

UDDINGSTON BOWLING AND TENNIS CLUB

1863 -2022

NEW CLUB CONSTITUTION

REVISED AND ADOPTED FEBRUARY 2022

ISSUE 10

FEBRUARY 2022

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ISSUE	CHANGE	AUTHORITY	DATE
1	COMPLETE DOCUMENT	EGM	02/96
2	Page 3, Rule 5 (non players qualifications)	EGM	05/97
3	Page 3 ,Section 3, para 1, sub para (ii) rules affecting senior membership subscriptions	AGM	02/01
4	Page 3, Section 3 Membership – clearer definition	AGM	02/03
4	Page 5, Section 5 Entry Fee and Annual Subscription – Change of Collection Date	AGM	02/03
5	Page 6, Section 7 Management Structure Sectional Representation on the Directorate	AGM	02/04
5	Page 3 Section 2 & Page 12 Section 24 -clearer definition to comply with CASC registration requirements	AGM	02/04
6	Page 5 Section 5 sub section 2 – Change in subscription arrangements	AGM	02/05
7	Pages 3 and 4, Section 3 sub-section 5. Changes to non-playing status.	AGM	02/10
7	Page 5 Section 5 sub section 2 – Change in due date for collection of annual subscription	AGM	02/10
8	Page 7 Section 10 Annual General Meeting	AGM	02/15
9	Page 3 Section 2 – Discrimination wording changed Page 3 – Section 2.1 (ii) – Members joined prior to 2001 (wording changed) Page 3 Section 2.2(iii) Ref to Rule 27 removed Page 4 Section 2.4 Junior membership (age amended) Page 5 Section 4 (1-3) Changes to admission of members Page 5 Section 5 Remove Entry Fee Page 7 Section 11(2) Change to 25% Page 8 Section 12(1) Change to 20% Page 8 Sections 13/14 Change “Chairman” to Chair Page 9 Section 15 Change “he” to The Secretary Page 13 Section 27 Remove - Transitional Provisions	AGM	02/16

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10	Page 4 Section 1: Object wording amended Page 5 Section 2: Discrimination wording layout changed, and additional text added. Page 5 Section 2(3): The category of Associate Member removed as no longer applicable. Page 6 Section 3: Wording amended Page 7 Section 4(1): Wording added to reflect Club's inclusiveness. Subsection (4) "elected" replaced with "joining" Page 7 Section 5: "must" replaced with "should" Page 7 Section 6: Removal of role of "official" and amended management structure. Subsection (2) added Page 7 Section 7: "servants" replaced with "employees, workers & contractors" Page 9 Section 9: In response to Covid-19 pandemic, Secretary to make accounts available rather than specifically to be collected from the club Page 9 Section 10: Wording amended Page 9 Section 11: Number for quorum amended to reflect change in management structure Page 9 Section 12: Wording amended Page 10 Section 13: Wording amended Page 10 Section 14: Removal of requirement for Secretary to exhibit Register of Membership in the Clubhouse Page 11 Section 16: Wording amended Page 12 Section 18: Wording amended. Inclusion of complaints handling procedure. Page 13 Section 19: Wording amended Page 13 Section 20: Wording amended Page 15 Section 24: Wording amended Page 15 Section 25: Removed Throughout document removal of references to: "servants", "Officials", "Office Bearers", "Junior Vice President", "Immediate Past President" and "Associate Members".	AGM	02/22

NAME

The Club shall be called ‘The Uddingston Bowling and Tennis Club’.

1. OBJECTIVES

- (1) The club aims to provide facilities for and promote participation in the amateur sports of Bowls and Tennis, both socially and competitively.
- (2) The club aims to actively seek and encourage community participation and membership from Uddingston and other local communities and, in particular, promote youth participation.
- (3) The club aims to conform with the rules of Bowls Scotland, Tennis Scotland and the Lawn Tennis Association and all other activities which the Directorate consider advantageous or desirable for the wellbeing and prosperity of the Club.
- (4) The Club is non-profit making. Any surplus income or gains will be reinvested in the Club and there will be no distribution of Club assets, in cash or in kind, to members or to third parties.
- (5) If thought necessary, the Club may make donations to charities or to other Clubs that are registered as Community Amateur Sports Clubs.

