



ABERFELDY BOWLING CLUB

Established May 1861

CONSTITUTION & BYE-LAWS

Approved 14th January 2018

CONSTITUTION

1 Name of Club

The name of the Club shall be “Aberfeldy Bowling Club”, hereinafter referred to as “The Club”.

2 Objects

The Club is established to provide facilities for and encourage participation in the game of Lawn Bowls with the object of improving and maintaining the health and conditions of life of the members of the Club.

The Club is a non-profit making organisation. All profits and surpluses will be used to maintain or improve the Club’s facilities. No profit or surplus or Club assets will be distributed or otherwise applied at any time, including upon dissolution of the Club (Clause 11), except to further its approved sporting or charitable purposes.

3 Membership

Membership shall be open to both males and females and shall consist of Ordinary Members, Senior Members, Junior Members, Honorary Members, Social Members and Temporary Members. All Members and their guests must be at least 5 years old.

The Club shall be inclusive and welcomes applications for membership from all sectors of society without discrimination on basis of age, gender reassignment, disability, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation and regardless of level of ability. The club will keep subscriptions, to the best of its ability, at levels that do not impose significant obstacles to participation.

Membership may be refused, or removed, only for good cause such as conduct or character likely to bring the club or sport into disrepute.

(a) Ordinary Members:

The rights and duties of Ordinary Members are as defined in the Constitution of the Club. These Members shall participate in the primary activities of the Club and will have full voting rights. They may also introduce visitors, who are personally known to them, to the Bar premises of the Club, however no more than three visitors may be signed in by any Ordinary Member at any one time.

(b) Senior Members:

Senior members shall be 55 years of age or over and shall have the same rights and duties of Ordinary Members as defined in the Constitution of the Club.

(c) Honorary Members:

On the recommendation of the Management Committee, the Club, in General Meetings, shall have the power to appoint Honorary Members, but no person shall be appointed as an Honorary Member unless he, or she, has been a Member for a significant number of years and has rendered extraordinary service to the Club. Honorary Members may be exempt from payment of any subscription fees and permitted entry to the Club to allow for participation in the game of Lawn Bowls and the use of the Clubhouse. Such Members shall have the same rights and duties as Ordinary Members.

(d) Junior Members:

Junior Membership shall be open to members under the age of 16 years on the first day of the bowling season. They may apply for Junior Membership in the same way as Ordinary Members, in accordance with Clause 7. Once elected, they shall have no rights or interest in the property or assets of the Club, nor shall they have any voice in the management of its affairs or be able to introduce visitors or guests.

(e) Temporary Members:

Temporary membership shall be given by the Management Committee to the following persons:

- (1) Members and Supporters of a team representing any recognised Bowling Club or Bowling Association taking part in a match at the Club's green.
- (2) Members of any teams having permission by Minute of Committee to play in the Clubhouse or on the Club's green.
- (3) Officials, Umpires and Scorers etc. engaged in any match on the Club's green.
- (4) Bowlers paying a fee to play on the Club's green.

Temporary Membership will only be granted for the day during which the qualifications are met and will be without payment of any additional fee or subscription. Temporary Members will enjoy the privileges of Ordinary Members, except as stated below, while so qualified. They shall be subject to the Rules and Bye-Laws of the Club, shall have no rights or interests in the property or assets of the Club, no voting rights or voice in the management of the affairs of the Club, nor shall they be permitted to introduce visitors or guests to the Bar premises.

(f) Social Members:

Social Membership may be granted by the Club to people who wish to be non-playing members of the Club. Once elected, they shall have no rights or interest in the property or assets of the Club. These Members will have no voting rights nor be eligible to serve on any of the Club's Committees or Sub-Committees. They may introduce visitors, who are personally known to them, to the Bar premises of the Club, however no more than three visitors may be signed in by any Social Member at any one time. The proportion of Social Members shall not exceed 45% of the total membership.

