

# Port Erin Bowling Club Constitution

Issue 3: November 2014

## 1. Title

1.1 The Club shall be called Port Erin Bowling Club, hereafter to be referred to as “the Club”, or “PEBC”, and shall be affiliated to Isle of Man Crown Green Bowling Association, hereafter to be referred to as “IOMCGBA”.

## 2. Objectives

2.1 To promote and support Crown Green Bowling at Breagle Glen, Port Erin, in competitive and social environments.

2.2 To be inclusive, enabling members, wherever possible, to achieve their bowling ambitions.

## 3. Membership

3.1 Membership of the Club shall be open to any person, regardless of race, age, gender, sexual orientation, religious belief or ability, who completes a membership application form and pays the relevant membership fee as determined by the Club.

3.2 There are a number of Classes of Membership:

3.2.1 **Full Member** – a playing member.

3.2.2 **Junior Member** – a playing member under the age of 16 at the start of the bowling season.

3.2.3 **Student Member** – a playing member in full time education.

3.2.4 **Social Member** – a non-playing member

3.2.5 **Life Member** – a playing or non-playing member who has given long or extraordinary service to the club and has been elected to the position by the members.

3.3 An **Adult Member** is a member, other than a Junior Member, who has paid their membership fee.

3.4 Membership fees are set by the General Committee. Junior and Student Member fees will be no more than 50% of the Full Member fee. Life Members will have no membership fee although they will still be responsible for their green fees.

3.5 Green fees are set by the Port Erin Commissioners although the General Committee may, from time to time, choose to subsidise these fees.

3.6 The Membership fee and Green fee for the coming season will be displayed on the membership application form which will be sent to members prior to the start of the season. Both fees must be paid to the treasurer before a member can play on the green. New members may pay reduced fees depending on when they join as determined by the treasurer and endorsed by the General Committee.

3.7 Members wishing to play in League Matches, or to enter Open competitions, must also be registered with the IOMCGBA.

# Port Erin Bowling Club Constitution

Issue 3: November 2014

## 4. Officers

### 4.1 Executive Officers

Chairperson  
Secretary  
Treasurer

### 4.2 Non-Executive Officers

President	
Vice President	
Membership Secretary	Maintains the list of members.
Competition Secretary	Displays the competition entry sheets for both PEBC and other clubs and the subsequent registration of participants.
Open Competition Secretary	Organises the PEBC open competitions.
Social Secretary	Organises the various social events throughout the year.
Team Captains	Each team entered into an IOMCGBA shall have a captain. A member may be the captain of more than one team.
Men's Representative to IOMCGBA	Attends the IOMCGBA men's committee and reports any items of significance to the club committee.
Ladies Representative to IOMCGBA	Attends the IOMCGBA ladies committee and reports any items of significance to the club committee.
Member's Representative x 4	2 Men and 2 Ladies who will represent the members on the General Committee. The member's representatives may hold other non-executive offices.

## 5. Election of officers

5.1 All Officers shall be elected at the Annual General Meeting of the Club, from, and by, the Adult Members.

5.2 All Officers are elected for a period of one year, but may be re-elected to the same office or another office the following year.

## 6. General Committee

6.1 The affairs of the Club shall be controlled by a General Committee comprising the 3 Executive Officers and the 4 Member's Representatives elected by the Annual General Meeting. The General Committee shall meet at agreed intervals and shall meet not less than four times per year.

6.2 A quorum for a General Committee Meeting shall be 5 committee members. The secretary must make every possible effort to notify committee members in advance of a meeting.

# Port Erin Bowling Club Constitution

Issue 3: November 2014

6.3 Any vacancy occurring on the General Committee during the year may be filled by the committee.

6.4 The duties of the General Committee shall be:-

6.4.1 To control the affairs of the Club on behalf of the Members.

6.4.2 To keep accurate accounts of the finances of the Club through the Treasurer. These should be available for reasonable inspection by Members and should be examined by the appointed accounts examiner before every Annual General Meeting. The club shall maintain a bank current account. Any cheques drawn against Club funds should be signed by the Treasurer and one other Officer.