2. MEMBERSHIP

- (1) The membership shall consist of: (a) Ordinary Members; (b) Honorary Members; (c) Junior Members; (d) Non-Playing Members; and (e) Temporary Members, admitted in accordance with this Constitution and the Byelaws.
- (2) Membership is open to all and no application for membership shall be refused other than on reasonable grounds.
- (3) There will be no discrimination on the grounds of: (a) age; (b) gender reassignment; (c) being married or in a civil partnership; (d) being pregnant or on maternity leave; (e) disability; (f) race; (g) religion or belief; (h) sex; (i) sexual orientation; and (j) political or other opinion.
- (3) The Club will not tolerate any form of discrimination be that direct discrimination, indirect discrimination, harassment or victimisation.
- (4) The number of members in each category shall be regulated by the Annual General Meeting.
- (5) Ordinary Members shall be persons of not less than 18 years of age.

- (6) Ordinary Members who have attained the age of 65 years and joined the Club prior to 2001 shall be entitled to pay a reduced Annual Subscription. The amount of the reduction shall be determined by the Annual General Meeting.
- (7) Anyone who has rendered outstanding service to the Club or to the games of bowls or tennis; may be made an Honorary Member on the recommendation of the Directorate and approved by a majority of two thirds of the Ordinary Members present and voting at a General Meeting.
- (8) Honorary Members shall be exempt from payment of Annual Subscription but shall have a vote in the affairs of the Club.
- (9) At no time shall there be more than eight Honorary Members of whom one may be called Honorary President and two may be called Honorary Vice President.
- (10) Junior Members shall be persons of less than 18 years of age.
- (11) Non-Playing Members shall have no right to play on the Greens or Courts at any time except as decided by the Directors and shall have no right or interest in the property of the Club nor voice or vote in the management of Club affairs. This provision applies to new members joining as non-players.
- (12) Persons visiting or temporarily resident in the district shall be eligible for admission as Temporary Members and shall be liable to pay a subscription as determined by the Annual General Meeting. They cannot compete for Club prizes or play in matches.
- (13) Members of any Bowling/Tennis Club or Association, their officials and supporters engaged in a match or competition shall be deemed to be Temporary Members without subscription. Such membership shall cease at the end of the visit.
- (14) Ordinary Members who, for any reason, are unable to participate in the games of bowls or tennis may apply to the Directorate for a temporary suspension of membership. On being satisfied as to the reason, the Directorate may grant such suspension subject to the following conditions:
 - (i) the person shall have no right to play on the Greens or Courts at any time;
 - (ii) the person shall have no right or interest in the property of the Club or voice or vote in the affairs of the Club. Applications granted as above may be subject to annual review by the Directorate.
- (15) A person granted such suspension may be entitled, at the discretion of the Directorate, to pay a reduced Annual Subscription. The level of the reduced Annual Subscription shall be determined each year by the Annual General Meeting.
- (16) For the purposes of determining age, the age attained on the 1st April shall be the reckonable age.

3. ADMISSION OF MEMBERS

- (1) After completing a membership form and becoming a member, all members are required to pay the Annual Subscription as provided for in this Constitution.
- (2) All new members will be provided with a copy of the Byelaws of the Club.

4. ANNUAL SUBSCRIPTION

- (1) The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will endeavour to keep subscriptions, where possible, at levels that will not pose a significant obstacle to people participating.
- (2) The Annual Subscriptions for membership shall be determined by a majority of Ordinary Members present and voting at the Annual General Meeting.
- (3) Annual Subscriptions shall become due after the Annual General Meeting and must be paid in full by the Official Club Opening Day for the year then current. The date of the Official Club Opening Day will be announced at the Annual General Meeting.
- (4) Members joining on or after 1st August shall be liable to pay half the Annual Subscription for that year.

