

# **Valverde Bowls Club Constitution and Rules**

## **CONSTITUTION**

Approximate English translation of the Portuguese Constitution of the Valverde Bowls Club

### **1° - DENOMINATION, NATURE AND DURATION**

1.1 - The Association has adopted the name of “VALVERDE BOWLS CLUB” and is a non profit making entity and governed by the present Constitution and additionally by the jurisdiction of the private laws. The Association is constituted for indeterminate time.

### **2° - HEADQUARTERS**

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

### **3° - OBJECTIVE**

3.1 - The Association is to be a social sports club that does not participate in sports competitions of a professional nature and has the objective of promoting cultural, social, and recreational aspects of the practice and 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.

### **4° - MEMBERS**

4.1 - Any individual can apply to 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 be expelled by defaulting in payment of annual fees or misconduct, noted by the Management Committee and after a resolution by a General Meeting.

4.2 - All Members are required to pay a subscription set at a General Meeting, which is changeable by deliberation at the meeting.

### **5° - ENTITIES**

5.1 – Entities of the Association are the General Meeting, the Management Committee and the Fiscal Committee.

### **6° - FUNCTIONING OF THE ASSOCIATION**

6.1 - The **General Meeting** is composed by all the Members with voting rights. The competence and function of the General Meeting are guided by the applicable legal law and by the Club Rules which are approved by the same.

6.2 - The **Table of the General Meeting** is composed of a President, a Vice-President and a Secretary, their duty being to call, direct and record the minutes of the General Meeting

**6.3** - The **Management Committee** is composed of 4 (four) Members: a Club Chairman, a Club Secretary, a Club Treasurer and a Club Captain.

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

**6.5** - The **Fiscal Committee** is composed of 3 (three) Members: a Chairman, a Secretary, and a Member of the Association who was appointed as Deputy treasurer by the Management Committee.

**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 Club Rules.

## **7° - BANK ACCOUNT**

**7.1** - 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 transactions of the Association, it is necessary and sufficient for any two signatures of the Members of the Management and Fiscal Committees ; Club Chairman, Club Secretary, Club Treasurer or Deputy Treasurer.

## **9° - REVENUES**

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

- a) Any annual fees or monthly payment made by the Members;
- b) Any 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) Any grants, donations or inheritances received;
- e) Any 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;
- g) Any green fees paid by visitors to the club;
- h) Any fees paid for entry into club competitions

## **10° - OMISSIONS**

**10.1** - Situations not covered by this Constitution are governed by the Club Rules, whose approval and alterations are in the competence of a General Meeting.

## CLUB RULES

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

### **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 current edition of the rules of the World Bowls and European Bowls Union.

### **3° - MEMBERS**

- 3.1 Anyone wishing to become a Member of the Club must fill in the application form and must be proposed by a Founder or Full Member and second by another Founder or Full Member. The form will be on display on the club notice board for 14 (fourteen) days before being considered for approval by the Management Committee. Any objection must be in writing to the Secretary before the Management Meeting. Membership becomes effective after approval by the Management Committee and payment by the applicant of the relevant subscription. Membership subscriptions are not refundable.
- 3.2 The Management Committee may at its sole discretion, decline to accept a membership application from any person.
- 3.3 If unsatisfactory conduct or any violation of the rules is brought to the attention of the Management Committee, then the offending Member may be subject to a disciplinary procedure. The club’s formal code of conduct is contained on the club website at :  
**[www.valverdebc.co.uk/pdfs/codeofconduct.pdf](http://www.valverdebc.co.uk/pdfs/codeofconduct.pdf)**  
and is also available by request from the Club Secretary.
- 3.4 The disciplinary procedure shall consist of a hearing before the Management Committee where the offence(s) is/are described, and at which the offending Member will be able to put their case. The Management Committee may decide to issue (and document) a warning about future behaviour, or for a major offence, or repeated offences, may suspend the Member or request that he/she resign from the Club.
- 3.5 Should a Member refuse to resign, the Management Committee will call for a Disciplinary General Meeting for the Members present to determine the severity of the sentence.
- 3.6 Any Member shall have the right to appeal to a Disciplinary General Meeting against any disciplinary decision of the Management Committee, providing however that such Member gives notice in writing to the Secretary within 14 (fourteen) days of such a decision and provided that such notice of appeal is supported by the signature of no less than ¼ (one quarter) of the Club Members.
- 3.7 The decision of the Disciplinary General Meeting is final and binding by all parties and there is no further right of appeal.
- 3.8 A Disciplinary General Meeting is composed by all the Members and a Table of 3 (three) Members from the Management Committee.
- 3.9 A quorum for a Disciplinary General Meeting should be not less than 1/3 (one third) of the Members of the Club and 3 (three) Members from the Management Committee. The Members present should vote by secret ballot.

