

BALAI A BOWLS CLUB CONSTITUTION

1. The Club will be known as Balaia Bowls Club and is a non-profit organisation hereafter called "BBC".
2. BBC is located at Balaia Golf Village, 8200-594 Olhos de Agua.
3. BBC is affiliated to Bowls Algarve.
4. Membership consists of Full Membership or Associate Membership, both with full voting rights.
 - a. Full membership has three categories:
 - 1) 12 months
 - 2) 6 months
 - 3) 3 months
 - b. Associate membership
 - 1) 12 months
5. In addition to the membership fee paid to Balaia Golf Village (as set out in paragraph 4) members shall only be deemed to have full voting rights when they have paid the annual subscription to BBC and provided that their membership of Balaia Golf Village (as set out in paragraph 4) is current. The annual BBC subscription, which shall become due on 1st September in each year, shall be determined at each AGM and shall be used for the purchase and maintenance of equipment and for such other purposes as the Management Committee shall determine from time to time.
6. The aim is to be a successful club and to achieve its full potential in all league games, friendly fixtures and competitions. Also to be a social club that promotes social, cultural and recreational aspects of the practice of lawn bowls.
7. **The Club Structure:**
 - a. **Officers**
 - 1) Chairman
 - 2) Treasurer
 - 3) Secretary
 - 4) Club Captain
 - 5) Club Vice-Captain
 - 6) Social Secretary
 - b. **Election Process:**
 - 1) At least 28 days before an AGM all members are to be advised, by email, of all official positions to be voted on at the forthcoming AGM and seeking nominations to those positions.
 - 2) A Nomination Sheet, showing all official positions, is to be displayed on the BBC notice board for a minimum of 21 days before the AGM.
 - 3) All nominations must be proposed and seconded either by signatures on the Nomination Sheet or by means of an email sent to the Secretary by a member with full voting rights, such email to show clearly who is being nominated, confirmation that the person nominated is prepared to stand for election and the names of the proposer and seconder. Details forwarded by email are to be entered on the Nomination Sheet by the Secretary as soon as conveniently possible after receipt of the nominating email.
 - 4) Nobody is to amend or delete entries on the Nomination Sheet.

- 5) Where two or more nominations have been received for a position voting is to be by secret ballot - with ballot papers retained by the Secretary for one year – and by the inclusion in the count of postal votes. In all other instances voting shall be by a show of hands and by the inclusion in the count of postal votes

c. Terms of Office:

- 1) The Chairman shall serve for two years
- 2) All other officers and the Bowling Committee Representative shall serve a one year term
- 3) All officers and the Bowling Committee Representative shall be eligible for re-election at the AGM
- 4) Representatives other than the Bowling Committee Representative shall be appointed as necessary

d. Committees:

1) Formed at the AGM

- a. Management Committee (quorum to consist of a minimum of four members)

1. Chairman
2. Secretary
3. Treasurer
4. Club Captain
5. Club Vice-Captain
6. Social Secretary

to manage the general strategic affairs of BBC.

- b. **Bowling Committee** (quorum to consist of three members)

1. Club Captain
2. Club Vice-Captain
3. The Representative elected at the AGM

to oversee fixtures, coaching, roll-up/club days, team selection for all matches (whether competitive or friendly) and any other bowling matters.

- c. **Social Committee**

1. Social Secretary
2. Invited representatives

to plan, organise and run social events throughout the year.

- 2) If, between AGMs, a vacancy occurs on any committee it shall be filled by a member with full voting rights nominated by the Management Committee.

8. Minutes from all committee meetings shall be available to BBC members with full voting rights.

9. General Meetings:

- a. The Table is composed of the Chairman, Secretary and Treasurer. Their duty is to direct and record the Minutes of the meeting.
- b. To consist of all members with full voting rights.
- c. The Annual General Meeting shall be held during September in each year and, wherever possible, the date for each meeting will be set one year in advance to reflect the completion and examination of year end accounts.
- d. An Extraordinary General Meeting shall be held when either the Club Management Committee or at least one fifth of the members of the Club with full voting rights request the Chairman to convene it, indicating precisely what matters are to be put on the Agenda. Members must be given at least 14 days' notice of such a meeting by the circulation of the Agenda.

