

# Constitution

**NAME AND ADDRESS** The Club shall be called The Peterborough and District Indoor Bowls Centre. The Club is situated at Burton Street, Peterborough, PE1 5HA.

**OWNERSHIP** The club is owned by the Peterborough and District Indoor Bowling Club Limited and operated by the Peterborough & District Bowling Centre, a company limited by guarantee in accordance with the Memoranda and Articles of Association of the respective companies, which may for the sake of clarity be hereafter referred to as “The Owners” and “The Operators”. Both companies are registered with Companies House. Day-to-day management being exercised through a committee comprising the Directors of the Board of Management of the Operators plus a number of subscription members elected by the subscribing bowling members at their Annual General Meeting.

**OBJECTS** The object of the club is to provide for members facilities for Indoor and Outdoor Bowls, a licensed bar and entertainment.

**MEMBERSHIP** The Club shall consist of the following categories of membership:

- Full members
- Junior members under 18 years of age \*\*
- Social members \*\*

\*\* Social or Junior members shall not be eligible to hold office nor to vote at a General Meeting.

Annual subscriptions and charges for use of the facilities will be as laid down by the Operators and such amounts will be displayed within the Club. Annual subscriptions to indoor facilities do not cover use of outdoor bowling facilities, which is subject to an additional fee.

**Nominations for membership** Nominations for membership shall be duly proposed and seconded and notice of the same posted in the Club premises. If approved by Club Committee a period of at least two days must elapse before the newly elected member is admitted to any of the privileges of membership.

**Temporary Membership** Members of visiting teams or competitors and their supporters or persons attending official functions, or functions held on behalf of members may be given temporary membership for a period not exceeding 24 hours. Notice of persons nominated for temporary membership shall be clearly exhibited on the Club premises for at least two days before such temporary membership takes effect.

**OFFICERS AND CLUB COMMITTEE** There shall be a Committee, herein after known as the Club Committee, which shall consist of The Board of Directors of the Operators plus not less than 12 full members of the Club who shall be elected at the Annual General Meeting of the Club. One third of the members of the Committee shall retire every year in rotation but shall be eligible for re-election. A Chairman and Vice-Chairman will be elected at the AGM; the Chairman shall be elected for a three-year period, to be succeeded in office by the Vice-Chairman at which time a new Vice-Chairman will be elected.

The Senior Citizens shall appoint their own Committee to run their own leagues and competitions and shall be represented on the Club Committee.

The Club Committee may appoint one or more sub-committees for such purposes, as it may deem appropriate.

**POWERS OF THE COMMITTEE** The day to day management of the Club shall be vested in the Club Committee. Liaison with the Operators will be through the Club Committee.

**COMMITTEE MEETINGS** Meeting of the Club Committee are to be held at regular intervals throughout the year. The Vice-Chairman will deputise for the Chairman in his absence. Any casual vacancy in the Club Committee shall be filled by the Committee and any member so chosen shall retire at the following Annual General Meeting but shall be eligible for re election.

**QUORUM** The following will constitute a quorum as appropriate:

- Annual General Meeting. Fifty eligible voting members
- Club committee. Three committee members.
- Club sub-committee. Two sub-committee members.

**FINANCIAL YEAR** The financial year of the Club shall cover the period 1<sup>st</sup> September to 31<sup>st</sup> August.

**CLUB SECRETARY** The Club Secretary is a contracted employee. He/she will be an ex Officio member of the Club Committee but shall have no voting powers.

**DUTIES OF THE CLUB SECRETARY** The Club Secretary shall conduct the correspondence of the Club and shall

have custody of all documents belonging to the Club. He/she shall keep full and correct minutes of all proceedings.

**CLUB TREASURER** Where the Club Treasurer receives an honorarium, he/she will be an ex Officio member of the committee.

**DUTIES OF THE TREASURER** The Treasurer shall have delegated powers of expenditure in the day-to-day affairs of the Centre and keep proper books of accounts on behalf of the Operators, subject to audit, enabling him/her to present at any time, on reasonable notice by the Board of Directors of the Operators, accurate reports concerning the finances of the Club for the preceding financial year, or the current year as the case may be.

**ANNUAL GENERAL MEETING** The Annual General Meeting of subscribing members of the Club will be held in April each year. Formal notice of this meeting and a copy of the Agenda shall be displayed on the Club notice board at least twenty-eight days before such meeting. Seven days' notice in writing must be given to the Secretary for any item to be introduced under "Any Other Business".

**SPECIAL GENERAL MEETING** A Special General Meeting shall be called at the discretion of the Club Committee to deal with any matter of major importance. The Club Committee shall be bound to call a Special General Meeting within twenty-one days of the date of a request in writing signed by not less than twenty-five Members of the Club. During the indoor season notice of the meeting and a copy of the Agenda will be displayed within the Club at least seven days before the meeting. During the outdoor season the Club Committee will make every effort to provide this information to Members. There will be no items of "Any Other Business" at a Special General Meeting.

**COMPLAINTS** All complaints shall be in writing to the Secretary who shall submit them to the Club Committee whose decision shall be final. In no instance shall an employee of the Club be reprimanded directly by a Member

**ALTERATION OF CLUB RULES** These rules may be revoked, added to or altered by a majority comprising two-thirds of the members present at any General Meeting of the Club. Details of such revocation, addition or alteration must be included with the notice calling the General Meeting subject to the approval of the Club Committee

Changes to Club Rules are to be notified to both the Chief Officer of Police and the Clerk to the Licensing Committee within 14 days.

Changes to the Rules relating to membership and admission to the Club, must have the prior approval of the Licensing Committee

A copy of the Rules shall be displayed in a prominent position within the Club premises and made available to all members.

**BYE-LAWS** The Committee may from time to time make, vary and revoke Bye-laws (not consistent with these Rules) for the regulation of the internal affairs of the Club and conduct of members.

June 2104