6.4.3 To co-opt additional members of the Committee as the Committee feels necessary. Co-opted members shall not be entitled to vote on the Committee.

6.4.4 To make decisions on the basis of a simple majority vote. In the case of equal votes, the Chairperson shall be entitled to a second and casting vote.

6.4.5 To appoint Sub-Committees as necessary to fulfil the Club's business.

6.4.6 To nominate members who might become Life Members.

6.4.7 To expel a member or reject an applicant if, in the opinion of the Committee, the member or applicant is a risk to the good name of the Club or is a risk to the wellbeing of other members.

## 7. General meetings

7.1 The Annual General Meeting shall be held not later than the end of November each year. Members will be given 42 clear days' notice of the Annual General Meeting by circulating a copy of the notice to every member via e-mail or post as directed by their membership application forms. Members must advise the Secretary in writing of any business to be considered at the Annual General Meeting at least 28 days before a meeting. Such business must be considered, but not censored, by the General Committee prior to the meeting. The Secretary shall circulate or give notice of the agenda for the meeting to Members not less than 14 days before the meeting.

7.2 The business of the Annual General Meeting shall be to:-

7.2.1 Confirm the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting.

7.2.2 Receive the annual report from the Chairperson.

# Port Erin Bowling Club Constitution

Issue 3: November 2014

7.2.3 Receive the examined accounts for the year from the Treasurer along with a report and a budget for the following year. The budget must include an estimate of the membership fees.

7.2.4 Receive the annual reports from each of the team captains.

7.2.5 Elect an accounts examiner.

7.2.6 Elect the Officers and General Committee Members of the Club.

7.2.7 Elect new life members which have been nominated by the General Committee.

7.2.8 Transact such other business received in writing by the Secretary from Members 28 days prior to the meeting and included on the agenda.

7.3 Extraordinary General Meetings may be convened by the General Committee or on receipt by the Secretary of a request in writing from not less than 12 Adult Members. At least 21 days' notice of the meeting shall be given.

7.4 The General Committee will prepare a list of candidates for the election of officers which will be sent out with the agenda. Additional nominations may be made at the General Meeting. Nominees need not be present at the meeting as long as the committee is assured of their willingness to stand.

7.5 At all General Meetings, the Chair will be taken by the Chairperson or, in their absence, by the President or a deputy appointed by the Adult Members attending the meeting.

7.6 A quorum for a General Meeting shall be 25% of the Adult Members.

7.7 Decisions made at a General Meeting shall be by a simple majority of votes from those Adult Members who are attending the meeting. In the event of equal votes, the Chairperson shall be entitled to a second and additional casting vote.

## 8. Alterations to the Constitution

8.1 Any proposed alterations to the Club's Constitution may only be considered at an Annual or Special General Meeting convened with the required written notice of the proposal. Any alteration or amendment must be duly proposed and seconded. Such alterations shall be passed if supported by not less than two-thirds of those Adult Members present, assuming that a quorum has been achieved.

## 9. Dissolution

9.1 If, at any General Meeting of the Club, a resolution be passed calling for the dissolution of the Club, the Secretary shall immediately convene a Special General

# Port Erin Bowling Club Constitution

Issue 3: November 2014

Meeting to be held not less than one month thereafter to discuss and vote on the resolution.

9.2 If, at that Special General Meeting, the resolution is carried by at least two-thirds of the Members present, the Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities of the Club.

9.3 After discharging all debts and liabilities of the Club, the remaining assets shall not be paid or distributed amongst the Members of the Club, but shall be given or transferred to some other voluntary organisation having similar objectives.

Accepted at the Annual General Meeting held on Monday 24<sup>th</sup> November 2014

Chairperson

Di Benson