not be eligible for membership; a person who becomes an employee of the association after admission to membership shall automatically cease to be a member.

Any person who wishes to become a member must sign, and lodge with the Club, a written application for membership and that an interval of not less than two weeks shall elapse between the nomination and election of ordinary members. Until this process is completed the applicants shall be treated as ordinary members of the Club but will have no voting rights until they are approved as members.

The Management Committee shall consider each application for membership at the first management committee meeting which is held after receipt of the application; the management committee shall, within a reasonable time after the meeting, notify the applicant of its decision on the application. No application for membership shall be refused without good reason.

If membership is refused the person will have the right to lodge a written appeal with the Chairperson, who will consider it within 21 days and make a decision. This decision is final.

13. Register of members

The management committee shall maintain a register of members, setting out the full name and address of each member.

14. Dissolution

If on winding up or dissolution of the Club there remains after the satisfaction of all its debts and liabilities, any property whatsoever the same shall be paid or distributed among members of the Club.

Adopted by the Management Committee on Monday 6<sup>th</sup> February 2024

Signed .....S.MURRAY.....

Position .....SECRETARY.....

Signed .....M.CONNELLY.....

Position .....PRESIDENT.....

SCANNED COPY OF SIGNATURES BELOW.

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Signed .....S. MURRAY.....

Position .....SECRETARY.....

Signed .....Matthew Connelly.....

Position .....PRESIDENT.....