

SCOTTISH BOWLERS' FELLOWSHIP

RULES AND REGULATIONS

- 1** The name of the Fellowship shall be THE SCOTTISH BOWLERS' FELLOWSHIP
- 2** The OBJECTS of the Scottish Bowlers' Fellowship are as stated in THE TRUST DEED(our constitution):- “To establish a National Fellowship of Bowlers in Scotland for charitable purposes, such objects being to give financial assistance towards the maintenance, education and/or benefit of widows/widowers, orphans and/or dependants of deceased members of the Fellowship who are in necessitous circumstances and/or to give financial assistance to members who are in necessitous circumstances through ill health or other causes beyond their control, all of which the Trustees shall in their sole discretion consider deserving.”
- 3** The following words and expressions contained in the Rules and Regulations shall have the several meanings hereby assigned to them, unless there is anything in the subject or context repugnant to such a construction.
 - A** **The Fellowship** shall mean the Scottish Bowlers' Fellowship.
 - B** **Member** shall mean a member of the Fellowship who has paid his/her subscription.
 - C** **Trustee** shall mean the President, Immediate Past President, Secretary and Treasurer
 - D** **Guardian** shall mean a person elected for three years (re-electable) to oversee the conduct of the Fellowship with regard to “Charitable Status” and “Ethical Role”.
 - E** **The Executive Committee** shall mean the President, Immediate Past President, Senior Vice President, Junior Vice President, Secretary and Treasurer.
 - F** **The Committee** shall mean the Management Committee consisting of the Executive Committee, the Match Secretary and thirteen elected Members.
 - G** **Office-bearers** shall mean the President , Immediate Past President, Senior Vice President, Junior Vice President, Secretary, Treasurer, Assistant Secretary and Match Secretary.
 - H** **The Secretary** shall mean the Secretary of the Fellowship.
 - I** **The Treasurer** shall mean the Treasurer of the Fellowship
 - J** **The Delegates** shall mean the duly appointed representatives of the Bowling Clubs.

K Honorary President a position awarded to a President who has given outstanding service to the fellowship over a lengthy period of time. This is awarded only by a unanimous decision of the Management Committee of the Fellowship.

L Honorary Membership can be awarded to an individual member who has given outstanding service to the Fellowship over a lengthy period of time. This is awarded only by a unanimous decision of the Management Committee of the Fellowship.

4 Members of the Fellowship shall be members of Bowling Clubs playing the level green game of bowls.

5 Life Member - any member who pays the appropriate fee may take out a life membership.

A Life Member, no longer in membership of a Bowling Club, shall be allowed to participate in Fellowship games.

6 Membership of the SCOTTISH BOWLERS' FELLOWSHIP involves no liability to a member as such.

7 The Membership Fee shall be determined at the Annual General Meeting.

8 The cost of badges, advertising, printing, postage, office accommodation, clerical assistance and other administrative expenses shall be met out of the funds of the Fellowship.

9 The funds of the Fellowship may be deposited in one of the Scottish Banks or invested in Trustee Securities in the names of the President, Immediate Past President, the Secretary, and Treasurer.

10 All Banking accounts in the name of the Fellowship shall be operated upon the signatures of two of the three nominated signatories from the management Committee.

11a At the first General Meeting and thereafter at each Annual General Meeting, the members shall elect, **from the members present**, a President, Senior Vice President, Junior Vice President and Match Secretary. The Immediate Past President will remain an office bearer as stated in article 3E and does not stand for re-election.

11b The members shall elect a committee of not more than 20 members. Existing committee members who through illness or other circumstances beyond their control who are unable to attend the AGM, can be re-elected to the committee if they submit a letter to the Secretary of the Scottish Bowlers' Fellowship prior to the AGM, notifying their intention to remain on the committee. The Secretary and Treasurer's positions will be

ratified by the General Committee at the first Committee meeting after the Annual General Meeting. The Office bearers and Committee shall form a Committee of Management of whom seven shall be a quorum to transact on behalf of the Fellowship any business that may require attention during the year. The Committee shall have the power to fill any vacancies in their number caused by death or resignation and to co-opt additional members.

12 The President of the Fellowship can only be elected if he or she is a member of the Executive Committee.

13 The Executive Committee to be elected annually at the AGM to deal with matters such as

- a) Policy making
- b) Planning for the future
- c) Finance
- d) awarding of grants and donations

The members being the President, Immediate Past President, Senior Vice President, Junior Vice President, Secretary, Treasurer, Assistant Secretary .

Honorary President(s) is a non executive appointment and therefore have no voting rights but can sit in on Executive Meetings and give their learned views on matters arising

14 The Management Committee will oversee the day to day running of the office and administration

15 All committee members must attend 60% of meetings during their year of office. Failure to do so may mean that they will be asked to stand down. Sickness and family bereavement will be the only accepted reason for non attendance.

