

# **LINLITHGOW SPORTS CLUB**

## **CONSTITUTION**

### **1. TITLE**

The name of the Club shall be Linlithgow Sports Club and it shall have its premises at Boghall, Edinburgh Road, Linlithgow, West Lothian, EH49 6AB.

### **2. PURPOSES**

The Club is an equal opportunities club and the objects and purposes of the Club shall be the provision of facilities for Bowling, Tennis and Squash and other social and recreational facilities to members of the community of Linlithgow and District and to promote, foster and encourage participation in those sports, providing coaching and tuition when required.

### **3. MEMBERSHIP**

- 3.1 Unless otherwise provided by the terms of this clause the election of members shall be by the Board after-mentioned who shall approve or have the power to reject any nominee. Prospective members apply via our online system and details are checked before being accepted.

Only ordinary members shall be entitled to vote at any meetings and be members of the Board after-mentioned.

#### **3.2 Ordinary Members**

Ordinary membership shall be open to anyone aged eighteen years and over who has paid the required playing membership fee.

#### **3.3 Other Membership Categories**

The Board shall ensure that additional playing membership categories are available at all times covering all ages and all sports in line with the club purposes detailed above.

#### **3.4 Associate Members**

Associate membership is available to any non-playing member aged 18 and above, subject to payment of the required annual subscription. Associate members shall not enjoy the full rights of ordinary membership.

### 3.5 Temporary Membership

Temporary membership shall entitle an individual or members of such organisations as shall be approved to all the facilities of the Club (including the use of bar facilities to those persons over eighteen years of age) and may be conferred by the Board as follows:

- (i) On visiting teams, competitors and officials directly connected therewith by invitation of an individual section or ordinary member of the Club. Such individuals shall be entitled to the use of the facilities of the Club for the duration of their visit.
- (ii) On visiting non-members when introduced by any member of the Club. Any member shall not be entitled to introduce more than two individuals per calendar month.
- (iii) On visiting non-members participating in any Pay and Play scheme implemented by the club.
- (iv) The total number of associate members and temporary members of the Club shall not, at any point in time, exceed 40% of the total membership of the Club.

3.6 Any member may introduce guests to the Clubhouse and bar, but not more than fifty-nine such guests on any one day. Such guests shall be entitled to make use of the bar facilities but shall not be provided with alcoholic liquor on the Club premises except at the invitation of a member. The members shall, on the admission of such guest(s) to the Club premises, or immediately upon them being served with alcoholic liquor, enter their own name and the name(s) and address(es) of the guest(s), in a book which shall be kept for the purpose and which shall show the date of each visit.

### 3.7 (a) Patrons

The ordinary members of the Club, may at an Annual General Meeting thereof from time to time appoint patrons which membership shall be limited to individuals who have given a distinguished service to the Club. Such patrons shall not be liable for payment of an entry fee or subscription and shall have all the privileges of any ordinary member other than the right of voting and membership of the Board.

### (b) Honorary Members

The ordinary members of the Club may at an Annual General Meeting thereof from time to time appoint Honorary Members, which membership shall be limited to current members who have brought distinction to the Club by achieving international sporting excellence. Such Honorary Members shall not be liable for payment of an entry fee or subscription and shall have all the privileges of any ordinary member of their particular sport. They shall continue

to be Honorary Members of the Club unless and until the ordinary members thereof withdraw the Honorary Membership at an Annual General Meeting (or the Board suspends or terminates such membership in terms of 3.8 below).

**c) Honorary Life Members**

The ordinary members of the Club may at an Annual General Meeting thereof award Honorary Life Membership, which membership shall be limited to current members who have given distinguished service to the Club. Honorary Life Members shall have all the privileges of any ordinary members and be automatic members of all sections thereby having rights to play Bowls, Squash and Tennis at the Club.

It is accepted that proposals for individuals to become Patrons, Honorary Members or Honorary Life Members should be made by the Board of Management and have the support of all section committees.

- 3.8 The Board shall have the power to suspend or terminate the membership of any member whose conduct in the opinion of the said Board is harmful to the interests of the Club.

