

**SALTBURN BOWLS CLUB  
CONSTITUTION**

**1. Name**

The name of the organisation shall be Saltburn Bowls Club

**2. Membership**

2.1 Membership of the organisation shall be open to all

2.2 The organisation shall have a minimum number of members agreed by the committee in order to make the club viable

2.3 (If required) All members are required to pay a membership fee for the year. The treasurer shall make a recommendation to the committee and members will be informed at the AGM. All subscriptions shall be paid by a date that will be determined annually by the treasurer.

**3. Aims and objectives**

The aims and objectives of the organisation shall be

3.1 to encourage a sporting and social environment

3.2 open to all ages and abilities

3.3 to promote community activities

**4. Committee**

4.1 The organisation shall have a committee consisting of at least the following

- a) Chairperson - co-ordinator and chair
- b) Secretary - correspondence and note taking
- c) Treasurer - responsible for financial control

4.2 The role of the committee is to manage all aspects of the organisation's administration. The committee shall not work autonomously. Planning activities, buying equipment and administering other matters must satisfy all members.

4.3 Except where necessary through exceptional circumstances, no person shall be elected Chair, Secretary or Treasurer unless they have served a minimum of twelve months on the general committee.

4.4 The committee may invite persons to attend any of its meetings as a participant without the power to vote.

4.5 Any vacancy within the committee shall be filled from the ordinary membership and agreed by the committee.

4.6 Any person who has ceased to become a member of the committee shall be eligible for re-election provided there is a vacancy and he/she has conducted him/herself in a proper manner and provided their actions have not rendered them unsuitable for such duties.

4.7 No member of the committee or any of the ordinary membership shall receive remuneration from the committee in money or monies worth except/unless the expense is prior authorised by the committee.

4.8 The committee shall meet at least once per month.

4.9 The chair shall have power to call special meetings open to all members and can be held for the purpose of altering the constitution and for considering any matter that should be referred to the members in general. The chair should call a special meeting at the request of at least not less than three committee or not less than five ordinary members.

**5. Annual General Meetings (AGM)**

5.1 The committee shall convene AGMs not more than 15 months after the previous AGM.

- 5.2 The committee shall be given not less than 21 days notice in writing of the AGM.
- 5.3 The AGM shall be publicised at least 21 days in advance by leaflets, posters and electronic means.
- 5.4 At the AGM the ordinary members shall elect a committee including a chair, vice-chair, secretary, treasurer and any other honorary officers as the committee shall decide.
- 5.5 The chair, officers and honorary officers of the committee shall hold office until the conclusion of the AGM.

## **6. Rules and procedures**

- 6.1 QUORUM: A minimum of 5 committee members shall form a quorum at committee meetings and a minimum of two thirds of committee members and 10 ordinary members shall form a quorum at AGM.
- 6.2 VOTING: Every matter, except where this constitution provides otherwise, shall be determined by a majority of members present and voting. In the case of equal votes the chair of the meeting shall have the casting vote.
- 6.3 MINUTES: A minute of all meetings including sub-committees shall be kept and formally adopted.

## **7. Finance**

- 7.1 The financial year shall run from 1<sup>st</sup> October to 30<sup>th</sup> September in the following year.
- 7.2 The treasurer shall keep proper accounts of the finances of the committee. All incoming funds, with the exception of a small amount to be used as petty cash, to be deposited into the club's bank / building society account. All money raised by or on behalf of the committee shall be applied to further the object of the organisation and for no other purpose. All deeds, cheques, bills of exchange etc relating to the organisation's bank / building society account shall be signed by any two of the following committee members: chair, secretary, treasurer.
- 7.3 A competent person elected by the committee shall annually examine the accounts of the organisation.

## **8 Alterations to the constitution**

- 8.1 Any alterations to this constitution shall receive the assent of no less than two thirds of the members present and voting at an AGM or special meeting, provided that the secretary has received such notice of any alteration in writing no less than 21 clear days before the meeting at which the alteration is proposed.

## **9 Dissolution**

- 9.1 The organisation may be dissolved by a resolution passed by a majority of members present and voting at a special meeting convened for the purpose.
- 9.2 Any assets remaining after settling of any debts and liabilities shall be applied towards charitable bodies within the local area which have similar aims to those of the organisation. Such charitable bodies to be decided and approved by the aforesaid majority.

## **10 Powers**

To raise funds for the benefit of the club

We certify that this is a current copy of the constitution of Saltburn Bowls Club and was agreed at its meeting on 26<sup>th</sup> September 2016.

Signed: Chairperson

Signed: Secretary