

# ALLOWAY BOWLING CLUB (A Section of Cambusdoon Sports Club)

## CONSTITUTION (Agreed at AGM Jan 2025)

### 1. GENERAL

- 1.1 The object of Alloway Bowling Club (ABC) shall be to promote the game of bowls within the local community and within Cambusdoon Sports Club (CSC). The Club is a non-profit making organisation. All surpluses will be used to maintain or improve the Club's facilities, and no surpluses or assets will be distributed to members or third parties.
- 1.2 ABC is constituted under and subject to the Constitution of CSC that shall take precedent over that of ABC where a conflict arises.
- 1.3 There are two Appendices to the ABC Constitution via 1. The House Rules and 2. The Rules of Competition. As with this constitution, each of these documents will be separately agreed at an Annual General Meeting of the ABC members.
- 1.4 Membership of ABC shall consist of accepted senior playing members (18 years of age or older at the date of application for membership) and accepted junior playing members (under 18 years of age at date of application). A further category of associate member will be offered to former senior members of ABC of at least five years standing who have reverted to social membership of CSC.
- 1.5 Membership fees shall be fixed by CSC on an annual basis in March of each year.
- 1.5 The total number of members shall be restricted to 200.
- 1.6 The playing season will run typically from early / mid-April through to mid / late September with the actual dates determined by the ABC committee.
- 1.7 During the playing season, the green shall normally be open for play between 11 am and dusk daily. To allow essential maintenance on the playing surface, the green keeper has the authority to restrict play on the green.
- 1.8 ABC competitions, in which fully paid-up members may participate, will be played throughout the playing season to a schedule prepared by the Match Secretary and agreed to by the committee.
- 1.9 Members are encouraged to enter all club competitions observing the rules of competition as required. Members are also encouraged to play regularly in club sweeps as well as club competitions so that members may get to know each other.

- 1.10 ABC may arrange friendly matches against other local bowling clubs to be played during the season. These matches would normally be arranged by the Match Secretary. Any member may add his / her name to the list to play in these matches.
- 1.11 ABC will promote and comply with the equality statement laid out in the constitution of CSC updated in March 2024.

## **2. ANNUAL GENERAL MEETING OF ABC**

- 2.1 The AGM will be held at a suitable venue not later than the end of January / beginning of February following the closing date of the bowling season.
- 2.2 Three weeks' notice of the AGM will be given at which twenty fully paid-up members shall constitute a quorum.
- 2.3 Senior members and associate members are eligible to attend the AGM. Although encouraged to participate in all discussions, associate members will not have any voting rights.
- 2.4 The AGM agenda will include: -
- Reports from the President, Treasurer and Match Secretary.
  - Election of office bearers - see 3.1 below.
  - Other items of importance to ABC.

All members shall be encouraged to raise relevant issues for discussion at the AGM.

Should a matter be raised that the Committee consider would benefit from the input of whole membership, they can suspend discussion and refer the matter to a Special General Meeting. Such a request must also be supported by 10 members.

- 2.5 Nominations for President and Vice President must be received by the Secretary at least two weeks prior to the AGM and all nominations must be proposed and seconded in writing. Should there not be any nominations received then nominations will be taken from the floor at the AGM.
- 2.6 Nominations for all other committee positions will be requested at the AGM.
- 2.7 Changes to the ABC Constitution require a two thirds majority vote. All other matters require a simple majority vote. ABC Management Committee have the discretion to allow all written, emailed and proxy votes to be accepted. The Chair of the Committee, who shall have a deliberative and casting vote at all meetings, shall be the President, in whose absence the Vice-President shall take the chair, or in their absence a Chair elected by the meeting.
- 2.8 Two members of ABC will be appointed to audit the ABC accounts prior to the following year's AGM.
- 2.9 All nominees must have given their prior approval to having been nominated.