5. RESIGNATIONS

Any member wishing to resign should give notice in writing to the Secretary prior to the Annual General Meeting. If such notice is not given the member shall be held to continue in membership and shall be liable to pay the Annual Subscription for the forthcoming year.

6. MANAGEMENT - STRUCTURE

- (1) The business and affairs of the Club shall be under the management of a governing body called the Directorate, elected by the Ordinary Members, and shall consist of a President, Vice President, Secretary, Treasurer, Tennis Captain, Bar Convenor, and Greens and Courts Convenor. The Directorate will further consist of two representatives from the Tennis Committee and the convenors from the Ladies Bowling Section, the Senior Gents Bowling Section and the Gents Bowling Section.
- (2) In exceptional circumstances and if authorised by the Directorate, a member of a section may take the place of a convenor in order to attend a Directors meeting.
- (3) The President, Vice President, Secretary, Treasurer, Bar Convenor, Greens and Courts Convenor, and Tennis Captain shall be elected annually at the Annual General Meeting.
- (4) The President shall propose the Vice President and the Sections shall nominate their representatives/convenors. All nominations shall be subject to approval by a majority of Ordinary Members at the Annual General Meeting.

7. MANAGEMENT - POWERS

- (1) The Directorate shall have vested in them such powers as may be necessary for the effective and efficient conduct of the Club and in particular shall have power to:
 - (i) administrate and control the finances of the Club;
 - (ii) control and regulate play on the greens and courts;
 - (iii) appoint Committees;
 - (iv) engage, control, or dismiss Club employees, workers & contractors;
 - (v) fill any vacancy in their number from the Ordinary Members of the Club. Any Member so appointed shall retire at the next Annual General Meeting but shall be eligible for re-election;
 - (vi) co-opt members out with their own number for specified purposes;
 - (vii) make, alter, or amend Byelaws and Orders. Any Byelaw or Order so made, altered, or amended shall be binding on every member until revoked or otherwise set aside by a General Meeting.
- (2) The minimum number of Directors on any Committee shall be 3.
- (3) The President and Secretary shall be ex officio members of all Committees.

8. MANAGEMENT - MEETINGS

A meeting of the Directorate shall be held each month. The President or any 3 Directors may also convene a meeting of the Directorate at any time.

9. ANNUAL GENERAL MEETING

- (1) The Annual General Meeting of the Club shall be held on the last Thursday of February for the purpose of receiving, considering and approving the Secretary's Report, the Treasurer's Annual Statement of Accounts, the election of the Directorate, the appointment of Certified Auditor(s), and for fixing Annual Subscriptions and transacting any other competent business.
- (2) A copy of the Statement of Accounts shall be made available seven days prior to the AGM.

10. SPECIAL GENERAL MEETING

- (1) A Special General Meeting of the Club may be convened at any time by the Directorate; or by requisition in writing signed by not less than 25% of Ordinary Members and addressed to the Secretary specifying the purpose for which the Meeting is to be called.

- (2) In the case of (1) above, the Secretary shall give to all Ordinary Members, notice of the Meeting not less than 7 days before the date of the Meeting.
- (3) In the case of (2) above, the President shall be bound to convene a Meeting not less than 7 days and not more than 21 days from the date of receipt of the requisition.
- (4) Notwithstanding this provision, any such meeting which is convened to consider any alteration to this Constitution shall be subject to section 25.
- (5) No business other than that specified on the notice of the Meeting shall be transacted at that meeting.

11. QUORUM

The quorum for:

- (i) General Meetings shall be 20% of Ordinary Members;
- (ii) Meetings of the Directorate shall be 7 (Directors).

12. VOTING

- (1) Only Ordinary and Honorary Members shall be entitled to vote in the affairs of the Club.
- (2) Except where otherwise provided,
 - (i) voting shall be by a show of hands; and
 - (ii) a majority vote will be sufficient for a decision.
- (3) The election of Directors shall be by ballot. The Chair may, at his/her discretion, decide that a vote shall be by ballot.
- (4) The Chair shall have both a deliberate and casting vote.