16 All members of committee shall retire annually but shall be eligible for re-election, the re-election to be by ballot and the principle of the majority voting to be adopted when necessary.

17 A stocktaker will be appointed from the General Committee at the first Committee meeting after the AGM.

18 An external auditor shall be nominated and appointed by the management committee

19 The Treasurer shall be responsible for the in- gathering of subscriptions and for all Books and Accounts in connection with the Fellowship and shall submit a duly audited Statement of Accounts to the Annual General Meeting and may be remunerated as appropriate.

20 The Secretary shall conduct the general business of the Fellowship subject to the discretion of the Committee and shall submit a report at the Annual General Meeting and may be remunerated as appropriate.

21 That no individual member of the Scottish Bowlers Fellowship shall make contact in any way with

- a) any Lawyers acting on behalf of the Fellowship
- b) the Office of the Scottish Charities Regulators (OSCR),
- c) Her Majesty's Revenue and Customs (HMRC),

or any other external Agencies where the said contact contravenes the aims and Constitution of the Fellowship and employees thereof.

If contact requires to be made, it must be done with the full consent and knowledge of the Committee and then only through the Office of the Secretary of the Fellowship.

Any individual contacting any of the above agencies direct, will be deemed liable for all costs incurred.

22 At all General Meetings, the President shall preside and shall have a casting vote as well as a deliberative vote. In the absence of the President, the Immediate Past President, the Senior Vice President, whom failing the Junior Vice President shall preside and shall have a casting vote as well as a deliberative vote. In the absence of the President, Immediate Past President, Senior Vice President and Junior Vice President, a Chairperson shall be appointed by the Committee and such Chairperson shall have a casting vote as well as a deliberative vote

23 All Members of the Fellowship shall be entitled to attend the Annual General Meeting with full powers.

24 Any Members desirous of moving any resolution at the Annual General Meeting shall give notice thereof in writing to the SECRETARY 21 days before the date of such meeting.

25 At all General Meetings, Motions or Resolutions shall be decided by a simple majority of those present and entitled to vote.

26 INDEMNITY: A Chairperson, Vice Chairperson and Executive Committee members as well as employees, servants, agents and any trustees of the Fellowship, shall be Indemnified by the Fellowship and it shall be the duty of the Executive Committee to pay out of funds of the Fellowship, all costs, losses and expenses which any such Chairperson, Vice Chairperson, Executive Committee member, employee, servant, agent or Trustee may incur or become liable for, by reason of any entered into, or act or thing, done in good

faith as such Chairperson, Vice Chairperson, Executive Committee member, employee, servant, agent or Trustee in accordance with the instructions of the Executive Committee or at a General Meeting of the Fellowship or otherwise in discharge of their duties.

27 The Annual General Meeting of the Fellowship shall be held on a Saturday in February each year and at such a time and place as may be decided by the Committee of which 14 days written notice shall be given to all Delegates with a copy of the Agenda.

28 A Special General Meeting of the Fellowship may be summoned at any time by the Committee by giving 14 days notice in writing to all Delegates and advising them of the business to be transacted

29 The Delegates shall notify the members of their respective groups of all general meetings

30 Delegates may be appointed by the Secretary of the Clubs, subject to confirmation by the Committee, and such Delegates shall be entitled to carry out the work of the Fellowship, to collect subscriptions on behalf of the Fellowship and to submit a nominal roll of all badge members

31 Application for Benefit must be made to the Secretary of the Fellowship on the official Application Form and submitted by the Delegate or Secretary of the Club

32 The Committee for dealing with claims and grants shall be the President, Immediate Past President, senior Vice President, Junior Vice President, Secretary, Treasurer, Assistant Secretary and the appointed Guardians.

33 Delegates may, on the authority of the Claims Committee investigate claims, in which case they must report in writing. Through the Secretary to that Committee

34 The Treasurer shall keep a Register of Members for each respective year and issue to every member on receipt of subscription, a membership badge (as per nominal roll)

35 Any member who acts in a manner not compliant with the Constitution and Rules and Regulations and against the wishes of the Committee will be removed from office by unanimous agreement of the remaining members of the Committee and said member will be deemed liable for all costs caused by their actions.

36 The Committee is the sole authority on the interpretation of the Rules and Regulations of the Scottish Bowlers' Fellowship and the decision of the Committee on any Question shall be final and binding on all members.

The Fellowship does not make any grants for Unemployment, Strikes or Lock-outs

The Fellowship is not an insurance for accidents, etc.

FELLOWSHIP MANAGEMENT STRUCTURE

TRUSTEES	President, Immediate past president, Secretary, Treasurer
GUARDIANS	Three elected persons
EXECUTIVE COMMITTEE	President, Immediate past president, Senior vice president, Junior vice president, Honorary president(s) Secretary, Treasurer and assistant secretary and 3 elected members (from the management committee).
MANAGEMENT COMMITTEE	The executive committee, match secretary, 13 elected members
DELEGATES	are members appointed by their respective bowling clubs.