## **3. MANAGEMENT OF ALLOWAY BOWLING CLUB**

- 3.1 At the AGM, the following office bearers will be appointed: -

President	Vice President
Secretary	Match Secretary
Treasurer	Social Convener

- 3.2 The President and Vice President shall normally hold office for two years. Other committee members shall hold office for one year but may be re-elected at the AGM.
- 3.3 A maximum of one associate members may be elected to the committee at any one time, however, associate members cannot be elected to the posts of President, Vice President, Secretary or Treasurer.
- 3.4 Any office bearer resigning early must notify the Secretary in writing.
- 3.5 The committee shall have the power to co-opt a member to fill any vacancy arising.
- 3.6 Regular meetings of the committee will be held during the year at which the President or Vice President plus three other committee members shall constitute a quorum.
- 3.7 The Chair of the Committee, who shall have a deliberative and casting vote at all meetings of the said Committee, shall be the President, in whose absence the Vice-President shall take the chair, or in their absence a Chair elected by the meeting. Simple majority required on all votes. Co-opted members, not filling a defined office bearer post, shall not have a voting right.
- 3.8 Minutes of meetings clearly showing decisions taken will be available to members in a file in the ABC club room after approval at the next committee meeting.
- 3.9 The President (or substitute) will attend management meetings of CSC to both represent the interests of ABC and to play a part in the overall management of CSC.
- 3.10 The committee shall have the power to create and amend "House Rules" governing the conduct of the affairs of ABC and create and amend "Rules of Competition" to assist in the administration of all competitions run by the club.
- 3.11 Any complaints about the conduct of an ABC member or about the management of ABC should be made in writing to the Secretary of ABC. Thereafter, the committee will follow the "Complaints and Discipline Policy" clearly laid out in section 17 of CSC's constitution.
- 3.12 As ABC operates under the auspices of CSC, all ABC committee decisions affecting CSC policy and financial arrangements require ratification by the CSC management committee.

#### **4. FINANCIAL ARRANGEMENTS**

- 4.1 ABC is a non-profit making organisation which can raise funds as the committee sees fit.
- 4.2 ABC will operate accounts to 31st December year end for the purposes of preparing an annual statement of account. ABC must also provide a copy of their income and expenditure statement for the six-month periods leading up to the 30th of June and 31st December. These must be provided to the Club Treasurer within 6 weeks of the end of each 6-month period.
- 4.3 The Treasurer, on behalf of the committee, shall: -
- Maintain full and accurate records of ABC's financial affairs.

- Operate a bank account with any two of the Treasurer, President and Secretary being payment signatories.
- Submit the latest financial statement to the committee at its regular meetings.
- Prepare annual accounts for approval at ABC's AGM.

4.4 A copy of ABC's draft annual accounts shall be submitted to CSC prior to presentation and approval at ABC's AGM.

4.5 The annual accounts of ABC, along with financial statements and all relevant financial records should be retained in a tidy condition suitable for any audit requested by either the President of ABC or by CSC.

4.6 Any expenditure expected to be funded by CSC must be agreed in advance with the office bearers of CSC.

4.7 On dissolution of ABC, any remaining funding will be distributed in line with the CSC constitution.

## 5. SUBSCRIPTIONS

The subscription year runs from 1st April to the 31st of March for Bowling and Non-Playing memberships with payment due by the 15<sup>th</sup> of May. If the Subscriptions are not paid by the final due date of the 15th May they shall be considered to be in arrears and the CSC Membership Secretary shall have power to intimate to any member who has failed to pay within said time that if his/her subscription be not paid within fourteen days, thereafter, his/her name shall be brought before the Management Committee, who shall have power to terminate membership.

Payments from existing members received after the 15th of May will attract the overdue payment fee. Monthly Direct Debit payment of the membership fee is available. Members are to be aware that this represents a means to spread the payment of the annual fee.

## 6. SPECIAL GENERAL MEETING

A special general meeting of ABC may be convened by the committee at any time or when requested in writing and signed by ten ABC members (senior, junior or associate). The special general meeting must be held within 28 days of such a request and all members must be given at least 7 days' advance notice of the meeting. Associate members will be encouraged to attend but they will not have any voting rights.

At all General Meetings of the Club, twenty members entitled to vote and personally present shall form a quorum. In the case of parity in voting the Chair will have a casting as well as a deliberate vote. Changes to the ABC Constitution require a two thirds majority vote. All other matters require a simple majority vote. ABC Management Committee have the discretion to allow all written, emailed and proxy votes.

## 7. SAFEGUARDING/ WELLBEING OFFICER

ABC must have a qualified Safeguarding/ Wellbeing Officer who must act in accordance with CSC Safeguarding Policy. This post must be formally recorded at the AGM.

## 8. CHANGES TO THE ABC CONSTITUTION

Any changes to the constitution should normally be made at the AGM of ABC with the proposed details being submitted in writing to the Secretary of ABC at least two weeks in advance. All such

proposals must be formally proposed and seconded. Any changes to the ABC Constitution must be ratified by CSC.