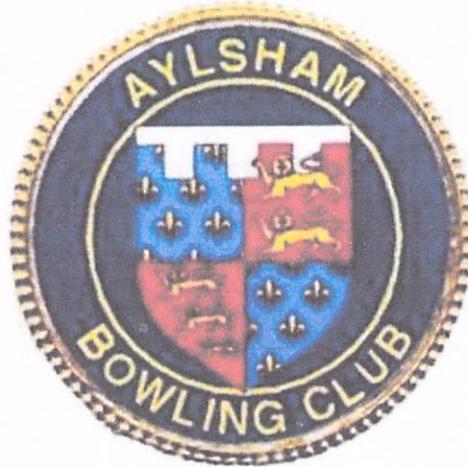


AYLSHAM BOWLING CLUB



CONSTITUTION

Approved and adopted at the 1994 A.G.M.
Amended at the 2006 A.G.M
Amended at the 2021 A.G.M
Amended at the 8th April 2022 Special General meeting
Amended at the 31st Jan 2025 Special General Meeting

Aim of the Club:

The aim of the Club is to provide opportunity for members to participate in leisure and competitive bowling. At the same time to encourage new players into the game by example, and by the provision of coaching facilities

Membership:

Full Membership shall be open to all, subject to a lower age limit of sixteen years. Juveniles under the age of sixteen shall be considered for Junior Membership of the Club.

The annual subscription shall be paid on or before 1st May in each year. There shall be no entitlement to benefits or the use of Club facilities until the application is accepted by the club's officers.

All applications for new members, along with acceptance of annual renewals may be reviewed by the committee, the decision of the committee will be final.

Committee of Management:

Subject to the following, the Committee of Management shall consist of 8-14 people and shall be elected at the annual general meeting. The Treasurer does not have to be a committee or Club member but if they are not, then they have no voting rights at any meetings. Their appointment must be made at the AGM each year or at a Special General Meeting during the year. The remainder of the Committee members must be Club members, any full member of the club may put themselves forward to be elected as a committee member. (The member shall be made aware of and agree to the responsibilities of their post as outlined in the ABC Club Handbook)

The committee shall be made up as follows:-

Officers:-

President - The office of President of the Club shall not be held continuously for a period in excess of three years. There shall be a further period of at least two years before re-election shall be considered.

Captain - The office of Captain of the Club shall not be held continuously for a period in excess of three years. There shall be a further period of at least two years before re-election shall be considered.

Vice Captain - The office of Vice Captain of the Club shall not be held continuously for a period in excess of three years. There shall be a further period of at least two years before re-election shall be considered.

Secretary – To deliver the responsibilities as outlined in the ABC Members Handbook

Treasurer – To deliver the responsibilities as outlined in the ABC Members Handbook

Ordinary Members of the committee to comprise:-

Minute Secretary

Competition Secretary

Recreation Ground Bowls Representative

Ladies Representative

League Captains x 2 (minimum to attend)

Ordinary Members x 2

All Committee members shall retire at the start of the annual general meeting next after the date on which they came into office but they may be re-elected or re-appointed (excepting the President, Captain and Vice Captain who are under separate rules).

The Committee may appoint, if they think fit, not more than two co-opted members during the year. A casual vacancy in the office of a committee member may be filled at a meeting of the Committee to take effect from the date of that meeting. The Committee will be responsible for keeping up to date all relevant documents and paperwork for running the Club.

Meeting and Proceedings of the Committee:

The Committee shall hold a minimum of six ordinary meetings in each year (4 in the closed season and 2 in the open season). A special meeting may be summoned at any time by the Secretary or by two committee members upon seven clear days' notice being given to all other members of the matters to be discussed.

In the event of the need for an urgent committee decision, the committee member requiring authorisation will circulate their request to all the committee, requesting an urgent response. A majority of affirmative responses will be taken as permission to proceed, in the event of a tie the Captain to have the casting vote. The committee member, who raised the request, will bring the tally of votes to the next committee meeting so that the information can be added to the minutes.

The Club Captain or in his absence Vice Captain will be Chairman, however if both are absent from any meeting of the Committee, the members shall choose one of their number to be Chairman of the meeting before any other business is transacted. Likewise if the Minute Secretary is absent the committee will choose another member to take the minutes.

Voting on every matter shall be determined by the majority of votes of members present, but in the case of tied votes, the chairman shall have an additional casting vote.

A minute book and books of accounts shall be provided and kept under the authority of the committee. A copy of the minutes will be made available for all club members to read in the Clubhouse.

The number of members who shall form a quorum at meetings of the Committee shall not be less than one third of the total number of committee members.

Application of Income:

The income of the Club shall be paid into an account at such a bank as the Committee shall from time to time decide. Funds held in credit by the Club shall be applied as the Committee decides in maintaining the property and effects of the Club and in paying all rents and fees and in otherwise furthering the aims of the Club. Sums of money at anytime belonging to the Club and not needed for immediate working purposes shall be invested in trust for the Club. For any unplanned or unforeseen expenditure, the Club shall hold a contingency fund of a figure that shall be reviewed by the committee annually and reported to the members at the AGM.

Annual General meeting:

There shall be an Annual General Meeting (AGM) in connection with the Club which shall be held annually in the month of October, or as soon as practicable thereafter.

All members of the Club shall be entitled to attend and vote at the AGM or by proxy. The Committee shall present to each AGM the report and accounts checked by an independent person for the preceding year.

Alteration to established procedures of the Club shall only be considered at the AGM or at a Special General Meeting convened for the purpose.

Minor alterations to established procedures or urgent matters to be decided by committee and reported at AGM or Spring Meeting and by notice in the club room.

Special General Meeting:

A special general meeting of the Club may be convened at anytime by the Secretary on behalf of the Committee or on behalf of at least twelve members of the Club having first given formal notice of just cause. Fourteen clear days' notice shall be given to all other members of the Club of the matters to be discussed.

Note: If any full member of the Club identifies a matter that they consider urgent, for example an imminent breach of a serious safety or legal requirement, and in their opinion, it cannot wait to be discussed at an ordinary scheduled committee meeting, they shall contact at least three members of the committee, who may then decide that the member's concern is justified and that the matter should be brought to the attention of the full committee.

Dissolution Clause

A resolution to dissolve Aylsham Bowling Club may be proposed by any member of the club with the support of at least 2 members having first given formal notice of just cause. Fourteen clear days' notice shall be given to all other members of the Club and to the Chair of the Aylsham Recreation Committee of the matter to be discussed at a Special General Meeting.

A majority shall decide this resolution by a vote of all the members entitled to attend. If it is agreed to dissolve Aylsham Bowling Club, all remaining money and other assets once outstanding debts have been paid, will be donated to a local organisation(s). The organisation(s) will be agreed at the meeting that agrees the dissolution.

Aylsham Bowling Club

Addendum to the Club Constitution

1. The principle that the Club uses is that when a vote is taken at a meeting the Chair of the meeting does not have a vote unless the votes are tied, in which case the Chair shall have an additional casting vote.
2. In the Club Constitution, last amended on 31st January 2025 it states in page 3, paragraph three “**additional**” casting vote. This is an error and will be rectified when the Constitution is next amended.

Approved by Committee 5 August 2025