

CONSTITUTION.

As adopted @ Annual General Meeting of November, 2019.

1. NAME:

The club shall be called the Abronhill Bowling Club, hereinafter 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

Bowling in the Abronhill area of Cumbernauld.

The Club will conduct its Bowling activities in line with the Rules and Regulations of Bowls Scotland.

3. 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, marital status, employment status, social class or other beliefs.

Abronhill Bowling Club is fully committed to making bowls accessible to all and will uphold the principles of equity in all aspects of our work to ensure that all members, participants, volunteers, coaches or parents receive equitable treatment.

4. REFUSAL OF MEMBERSHIP:

The Club may only refuse membership for good cause, such as conduct or character likely to bring the Club or Sport into disrepute. Appeal against refusal may be made to the members.

5. COMPOSITION:

Abronhill Bowling Club shall be an equal opportunities organisation and all Members, on payment of the Annual Subscription, shall be eligible to stand for election to the Management Committee and vote at General Meetings.

6. ASSETS:

The Club is a non-profit making organisation. All surplus income or profits will be reinvested in the Club.

No surpluses or assets will be distributed to members or third parties.

The heritable property leased or belonging to the club shall be vested or leased, in the names of the President, the

Vice President, the Secretary and the Treasurer of the club for the time being, and their respective successors in office and the survivors of them and the heir of the last survivor as trustees for the club on behalf of the club and members thereof present and future. No

conveyances, standard securities, leases, or other deeds affecting the club's heritable property shall be granted by the said trustees except as may be authorised and directed by the members in general meeting. The property effects and monies of the club shall belong equally to the members of the club during membership, but the right and interest of each member shall be personal and limited to them, and shall expire with their membership and shall not be capable of assignment or arrestment, nor pass to their heirs or executors.

No Member of the Club or immediate family member of same shall receive payment as remuneration for regular employment within the Club. This does not include any one-off payments received for services rendered as agreed and sanctioned by the Management Committee at a full meeting.

7. OFFICERS AND COMMITTEE:

The business and affairs of the Club shall be carried out by a Management Committee, duly elected at the A.G.M. of the Club by the members.

The Committee shall consist of the President, Vice President, Immediate Past President, Secretary, Treasurer, Match Secretary & Bar Convenor. These will form the seven Directors of the club.. These will form the seven Directors of the club. Wherever possible, the Club President and Vice President should be elected on an alternating Male/Female basis.

Also elected at the A.G.M. shall be five other Committee Members:

- House Steward.
- Assistant Match Secretary, who shall be of the opposite sex from the Match Secretary.
- Social Convenor.
- . Immediate Past President.
- General Committee Member.”

Any vacancy in the committee occurring during the year shall be filled by co-option.

8. AUDITORS:

The Treasurer shall maintain accurate records of the club's financial transactions and these shall be audited at least once per year by a qualified independent auditor.

9. GENERAL MEETING:

An Annual General Meeting of the club shall be held in the Clubhouse at 1.00pm on the second Sunday in November each year to elect office bearers for the ensuing season and to transact the business set out in the agenda, including the adoption of the minutes of the previous AGM and the acceptance of the balance sheet. Audited copies of the balance sheet, and the agenda for the meeting will be available to uplift from the clubhouse in the week preceding the meeting. Any member unable to uplift the agenda/balance sheet should apply in writing to the Secretary and copies will be posted by return. Any notices of motion to be raised at the AGM, must be given in writing to the secretary so as to reach him/her by 15th

October, and must be proposed and seconded by at least two Members.

Special General meetings of the club may be called at any time by a majority of the Management committee. All General Meetings shall be chaired throughout by a Director of the Club or in his/her absence by a deputy duly agreed to by the majority of the members present.

On receipt by the President of a resolution demanding such a meeting, signed by at least fifteen members, and stating the nature of the business for which the meeting is requested. Such a meeting must be held within Fourteen days of the date when such a resolution was handed to the President. Seven days notice of the meeting must be given to all ordinary members. Any proposal must be proposed and seconded by at least two Members.

