

INNELLAN BOWLING & TENNIS CLUB

CONSTITUTION

1. TITLE

The Club shall be called "The Innellan Bowling & Tennis Club".

2. OBJECTS

The objects of the Club shall be to promote, foster and encourage bowling, tennis and such other games as the Committee of Management may agree upon.

3. MEMBERSHIP

3.1. Membership shall be open to ladies and gentlemen.

3.1a Membership shall be open to all, regardless of gender, race, colour, disability, or any other form of differentiation. A statement to this effect will be displayed within the premises.

3.2. The number of members shall be regulated by the Committee of Management.

3.3. The membership may consist of:-

- a) One Honorary President
- b) Honorary Members
- c) Ordinary Members who shall reside in Cowal and be 18 years of age or over
- d) Country Members who shall reside outside Cowal
- e) Associate (non-playing) Members
- f) Junior Members who shall be under 18 years of age
- g) Temporary Members, viz. holidaymakers and other short stay visitors to Cowal.

3.4. Except for Associates, and in the case of Junior Members, subject to the restriction contained in the following paragraph 5, all members shall be eligible to play bowls and tennis.

3.5. Junior Members who have not been granted Certificates of Competence may not bowl unless accompanied by an adult member.

3.6. Each applicant for membership, whether it be Ordinary, Country, Associate or Junior shall be accepted.

3.7. Each application, which shall include the name and address of the applicant, shall be made on the prescribed form. This should be accompanied by the entry fee, if any, and the annual subscription and be signed by the applicant and sent to the Secretary or Treasurer.

3.8. Application Forms shall be accepted immediately and posted within the Clubhouse for one week for members' information.

- 3.9.** Each successful applicant shall be informed accordingly, in writing, and shall be provided with a Membership Card. His or her name shall be added to the Roll of Membership displayed within the Clubhouse.
- 3.10.** Committee of Management retain the right to monitor all members' behavior within Club grounds.

4. ENTRY FEE AND SUBSCRIPTION

The amount of the entry fee, if any, and all of the annual subscription for the ensuing year shall be fixed at the Annual General Meeting.

5. GENERAL MEETINGS

- 5.1.** A General Meeting shall be held annually, not later than 30 November. Such meetings shall be called Ordinary Meetings. All other meetings of the Club shall be called Extraordinary Meetings.
- 5.2.** The Secretary shall give notice of every meeting to the members by means of a circular sent by post/email, at least fourteen days before the meeting, specifying the place, the date and the hour, and in the case of special business, the general nature of such business shall be included.
- 5.3.** The Committee of Management may, when it thinks fit, and shall, upon receiving a written request signed by at least seven Ordinary Members of the Club, convene an Extraordinary Meeting. Such a requisition shall state the object of the Meeting proposed to be called and shall be lodged with the Secretary, who shall be bound to convene the Meeting within fourteen days after receipt of the requisition. In the event of his/her failing to do so, the Members who requested the Meeting may themselves convene the Meeting.

6. PROCEEDINGS AT GENERAL MEETINGS

- 6.1.** The business to be transacted at the Annual General Meeting shall be,
- a) To receive the minutes of the previous Annual General Meeting and of any Extraordinary General Meeting or Meetings not previously submitted for approval.
 - b) To receive the Report of the Committee of Management.
 - c) To receive and consider the Statement of Accounts and the Auditor's Report.
 - d) To elect the Office Bearers and the Members of the Committee of Management.
 - e) To appoint Auditors.
 - f) To fix the entry fee, if any, and the annual subscription.
 - g) To appoint a representative or representatives to the Argyll & Bute and Cowal Bowling Associations.
 - h) To consider any other competent business.
- 6.2.** The Chairperson shall have power, at any time, to alter the rotation of the order of business.

- 6.3. Business shall not be transacted at any General Meeting unless a quorum be present at the time the meeting proceeds and, if it is found during the transaction of business that a quorum is not present, the Chairperson shall declare the meeting at an end.
- 6.4. Fifteen Ordinary Members shall form a quorum.
- 6.5. The President or, in his/her absence, the Vice President shall take the Chair, and in the absence of both, the Meeting shall elect a Chairperson from among the other Members of the Committee of Management present.
- 6.6. The Honorary President, Honorary and Ordinary Members shall have one vote each. Country, Associate, Junior and Temporary Members shall have no voice in the management of the Club.
- 6.7. Voting shall be by a show of hands. Proxy voting shall not be permitted.
- 6.8. The Chairperson shall have a casting as well as a deliberative vote.
- 6.9. No motion to alter or rescind a decision taken at a General Meeting of the Club shall be competent within six months from the date of its adoption.

7. HONORARY PRESIDENT AND HONORARY MEMBERS

- 7.1. The Members of the Club may, at an Annual General Meeting, in recognition of outstanding achievements or services to the Club, appoint an Honorary President, who shall hold office for life until he/she chooses to resign.
- 7.2. Likewise, in Annual General Meetings, and for similar reasons, the Club may confer Honorary Membership. Every recipient shall retain such Membership for life until he/she chooses to resign.
- 7.3. Neither the Honorary President nor the Honorary Members shall be liable for any subscription fees or dues levied by the Club. They shall, however, enjoy the same rights and privileges as if they were Ordinary Members.