13. CHAIR OF MEETINGS

- (1) At General Meetings the President or, if absent, the Vice President, or if absent, a Director shall take the Chair. In the event that all of the foregoing Directors are absent the Meeting shall elect an Ordinary Member from their number to preside.
- (2) At meetings of the Directorate, the President or, if absent, the Vice President shall take the Chair.

14. SECRETARY

- (3) It shall be the duty of the Secretary to conduct the correspondence of the Club, give notice of meetings connected with the Club to those entitled to such notice, keep accurate minutes of General Meetings and meetings of the Directorate and submit same to the next appropriate meeting.
- (4) The Secretary shall keep and maintain a register of all members of the Club.
- (5) The Secretary shall ensure the safekeeping of all documents, books, and records belonging to the Club.

15. TREASURER

The Treasurer shall:

- (i) receive and disburse monies belonging to the Club; and
- (ii) keep accounts and books showing the financial affairs and intromissions of the Club;
- (iii) submit
 - (i) to the Annual General Meeting an audited Statement of Accounts for the preceding year; and,
 - (ii) to each regular meeting of the Directorate, a report showing the current financial position of the Club.

16. FINANCE

- (1) The financial year of the Club shall be from the 1st December to 30th November.
- (2) Club funds shall be lodged, in the name of the Club, in a bank designated by the Directorate.
- (3) Cheques and withdrawal orders shall be signed by any two of the following namely President, Treasurer, and Secretary.
- (4) The Directorate may authorise a Director and one other named Ordinary member from each section to sign cheques and withdrawal orders on an Account in the name of the Club operated by that section.

17. SECTIONS

Subject to the approval of the Directorate, Members may form committees to organise and administrate the activities of groups within the Club. Any such committee shall exercise only such powers as shall be determined by the Directorate.

18. MISCONDUCT

- (1) In the interpretation of this provision 'misconduct' means 'contravention of this Constitution, Byelaw, or Order of the Club and any conduct deemed injurious or prejudicial to the interests of the Club.'
- (2) Any member accused of misconduct may be suspended from the Club by the Directors, pending final resolution of the matter.
- (3) The procedure for handling a complaint of alleged misconduct is as follows:
 - (i) On receipt of a complaint of alleged misconduct the Club Secretary (acting as Commissioning Officer) will within 7 days of receiving the complaint appoint two Directors (acting as Investigating Officers) to conduct an investigation into the allegations. In the event that the complaint is against the Club Secretary, the President will nominate a Commissioning Officer.
 - (ii) The Investigating Officers will conduct the investigation within 7 days of appointment. Having conducted the investigation, they will report back to the Commissioning Officer recommending whether or not the matters raised require formal conduct proceedings to be initiated. If the conclusion reached following the initial investigative process is that no further action is necessary the complainant will be advised accordingly by the Club secretary.
 - (iii) If the initial investigation concludes that further action is necessary the Commissioning Officer will appoint three Directors (the Conduct Panel) to arrange a formal conduct hearing which will consider evidence in relation to the alleged misconduct.
 - (iv) This hearing will be arranged within 14 days of appointment of the Conduct Panel. The Investigating Officers will present the results of their investigation and recommendations to the Conduct Panel no less than 7 days in advance of the hearing. The member or members who are the subject of the allegation will provide any material in support of their case to the Conduct Panel no less than 7 days in advance of the hearing. All material provided to the Conduct Panel will be provided to all parties not less than 5 days before the conduct hearing.

- (v) At the hearing the member or members who are subject to the allegations may be accompanied by a friend or family member. Legal representation will not be permitted. Both sides will be able to call witnesses in support of their case.
- (vi) In the event that the outcome of the process results in a disciplinary sanction, available sanctions include warning as to future conduct, suspension from the club for up to 12 months, or expulsion from the club.
- (vii) Following the conduct hearing the Conduct Panel will communicate their decision to the Commissioning Officer who will communicate the outcome to all relevant parties.
- (viii) There will be a right of appeal to the President, Vice President and Treasurer of the Club.