10. QUORUM AT GENERAL MEETINGS:

At all general meetings of the club, 30% of the membership shall form a quorum.

11. CASTING VOTE:

At all meetings the President shall have a casting vote.

12. COMMITTEE MEETINGS:

The committee shall hold meetings at least once a month.

The President, or any two members of the management committee, shall at all times have the power to call a committee meeting at Seven days notice, or in exceptionally urgent situations on the spot. It should be noted however, that “on the spot ” meetings should only be held where urgent and unforeseen circumstances arise and require immediate resolution and in no circumstance should previous decisions of Full Committee be amended or rescinded. A Quorum for such a meeting will be five Directors.

Six members of the Management committee shall form a quorum.

13. FEES:

Members fees shall be reviewed annually at the annual general meeting of the club, and at all times, fees should be set at a level that do not pose a significant obstacle to membership or use of the Clubs facilities

14. LIABILITIES – RESIGNATIONS:

Members wishing to resign from the club must do so in writing to the Secretary before the date of the AGM. Members failing to do so will be held liable for annual subscription, provided that they are reminded of this liability, in the circular calling the meeting.

The annual subscription shall be payable in advance, on or before the last day of March in each year. In the event of any member allowing his/her subscriptions to remain unpaid after the time allowed for payment, he/she may, at the discretion of the committee, after Eight days notice being given, be declared no longer a member but shall be liable for his/her fees for the year.

Any member who does not resign from the club by the AGM and who does not pay the membership fee by the last day of March shall be barred from entering the club premises for one calendar year.

15. LIABILITY – COMMITTEE:

The members of the Management committee shall have recourse to all members of the club, for relief from any obligation which they, as members of the committee may have made themselves liable for on behalf of the club.

16. TEMPORARY MEMBERS:

Bowlers who are members of a team, and it's officials and supporters, representing a bowling club, or bowling association, whose headquarters are situated out-with Abronhill, and who are to take part on a representative match at Abronhill Bowling Club, shall be deemed to be temporary members, without subscription, on a notice under the hand of the Secretary of the club being posted on the club's notice board, giving the names of such bowlers and others described and the date. Such membership shall cease at the end of the visit.

The committee may also admit temporary members - persons whose permanent residence is out-with Cumbernauld, and who are visiting the district for holiday, business, or professional purposes. The weekly subscription for such temporary members, last described, shall be determined by the committee.

Temporary members shall be subject to the constitution and bye laws of the club, but shall have no voice in the management of the affairs of the club. Nor shall they have a vote, nor be permitted to introduce visitors or guests, and such a temporary membership may be terminated by the committee at any time, without stating a reason.

17. DISCRIMINATION:

There shall be no discrimination against any person applying for membership on the grounds of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.

18. BOWLS:

Each member of the club shall provide themselves at the first opportunity with a set of bowls, and shall not be at liberty to play with any other member's bowls, without the permission of the owner.

19. HONORARY MEMBERS:

The members present at the AGM of the club, may elect Honorary Presidents, Honorary Vice Presidents, and Honorary members, either on account of their position in the district, or in recognition of past services to the club. Honorary members shall be liable to pay the full membership fee less the cost of that year's Associate Membership fee as determined by the AGM. Any Honorary Members resigning as a playing member shall thereafter retain Associate Membership status, without a fee being levied for life. Honorary Members who have resigned as a playing member shall be eligible to play on the club's opening and closing days as well as Past President's days by invitation only. Except as so provided no other

persons shall be allowed to become honorary members or to be relieved of payment of the regular entry fee, and/or subscription as described previously. Honorary Membership shall at all times be Subject to the Rules and Bye-Laws of the Club.

20. BANKING ARRANGEMENTS:

All funds of the club shall be lodged in the bank, or building society, in the name of Abrohill Bowling Club. The account must have a minimum 3 signatories from the Management Committee, one of whom must be the Club Treasurer.

