

# Valverde Bowls Club Constitution and Rules

## CONSTITUTION

### **Rough English translation of the Portuguese constitution of the Valverde Bowls Club**

#### 1º - DENOMINATION, NATURE AND DURATION

**1.1** - The Association has adopted the name of "**VALVERDE BOWLS CLUB**" and it is non profit making entity and governed by the present Constitution and subsidiary, and by the jurisdiction of the private laws. The Association is constituted for indeterminate time.

#### 2º - HEADQUARTERS

**2.1** - The Association has its headquarters at Rua Cristovão Pires Norte, parish of Almancil, county of Loulé.

#### 3º - OBJECTIVE

**3.1** - The Association has the objective to promote cultural, social, and recreational aspects of the activity of the sport of lawn bowls.

The Association also aims to:

- a)** - Organise sporting competitions at internal level or with other Clubs of the same sport;
- b)** - Affiliate and co-operate with public entities, private, national or foreign with the accord and necessities of the purpose of realising the objectives;
- c)** - Ensure a permanent social atmosphere and co-operation between the members;
- d)** - Implement a code of conduct which determines a relationship between the members.

#### 4º - MEMBERS

**4.1** - Any individual can be a member who registers and accepts the Constitution and Rules. Any member can resign at any moment, but must clear their debt with the Association up to the date of the resignation, and can only be expelled by defaulting in payment of annual fees or misconduct, noted by the Management Committee and after a resolution by the General Assembly.

**4.2** - All members are obliged to pay a subscription set at the Annual General Meeting, which is changeable by deliberation at the meeting.

#### 5º - ENTITIES

**5.1** - Entities of the Association are the General Assembly, the Management Committee and the Fiscal Committee.

#### 6º - FUNCTIONING OF THE ASSOCIATION

**6.1** - The **General Assembly** is composed by all the members with voting rights, the competence and function of the General Assembly are guided by the applicable legal law and by the Association Rules which are approved by the same.

**6.2** - The Table of the General Assembly is composed of a President, a Vice-President and a Secretary, their duty being to call, direct and draw up the minutes of the General Assembly.

**6.3** - The **Management Committee** is composed of 5 (five) members: a Chairman, a Secretary, a Treasurer and two other members who were appointed as Captain and Vice-Captain.

**6.4** - Their duty being to manage the social, administration and finances of the Association and any further duties defined in the Association Rules.

**6.5** - The **Fiscal Committee** is composed of 3 (three) members: a Chairman, a Secretary and any member of the Association.

**6.6** - Their duty being to inspect administration and finances of the Management Committee, and verify the accounts and reports and any further duties defined in the Association Rules.

## 7° - BANK ACCOUNT

**7.1** - The deposit of all revenues shall be paid into a bank account or accounts opened in the name of the Association, and chosen by the Management Committee.

## 8° - SIGNATURES

**8.1** - To validate all financial transaction of the Association, it is necessary and sufficient for only two signatures of the following members of the Management Committee; Chairman, Secretary or Treasurer.

## 9° - REVENUES

**9.1** - The following are funds belonging to and administrated by the Association:

- a) - The annual fees or monthly payment made by the members;
- b) - The endowments and subsidy attributed;
- c) - Any financial support received in the scope of national programs and/or result of agreements or contracts with local, regional, national or international organisations;
- d) - The grants, donations or inheritances received;
- e) - The interest from deposits or any other investments of moneys, savings or any other; f) - Any others that are legal and comply with the objectives of the Association.

## 10° - OMISSIONS

**10.1** - Situations not covered by these constitutions are governed by the Association Rules, whose approval and alterations are in the competence of the General Meeting.

# RULES

These rules are created in line with the Constitution of the Club which has been legally notarised.

## 1° - DENOMINATION

**1.1**- The title "Association" used in the Constitution will be referred to herein as the "Club"

## 2° - OBJECTIVE

**2.1** - In technical and sport matters, the Club follows the rules of the World Bowls and European Bowls Union.

### 3° - MEMBERS

**3.1** - A new member must fill in the application form and must be proposed by a Founder or Full Member and seconded by another Founder or Full Member. The form will be on display on the notice board for 14 (fourteen) days before being approved by the Management Committee at the monthly meeting. Any objection must be in writing to the Secretary before the Management Meeting.

**3.2** - There shall be six classes of membership available. These are:

- a) - Founder Members
- b) - 12 months membership (Full Members)
- c) - 6 months membership
- d) - 3 months membership
- e) - Junior Membership (under 16 years of age)
- f) - Pay As You Play membership

#### **NOTE:**

##### **Founder Members:**

- a) - A Founder Member of the Club is an individual who has contributed towards the start-up costs of constructing the green and equipping the Club.
- b) - Every €1000 provided contributed by a Founder Member will entitle the provider to a lifetime 5% discount on the appropriate Club membership fee.
- c) - Normally, Founder Membership is not a resalable commodity. However, if a Founder Member becomes in urgent need of short-term funds, he/she may apply to the Management Committee for help in realising their asset. On a case-by-case basis, the Management Committee will try to help, either by clearing that debt immediately if funds allow, or by allowing the remaining debt and the discount entitlement to be transferred to another member at a price to be agreed between the two parties. Voting rights may not be so transferred. A small administration fee may be charged.