4 Management

(1) The management of the Club shall be vested in a Management Committee consisting of the Immediate Past President, President, Vice President, Secretary, Treasurer, Match Secretary, Green Convenor, Bar Convenor and up to seven Ordinary, Senior or Honorary Members. All Members of the Management Committee shall be elected at the Annual General Meeting by the Members then present, election to be by show of hands or by ballot if so demanded. No Member shall hold more than one specific post (other than the Child Protection Officer) unless it is approved by the Management Committee or by those Members attending the Annual General Meeting. Members shall serve on the Management Committee for a period of one year but may stand for re-election at the next Annual General Meeting.

The Management Committee may appoint Sub-Committees of their own number and/or other eligible Members of the Club to undertake such duties as may be deemed necessary. The Sub-Committees will have sufficient powers to fulfil its duties.

(2) The Management Committee shall fix the date for the Opening and Closing of the Green for the year of their term of office. They may form or alter Bye-Laws for the Club. They shall manage the affairs of the Club in general. They may make regulations or orders, in connection with the green, the Clubhouse or any part of the property of the Club, which shall be binding on every Member unless set aside at an Annual General Meeting or Special Meeting of the Club.

(3) The President, or failing that the Vice President, shall preside at all meetings of the Management Committee. Failing both, a Chairman shall be elected by the Committee Members present. In addition to having a deliberating vote, the Chairman shall have, in the case of equality, a casting vote.

(4) Meetings of the Management Committee shall be held approximately every six weeks with the Secretary giving Committee Members at least 7 days notice of these meetings. The quorum for these meetings shall be 50% of the committee members. In cases of urgency, Management Committee meetings can be convened at any time by the President and the Secretary or by three Members of the Management Committee.

(5) In the case of the loss of any Management Committee Member during the course of the year, or the failure to fill a post at the Annual General Meeting, the Management Committee may co-opt, or appoint a representative, to act until the next Annual General Meeting.

(6) The Management Committee shall ensure that the Club practices procedures for the protection of children and vulnerable adults and will appoint one of its members to act as Child Protection Officer. The Child Protection Officer may hold more than one position on the Management Committee.

5 Meetings

(a) Annual General Meetings.

The Annual General Meeting of the Club will be held any day during the months of January or February as may be fixed by the President and/or the Secretary. At least 14 days notice of the Annual General Meeting shall be given to members, stating the business to be transacted, in a manner approved by the Management Committee. At this meeting, the Office Bearers for the ensuing year shall be elected. Members will also elect up to five Ordinary, Senior or Honorary members to each of the Discipline and Appeals Committees. Appointments to the Discipline and Appeals Committees should include members of each gender. Members of the Appeals Committee will not be members of the Discipline Committee. The minutes of the previous Annual General Meeting and those of any Special Meeting shall be read by the Secretary. The Treasurer's accounts for the past year, previously approved by the Management Committee acting as Trustees, will be submitted for members' information at the meeting. Any fees, entrance fees and subscriptions payable by Ordinary Members, Senior Members, Junior Members, Social Members and visitors for the ensuing year shall be fixed, and the general business of the Club shall be discussed.

The Meeting shall also appoint the Club representative(s), who must be a Member of the Committee, to attend on the Club's behalf, any meeting called by Bowls Scotland or the Perthshire Gentlemen's or Ladies Bowling Associations, or the North Perthshire League.

(b) Special Meeting.

The President or any two Members of the Committee shall have the power to instruct the Secretary to call a Special Meeting of the Club, the nature of the Special Meeting to be stated in writing. In addition, and upon receiving a written request signed by seven Ordinary Senior and/or Honorary Members of the Club, the President shall direct the Secretary to call a Special Meeting, which shall be held not later than 21 days after the presentation of the request. The Secretary shall give Members at least 7 days notice of all Special Meetings, stating the business to be transacted, in a manner to be approved by the Committee.

At all Annual General and Special Meetings, 20 Members (Ordinary, Senior or Honorary) shall form a quorum.

6 Officials.

(a) Secretary.

