

Dollar Bowling Club
Constitution and Rules
Revision: January 2009

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1.0 Name and Object of The Club

1.1 The Club shall be called 'Dollar Bowling Club' hereinafter referred to as 'The Club'.

1.2 The Club shall be affiliated to the Scottish Bowling Association and the Clackmannan and Kinross County Bowling Association.

1.3 The Club shall be registered with the requisite Government and Local Government Authorities.

1.4 The object of The Club shall be to promote, foster, and encourage the game of bowls for its members, together with such other incidental activities as may from time to time be agreed.

2.0 Management

2.1 The business of the club is to be under the management of a committee or other governing body elected by members of the club.

2.2 The management of The Club shall be vested in a committee consisting of:

President

Immediate Past President

Vice-President

Secretary

Treasurer

Convenors (of Standing Sub— Committees.)

2.3 All Office Bearers shall be elected annually at the Annual General Meeting.

2.4 No Club Member should hold more than one position on the Management Committee.

2.5 All retiring members of the Committee shall be eligible for re-election.

2.6 Should any vacancy occur on the Management Committee during the year, the said Committee has power to co-opt an Ordinary Member for the remainder of that year.

2.7 The Management Committee shall have the powers necessary for the efficient conduct of the affairs of The Club.

2.8 All orders given by the Committee, consistent with the demands of the Constitution and Rules, shall be binding on the members unless set aside by a general meeting.

2.9 The Management Committee shall be responsible for the future development of The Club and premises and for the effective execution of programmes in place at the time of election.

2.10 The Management Committee shall have the power to borrow money in the name of The Club with or without security when authorised to do so by a resolution of the majority of the Ordinary Voting Members of The Club present at a general meeting called for the purpose.

2.11 The Management Committee shall meet frequently under the Chair of the President or a Deputy.

2.12 At such meetings, should a Convener be unable to attend, then a member of that subcommittee may deputise.

2.13 The quorum for a Management Committee shall be five.

2.14 Minutes of decision taken at The Meeting shall be recorded by the Secretary or, a Deputy.

2.15 A condensed version of the minutes shall be posted on The Club-house notice board no later than two weeks after the meeting.

2.16 Correct accounts and books are to be kept showing the financial affairs and intrusions of the club.

2.17 The Club's Financial Year shall commence on the first of January.

2.19 At the Annual General Meeting, the Secretary shall give a report and the Treasurer shall present an account of The Club's transactions and financial status for the previous year in the form of a balance sheet along with a profit and loss account covering the activities of The Club.

2.20 At the same meeting The Club shall appoint an Honorary Auditor for the ensuing year, who shall have access, at any time, to all books and accounts and who will have responsibility for verifying the accuracy and contents of the Treasurer's presentation.

2.21 No member of the committee or other governing body and no person employed by the club is to have any personal interest in the sale of alcohol on the club premises, or in the profits arising from such sale.

Section Conveners

3.1 There shall be Section Conveners heading appropriate sub-committees of ordinary members as required.

3.2 The Conveners shall be elected at the Annual General Meeting and thereafter shall have the power to invite ordinary members on to their respective sub-committees.

3.3 Each Convener shall be responsible for the organisation and operation of the relative Sub-Committee and for presenting regular reports to Management Committee Meetings.

3.4 Each Convener shall present a brief Annual Report to the Annual General Meeting prior to the election of office bearers.

3.5 The Conveners shall be as follows:

3.5.1 Ladies Convener

With responsibilities for:

- Catering
- Ladies Selection
- Ladies Competitions
- Ladies Administration

3.5.2 Greens Convenor

With responsibility for:

- Ensuring that the green and surrounds are kept in good condition
- Planning and supervising the greenkeeper's work
- Decisions regarding the green's suitability for play
- Maintenance of associated equipment and tools
- Purchase of materials for grass feeding and weed control
- Allocation of rinks

3.5.3 Fabric Convenor

With responsibility for:

- Ensuring that The Club-house and associated furnishings and equipment are kept in clean and sound condition
- Identifying the need for re-decoration and or repair and ensuring that effective action is carried out promptly
- Staffing policy and appointment, in conjunction with the Management Committee

3.5.4 Bar Convenor

With responsibility for:

- Bar stock and stock control
- Pricing policy, in conjunction with the Treasurer
- Maintenance of all associated equipment
- Staffing policy and appointment, in conjunction with the Management Committee

3.5.5 Selection Convenor

With responsibility for:

- Arrangements for the conduct of The Club's competitions
- All arrangements associated with inter-club friendlies
- Arrangement and supervision of the weekly rink night
- Selection of club representative teams for friendly and competitive matches other than those where qualification is automatic by virtue of winning The Club's County or National competitions.

35.6 Social Convenor

With responsibility for:

- Arrangement and supervision of social functions and entertainment
- Liaison with ladies Convenor with regard to catering
- *Arrangement* and supervision of raffles and lotteries
- Arrangement and supervision of winter indoor activities

4.0 Membership

4.1 The club has to have at least 25 members to be properly constituted.

4.2 Membership shall be open to ladies and gentlemen.

4.3 Membership in the various categories shall be limited to such number as the Management Committee decrees, and as approved by the Annual General Meeting of The Club.

