



CONSTITUTION





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Secretary Foreword

This constitution document has been prepared to ensure that within the club effective governance takes place.

This constitution will govern the powers and remit of the committee and members of our club.

A handwritten signature in black ink, appearing to read "Nicky Thomas".

Nicky Thomas

Hon. Secretary





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Constitution of Victoria Saints Bowls Club

1. Particulars

- 1.1. The organisations name is Victoria Saints Bowls Club referred to as “*the club*”, “*vsbc*”, “*the association*” or “*organisation*”.
- 1.2. Our club is located at Victoria Park, Francis Street, Swansea, SA1 4NP
- 1.3. VSBC is a community amateur sports team.

2. Affiliations

- 2.1. The club shall be affiliated with the following governing bodies/associations;
 - 2.1.1. Swansea Bowling Association
 - 2.1.2. West Glamorgan County Bowls Association
 - 2.1.3. Welsh Lawn Bowls

3. The purposes of the association are:

- 3.1. Promoting the sport of lawn bowls and encourage participation of people of all ages and abilities for the benefit of the community.
- 3.2. Foster a spirit of camaraderie, sportsmanship and community engagement through regular competitions, events and social activities.
- 3.3. Provide and maintain high equality facilities and equipment to ensure a safe and enjoyable experience for all.

4. Management Committee

- 4.1. The association shall be managed by a Management Committee who are appointed at the Annual General Meeting (AGM) of the association.

5. Carrying out the purposes

- 5.1. In order to carry out the purposes, the management committee have the power to:
 - 5.1.1. Raise funds, receive grants and donations.
 - 5.1.2. Apply fund to carry out work of the association.
 - 5.1.3. Co-operate with and support other organisations with similar purposes.
 - 5.1.4. Do anything which is lawful and necessary to achieve the purposes.



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6. Membership

- 6.1. The club shall be open to members of all ages and abilities.
- 6.2. All members support the goal of the club and undertake reasonable tasks for the benefit of the club.
- 6.3. Membership can be refused by the Management Committee by majority vote.
 - 6.3.1. All refusals must be formally recorded and reasoning provided on request.
- 6.4. The Management Committee may revoke a person's membership if they believe it is in the best interests of the club. The member has the right to be heard by the Management Committee before the decision is made and can be accompanied by another person registered within the Swansea Bowling Association.

7. Annual General Meeting

- 7.1. The AGM must be held annually.
- 7.2. Members must be given 14 days' notice of an AGM.
- 7.3. There must be at least 25% of full members present at the AGM.
- 7.4. Every member has a vote.
- 7.5. The Management Committee shall present the annual report and accounts.
- 7.6. Any member may stand for election as a member of the Management Committee.
- 7.7. Members shall elect the following officers at a Management Committee
 - 7.7.1. Chairman
 - 7.7.2. Secretary
 - 7.7.3. Treasurer
 - 7.7.4. Safeguarding & Wellbeing Officer
- 7.8. Elected officers will serve for **1 year** and may stand for re-election.
- 7.9. Members will vote for a new vice-captain, the immediate previous vice-captain will get promotion to captain in the following season.

8. Management Committee Meetings

- 8.1. The Management Committee should hold at least 4 meetings each year.
- 8.2. The Management Committee may act by majority decision.
- 8.3. At least 2 members of the Management Committee must be present at the meeting to be able to take decisions.
- 8.4. During the year, the management committee may appoint up to 2 additional members to the management committee and they will stand down at the next AGM.



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8.5. The Management Committee may make reasonable additional rules to help run the association. These rules must not conflict with this constitution.

9. Money and property

- 9.1. Money and property must only be used for the clubs purposes.
- 9.2. The Treasurer must keep accurate and true accounts. These annual accounts can be seen by any member on request.
- 9.3. The Management Committee will not receive any money or property from the association except to refund reasonable out of pocket expenses with receipts.
- 9.4. Money must be held in the associations bank account. All cheques must be signed by 2 members of the management committee and any electronic banking transactions must also be authorised by 2 members of the management committee.

10. General Meetings

- 10.1. If the management committee, consider it is necessary to change the constitution or wind up the association then they must call a General Meeting so that the membership can make a decision. The Management Committee must also call a General Meeting if they receive a written request from the majority of members. All members must be given 14 days' notice and told the reason for the meeting. All decisions require a two-third majority. Minutes must be kept.
 - 10.1.1. **Winding up** – any money or property remaining after payments of debts must be given to an organisation with similar purposes to this one and which has at least the same restrictions on the use of assets as this one. If no such organisation is identified, the Swansea Bowling Association shall be the final beneficiary.
 - 10.1.2. **Changes to the constitution** – can be made at AGM or General Meetings.
 - 10.1.3. **General Meeting** – called on written request from a majority of members.
 - 10.1.4. The Management Committee may also call a General Meeting to consult the membership.

11. Setting up the association

- 11.1. This constitution was adopted on the second of September 2024.



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Annex 1: Safeguarding Policy

Annex 2: Membership & Officer Policy

Annex 3: Code of Conduct

Change Log

This change log will be maintained to preserve the integrity of the changes made to the constitution.

Date	Details	Secretary
September 2024	Creation & adoption of Constitution	Rowley Thomas
October 2025	Amendments to Constitution	Nicky Thomas
April 2026	Adoption of Constitution	Nicky Thomas