All withdrawals from the account in the Bank or Building Society, must be signed by the Club Treasurer, plus one other of the co-signatories.

21. BORROWING:

No monies will be borrowed for the further development, or for any other purpose, without the approval of the majority of members at a General meeting of the club.

It must be clearly stated in the circular calling the meeting, that authority to borrow money will be used, together with an indication of the amount that is proposed to be borrowed.

22. VISITOR (PLAYING):

Members will at all times be held responsible for the conduct of their visitors, and as such shall be liable to any disciplinary action for any misconduct of those visitors.

23. BOWLS SCOTLAND LAWS:

Bowls Scotland laws of the game shall be followed in all matches and competitions.

24. BYE LAWS:

The Management Committee shall have the powers to make bye-laws from time to time, as it sees fit. Such bye-laws must be posted up in the club house, with 7 days notice Prior to its commencement.

25. DISSOLUTION:

At a meeting called specifically for that purpose the Club can be dissolved.

75% of all members must be present at the meeting & the vote to dissolve the Club must be carried by at least 75% of such members present.

If the winding up, or dissolution of the Club there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid or distributed amongst the members of the Club, but shall be given, or transferred to another registered CASC, a registered charity or the Sports governing body for use by them in related community sports. Such organisation, or organisations, to be determined by the members of the Club.

26. EXCISABLE LIQUORS:

a) Excisable liquors shall only be brought into the Club premises, with the consent or by order

of the committee.

- b) No visitor shall be supplied with excisable liquor, unless on the invitation and in the company of a member.
- c) No excisable liquor shall be sold or supplied for consumption outside the premises of the Club. No member of the committee, or governing body, and no manager or servant employed by the Club, shall have a personal interest in the sale of excisable liquor therein, or the profits arising from such a sale.
- d) The hours during which excisable liquor may be sold, supplied, or consumed, in the Club premises shall be at the discretion of the committee, and within the hours set by the licensing authority.
- e) No excisable liquors shall be sold or supplied, to any persons under 18 years of age.
- f) Subject to the discretion of the Committee, children and young adults under 18 Years of age may be allowed in the Bar/Lounge area during Bowling / Private Functions, but must at all times be accompanied by a parent or guardian who is over eighteen years of age.
- g) Under licensing laws, fifteen minutes are allowed for 'drinking up time'
- h) Members and guests should be off the premises thirty minutes after permitted hours.

House Policy:

A House Policy will be in force, the contents of which will be decided by the Bar Convenor and Management Committee.

27. VISITORS – NON PLAYING:

Members of the Club shall be allowed to introduce Non-Playing Guests to the Club at any time subject to the following:

- a) The immediate family and friends of a member, by invitation of the Management Committee may be admitted as a temporary member without payment of a registration fee for the duration of a specified function within the Club.
- b) Introduction of guests shall be limited to four. The same guest may not be entered more than six times in any year.
- c) Not foregoing b) above, Each Member may introduce their spouse / partner to the Club on any occasion without limit.
- d) A Member introducing a guest to the Club shall immediately upon the admission of such guest to the premises, enter the date, name and address of such guest in the book provided for that purpose, and sign each entry. A guest shall not be supplied with alcoholic liquor in the Club premises unless on the invitation, and in the company of a Club Member.
- e) Any visitor's signed in by a member must leave when the member leaves.

