

**INVERKEITHING**

**BOWLING CLUB**

**CONSTITUTION**

**Constitution.**

1**. Name**

1.1 The Club shall be called “The Inverkeithing Bowling Club”.

2. **Objects**

2.1 The objects of the club shall be to promote the sport of bowls in the Inverkeithing area and to foster good relations with the local community.

1. **Membership**
   1. Categories of Membership shall be as follows: - Ordinary, Senior, Honorary, Juniors and Associate.
   2. Ordinary membership will be open to both male and female candidates aged 18 to 64 years.

3.3 Senior Membership is open to both male and female members who are aged 65 and over, the rights and conditions of ordinary membership shall apply except the annual fees shall be at the reduced level decided by the Annual General Meeting.

3.4 Honorary Members shall be elected at the Annual General Meeting. The Club may consider for Honorary Membership such persons who in their opinion have served or are serving the community with distinction and have given loyalty and faithful service to the Club. They shall retain all normal membership rights within the club and the running there of.

3.5 Junior Membership shall be open to both male and female applicants aged under 18 years on the first of April of the current year. Fees payable shall be at the reduced level determined by the Annual General Meeting. Junior members shall have no voting rights and cannot attend any General or Special meetings and will have no say in the running of the club.

3.6 Associate membership to be restricted to 60 in number and reviewed yearly at AGM. Associate members are permitted to sign a maximum of two visitors into the club at any one time. **EXCEPT** the green for playing bowls. However,Associate Members may attend up to **FOUR** coaching sessions with a designated club coach with a view to taking out full membership

3.7 Any person seeking to join the Club shall submit an application form to the Management Committee. No application for membership will be refused other than on reasonable grounds. **There will be no discrimination on the grounds of religion, race, gender, disability, political or other opinion.** The application form shall be displayed in a place visible to existing members so as to keep them informed of possible new members so that advice and help can be given to aid such applications. The Committee will have the power to decide the outcome of the application at a meeting called for that purpose after the expiration of 14 days from the application being registered. It shall be a condition of any person becoming a member of the club that they accept and agree (and by applying to become a member they shall be deemed to have agreed) to be bound by the terms of the Constitution and Rules of the Green and Internal Competitions adopted by the Club, in particular to conduct themselves in accordance with the Clubs Members Code of Conduct and Disciplinary Procedures.

3.8 On the admission of a new member, Secretary shall notify him/her in writing requesting him/her to pay the annual subscription within 14 days. Full fees to be paid to the Treasurer within 14 days or election becomes null and void. A new member shall not be entitled to the privileges of the Club until said subscription is paid.

3.9 A sliding scale of fees will be applied to new Ordinary or Senior Members joining after 30 April in any year – as follows:

From 1 May 90% of annual fee.

From1 June 80% of annual fee.

From 1 July 70% of annual fee.

From 1 August 60% of annual fee.

From 1 September 20% of annual fee.

Fees to be paid in full as soon as new Ordinary or Senior membership has been approved. This sliding scale does not apply to other categories of membership.

3.10 No member may affiliate to any other club within the West Fife Bowling Association. (Indoor sections not included).

3.11 Members requiring lockers must apply to Management Committee. An annual fee will be charged for the use of a locker.

3.12 The Management Committee reserves the right to terminate the membership of any member not making use of the club facilities throughout the year.

3.13 Membership of the club shall imply an obligation to indemnify the Committee and the Office-bearers of and from all liability undertaken by them on behalf of the club jointly with all other members.

3.14 A copy of the Constitution, Rules of the Green and Internal Competitions, Members Code of Conduct, Disciplinary Procedure and Privacy Policy shall be posted on the Inverkeithing Bowling Club website [www.inverkeithingbc.org.uk](http://www.inverkeithingbc.org.uk) If a paper copy is required the member may request a copy from the Secretary who will arrange to pass to the member.

3.15 Membership fees must be paid by 31st March. Only fully paid up members may represent the club or play in competitions, ties and friendlies for the club or vote, take part in club activities and use all club facilities.

4**. Management**

4.1 The Committee of Management shall consist of President, Vice-President, Secretary, Treasurer and Seven Members who shall be Ordinary, Senior or Honorary members (refer to Rule 4.2) and shall be elected for not less than one year by the general body of members and shall be subject in whole or in part or in a specified proportion to annual re-election. All Elected Committee Members are expected to carry out their duties in accordance with the Roles and Responsibilities of Committee and the Code of Conduct for Committee Members. The Committee may form sub committees to act on its behalf. The proceedings of all such sub-committees shall be reported to the Management committee by a representative elected by that sub-committee.

4.2 Contracted employees and Associate members of the club shall not be eligible for election to the committee.

4.3 The Secretary shall give notice of all General and Special Meetings, keep a Minute Book in which he/she shall enter all Minutes and submit the same for approval at the Annual General meeting. He/she shall also keep a correct list of the members as they join the Club.

4.4 The Treasurer shall receive all subscriptions and keep a correct account of the funds and make the necessary disbursements under the direction of the Committee. He/she shall deposit in the bank in the name of the Treasurer and President, Secretary, or other Management Committee members designated by said committee, on an account to be kept by him/her as Treasurer of the Club. All money received by him/her belonging to the Club. And he/she shall at no time have in hand a sum exceeding that amount specified and/or varied by the committee as required to meet the day to day needs of the club for a period longer than eight days.

4.5 The Committee shall hold meetings at least once a month during the bowling season and the Secretary shall, on request of the President, or any three of the Committee of Management, be bound to call a Meeting of Committee. The Secretary shall keep all minutes of these and any other properly constituted meetings held. No business shall be transacted at any committee meeting unless a quorum of six committee members is present at the time the meeting proceeds to business with the exception of a sub-committee that shall require at least 3 members to be present.