8. COMMITTEE OF MANAGEMENT

- 8.1. Except insofar as they are required to be done in General Meeting, the management of the affairs of the Club shall be entrusted with full powers to a Committee which, subject to the terms of the following paragraph, shall be elected at the Annual General Meeting and shall consist of:-
 - a) The Office Bearers, viz. President, Vice President, Secretary and Treasurer and
 - b) At least six other Ordinary Members of the Club, two of whom shall be tennis playing members.
- 8.2. The immediate Past President, ipso facto, shall serve as a Member of Committee for the period of one year immediately following his/her demitting office.

- 8.3. Nominees for election shall themselves be present at the Annual General Meeting or shall have given consent to nomination in writing.
- 8.4. The Committee of Management shall meet within one week of the Annual General Meeting and monthly thereafter and at such other times as the President may deem necessary or desirable.
- 8.5. Except that no decision to suspend or expel a Member may be taken unless eight Members of the Committee are present, five shall form a quorum.
- 8.6. At all Meetings, the President, or in his/her absence, the Vice President shall take the Chair, and in the absence of both, the Meeting shall elect a Chairperson.
- 8.7. The Chairperson shall have a casting vote as well as a deliberative vote.
- 8.8. In the event of a vacancy or vacancies arising, the Committee shall have such power to fill such vacancy or vacancies, by co-option. The person or persons so co-opted shall serve until the next Annual General Meeting.

9. AUDITORS

- 9.1. The Club shall, at each Annual General Meeting, appoint auditors who may not be Members of the Committee of Management, and who shall hold office until the next such Meeting.
- 9.2. In the event of a vacancy arising, the Committee of Management shall have the power to fill the vacancy.
- 9.3. The Auditors, who shall have the right of access to the books, accounts and vouchers at all reasonable times, shall make a report to the Members on the accounts examined by them, and in every such report to the Members on the accounts examined by them and in every such report shall state whether or not they have obtained all the information and explanation required by them.

10. MINUTES AND CORRESPONDENCE ETC

- 10.1. Proper minutes shall be prepared, recording
 - a) The Appointment of Office Bearers and Members of the Committee of Management.
 - b) The names of Office Bearers and Members present at each Meeting of the Committee of Management and of any sub-committees.
 - c) All resolutions and proceedings of General Meetings and of Meetings of the Committee of Management and sub-committees.
- 10.2. An Agenda for every such Meeting shall be prepared by the Secretary, who, if unable him/herself to attend any Meeting, shall inform the President or in his/her absence, the Treasurer, accordingly, and make available to the Meeting all such books and documents as may be necessary for the transaction of business. In the absence of the Secretary, the Meeting shall appoint one of its number to act in his/her stead.

10.3. All correspondence shall be conducted by the Secretary.

11. FINANCE

11.1. Correct books and accounts shall be kept showing the financial affairs and intromissions of the Club. These books shall be brought to a balance as on 30 September in each year and the Committee of Management shall lay before the Annual General Meeting an audited statement of income and expenditure for the period embraced by the balance. A copy of said statement shall be issued to each Member with the Notice calling the Meeting.

11.2. The funds of the Club shall be lodged in a bank in the name of the Club. The Treasurer shall have authority to sign cheques up to but not exceeding £50. Otherwise, the bank account or accounts shall be operated on and deposits, receipts etc, endorsed by any two of the President, Vice President, Secretary and Treasurer.

11.3. Except that expenditure exceeding £2,000, whether involving one payment or more in respect of any one project, shall not be incurred without the consent of the Club in General Meeting, all payments shall be subject to authorisation by the Committee of Management.

11.4. All accounts exceeding £10 shall be paid by cheque.

11.5. The Committee of Management shall determine, from time to time, the amount of cash which the Treasurer may retain in his/her possession.

11.6. At each Meeting of the Committee of Management, the Treasurer shall present a statement of income and expenditure since the previous Meeting, of accounts awaiting payment and of the Club's financial position.

12. CERTIFICATE OF COMPETENCE

The Committee of Management, if satisfied that a Junior Member need no longer be under supervision by an adult player, shall remove the restriction imposed by Section 3.5 by granting the said Junior Member a Certificate of Competence.

13. RESIGNATION FROM MEMBERSHIP

Any Member who wishes to resign shall inform the Secretary accordingly, in writing by 1st day of March. Failing such intimation, liability for payment of the annual subscription for the current year and any other monies due to the Club shall continue, provided that a copy of this regulation is included in the Notice calling the Meeting.

14. TERMINATION OF MEMBERSHIP

Membership shall be terminated in the case of any Member whose subscription is unpaid as at 1st May. Nevertheless, liability for payment of the annual subscription for the current year and any other

monies due to the Club shall continue, provided that a copy of this regulation is included in the Notice calling the Annual General Meeting.

