



CONSTITUTION

Approved and adopted at the 1994 A.G.M.

Amended at the 2006 A.G.M - the 2021 A.G.M - 8th April 2022 Special General meeting - 31st Jan 2025 Special General Meeting & 10th April 2026 Spring Meeting

Aylsham Bowling Club hereafter referred to as “ ABC ”

Aim of the ABC:

The aim of the ABC 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 ABC.

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 ABC facilities until the application is accepted by the ABC's officers, all members must follow the Policies & Procedures as detailed in the ABC Handbook to what is acceptable and proper behaviour for all members. This constitution states that bullying is not tolerated. 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 ABC 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 ABC members, any full member of the ABC 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 Handbook)

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The Committee shall be made up as follows:-

Officers:-

President - The office of President of the ABC 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 ABC 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 ABC 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 ABC.

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.

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The ABC 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, the Chairman of meeting will be 'non-voting'. 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 the 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 sent to members and a copy will be made available 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 ABC 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 ABC shall be applied as the Committee decides in maintaining the property and effects of the ABC and in paying all rents and fees and in otherwise furthering the aims of the ABC. Sums of money at anytime belonging to the ABC and not needed for immediate working purposes shall be invested in trust for the ABC. For any unplanned or unforeseen expenditure, the ABC 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 ABC which shall be held annually in the month of October, or as soon as practicable thereafter.

All members of the ABC 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 ABC shall only be considered at the AGM – Spring Meeting 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 clubroom.

Special General Meeting:

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

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Urgent attention

If any full member of the ABC 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 ABC may be proposed by any member of the ABC 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 ABC 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 ABC, 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.

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