4.4 Membership shall be in one of the following categories:

4.4.1 Ordinary Members

Ordinary members over 18 years of age for playing bowls and participating in other activities organised by The Club, with voting rights.

4.4.2 Associate Members

Associate members over 18 years of age, for all activities except playing bowls, having no voting rights.

4.4.3 Intermediate Members

Intermediate members, aged 16-18 years, having no voting rights.

4.3.4 Juvenile Members

Juvenile members, up to the age of 15 years by 1 April. They shall have no voting rights and shall not be eligible to participate in any of The Club's annual competitions where the club representative goes forward to National or County competition.

4.3.5 Temporary Members

Temporary members, who are members of other recognised bowling clubs and are visitors to the area wishing to utilise The Club's facilities. They shall have no rights or interest in the property of The Club, no voice in the management of The Club's affairs, and cannot play in club competitions. They may participate in the weekly rink game and in inter-club friendly matches.

4.4 A list of all subscribing members with their addresses and telephone numbers shall be posted in The Club-house.

5.0 Admission of Members

5.1 Application for the appropriate membership category shall be signed by the applicant and be supported by two ordinary members and presented on a form approved by the Management Committee.

5.2 Such applications received by the Secretary shall be displayed on The Club-house notice board for at least two weeks in the playing season and for one month outside that period.

5.3 During the above periods ordinary members, shall have the right to object to such application supported by evidence of established unsuitable behaviour.

5.4 The election shall rest with the Management Committee when a two-thirds vote in favour shall be required.

5.5 On election the new member shall be notified by the Secretary that the subscription must be paid within four weeks. Failure to do so shall render the election void.

5.6 On receipt of payment the Secretary shall enter the new member's name in the member's roll.

6.0 Subscription

6.1 The entrance fee shall be reviewed annually and set at the Annual General Meeting.

6.2 The annual subscription for each of the membership categories shall be recommended in the form of a budget proposal by The Club Treasurer for approval at the Annual General Meeting.

6.3 New members elected during the playing season may qualify for reduced subscription as decided by the Management Committee.

6.4 Otherwise annual subscriptions must be paid in full on or before 1 May.

6.5 Any member in arrears shall not be permitted to participate in any of The Club's competitions and other organised activities nor use The Club's facilities and pending the Management Committee's decision shall forfeit the right to membership.

6.6 A reduced annual subscription for senior citizens with at least five years continuous membership shall be reviewed annually and confirmed at the Annual General Meetings.

7.0 Honorary Members

7.1 Honorary Members may be elected in recognition of their services to The Club.

7.2 Recommendation must be made by the Management Committee and confirmed by a two thirds majority of ordinary members at a general meeting.

7.3 Such Honorary Members shall have no voice in The Club's affairs but will be eligible to participate in club competitions.

8.0 Resignations

8.1 Members intending to resign from The Club shall give notice in writing to the Secretary before the Annual General Meeting.

8.2 Failure to do so will make the resignee liable for the ensuing year's subscription.

8.3 No resignation shall be considered acceptable until all monies due have been paid

9.0 Compliance with the Constitution and Rules

9.1 A member paying the appropriate subscription automatically submits to the Constitution and Rules of The Club both to the restrictions enjoined and the penalties imposed; and on these conditions alone are entitled to the privileges and advantages of The Club.

9.2 A copy of the Constitution and Rules shall be posted on the notice boards but no member shall be absolved from the effect of the contents on an allegation of not having read them,

9.3 A copy of the Constitution and Rules shall be available in The Club- House at all times.

10.0 Suspension and Expulsion

10.1 The Management Committee shall have the power to suspend or expel any member in serious breach of the Constitution and Rules or whose behaviour is considered to endanger the property, character, interests, or good order of The Club.

10.2 Such decision shall require a two thirds vote at a Management Committee meeting convened to hear the member's defence, the member having been given at least 7 day's notice of the place, time, and purpose of such meeting.

10.3 The suspended or expelled member shall have the right to appeal against the decision to a special general meeting called for the purpose and without quorum.

10.4 Voting at such meetings shall be by ballot when a majority in favour of the Management Committees action shall be conclusive.

11.0 Meetings

11.1 The Annual General Meeting of The Club shall be held no later than the third week in March each year.

11.2 The half-yearly general meeting of The Club shall be held no later than the last week in October each year.

11.3 Notice of these meetings shall be issued in writing to all ordinary members at least seven days before the meeting.

11.4 The Management Committee shall be bound to call a special meeting within seven days of receipt of a written requisition signed by at least ten ordinary members giving details of the motion for discussion.

11.5 A quorum for all general meetings, other than that called to consider the act of expulsion, will be one-fifth of the ordinary members.

12.0 Regulations of Play

12.1 The Club shall comply with the rules and laws of the game as issued by the Scottish Bowling Association but retains the right, in domestic competitions only, to introduce suitable local rules as required.