**3.10** There shall be four classes of membership available. These are:

- a) Founder Members
- b) Full Membership (Full Membership may be for a period of 12 months, 6 months, 3 months, or other period at the discretion of the Management Committee.
- c) Pay-as-you-play (PAYP) Membership
- d) Junior Membership (under 16 years of age)

**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 contributed 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. A small administration fee may be charged.

Junior Membership – 75% discount on the Club annual membership fee.

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 December each year. 21 (twenty one) clear days notice shall be given to Members of the Annual General Meeting by posting the Agenda on the Club notice board and on the Club website. Members must advise the Secretary of the Table of the General Meeting in writing of any business to be raised at the Annual General Meeting at least 14 (fourteen) days before the meeting.

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

**4.3** 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 Club Treasurer.
- c) Receive the annual report of the Club Secretary.
- d) Receive the annual report of the Club Captain
- e) Review the Management committee's recommendations for subscription rates and agree them for the forthcoming year.
- f) Appoint holders to those offices of the Table of the General Meeting, the Management Committee, and the Fiscal Committee whose term of office has expired or that have become vacant.
- g) 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.

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

- 4.5 a) Decisions made at General Meetings shall be by simple majority of votes from the Members attending the meeting.  
b) Each Member of the Club is entitled to one vote, except that, in the event of equal votes, the President of the Table of the General Meeting shall be entitled to an additional casting vote.
- 4.6 A list of positions to be filled and a request for nominations for election to Club Offices shall be posted on the Club notice board and the Club website at the same time as the announcement of the General Meeting date and must be agreed by the proposed candidate(s).
- 4.7 Club Officers are normally elected for a period of 2 (two) years, but may be re-elected to the same or another office. Enough positions should be filled in any one year to maintain continuity in the Club entities.
- 4.8 The Management Committee shall meet at least once per month
- 4.9 The Management Committee can co-opt additional Members or initiate sub-committees as it deems necessary. Co-opted Members shall not be entitled to a vote at Management Committee meetings.
- 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 Should any club officer become unable to fulfil his/her duties, the Management Committee may appoint a member of the club to carry out those duties on a temporary basis. Such an acting officer shall not be entitled to a vote at Management Committee meetings.

## **5° PERSONAL LIABILITY**

- 5.1 The Club, the Management Committee, individual Officers and Members do not accept any liability for loss or damage to any property of persons using the Club facilities or for any injury however caused.

## **6° ALTERATIONS TO THE RULES**

- 6.1 Any proposed alteration to the Club Rules may only be considered at a General Meeting, convened with the required written notice of the proposal. Any alteration or amendment must be proposed by the Management Committee or proposed by 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 Members present at the meeting, assuming that a quorum has been achieved.

## **7° DISSOLUTION**

- 7.1 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 Meeting shall immediately convene a Special General Meeting of the Club to be held not more than 1 (one) month thereafter solely to discuss and vote on the resolution.
- 7.2 If at that General Meeting, the resolution is carried by at least 2/3 (two thirds) of the Members present, 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.
- 7.3 After discharging all debts and liabilities of the Club, any remaining assets shall be disposed of as deliberated at the Special General Meeting.

**8° OMISSIONS**

**8.1** Situations not covered by the Club Constitution and Rules shall be resolved by the Management Committee.