

Norwich Youth Bowling Club (YBC)
CONSTITUTION

1. The Norwich Youth Bowling Club also known as NORWICH YBC hereafter referred to as “The Club” shall be affiliated to the National Association of Youth Bowling Clubs (known as NAYBC) which is a sub-committee of the British Tenpin Bowling Association (known as BTBA).
2. The Club shall foster and promote the sport of JUNIOR TENPIN BOWLING at all levels, providing opportunities for recreation and competition and to give all bowlers the opportunity to reach their maximum potential in Junior Tenpin Bowling.
3. The following are eligible for membership of The Club:

Juniors who are under the age of 19 years at the end of the bowling year, namely 31st August, hereafter referred to as “Junior Members”.

Adults age 18 or over who are elected as Club Officers or Committee Members; or who are qualified instructors licensed by the BTBA to coach at The Club.

Parents and legal guardians of Junior Members hereafter referred to as “Other Members”.

The different members detailed above are collectively referred to hereafter as “Members”.

4. All Junior Members must be members of the BTBA, have paid their annual subscriptions and have membership cards. Junior Members joining through a BTBA sanctioned league are given a concession of 50% of the adult fee.
Other Members automatically qualify for membership when a Junior Member has been accepted for membership of The Club.
5. The Club will have Officers elected by the Members. Elections shall take place at the Annual General Meeting (“AGM”) or a Special General Meeting (“SGM”) of The Club. The Officers are elected for a period of one year, but may be re-elected to the same or a different office the following year.
6. The Club shall have an Executive Committee hereafter referred to as “The Executive” which comprises the Officer posts of Chairperson, Vice Chairperson, Secretary and Treasurer, all of whom must be current members of the BTBA and hold a valid BTBA Licence. The Executive must have a minimum of three Officers. Only the posts of Secretary and Treasurer can be filled by the same person.

7. The Club shall have a General Committee hereafter referred to as “The Committee” which shall comprise The Executive plus other elected Officers and Committee Members sufficient in number to cast more votes at meetings of The Committee than The Executive.

The Committee shall include the Officer posts of League President; League Vice President and Club Safeguarding Officer; an Instructor representative; a Junior Member representative; and any further persons who the Members feel will benefit the Club by being on The Committee, such as Fund Raisers, Tournament Organisers, additional Junior Members, etc. The size of The Committee shall not be greater than twelve persons plus the Instructor representative and any Junior Member representatives.

The Secretary will maintain and publish the list of the Club Officers and Members who make up The Committee.

The Committee will hold a minimum of four meetings each year hereafter referred to as the “General Meetings”.

If a vote is taken on a proposal at a General Meeting at least half of The Committee must be present and the proposal will be carried if it receives the assent of the majority of those present.

The Committee may create and authorise Sub-Committees to carry out specified tasks.

The duties of The Committee shall be:

- To control the affairs of the Club on behalf of the Members.
- To keep accurate accounts of the finances of the Club through the Treasurer. These should be available for reasonable inspection by Members and should be audited before every Annual General Meeting. The Club shall maintain a bank current account and the Treasurer and Chairperson shall be signatories.

8. In the event of a decision, normally made by The Committee, being required before a Committee meeting can be arranged, The Executive are authorised to make the decision on behalf of The Committee. The decision must be explained to and ratified by The Committee at its next meeting.

This Executive authority can be revoked at a meeting of The Committee provided at least two thirds of The Committee are present and the proposal receives the assent of the majority of those present.

9. Should vacancies for Officers occur, interim appointments may be made the remaining Officers, provided a majority are in agreement, allowing individuals to hold caretaker positions pending the next AGM or SGM.

10. The Annual General Meeting (AGM) of the Club shall be held not later than the end of September each year.

21 days notice should be given to Members for attendance at the AGM. Members must advise the Secretary in writing of any business to be proposed or discussed at the AGM at least 14 days before the meeting. The Secretary shall produce an agenda for the meeting at least 7 days before the meeting to include as a minimum:

- Confirm the minutes of the previous AGM and any General Meetings and Special General Meetings held since the last Annual General Meeting.
- Receive the audited accounts for the year from the Treasurer.
- Receive the annual report of The Committee from the Secretary.
- Elect the Officers of The Club and other members of The Committee.
- Transact such other business received in writing by the Secretary from Members.

Members can nominate candidates for election as Club Officers and other Members of The Committee. Nominations must be made in writing to the Secretary in advance of the Annual General Meeting and be seconded by another Member of the Club.

Officers and Committee Members will be elected by vote of the Club Members present at the meeting. In the event of equal votes, the Chairperson will be entitled to an additional casting vote.

A Special General Meeting (SGM) may be convened by The Committee or on receipt by the Secretary of a request in writing from a Member.

14 days notice should be given to Members for attendance at the SGM. The secretary shall produce an agenda for the meeting at least 7 days before the meeting.

All Members shall be entitled to one vote at the AGM and any SGM.

- 11.** League teams must consist of a minimum of 4 bowlers and a maximum of 6 bowlers. However, teams may exceed this maximum when novice bowlers are being introduced to the league. This will be done at the discretion of the League President and the League Vice President.
- 12.** Members of The Club whose conduct is deemed inappropriate or who decline to abide by any of The Club Rules may be expelled or suspended from membership of The Club. Members shall have the right to appeal in person to The Committee with regard to any decision affecting them, provided that notice of such appeal is submitted to the Secretary of The Club, in writing, within seven days of notification of the decision. The prescribed Disciplinary Procedure of the BTBA will be followed.

For less serious offences, the formal process will consist of a yellow and red card system.

These cards may be issued only by an Officer of The Club when, for example, a Member exhibits foul or abusive language or behaviour, or abuses bowling equipment.

This formal process will be followed at the discretion of the Officer, if an informal approach has not resolved the situation.

If a yellow card is issued, it will remain valid for the remainder of the YBC league session being bowled, and for the next league sessions bowled by the individual. It will expire at the end of the three league sessions, or at the end of the league season if sooner.

A red card may be issued if a further offence occurs whilst a yellow card is valid. If a red card is issued then the bowler will stop bowling and leave the bowling area. Their scores for that YBC league session will not count, and will be replaced on the score sheet with a pacer score. Lineage for the session will not be refunded.

Appeals against cards are to be dealt with on the day they are issued by Officers of The Club.

These disciplinary procedures are intended to improve the discipline and development of the bowlers in the Norwich YBC leagues, and to encourage fair play.

13. Any proposed alterations to The Club Constitution may only be considered at an Annual or Special General Meeting, convened with the required written notice to the proposal. Any alteration or amendment must be proposed by a Member of The Club and seconded by another Member. Such alterations shall be passed if supported by not less than two thirds of those Members present at the meeting.

14. If, at any General Meeting of The Club, a resolution is passed calling for the dissolution of The Club, the Secretary shall immediately convene a Special General Meeting of The Club to be held not less than 1 month thereafter to discuss and vote on the resolution.

If at the Special General Meeting the resolution is carried by at least two thirds of the Members present at the meeting, the General Committee shall thereupon or at such date as shall have been specified in the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities of the Club.

After discharging all assets and liabilities of the Club, the remaining assets shall not be paid or distributed amongst the Members of The Club, but shall be given or transferred to the Norfolk Area of the Ten Pin Bowling Association.

June 2013