

# SHARESHILL BOWLING CLUB CONSTITUTION

**1. NAME:**

The name of the group shall be "**Shareshill Bowling Club**".

**2. ADMINISTRATION:**

The group shall be administered and managed in accordance with this constitution by its Management Committee.

**3. OBJECTS:**

The group's objectives are:

1. To enhance the quality of life for local residents by providing a bowling club for members of Shareshill community & surrounding areas.
2. To bring together the community of Shareshill and surrounding areas in a social capacity.

**4. POWERS:**

In furtherance of these objectives, the Management Committee may do all such lawful things as are necessary, including exercising the power to raise funds.

**5. MEMBERSHIP:**

The Committee may admit as members of the group, any individuals living within the area served by the group who meet the objects of the group. Members shall be entitled to participate fully in all activities of the Club.

Every member shall have one vote.

The Committee may by unanimous vote and for good reason terminate the membership of any individual. The individual concerned shall have the right to be heard by the Committee, accompanied by a friend, before a final decision is made.

**6. HONORARY OFFICERS:**

At the Annual General Meeting of the group, the members shall elect from amongst themselves, a Chairman, Secretary and Treasurer who shall hold office from the conclusion of that meeting.

**7. COMMITTEE:**

A Committee consisting of three Honorary Officers and no less than 3 and not more than 5 members shall manage the business of the group. Any group member over the age of 18 may be eligible for election to the Committee. The Committee shall be elected at an Annual General Meeting to serve for two years but may be re-elected. The Committee shall meet at least 4 times a year.

The Committee shall have power at any time to fill any casual vacancy among Committee members or to co-opt members to form sub-committees to perform specific projects or functions.

**8. PROCEDURES AT MEETINGS:**

The Chairman or person presiding at any meeting shall have a second or casting vote. A quorum at any General Meeting of the group shall be 8 and at any committee meeting shall be 4.

The Honorary Secretary shall keep full minutes of all proceedings at Committee meetings and General and Special meetings of the Club. The Secretary will also keep a record of decisions taken at Committee meetings and a register of members.

**9. ANNUAL GENERAL MEETING:**

The Annual General Meeting shall take place in May of each year (or as soon as practical thereafter) at a time and place agreed by the Committee.

The Secretary shall give at least 21 days' notice of the AGM to all members of the group. All members shall be entitled to attend and vote at the AGM. At each AGM the Committee shall present the report and accounts of the group for the preceding year plus Honorary Officers and Committee members shall be appointed.

No more than fifteen months shall elapse without an Annual General Meeting.

**10. EXTRAORDINARY/SPECIAL GENERAL MEETING:**

The Committee may call an extraordinary general meeting at any time if requested in writing by at least 25% of the members. The meeting shall take place within 31 days of receiving the request. At least 14 days' notice must be given and the notice must state the business to be discussed.

**11. FINANCE:**

The financial year shall be from 1<sup>st</sup> April to 31<sup>st</sup> March. The Treasurer shall keep proper accounts of the group's finances. At the end of each financial year an independent examiner appointed at the AGM shall examine the accounts.

The Honorary Treasurer shall keep accounts and books showing the financial position of the Club and shall present an audited statement of accounts at the Annual General Meeting or when called upon.

Full accounts of the financial affairs of the Club duly audited by the auditors shall be delivered to every member with the notice convening the Annual General Meeting.

All cheques must be signed by 2 signatories who are not related.

All group income must be used in furtherance of the objects of the group. No payment shall be made to any member or honorary officer except reasonable and proper payments for services rendered to the group or expenses incurred in its work. At the end of each financial year an independent examiner appointed at the AGM shall examine the accounts.

**12. ALTERATIONS TO THE CONSTITUTION:**

This Constitution may be altered by a resolution passed by a simple majority of those present and voting at any general meeting of the group. The notice of the general meeting must include notice of the resolution, stating the terms of the alteration proposed.

**13. DISSOLUTION:**

If the Committee decides that it is necessary or advisable to dissolve the group, it shall call a meeting of all members of which not less than 28 days' notice (stating the terms of the resolution to be proposed) shall be given.

If the proposal is confirmed by a two-thirds majority of those present and voting, the Committee shall wind up the group's affairs.

In the event of the group being dissolved, any assets remaining after the discharge of any debts and liabilities shall be given to such other charitable organisations having similar objectives to those of the group or failing that, shall be applied for some other charitable purpose.

**14. ARRANGEMENTS UNTIL FIRST ANNUAL GENERAL MEETING:**

Until the first AGM takes place this constitution shall take effect as if references in it to the Committee were references to the persons whose signatures appear at the end of this document.

This constitution was adopted on the date stated below.

Signed by the committee members:

Signature:

Print Name:

.....M.Ramsbottom Chairman.....

.....J.R.Vincent.....Vice Chairman

..... D. Ramsbottom... Treasurer

.....A J Ralphs..... Secretary.....

.....E. Vincent.....Committee.....

...R. Ralphs.....Committee.....

This constitution was adopted on the ...31... of...October..... 2008.