The Secretary shall keep the Minute Book for the Club and any other book required by the Committee. The Secretary shall issue notices of all Annual General, Special and Committee Meetings, and will keep regular and exact minutes.

(b) Match Secretary.

The Match Secretary shall keep a Register for the recording of all Matches and other Tournaments in which the Club takes part and shall report the results at the Annual General Meeting.

(c) Treasurer.

The Treasurer shall collect any entrance fees and yearly subscriptions and keep proper accounts. The Treasurer shall submit to the Management Committee for approval and thereafter to the Annual General Meeting a statement of such accounts for the preceding year to the 14th October, audited by an auditor (who shall not be a Member of the Club).

The Treasurer shall, with the sanction of the Members at an Annual General Meeting or Special Meeting held for that purpose, obtain loans to meet the expense of extending or maintaining the property of the Club. Such loans shall be charged on the Club and its assets and not on the Committee or Office Bearers individually. All sums collected by the Treasurer shall be deposited in a Joint Stock Bank, Trustee Saving Bank or approved Building Society in the name of the Club. All cheques on the Bank Account(s) shall be signed by any two out of three members appointed by the Management Committee. It shall be competent for the Management Committee to transfer from time to time such sums as are available to a Reserve Fund to be used for extraordinary expenditure in accordance with the Club's objectives which has been authorised at an Annual General or Special Meeting of the Club.

The Treasurer will keep a list of all Members of the Club and shall report on the state of Club membership and Club finances at meetings of the Management Committee.

(d) Green Convenor.

The Green Convenor shall be responsible to the Committee for the maintenance of the playing green and shall supervise the work of the Green Keeper. He shall also be responsible for the proper maintenance of all equipment and tools necessary for keeping the playing green in good condition. He shall report to the Management Committee whatever extraordinary repair or new equipment may be required, for their approval.

He shall also report to the Management Committee when called upon to do so, regarding the treatment and state of the playing green, equipment and tools. During the playing season, at his own discretion, the Green Convenor shall have the power to forbid play on the green or part thereof. He shall also have the power to nominate the order in which rinks shall be played on.

7 Admission of Members

An application for Membership of the Club shall be made in writing to the Secretary using the appropriate form. On receipt of such an application, the Secretary shall submit it to the Management Committee, who shall have the power to accept the application or refuse the application on the grounds that such membership would be prejudicial to the objectives of the Aberfeldy Bowling Club as set out in Clause 2 of this constitution. The names put forward shall be placed on a waiting list in the order in which they were received, and shall be voted on by the Management Committee by a show of hands or by a ballot, if so demanded. A simple majority vote in favour of an application will ensure its acceptance.

8 Subscriptions

Annual Subscriptions shall be due immediately following the Annual General Meeting. Any Member failing to pay his or her subscription shall be held to be in arrears and, until it is paid in full, shall not be entitled to compete in any competition or to take part in Club Matches.

Any Member or Social Member failing to pay by the first day in June shall cease to be a Member of the Club. It shall, however, be at the option of the Management Committee to reinstate such Members on good cause being shown and on payment of all arrears.

In the case of new Members being admitted, the Annual Subscription shall be payable within four weeks of the date of admission and failing such payment, his or her Membership shall lapse.

9 Resignations

Members may resign from the Club at any time by writing to the Club Secretary. In such instances, no refund of annual subscriptions shall be made and the member shall relinquish all rights with immediate effect.

10 Club Discipline

The conduct and discipline of members will be managed in accordance with the Bowls Scotland Disciplinary Procedure and the Aberfeldy Bowling Club Member Code of Conduct. Members shall appoint the Discipline Committee and the Appeals Committee at the Annual General Meeting. The Discipline and Appeals Committees reserve the right to investigate alleged breaches of the Constitution or Code of Conduct by any member and, where deemed appropriate, to suspend the member pending the outcome of the inquiry.

Discipline or Appeals Hearings will require no fewer than three members of the relevant Committee to be present. The decision of the Discipline Committee shall be open to appeal in accordance with the discipline procedure. If an appeal is heard, the decision of the Appeal Committee is final and binding.

