

FORMBY VILLAGE BOWLING CLUB

Articles of Constitution

1. **Name** - The club shall be known as the “Formby Village Bowling Club” (referred to in these Articles as “The Club”) and shall operate as a self governing section of the “Formby Village Sports Club”.
2. **Objectives** - To promote Crown Green Bowling within the rules of the British Crown Green Bowling Association (BCGBA). To this end the Committee and Membership are to maintain the green to the best possible standard.
3. **Committee**
 - a) The Club shall be governed by a Management Committee made up of the following honorary officers elected as indicated:

President	
Chairperson	To be elected annually at the A.G.M.
Secretary	To be elected annually at the A.G.M.
Membership Secretary	To be elected annually at the A.G.M.
Treasurer	To be elected annually at the A.G.M.
Safeguarding Officer	
Estates Manager	To be elected annually at the A.G.M.
Greens Manager	To be elected annually at the A.G.M.
Marketing Manager	To be elected annually at the A.G.M.
Three Members	To be elected annually at the A.G.M.
 - b) The Committee shall have the power to co-opt and appoint all league team captains.
 - c) The Committee shall have the power to fill any vacant positions which may arise during the term of office. Such appointments shall have effect until the next A.G.M.
 - d) The Committee shall have responsibility for establishing and maintaining a set of Club Rules.
 - e) The Committee may form Sub-Committees to consider any questions which arise and may co-opt any member of the Club to serve on any sub-committee. At the end of its deliberations, the Chair of any sub-committee shall report its findings to the Committee for their further deliberations.
 - f) The Committee delegates urgent decision making to the Chairperson and any 2 other Committee members
4. **Financial Matters**
 - a) Financial records shall be kept so that the Club can meet its legal and other statutory obligations and enable the Committee to be in proper financial control of the Club.
 - b) The financial year shall end on 31 December each year.
 - c) The Treasurer shall arrange for suitable banking arrangements including electronic or internet banking. Accounts shall be held in the name of Formby Village Bowling Club. The Treasurer shall arrange for a Current Account and Deposit Account to be maintained.
 - d) The bank mandate (list of people who can sign cheques on the Club’s behalf) will include the Treasurer, Chair and Secretary as required by the Treasurer and approved by the Committee. At least two signatures shall be required for cheques.

- e) The Treasurer is authorised to operate electronic or internet banking on behalf of the Club. This shall include online access to the Club's bank accounts, and making payments by bank transfer on behalf of the Club. Any bank transfers shall only be made with the agreement of the Chair or Secretary.

5. **Annual General Meeting**

- a) This shall be held annually in January and written notice shall be given in the annual fixture card or by 21 days written notice and by email to all members. However it shall be on a day preceding the A.G.M. of the Sports Club. Failure to advise any member of the date and time of the A.G.M. will not invalidate the holding of that meeting.
- b) A financial report shall be supplied to all Members before commencement of the Meeting.
- c) Nominations for electable posts to be received by the Secretary in writing at least 7 days before the meeting, properly proposed and seconded. Nominations from the floor only to be accepted where a prior written nomination has not been received and a vacancy exists.
- d) Motions and special resolutions for discussion, properly proposed and seconded shall be submitted in writing to the Secretary at least 7 days before the meeting.
- e) The meeting shall hear apologies for non-attendance.
- f) Copies of the minutes of the previous A.G.M. will be made available to all members attending the meeting and should be taken as read. Members will vote on them accordingly and take matters arising.
- g) The meeting shall then hear the reports by the Chair and Team Captains.
- h) The Treasurer shall then present a report. This will be voted on after any comments from the Auditor.
- i) The post of Auditor will be filled annually by nomination proposed and seconded from the floor and shall in no way be influenced by the Officers of the Committee. The Auditor shall be responsible to the membership and shall report directly to the A.G.M. and should have access to all the section records.
- j) The meeting shall determine the annual club subscriptions of members, junior members and Friends. The club subscription shall become payable immediately after the closure of the meeting.

6. **Extraordinary General Meetings** - may be called on written request to the Secretary, signed by ten members. Twenty-one days notice of such a meeting shall be given to members. Only motions or special resolutions submitted to the Secretary shall be discussed at the Meeting. In the event of a quorum not being present, any motion put to the meeting shall be deemed to have failed.

7. **Quorum** - The minimum number of members present to constitute a valid meeting shall be:

- a) A.G.M. - The Chair, Secretary, Treasurer and enough members to make a total of at least 20% of those members entitled to vote at an A.G.M
- b) E.G.M. - The Chair and enough members to make a total of at least 20% of those members entitled to vote at an E.G.M
- c) Committee meetings - The Chair, Secretary, Treasurer or their nominees and five members

8. **Voting** - This will be by show of hands, a simple majority of those members present shall be sufficient to carry any motion other than a change to the Constitution which shall require a two thirds majority of those present to decide. A secret ballot shall be held if a majority of those

present so decide. In the event of an equal division, the Chair shall have a second casting vote. Junior Members or Friends shall not be entitled to vote at an A.G.M. or E.G.M.

9. **Membership**

- a) Membership shall be open to all, in accordance with the Articles of Constitution and Guidance as issued by BCGBA Equity Policy.
 - b) There shall be the following categories of members:
 - 1. Full Members aged over 18
 - 2. Junior Members (10 to 17)
 - 3. Friends of Formby Village Bowls (members who are no longer able to play). Friends are no longer members of the Sports Club. They will be welcomed at the club for no charge, for all matches and Tea and Biscuits.
 - c) Prospective members shall complete and submit a membership application form to the Club and shall be nominated and seconded by two full playing members. If accepted they shall pay the relevant subscriptions/joining fees as determined by the A.G.M. of both the Club and Organisation.
 - d) All members shall abide by the Code of Conduct as specified by the Committee. Any member whose conduct is considered to be contrary to the best interests and welfare of the Club may be requested to attend before the Committee or its representatives to give an explanation of such conduct. If such a member fails to attend or if their explanation is deemed to be unsatisfactory by the Committee, the Committee shall have powers to suspend the member from the Club. The notice of suspension shall be given in writing.
 - e) Full time students away from the area, not residing at home and not able to play at all times shall pay half the Annual Subscription plus that of the Organisation.
 - f) In addition to the Club subscription, members shall be required to pay the subscription to the Organisation as determined at its A.G.M. If these are not paid by 30 March, membership may be terminated subject to a decision by the Committee.
10. **Visitors** - members may bring a non-member on no more than three occasions in anyone year. A non-member may not come as a visitor on more than three occasions in any one year. There is a fee of £3.00 per visit.
11. **Changes to these Articles of Constitution and Club Rules** - shall only be made at the A.G.M. or an E.G.M.
12. **General** - All matters not provided for in the Constitution or Rules or where there is a dispute in their interpretation, shall be decided by the Committee and may be referred to an A.G.M. where necessary.
13. **Dissolution** - If, at any General Meeting, or a special resolution is passed calling for the dissolution of the Club, the Secretary shall immediately convene an E.G.M. to discuss and vote on the resolution. If the resolution is carried by at least two thirds majority of these present, the Committee shall refer the matter to the Sports Club and subsequently act on their instructions. After discharging all debts and liabilities of the Club, the remaining assets shall be transferred to the Sports Club.