**4. BOARD OF MANAGEMENT**

- 4.1 The business of the Club shall be under the management of a Board of Management (herein referred to as the Board). The Board shall ideally consist of the following: A President, Vice President, Secretary, Membership Secretary, Treasurer, Assistant Treasurer, plus two representatives from each section represented within the Club provided that at least one of the sectional representatives is a member of their constituent section committee.
- 4.2 The members of the Board shall be elected for a period of not less than one year by the ordinary members at the Annual General Meeting and the members of the Board shall retire annually but shall be eligible for re-election
- 4.3 Any vacancy in the membership of the Board occurring during any year may be filled by the Board by co-option. A co-opted member of the Board shall retire at the next following Annual General Meeting but shall be eligible for re-election. Further, the Board may co-opt additional advisors who have particular skills or experience in any matter and such co-opted advisors may attend Board meetings but shall have no voting rights.

**5. ASSETS**

- 5.1 The property, whether heritable or moveable, effects and monies of the Club shall belong equally to the ordinary members of the Club during

their membership but the rights and interests of each member shall be personal and shall not be assignable, arrestable or otherwise disposable by that member.

- 5.2 The property, effects and funds of the Club, whensoever derived, shall be applied solely towards the promotion of the objects of the Club and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus, or otherwise howsoever by way of profit to the members of the Club.
- 5.3 The Board shall have power to do all things as may be necessary for the carrying out of the objects of the Club and in particular without prejudice the foregoing generality shall have power to acquire and dispose of heritable property whether by way of purchase, sale, lease or sub-lease.
- 5.4 The Board shall have power to borrow (on the security of any heritable or any other property of the Club including without prejudice thereto leases, and sub-lease of heritable property granted to the Club or otherwise in the name of the Club) such sum or sums and at such time or times and on such terms and conditions as the Board in their sole discretion may decide. Further the Board is empowered to authorise the granting of such documents of debt including without prejudice the foregoing generality Standard Security or heritable security documents or discharges thereof in connection with any sum or sums so borrowed. The Board are further empowered to invest funds at such rate or rates of interest and on such terms and conditions as the Board shall decide.
- 5.5 All heritable and moveable property granted to and all investments made by the Board shall belong to the Club and shall be invested or held in the name of Linlithgow Sports Club. A minimum of three Trustees should be named signatories on any account, investment or liability.
- 5.6 The aforementioned Trustees shall consist of the President, Vice President, Secretary, Treasurer, Assistant Treasurer or Membership Secretary for the time being and their successors in their respective offices. All legal documents shall be validly executed on behalf of the Club and signed by a minimum of three of the aforementioned Trustees.

## **6. DUTIES OF OFFICE BEARERS**

### **6.1 The Secretary**

The responsibilities and duties of the Secretary shall be to conduct all general correspondence of the Club and to call all meetings of the Club and of the Board and keep minutes thereof. The Secretary will be responsible for the keeping of records of guests, the licensing of the Club and for any instructions to any employee, whether permanent or temporary.

## 6.2 The Treasurer

The responsibilities and the duties of the Treasurer shall be to manage all entry fees, subscriptions and monies due to the Club and the Treasurer shall be entitled to full information from all Club and constituent section office bearers to enable them to carry out such functions. The Treasurer or Assistant Treasurer shall make all disbursements and control any expenditure involving liability upon the Club funds.

- 6.3 Correct books and accounts shall be kept showing the financial affairs and intromissions of the Club and such accounts, to be independently examined, shall be presented at each Annual General Meeting of the Club. The accounts will be closed on the 31st December of each year and shall be submitted each year for examination by a suitably qualified person, duly appointed by the Board of Management.
- 6.4 Cheques shall be signed by any two of the President, Vice-President, Secretary, Membership Secretary, Treasurer or Assistant Treasurer and a bank account(s) shall be kept in accordance with instructions given by the Board from time to time.

## 7. MEETINGS AND QUORUMS

### 7.1 Annual General Meeting

A general meeting of the ordinary members will be held annually in the month of February for the purposes of electing office bearers and the members of the Board, considering and approving the Treasurer's annual accounts and appointing Auditors and transacting any other competent business of the Club, At least ten days notice will be given of any Annual General Meeting. Twenty ordinary members present and voting shall form a quorum at an Annual General Meeting.

Any ordinary member who cannot attend the meeting but who submits apologies to the Club Secretary will be entitled to a proxy vote. When submitting apologies the member will be given notice of voting options, and may reply with their selected proxy votes. These proxy votes will be accepted as part of the quorum in the paragraph above.

### 7.2 Special Meetings

A Special General Meeting may be called at any time by the Board and must be called upon the written requisition of not less than twenty-five ordinary members of the Club addressed to the Secretary and specifying the purpose of the meeting. Such a meeting shall be called and held within twenty-one days from the date of receipt of such a requisition. Thirty

ordinary members present and voting shall form a quorum at such a Special General Meeting.