11 Dissolution of the Club

Three quarters of the Members present at a Special Meeting called for the purpose, may resolve to wind up the affairs of the Club for any reason or if the combined Membership falls below 25 in total. If dissolution of the Club is approved, all property and assets of the Club which remain after the payment of all debts and liabilities shall be applied for approved sporting or charitable purposes, namely the purposes of the sport's governing body for use within the game of Lawn Bowls; the purposes of another Community Amateur Sports Club; or the purposes of a charity. The recipient(s) of such property and assets shall be determined by the Members at a Special Meeting of the Club convened for that purpose. The Management Committee will be responsible for the orderly winding up of the Club's affairs.

12 Compliance with the Rules

All Members are subject to the rules and regulations (described as the Constitution), the Bye-Laws of the Club and the Member Code of Conduct. Applicants for membership are held, on their election, to have accepted the Constitution, Bye-Laws and Code of Conduct.

The Rules shall be altered or added to only at an Annual General Meeting or Special Meeting of the Club. The proposed alteration or addition shall be posted in the Clubhouse at least 7 days before the date of the Meeting called to consider same. Any proposed alteration, or addition, must be carried by a three quarter's majority of the Members present to become a Rule. The Management Committee may, however, frame or alter Bye-Laws, and such Bye-Laws so framed or altered in terms of this Rule shall be intimated to the Membership by being posted in the Clubhouse.

13 Competitions

Competitions are conducted and administered in accordance with the Rules, Regulations and Laws of the Sport as promulgated by World Bowls and Bowls Scotland. Any alterations to the Rules, Regulations or Laws of the Sport will be notified to members via a written notice of the changes placed on the Notice Board in the Clubhouse. Members are required to adhere to the club rules in respect of playing deadlines.

14 Club Licence

The Management Committee shall control and be responsible for the whole arrangements for the purchase and supply of excisable liquor and other refreshments and shall act either directly or through the medium of a Sub-Committee being elected by the Management Committee and responsible to them.

No Member of the Management Committee and any manager or servant employed in the Club shall have any personal interest in the sale of excisable liquor in the Club premises or in the profits arising from such sales.

No visitor shall be supplied with excisable liquor in the Club premises unless on the invitation of, and in the company of, a Member. The Member shall upon admission of such a visitor enter their own name 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.

No excisable liquor shall be sold or supplied in the premises occupied by the Club for consumption off the premises except to a Member of the Club in person.

The permitted hours for the sale of excisable liquor shall be according to the Licensing (Scotland) Act 2005, or as amended by any subsequent legislation.

It shall be in the powers of the Management Committee to withdraw the sale of excisable liquor at any time within permitted hours.

No person under the age of 18 years shall be sold or supplied with excisable liquor.

All profits arising from use of the Bar premises will be used to maintain or improve the facilities of the Club in accordance with its stated objectives.

15 Acquisition of Assets

The Club is permitted to buy, sell or lease heritable and other property and equipment in accordance with the objectives of the Club.

16 Property and Funds

The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules and all surplus income or profits are reinvested in the club.

The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away-match expenses, post match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.

In connection with its sporting purposes, the Club may also:

- (i) supply and sell food, drink and related sports clothing and equipment;
- (ii) employ members (though not for playing) and remunerate them for providing goods and services, on fair terms set by the Management Committee without the person concerned being present;
- (iii) pay for reasonable hospitality for visiting teams and guests;
- (iv) indemnify its Committees and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).

BYE-LAWS

1. Members are required to adhere to the published Aberfeldy Bowling Club Members Code of Conduct.
2. Playing on the green is prohibited before 10 a.m. and after dusk.
3. The Green Convenor or, in the absence of the Green Convenor, any member of the Management Committee shall have the power to forbid play on the green and to nominate the order in which rinks shall be played.
4. Players must enter or leave the playing surface by the nominated access points.
5. No bowl shall be dropped on the green in any situation.