2. VISITORS

- (1) Ordinary and Honorary Members may introduce a visitor to use the greens and courts on not more than 3 occasions in any one season.
- (2) Ordinary and Honorary Members may introduce a maximum of 3 visitors on any one day to the Clubhouse. Such visitors may be introduced on not more than 3 occasions per calendar year except with the permission of the President.
- (3) The partner of an Ordinary or Honorary Member, who is not a member, is excluded from the restrictions detailed in (2) above.
- (4) At Club functions for which tickets are sold or issued the restrictions imposed by paragraph (2) above shall not apply but the names and addresses of every visitor together with the name of the member introducing the visitor shall be recorded in the Visitors Book.
- (5) The Directorate, at its discretion, shall be entitled to fix a nominal fee to be paid by a visitor to the Club who makes use of the greens or courts.

20. SALE OF ALCOHOLIC LIQUOR

- (1) The sale or supply of alcoholic liquor in the Club shall be at such times and under such conditions as may from time to time be determined by the Directorate within the permitted hours and subject to the terms of the Licensing (Scotland) Acts and related legislation.

- (2) No member of the Directorate, and no manager or employee of the Club shall have any personal interest in the sale of alcoholic liquor therein, or in the profits arising from such sale.
- (3) No alcoholic liquor shall be sold or supplied in the Club to any person under 18 years of age.
- (4) No person under 18 years of age shall be employed in the Club if the purpose, or one of the purposes of his/her employment, is to serve alcoholic liquor.
- (5) No visitor shall be supplied with alcoholic liquor in the Club premises unless on the invitation and in the company of an Ordinary or Honorary Member and such member shall, upon the admission of the visitor to the Club premises or immediately upon him/her being supplied with such liquor, enter his/her own name and the name and address of the visitor and the date of the visit in the Visitor's Book.
- (6) No alcoholic liquor shall be sold or supplied for consumption off the premises, except to a member of the Club in person for consumption by himself/herself.
- (7) Persons under 14 years of age shall not be allowed in the bars of the Club during the permitted hours and no member shall cause any person under the age of 14 years to be in the bars of the Club during the permitted hours.
- (8) Members over 14 years of age but under 18 years of age may be allowed in the bars of the Club at such times and under such conditions as may from time to time be determined by the Directorate.
- (9) No member shall bring into and consume on the Club premises alcoholic liquor except with the prior consent of the Directorate. Such consent shall only be granted on special occasions.
- (10)

21. COURT PROCEEDINGS

In any legal proceedings the Secretary and the Treasurer, or either of them, or such other person as may be authorised by the Directorate, shall be entitled to sue in name of the Club.

22. ASSETS

- (1) The property, effects and monies of the Club belong equally to the Ordinary Members of the Club during membership, but the right and interest of every member shall be

personal and limited to himself/herself and shall expire with his/her membership and shall not be assignable or arrestable or pass to his/her heirs or executors.

- (2) All heritable and moveable property, acquired or held by the Club, shall be vested in the President, Secretary, and Treasurer and their successors in the office as Trustees for the Club.

23. DISSOLUTION

If upon winding up or dissolution of the Club there remains after the satisfaction of all debts and liabilities any property whatsoever, the same shall be given or transferred to another Community Amateur Sports Club, a registered charity or to the sport's governing bodies; such organisation or organisations to be determined by the members of the Club by resolution passed at a General Meeting at or before the time of the dissolution.

24. ALTERATION TO THIS CONSTITUTION

- (1) This Constitution shall not be repealed, altered or added to except by a Resolution passed by a vote of not less than two thirds of those present and voting at a General Meeting of the Club.
- (2) Notice of any proposal to repeal, alter or add to this Constitution shall be given in writing to the Secretary at least 12 weeks prior to a General Meeting and any such proposal shall be communicated to all members.