28. CONDUCT:

- a) **Members are expected to conduct themselves in a proper manner within the precincts of the Club, and when representing the Club outside at any visited Club or venue.**
- b) **No member or guest the worse for liquor will be admitted.**
- c) **Language or conduct, which causes or is likely to cause offence or upset to other members or guests present at the Club will not be tolerated.**
- d) **Should a member or their guest fail to conduct themselves in an acceptable manner, the Management Committee will deal with the offending member, with power to suspend or expel immediately if necessary.**
- e) **Any member who is suspended or expelled shall not be entitled to be a visitor or a guest in the Club and shall forfeit all his/her rights and privileges under these Rules. However any member so suspended shall remain liable to pay his/her subscription during this suspension. If in office or on the Management Committee, or sub- committees, he/she shall vacate his office forthwith.**
- f) **Members are responsible for the conduct of any visitor introduced by them.**
- g) **The Management Committee will be responsible for dealing with all reported cases of misconduct.**
- h) **A verbal complaint should be made to the Duty Director or most senior committee member present at the time of any incident-taking place in the Club. If the complaint cannot be resolved at this time, then a formal complaint should be submitted to the Secretary, using the standard complaints form. In order to be valid, the complaint must be lodged with the Secretary within seven days of the alleged incident occurring.**

29: DISCIPLINARY AND APPEALS PROCEDURE:

Where a situation arises, either upon receipt by the Secretary of a letter or by verbal communication from the Duty Director, which indicates possible disciplinary action being appropriate, an investigation shall be carried out by a 'Disciplinary Investigation Committee' formed at the earliest opportunity following notification of the incident(s) involved. This committee will include 3 current office bearers and 2 other members of management committee (but not the President. During this investigation, statements will be taken from the member(s) involved and any witnesses to the incident(s) both in support of the complaint and in defence.

Upon completion of this investigation the committee so formed will make a decision, based on all the material facts presented to them, as to whether a Formal Disciplinary Hearing is to be instigated. In this case the member(s) should be advised , in writing, that such a hearing will take place and at a date and time, within 7 days of notification of such hearing, stated. Member(s) should be further advised that they may be accompanied, by another member for support, at said hearing.

If the investigation committee decide that the complaint is unfounded, or that no further action is to be taken, the member(s) raising the complaint will be advised, in writing, accordingly.

At the conclusion of the Disciplinary Hearing the committee will adjourn to consider it's verdict and the member(s) advised that a written decision will be forwarded to them, giving 14 days, from receipt of decision, in which to appeal.

Any subsequent appeal can only take place in the following circumstances, where the Appellant(s) highlights new evidence, at the severity of the sentence or any other valid reason that must be stated in the letter of appeal. The Appeal Committee will consist of, the President, and 3 other members of the Management Committee, none of whom will have taken part in the original hearing. The Appeals Committee would not retry the original case but would only consider the new grounds for the appeal.

N.B. Where an incident has been deemed to be Gross Misconduct, such as theft or violence, and membership of the Club has been suspended or removed, an appeal can be made to the Members of the Club and a Special General Meeting will be called for members to determine the severity of the sentence.

30. SOCIAL EVENINGS:

On social evenings no member or visitor will be allowed into the premises, after the permitted number has been reached. The Duty Director shall be able to close the Bar Area to all members half an hour prior to the commencement of the function, for the purpose of preparation.

31. BOWLING FUNCTION:

At all times, Bowling shall take precedence over Social functions.

32. AMENDMENTS TO THE CONSTITUTION:

(a) Alterations to the preceding rules can only be made at a duly constituted General Meeting of the Club. Written notice of the proposed alterations must be given to the Secretary four weeks prior to such a meeting. The Secretary must ensure that the proposed amendments are printed in full, in the circular calling the General Meeting.

(b) Notwithstanding the foregoing, there shall be no major change in the constitution of the club, without prior approval of North Lanarkshire Council, and the question as to whether any proposed change in the constitution is a major one shall be a matter for the sole discretion of North Lanarkshire Council.

33. INTERPRETATION OF CONSTITUTION, RULES AND BY-LAWS:

(a) The Committee shall be the sole authority for the interpretation of the Constitution, Rules, By-Laws, including the disciplinary rules and the regulations made by it from time to time.

(b) Any matter not addressed by the Constitution, Rules and By-Laws shall be placed before the Management Committee for determination. Any decision made thereafter by the Management Committee shall be Final and Binding.