15. SUSPENSION AND EXPULSION

- 15.1.** Subject to the right of appeal to an Extraordinary General Meeting, the Committee of Management shall have power to suspend or expel from membership, without refund of annual subscription or any part thereof, any Member whose conduct within the precincts of the Club is considered by the Committee of Management to have been offensive and unacceptable to any other Member, guest or other person, or in any other way.
- 15.2.** Subject to the terms of Section 8.5, a decision to suspend or expel shall only be carried if supported by three fourths of the Committee present at the Meeting.
- 15.3.** A member who is under suspension, or expelled, shall be denied access to the Club premises and participation in its activities, which shall be understood to include attendance and voting at Meetings.
- 15.4.** A decision to suspend or expel shall be conveyed by Recorded Delivery letter to the Member concerned without delay.
- 15.5.** An appeal against suspension or expulsion which shall include the grounds on which it is made, shall be in writing, and in the Secretary's hands within 7 days of delivery of the Recorded Delivery letter.
- 15.6.** In the event of an appeal, a simple majority shall decide.

16. COMPLAINTS

Any Member or other person making a complaint shall do so in writing to the Secretary, and if the complaint alleges offensive and unacceptable conduct, it shall be in the Secretary's hands within seven days of its happening.

Thereafter, the matter shall be dealt with by the Committee of Management as it deems fit. Every complaint shall be signed by the person or persons by whom it is made.

17. CHANGE OF ADDRESS

Any Member changing his/her address shall advise the Secretary in writing. Failing such intimation, all notices sent to the last known address shall be regarded as having been properly served.

18. LICENCE

The Club applies for occasional licences when required.

- 18.1.** It is forbidden for any Member of the Committee of Management or any manager or servant employed in the Club to have any personal interest in the sale of alcoholic liquor therein, or in the profits arising from such sale.
- 18.2.** Alcoholic liquor shall not be sold or supplied to anyone under 18 years of age.
- 18.3.** Alcoholic liquor shall not be supplied in the Club premises to any visitor or guest unless on the invitation and in the company of a Member who shall, upon the admission of such visitor or guest to the Club premises or immediately upon his/her being supplied with such liquor, enter his/her own name and the name and address of the visitor in a book which shall be kept for that purpose and which shall show the date of each visit.
- 18.4.** Alcoholic liquor shall not be sold or supplied for consumption off the premises except to a Member of the Club in person for such consumption.
- 18.5.** The hours during which alcoholic liquor may be sold or supplied for consumption to Members shall be in accordance with the provisions of the Licensing Acts currently in force at the time of sale or supply.
- 18.6.** Alcoholic liquor shall not be brought in and consumed on the Club premises except on special occasions, and then, only with the consent of the Committee of Management and during permitted hours.

19. SUB-COMMITTEES

- 19.1.** The Committee of Management shall have power to elect such sub-committees as it may from time to time decide, from among its own number and from the Ordinary Members of the Club, with or without representation from the Committee.
- 19.2.** The composition, duration and terms of reference of such committees shall, in each case, be determined by the Committee of Management.

20. RULES OF PLAY

The playing rules of the Club shall be those laid down by the Scottish Bowling Association and the Scottish Lawn Tennis Association.

21. RULES AND BYE-LAWS

- 21.1.** The Committee of Management may make such Bye-laws and Rules for the regulation of play as it may deem expedient, provided that they are not in conflict with any decision taken in General Meeting.
- 21.2.** A copy of such Bye-laws and Rules signed by the President or Secretary shall be posted up in the Clubhouse and Pavilion.

22. PROPERTY

- 22.1.** The moveable and heritable property and other assets of the Club shall be vested in the Committee of Management for the time being, and their successors in office, as Trustees for and on behalf of the Club.
- 22.2.** Members are forbidden to remove, or permit to be removed, from the Clubhouse, Pavilion or grounds, any property belonging to the Club, or to display therein, any notice or document, without the authority of the Committee of Management.

23. RIGHT TO SUE

The President, Secretary and Treasurer shall have power to sue in the name of and on behalf of the Club, provided the Committee of Management shall have authorised such action.

24. DISSOLUTION

- 24.1.** No resolution to dissolve the Club shall be made at an Extraordinary General Meeting unless fifty percent of the Ordinary Members are present.
- 24.2.** The Members shall be bound, if a resolution for dissolution is carried, to become liable and responsible for all burdens, debts and obligations of the Club as at the date of such Meeting.
- 24.3.** If Innellan Bowling & Tennis Club is dissolved, surplus assets or funds will go to some other non-profit making organisation or charitable body, and will not be distributed among its Members.

25. CONSTITUTION

- 25.1.** A copy of the Constitution shall be displayed within the Clubhouse and Pavilion and on the Club's website.
- 25.2.** Alterations and additions to the Constitution may only be made at an Annual General Meeting or at an Extraordinary General Meeting for that purpose.
- 25.3.** Notice in writing of any alterations or additions proposed to be made to the Constitution shall be given to the Secretary not later than the 1st September by the Member(s) desiring such alteration or addition and the Secretary shall cause the details to be included in the Notice calling the Meeting.
- 25.4.** To become effective, the proposed alteration or addition shall require the consent of three quarters of the Members present at the Meeting.