

## **Inverness Bowling Association - Constitution as at February 2020**

### **01 Title**

The organisation's title shall be the 'Inverness Bowling Association', hereinafter referred to as the Association.

### **02 Membership**

**02.1** All outdoor bowling clubs within the city of Inverness and its near proximity shall be eligible for membership, at the discretion of the Delegate's Committee.

**02.2** Membership shall be subject to the payment of the annual subscription.

**02.3** By joining the Association, clubs and their members shall be deemed to have agreed to its Constitution, Rules and By-Laws.

### **03 Aims and Objectives**

**03.1** To promote the game of bowls within the area of its member clubs.

**03.2** To organise and administer bowling competitions in whatever form, to the mutual benefit of its members.

### **04 Subscriptions**

**04.1** Subscriptions shall be fixed at the Annual General Meeting.

**04.2** Subscriptions shall be payable by the last day of March annually, and are non-refundable.

**04.3** Any member club whose subscription is unpaid on the first day of May, shall, at the discretion of the Delegate's committee be deemed to have resigned.

### **05 Chairperson of Meetings**

**05.1** When present, the President shall chair all meetings. The senior Office Bearer present shall take the chair in the President's absence.

**06 Annual General Meeting**

- 06.1** The Annual General Meeting shall normally be held on **the third Sunday in February at 2pm**. The meeting shall be held at the President's club.
- 06.2** The Association Secretary shall advise the Secretary of each member club of the date, time and venue of the meeting. This shall be in writing, giving at least one calendar month's notice.
- 06.3** A quorum shall be deemed to be two-thirds of the member clubs.
- 06.4** In the absence of a quorum the meeting shall be adjourned and rearranged by the Secretary giving fourteen days notice in writing to member clubs. The new meeting shall take place between twenty-one and twenty-eight days of the original inquorate meeting. The member clubs attending this meeting shall constitute a quorum.
- 06.5** The Annual General Meeting shall:-
- 06.5.1** Approve the minutes of the previous Annual General Meeting.
- 06.5.2** Receive the Secretary/Treasurer's report and approve the Statement of Accounts.
- 06.5.3** Fix the annual subscription.
- 06.5.4** Elect the following Office Bearers from among the appointed delegates:-  
President, Vice-President, Secretary and Treasurer, or such other distribution of posts as may from time to time be deemed necessary.
- 06.5.5** No Delegate may be nominated in their absence unless their prior written consent has been obtained.
- 06.5.6** Appoint two Auditor whose duties shall be to **review** the financial affairs of the Association.
- 06.5.7** Consider any motion to amend the constitution. Any such motion shall be submitted to the Secretary in writing by the **15th December** prior to the meeting. The wording of the motion shall be incorporated in the agenda of the meeting.
- 06.5.8** Any other competent business.
- 06.6** All Office Bearers shall demit office at the Annual General Meeting following their election but shall be eligible for re- election. However, no individual or club may hold the post of President for more than **three** consecutive years.
- 06.7** Office Bearers shall be nominated verbally at the Annual General Meeting and elected if necessary by secret ballot.
- 06.8** Each member club shall be restricted to one vote at all times.

**07 Special General Meetings**

**07.1** A Special General Meeting may be requested at any time by:-

**07.1.1** Delegate's Committee, stating the purpose of such a meeting.

**07.1.2** Any member club, by means of a written request to the Association Secretary, signed by the President and Secretary of the said club and stating the purpose of such a meeting.

**07.2** On receipt of such request the Association Secretary shall, within fourteen days call a Special General Meeting and advise the member clubs in writing, giving seven days notice and stating the date, time, venue and purpose of the meeting.

**07.3** The business of a Special General Meeting shall be restricted to the purpose for which it was called.

**07.4** A quorum shall be deemed to be two thirds of member clubs.

**07.5** In the absence of a quorum the meeting shall be adjourned and rearranged by the Secretary giving three days notice in writing to member clubs. The new meeting shall take place between seven and fourteen days of the original inquorate meeting. The member clubs attending this meeting shall constitute a quorum.

**07.6** Each member club shall be restricted to one vote at all times.

**08. Delegate's Committee**

**08.1** The Delegate's Committee shall administer the day to day business of the Association.

**08.2** The Delegate's Committee shall be made up of two delegates appointed by each member club but each club shall have only one vote.

**08.3** Each delegate shall be a member of the club represented.

**08.4** Meetings of the delegate's Committee shall be called by the Association Secretary giving at least seven days notice. Notification will be deemed to have taken place by means of the "Draw" information circulated on competition entry notices.

**08.5** The Delegate's Committee shall be entitled to invite other individuals or organisation representatives to be present in a non-voting capacity.

## **09 Business Procedures**

- 09.1** Individual members of a member club shall be entitled to attend all meetings of the Association but the member clubs shall only be represented by their appointed delegates.
- 09.2** Each member club shall have only one vote on all matters
- 09.3** All votes on all matters shall only be carried by a majority of those present and eligible to vote.
- 09.4** The Secretary or appointed substitute, shall keep minutes of all meetings of the Association.
- 09.5** All decisions of the Delegate's Committee shall be binding on member clubs until such time as they are ratified, ammended or rejected at an Annual or Special General Meeting.
- 09.6** All complaints or suggestions should be put in writing to the Secretary, who will place them on the agenda of the next Delegate's meeting.
- 09.7** The Constitution may only be ammended at the Annual General Meeting. See Clause 06.5.7

## **10 Finance**

- 10.1** The financial year of the Association shall run from 1<sup>st</sup> October to the 30<sup>th</sup> September.
- 10.2** The Treasurer shall administer the day to day financial affairs of the Association and keep proper records. This shall include:-
  - 10.2.1** The proper banking of all Association income.
  - 10.2.2** Collection and recording of the Annual Subscription from member clubs.
  - 10.2.3** Reimbursement of reasonable expenses incurred on behalf of the Association on production of valid receipts.
  - 10.2.4** Ensure that all income is disbursed according to the "Aims and Objectives" set out in Clause 03 herein.
- 10.3** The Association Accounts shall be audited/**reviewed** annually prior to the Annual General Meeting and copies of the financial statement attached to the agenda.
- 10.4** All bank accounts of the Association shall be in the name of "Inverness Bowling Association" and the signatories thereto shall be any two of the three Office Bearers. See 06.5.4

## **11 Borrowing Powers**

- 11.1** No Office Bearer, Delegate, or Member Club shall have any borrowing powers on behalf of the Association.

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