* 1. Co-opting of any eligible member (refer 4.1) by the committee may fill any vacancy occurring in the Committee during the year. All appointments made under this rule to stand only until the following Annual General Meeting

4.7 A special General Meeting of the Club, shall be called by the Committee and shall be called within eight days after the written requisition to the Secretary, signed by at least ten members, stating the business to be brought up.

4.8 All committee members shall have one vote and decisions put to the vote shall be resolved by a simple majority. In the event of the number of votes being equal at any meeting, the Chairman shall have both a deliberate and casting vote.

* 1. Duty Committee person to be responsible for the security of Club.

5 **Annual General Meeting & EGM**

5.1 The Annual General Meeting shall be held in February, date to be fixed by Committee, twenty-five to form a quorum. At each AGM the following business shall be conducted.

5.2 Receive and confirm the minutes of previous years AGM or any Special General Meeting held

Receive reports from the Chairperson and Secretary.

Receive a report from Treasurer and approve the Annual Accounts.

Consider changes to the Constitution. (1 months notice have been given prior to the AGM)

Review Rules of the Green and Internal Competitions, Members Code of Conduct, IBC Disciplinary Procedure and Privacy Policy.

Decide Annual Fees.

Decide Justifiable expenses for Secretary, Treasurer and Match Secretaries.

Consider any nominations for Honorary Membership.

Consider any other business brought before the meeting which has been submitted in writing to the Secretary not less than 14 days prior to the AGM.

Election of Officials and Committee Members.

Election of Green Ranger.

Election of Match Secretary, Ties Committee and Selection Committee.

5.3 Every member shall have one vote which will be given in person. Voting shall be a show of hands unless the Chairperson, or at least two other members present at the meeting ask for a secret ballot. The Chairperson will decide how any secret ballot is to be conducted and will declare the result of the ballot at the meeting. All decisions made at General meetings shall be resolved by a simple majority with the exception of 5.5. In the event of the number of votes being equal at any meeting, the Chairman shall have both a deliberate and casting vote.

5.4 The Treasurer shall submit the accounts to the clubs appointed accountant annually for examination. The treasurer shall then present the examined accounts to the Annual General Meeting.

5.5 The Club shall be held to begin at the date of the Annual General Meeting.

5.6 All regulations made and orders given by the Committee shall be binding on every member until set aside by a General Meeting. Except as follows: - Provided always that it shall be in the power of the Committee by resolution confirmed by two thirds majority of members of the Club duly convened to and present at a Special General Meeting called for that purpose. To borrow on the security of the property heritable or moveable, belonging to the Club on such terms as may be considered fair and reasonable. Such sum as the Committee may consider necessary for any purpose likely to benefit the Club and the resolution of the Committee confirmed as aforesaid shall not under any circumstances be set aside by the Members or by any number thereof.

5.7 The Annual Subscription for Members shall be decided at the Annual General Meeting and be due as from that date.

5.8 The Rules of the Club shall not be altered or added to, unless by a majority of the members present at any general or Special Meeting, one month’s notice having been given of such proposed alteration or addition.

5.9 Members wishing to raise any item under any other business at the Annual General Meeting must do so in writing 14 days prior to the Meeting.

6. **Licensing**

6.1 Children and young persons who are Junior Members or Guests of Adult Members will be allowed in all members’ areas of the clubhouse provided there is an adult member on the premises. Children and young persons will be allowed to purchase soft drinks and confections from the bar but must not linger within 2 meters of the bar servery or within 2 meters of the gaming machine. Children 15 years and under shall normally be off the premises by 10pm, but will be allowed to remain to terminal hour at bona fide functions e.g. parties and other special events or representing the club as long as they are in company of an adult.

6.2 All adult members and guests shall ensure that children and young person’s whilst on the premises are prevented from harm and from any unsuitable behaviour and events.

6.3 No excisable liquors shall be sold to or supplied to any persons under the age of 18 years of age.

6.4 A visitor shall not be supplied with excisable liquor in the Club premises unless on the invitation and in the company of a member. And such member shall on the admission of such visitor to the Club premises, or immediately upon his being supplied with such liquor, enter his own name and membership number and the name and address of the visitor in a book which shall be kept for the purpose and which shall show the date of each visit. Except where an occasional licence is in force.

6.5 No member of the Committee and no Manager or servant employed in the Club shall have any personal interest in the sale of excisable liquors therein, or in the profits arising from such sales.

6.6 No excisable liquors shall be sold or supplied in the Clubhouse except to Members, Honorary Members and those qualified under rule 3.1, except where an occasional licence is in force. No excisable liquors shall be supplied except in accordance with the existing Licensing Rules and Regulations. No excisable liquors shall be sold or supplied within the Club except within the hours and conditions as defined by the Licensing Acts, 1959-62, 1976 and 2005 and the Licensing (Clubs) (Scotland) Regulations 2007. Off sales purchases will be permitted up to 10pm. The power to fix these hours and to vary them from time to time within the limits imposed by the said acts shall be, and is hereby conferred upon the Committee. The currently adopted hours shall be displayed in a notice beside the bar.

* 1. To be properly constituted this club shall have at least 25 or more full members, otherwise it shall cease to operate and unless the membership is increased within three months it shall be liquidated permanently.

1. **Dissolution or Winding Up of the Club**

If upon winding up or dissolution of the Club there remains after the satisfaction of all debts and liabilities any property whatsoever this shall be transferred either to any association to which the Club is affiliated or, to some other organisation or organisations having objects similar to the Club.  This organisation shall be determined by the members of the Club by resolution passed at a General Meeting.

**This constitution was agreed and adopted at the AGM on 23rd February 2022**