12.2 The weekly rink game shall be played on Tuesday evenings but shall be cancelled or abandoned if conditions are unsuitable for play.

12.3 No other competitions or club matches shall be played on Tuesday evenings.

12.4 At other times competitive play shall have priority over non-competitive play consistent with the terms of 12.5

12.5 Apart from Tuesdays, one rink must be left available for non-competitive play up to 7.00pm.

2.6 Club matches and games sanctioned by the Management Committee shall have priority over competitive play.

12.7 Ordinary members may reserve a rink for special circumstances giving two days notice to the green convener who shall nominate the rink and agree the period of play.

12.8 Rinks cannot be reserved for club ties.

12.9 Members and visitors must wear regulation footwear on the green when playing or acting as markers or umpires.

12.10 Dress for club finals and all representative games shall be standard whites and greys as recognised by the S.B.A. and Club tie for the men as dictated by the County rules.

12.11 Members and visitors shall, at all times, use the steps provided when entering and leaving the green.

12.12 The first name(s) drawn in ties shall be the challenger and the responsibility rests with that (those) person(s) to arrange the tie. At least three dates shall be given to the opponent(s), one of which shall be at a weekend.

12.13 The Selection Convener's Sub-Committee shall have the power to decide on related disputes and such decision shall be final.

13.0 Club Representation

13.1 Members who are also members of other bowling clubs and play in competitions qualifying for National or County representation must advise the Secretary, in writing, if they intend not to represent Dollar Bowling Club in such competition. This notice of intention must be lodged before the outset of local ties. Failure to do so makes them obliged to represent Dollar Bowling Club should they be successful. Refusal to satisfy this latter obligation will result in suspension from all club representative competitions for one year.

13.2 If a member(s) is not available to represent The Club in a competition in which he/she has earned the right to do so, then the remaining player(s) shall select a replacement(s) from eligible club members.

In the event of that competition being 'singles' or when the entire team of pairs', 'triples' or 'fours' is not available, then the runners-up shall represent The Club.

14.0 Club Property, Effects, and Funds

14.1 The title to any heritable property and responsibility for moveable goods shall be vested in the names of the President, Secretary and Treasurer as trustees of The Club who, as such, have the right to execute any documents in connection with such property.

14.2 The property, effects, and funds of The Club shall belong equally to the ordinary voting members and such members shall be equally liable for the debts and obligations of The Club but the rights and interests of every member shall be personal and shall expire with membership or demise and shall not be assignable or arrestable or pass to heirs or executors.

14.3 In the event of The Club being dissolved, its assets shall not be distributed amongst the members. In the event of dissolution, any funds raised from sale of assets will be donated to charity. The decision as to which charity, or charities, will receive a donation, will be decided by a vote at a general meeting of ordinary members at the time of dissolution.

15.0 Visitors

15.1 Every member, other than temporary or junior members, has the privilege of bringing a friend to The Club but it is expected that this privilege will not be abused.

15.2 The member shall enter the required particulars in the visitor book retained in The Club-house for this purpose.

15.3 The member shall bear full responsibility for the conduct and behaviour of the visitor subject to current rules.

15.4 For the sake of safety, the Management Committee shall have the power to regulate the number of persons using The Club's premises at any time.

16.0 Alcohol

16.1 Sale of alcohol shall be the responsibility of the Bar Sub-Committee.

16.2 The hours during which alcohol shall be available for sale shall comply with the local licensing regulations.

16.3 No Club member, Management member or employee of The Club shall have any personal financial interest in the sale of alcohol or the profits arising from such a sale.

16.4 Other than when an occasional license has effect, no person is to be supplied with alcohol on the club premises unless that person is -

- (i) A member of the club
- (ii) A person who is on the premises at the invitation of a member of the club and is accompanied by that member.
- (iii) A member of another club which falls into the description prescribed in paragraph (1) of the licensing (Clubs) (Scotland) Regulations 2007.

16.5 Where a person referred to in 16.4 (ii) is supplied with alcohol on club premises when an occasional license is not in effect, there is to be entered into a book, kept for the purpose:

- (i) The date in question
- (ii) The name and address of the person
- (iii) The name of the member accompanying that person.

16.6 No alcohol shall be sold or supplied to or consumed by any person under the age of 18 years.

17.0 Amendments to The Constitution and Rules

17.1 No amendments to the foregoing Constitution and Rules shall be made except at a general meeting or a special meeting called for the purpose.

17.2 Amendments for inclusion at the annual or the half-yearly general meeting of The Club must be submitted in writing to the Secretary at least one month prior to the said meeting for inclusion in the agenda.

18.0 Byelaws

18.1 Byelaws to supplement the Constitution and Rules may be passed at any general meeting of The Club.

18.2 The Management Committee shall have power to alter, repeal, or add to such byelaws as circumstance requires but shall seek ratification at the earliest general meeting.

18.3 All byelaws in operation must be displayed on The Club-house notice board.