**Junior Membership** - 75% discount on the Club annual membership fees.

**Couples** - one of the partners (or if of different value the one with the lower fee) is entitled to 25% discount.

### 4° - FUNCTIONING OF THE CLUB

**4.1** - The Annual General Meeting of the Club shall be held not later than the end of October each year. 21 (twenty one) clear days written notice shall be given to members of the Annual General Meeting by posting the Agenda on the Club notice board and circulating a copy of the Agenda to every member at their home address or by acknowledged e-mail. Members must advise the Secretary of the Table of the General Assembly in writing of any business to be raised at the Annual General Meeting at least 14 (fourteen) days before the meeting.

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

- a) - Confirm the minutes of the previous Annual General Meeting and any General Meeting held since the last Annual General Meeting.
- b) - Receive the accounts for the year from the Fiscal Committee.
- c) - Receive the annual report of the Management Committee Secretary.
- d) - Review the Association subscription rates and agree them for the forthcoming year.
- e) - Elect the candidates for the Table of the General Assembly, the Management Committee, and the Fiscal Committee.
- f) - Transact such other business received in writing by the Secretary from members 14 (fourteen) days prior to the meeting and included on the agenda.

NOTE: The agenda could provide for "Any Other Business", but members are encouraged to give prior notice in writing to the Secretary for important Annual General Meeting business.

**4.3** - Decisions made at General Meetings shall be by simple majority of votes from the Founder and Full Members attending the meeting. In the event of equal votes, the President of the Table of the General Assembly shall be entitled to an additional casting vote.

**4.4** - A quorum for a General Meeting shall be 1/3 (one third) of the Founder and Full Members and 2/3 (two thirds) of each of the Table of the General Assembly, the Management Committee and the Fiscal Committee.

**4.5** - Each Founder or Full Member of the Association shall be entitled to one vote at General Meetings.

**4.6** - All other members have the right to attend Annual General Meetings or Special Meetings and express their opinion, but do not have the right to vote.

**4.7** - Special General Meetings may be convened by request of the Management Committee, Fiscal Committee or on receipt of a request in writing from not less than 1/3 (one third) of the Founder and Full Members of the Club. At least 21 (twenty one) days notice of the meeting shall be given.

**4.8** - The Management Committee shall have monthly meetings.

**4.9** - The Management Committee can co-op additional members to the Management Committee as necessary.

**4.10** - Management Committee decisions are made on the basis of a simple majority vote. In the case of equal votes, the Chairman shall be entitled to an additional casting vote.

**4.11** - Only Founder or Full Members of the Association have the right to take a position in the Table of the General Assembly, the Management Committee or the Fiscal Committee.

**4.12** - All candidates shall be elected at the Annual General Meeting of the Club, from, and by, the Founder or Full Members of the Club.

**4.13** - Permission must be obtained from the candidate before his/her name be put forward.

**4.14** - A list for the nomination of candidates for election shall be posted on the Club notice board 21 (twenty one) days before the Annual General Meeting date. Nominations can only be made by Founder or Full Members and must be seconded by another Founder or Full Member.

**4.15** - Candidates are normally elected for a period of 2 (two) years, but may be re-elected to the same or another office. However, for the Initial election of officers only, the posts of Vice-President, Secretary of the AGM, Treasurer, Club Vice-Captain, and Fiscal Committee Secretary will be elected for a period of 1 (one) year only.

## **5° - ALTERATIONS TO THE RULES**

**5.1** - Any proposed alteration to the Club Rules 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 proposed by the Management Committee or a Founder or Full Member and seconded by another Founder or Full Member. Such alterations shall be passed if supported by not less than 2/3 (two thirds) of those Founder Members and Full Members present at the meeting, assuming that a quorum has been achieved.

## **6° - DISSOLUTION**

**6.1** - If at any General Meeting of the Club, a resolution be passed calling for the dissolution of the Club, the Secretary of the Table of the General Assembly shall immediately convene a Special Meeting of the Club to be held not less than 1 (one) month thereafter solely to discuss and vote on the resolution.

**6.2** - If at that Special Meeting, the resolution is carried by at least  $2/3$  (two thirds) of the Founder and Full Members present at the meeting, the Management Committee shall thereupon, or at such date as shall be specified in the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities of the Club.

**6.3** - After discharging all debts and liabilities of the Club, the remaining assets shall be disposed of as deliberated at the Special Meeting.