### **7.3 Notice of an Annual or Special General Meeting of Members**

Sufficient notice shall be deemed to be given if such notice convening the meeting is emailed to all members where an email address has been provided and a copy of such notice is also posted on the Club's notice board.

### **7.4. Board Meetings**

The Board shall meet at least six times per annum or as necessary to fulfil the functions of the club. Notice of any Board meetings shall be given by email by the Secretary to the members of the Board and the said meeting shall be held not less than fourteen days from the date of notification. Four members of the Board shall form a quorum at Board meetings.

## **8. REPRESENTATION ON THE BOARD OF TRUSTEES**

(All reference to Linlithgow Sports Club Trust was deleted at the AGM held on 27 02 2000)

## **9. CONSTITUENT SECTIONS**

- 9.1 The activities and management of the constituent sections shall be conducted in accordance with their own constitution and rules of management. Such constitutions and rules of management may be varied from time to time by the subscribing members to that section subject always to the final approval of the Board
- 9.2 Nothing in these rules shall prevent any of the constituent sections becoming a member of any national or district association connected with its own particular sport or game and that under its appropriate name.
- 9.3 Each constituent section may be allocated a financial allowance by the Board to cover each season's activities. Such an allowance shall not be overspent without the permission of the Board.
- 9.4 Each constituent section may carry out such fund raising activities that will neither be in conflict with the general interests of the Club nor involve the Club in any liability whether financial, delictual or otherwise
- 9.5 Any surplus gained by any constituent section at the end of any financial year may be transferred to the Treasurer of the Club or may be held by that section in a bank account or otherwise invested in that section's name under the control of the section committee. Before any of such funds are

disbursed the use of these funds should have the approval of the Board of Management. In the event of any Voluntary Winding Up or Dissolution such funds held by sections will revert to the Club to be disposed of under the terms of this Constitution.

## **10. ALCOHOLIC LIQUOR**

10.1 The supply of alcoholic liquor in the Club premises shall be under the sole control and management of the Board. No member of the Board and no manager or servant employed by the Club will have any personal interest in the sale of alcoholic liquor therein or any profits arising from such sale. The Board shall determine from time to time any bonus or gratuities payment which may be awarded to any steward or other employee of the Club.

10.2 No alcoholic liquor will be sold or supplied in the Club premises for consumption off the premises except to a member of the Club in person for consumption by them or to a person holding a license or wholesaler's excise license for the sale of such liquor.

10.3 No alcoholic liquor will be sold or supplied in the Club to any person under eighteen years of age.

10.4 The hours for the sale and consumption of alcoholic liquor within the Club premises will be those hours as laid down by the appropriate licensing body and due cognisance will be paid to those hours at all times. The hours of opening shall be posted within the Club premises and, if any application is successful to extend such hours this will also be posted. The Board may from time to time, determine the hours of opening within the permitted hours as laid down by the appropriate licensing body.

## **11. VOLUNTARY WINDING UP OR DISSOLUTION**

Subject always to the provisions of the Deed of Trust between the West Lothian District Council and the Club, if, upon the winding up or dissolution of the Club, there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall be given or transferred to some other organisations having objects similar to objects of the Club, such organisation or organisations to be determined by the members of the Club by resolution passed at a general meeting at or before the time of dissolution, and if so far as effect cannot be given to such provision then to some charitable object.

## **12. ALTERATION OF THE CONSTITUTION**

No amendment of any nature shall be made to this constitution except at an Annual General Meeting or at a Special General Meeting called for that purpose and due notice of at least 28 days having been given to all sections

of the proposed amendment and such amendment shall only be made if approved by a majority of two thirds of the persons attending and voting at the said meeting.

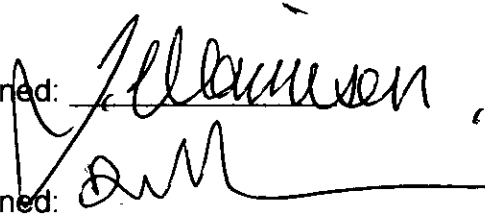
### 13. DATE OF COMMENCEMENT

The foregoing constitution shall come into operation on the twenty first day of June, nineteen hundred and eighty two.

Signed as a true copy on 11<sup>th</sup> April 2024 by Office Bearers:

President: Jill Morrison

Signed:



Secretary: Diane Mackie

Signed:



Treasurer: Matt Doughty

Signed:

