

ALDERSHOT UNDERWOOD BOWLING CLUB

CONSTITUTION & RULES

AMENDED NOVEMBER 2023

1. NAME

The Club shall be called The ALDERSHOT UNDERWOOD BOWLING CLUB and is a Members' Club.

2. AFFILIATION

The Club shall be affiliated to Bowls England, Bowls Hampshire, the North Hampshire Women's Bowling Association, the Farnham & District Bowling Association, the Aldershot and District Bowling Association and any other Association deemed appropriate by the Management Committee.

3. OBJECTS

The objects of the Club shall be:

1. The provision and maintenance of a bowling green and Clubhouse at Eggars Hill, Aldershot for the use of members
2. The provision of facilities associated with the playing and enjoyment of Bowls
3. The Provision of a programme of social events.

4. CLUB COLOURS AND DRESS

1. The Club colours are Dark Royal Blue with Red stripes or trimmings.  
Shirts, Ties, and badges shall be made available at a charge.

2. When on the green all persons shall wear smooth soled heelless footwear.

Dress of players shall be white/cream (whites), or white/cream above the waist and grey below the waist (greys), or club colours, as indicated in the match details. Tidy casuals may be used for all informal roll-ups.

5. MEMBERSHIP

1. Persons of any age are eligible for membership.

2. There shall be six classes of membership, namely a) Playing, b) Life, c) Junior, d) Social, e) Associate, and f) Friends.

Note. Juniors are members of under 18 years of age, and Friends are those who have supported and continue to support the Club financially, but are no longer able to bowl.

3. Persons wishing to join will fill in the prescribed form and send, with their payment for the appropriate amount, to the Honorary Secretary.

4. Formal acceptance of all applications will be at the next meeting of the Management Committee (hereafter referred to as 'the MC').

5. Once the payment for membership has been cleared, new members will be entitled to the full use of the Club facilities and privileges, with one exception (see section 7).

6. Members are expected to conduct themselves according to the Rules of Behaviour, as set out in Section 14 of this Constitution.

7. Any breach of these rules will be dealt with in accordance with Section 15.

8. Members are expected to participate in the activities essential to the smooth running of the club.

6. LIFE MEMBERS

Life Membership of the club may be granted by the unanimous agreement of the MC. Life Members will not be required to pay an annual subscription and shall not at any one time exceed five in number.

7. SOCIAL MEMBERS

Social Members may use all the facilities of the Club with the exception of the Bowling Green, except on any special occasion agreed by the MC. However Social Members may use the Bowling Green to take part in the Monday afternoon roll up, or on Monday evenings, on payment of a green fee determined by the Committee.

8. ASSOCIATE MEMBERS

The MC may from time to time determine an annual block subscription for members of a club or organisation whose acceptance as Associate Members has been approved by the MC.

## 9. SUBSCRIPTIONS

1. The annual subscription for all classes of membership shall be recommended by the MC to be ratified at the Annual General Meeting (hereafter referred to as the AGM). Application forms showing current annual subscriptions shall be posted on the Clubhouse notice board.
2. Subscriptions shall be paid to the Honorary Treasurer by the last day of February each year.
3. If the annual subscription is unpaid by March 31st, notice shall be sent calling attention to a failure to pay. If the annual subscription remains unpaid within fourteen days of this notice, membership shall be terminated. If at any time a satisfactory explanation is given to the MC, then the ex-member, at the discretion of the MC, may be re-admitted upon payment of arrears.

## 10. CLUB MANAGEMENT

The management of the Club shall be vested in the Management Committee.

## 11. MANAGEMENT COMMITTEE

1. The MC will manage the Club on behalf of the Members, and exercise its powers in accordance with these rules, and shall have due regard to any resolution or recommendation of any General Meeting.
2. The MC shall consist of the President, Vice-President, Chairman, Honorary Secretary, Assistant Honorary Secretary/Membership Secretary, Honorary Treasurer, Men's Captain, Women's Captain, Match Secretary, Competition Secretaries, Green Manager, and the Bar Manager(s) (the Officers of the Club), together with two playing members duly elected at the AGM.  
If a Captain cannot attend a meeting, the relevant Vice Captain may deputise.  
MC members shall hold office until the next AGM but shall then be eligible for re-election.
3. There shall be a President and a Vice President, elected annually at the AGM
4. The offices of Honorary Secretary and Honorary Treasurer, the Club Executive Officers shall be held by either a man or a woman.  
The Honorary Secretary and Honorary Treasurer shall deal with all Club members.
5. The MC shall have power at any time to fill any vacancy on the Committee, and any member so appointed shall hold office only until the next AGM, and shall then be eligible for election.
6. The Honorary Secretary or in their absence, any person appointed by the MC shall take minutes of all AGMs, Spring meetings, MC meetings and Extraordinary meetings.  
These minutes shall be available from the Honorary Secretary for inspection on application, and shall be displayed on the notice board at the relevant time.
7. The MC shall meet as required, and not less than four times each year. A quorum shall be five in number.
8. The Honorary Treasurer shall keep all records of the Club finances, and prepare a Statement of Accounts for each twelve months ending September 30th. The Statement of Accounts shall be audited by one member elected at the AGM
9. Any emergency requiring immediate action and the spending of funds, will be put to the 'Emergency Sub Committee', comprising the Honorary Secretary, The Honorary Treasurer, and the Green Manager. Decisions made will be put to the next MC meeting.

## 12. BORROWINGS

The MC shall not borrow money for the Club activities in excess of 50% of the total annual members subscriptions without the prior approval of Members at a General Meeting.

## 13. TRUSTEES

1. Trustees, in law, do not need to be appointed, but if they are, the property of the Club shall be vested in them.  
If appointed, they will be ex-officio members of the MC.
2. The Trustees, if appointed, shall be appointed by the MC, and shall be indemnified against risk and expense out of the Club property.  
Any Trustees appointed have no specific powers, and act only as directed by the MC.  
Trustees shall hold office until death or resignation, or until removed from office by a resolution of the MC.  
If by reason of any such death, resignation or removal it is necessary to appoint a new Trustee, the MC shall by resolution nominate the person or persons to be appointed.
3. For the purpose of giving effect to such nominations, the Chairman of the Club is hereby nominated as the person to appoint new Trustees on behalf of the MC within the meaning of the Trustee Act 1925, and a copy of such appointment shall be filed in the Club file for 'Trustees'.

#### 14. CONDUCT OF MEMBERS

1. All members are expected to maintain the principles of good conduct, loyalty, harmony, sportsmanship and fellowship within the Club and while representing the Club at other venues.
2. Any complaint against a member accused of breaking the Club Rules, misconduct or unsporting behaviour shall be submitted to the Chairman in writing and shall be dealt with as quickly as possible by the President.
3. The President shall delegate a sub-committee of three members of the MC (to include one man and one woman). The sub committee will consider the complaint and if necessary interview both the complainant and the complaine, and recommend to the MC what if any action should be taken.
4. The MC will have the power to accept, amend or reject the findings of the sub committee, after due consideration.
5. If the MC decides that the matter is potentially a Disciplinary Matter, action will be in accordance with paragraph 15 below. If the complaint does not relate to a disciplinary matter, the MC will attempt to resolve the matter amicably between the parties concerned.

#### 15. SAFEGUARDING AND DISCIPLINARY MATTERS

We adopt and follow all policies and guidelines approved by Bowls England and UK Anti-Doping. We follow all procedures set out in Bowls England Regulation 9, 9A and 9B. We will abide with all sanctions, recommendations and/or decisions from the Safeguarding Case Management Panel or National Disciplinary Panel.”

#### 16. GUESTS

Any member shall be entitled to introduce personal guests to the Club provided that no person whose application for membership has been previously declined or who has been suspended or expelled from the Club shall be introduced as a guest. The member introducing the guest shall be responsible for the guest strictly observing the Club Rules, and be responsible for ensuring that the Visitors Book kept in the Clubhouse is signed by the member and the guest.

#### 17. ANNUAL GENERAL MEETING

1. There shall be an Annual General Meeting of the Club, and fifteen months must not elapse without such a meeting. Notification of date shall be included in the Club Booklet for the relevant year, and a copy exhibited on the Club Notice Board with a nomination sheet duly prepared for the election of Officers and Committee Members, one month before the date of the Meeting.
2. At this meeting the following business shall be conducted:
  - a) The presentation and, if accepted, the passing of the audited accounts
  - b) The election of Officers and Members to the Management Committee.
  - c) To agree the subscriptions for the year
  - d) Amendments and Propositions to the Constitution of which fourteen days notice, in writing, has been given to the Honorary Secretary. Such Amendments and Propositions may be made only by full members.

#### 18. EXTRAORDINARY GENERAL MEETINGS

1. These meetings may be convened at any time by the MC or upon the request of not less than five playing members, or 10% of the total playing members, whichever shall be the greater.

#### 19. VOTING

Voting at the AGM and any Extraordinary General Meeting shall be confined to the full playing members of the Club aged eighteen or over. Every playing member shall be entitled to be present and vote once only upon every question or motion calling for a decision by vote. The Chairman will have a casting vote only.

#### 20. SPRING MEETING

1. The Spring meeting shall be held early in the calendar year and shall be deemed to be a General Meeting of the Club.
2. The following business shall be conducted:
  - a) Election of the Entertainment and Catering Organisers and the Winter Captain
  - b) Any other business.

#### 21. SUB-COMMITTEES

The Bar Manager/s, Green Manager and - if it exists the Entertainment Organiser - shall report to the MC at each Committee Meeting, or as requested by the Chairman. No expenses shall be incurred or new policy introduced by any of the managers without the prior approval of the MC.

## 22. BAR MANAGER(S)

1. The Bar Manager/s and members operating the Bar on a rota shall have access to the Bar keys and be authorised to open the Bar, and conduct Business strictly in conformity with the Club Rules and Licensing Regulations.
2. The Bar Manager/s shall be responsible for maintaining an adequate stock in liaison with the Honorary Treasurer. An account of all purchases and sales shall be maintained and verification of stocks should be made regularly during the playing season.
3. No intoxicating liquor shall be consumed other than inside the Clubhouse and on the forecourt. In no circumstances shall consumption be allowed on the Bowling Green.
4. No intoxicating liquor shall be supplied to any person under the age of 18, and to no person over 18 who is not a Club member or bona fide guest.
5. The Bar Manager/s shall be responsible for notifying the Honorary Secretary respecting the acquisition, extension and maintenance of any necessary notice or licence for the purchase and sale of intoxicating liquor and shall apply the foregoing rules so far as applicable to the trade and include such transactions in the financial statement.

## 23. GREEN MANAGER

1. The Green Manager shall be responsible for managing the inspection, maintenance, repair and general condition of the Bowling Green and surrounds, including oversight of any outside Contractors.
2. Play shall be delayed or suspended entirely when adverse weather or other conditions shall, in the opinion of the Green Manager or in their absence a member of the MC, consider it is in the interests of the Club to do so and for such periods as they think fit.

## 24. COMPETITIONS & SELECTION COMMITTEES

1. The Selection Committees shall comprise Captain, Vice Captain and a selector
2. The relevant Captain shall, in consultation with the Selection Committee, decide a fixed day of the week for selection meetings.
3. At all meetings two members shall form a quorum
4. The Selection Committee for 'Friendly' fixtures shall comprise up to three members from 24.1. Two members shall form a quorum
5. If only one Selection Committee member is available, then a Committee member may be co-opted.
6. For League and other Competitive Matches, the Selection Committees shall select the best players available who shall be determined according to current form performance or results. The Selection Committees shall be mindful that all players have differing levels of performance during the season and from year to year.

## 25. ENTERTAINMENT ORGANISER

The Entertainment Organiser, who is elected at the Spring Meeting, will be responsible for the organisation and provision of all social activities and functions as agreed by the MC. Any gains arising from such functions shall be passed to the Honorary Treasurer as soon as possible to be included in the Club's accounts

## 26. CLUB REPRESENTATIVES

Representatives to Affiliated bodies shall be appointed by the MC. These will be known as 'Delegates'.

## 27. APPLICATION OF FUNDS

No money or property of the Club or any gain arising from the activities of the Club shall be applied other than for the benefit of the Club, excluding small charitable donations.

## 28. REVOCATION AND MODIFICATION OF RULES

These Rules may be added to, revoked, amended or replaced by resolution at any General Meeting, provided that no such resolution shall be deemed to have been passed unless carried by a majority of not less than two thirds of the total full playing members present and voting at the Meeting.

## 29. EXCLUSION OF CLUB FROM LIABILITY

Neither the Club nor any Officer thereof shall be liable to any member or guest for any loss or damage to any property occurring on the Club premises, nor any injury sustained by any member or guest whilst on the Club premises.

### 30. LIABILITY OF THE OFFICERS OF THE CLUB

A notice on the terms set out above shall be displayed at all times on the Club notice board. The Club Insurance will compensate any Officer of the Club or Member acting under the direction of an Officer of the Club for claims made against that person in the proper performance of the duties as an Officer or under the directions of an Officer of the Club.

### 31. INDEMNITY

Each member of the Club shall – to the extent that such person is not entitled to recover under any policy of Insurance – be entitled to be indemnified out of any and all funds available to the Club, which may lawfully be so applied, against all costs, expenses and liabilities whatsoever incurred by such person in the proper execution and discharge of duties undertaken on behalf of the Club or arising therefrom or incurred in good faith in the purported discharge of such duties.

### 32. INTERPRETATION OF RULES

The MC shall be the sole authority for the interpretation of these rules and of the regulations made from time to time by the MC, and with the exception of Rule 16, the decision of the MC upon any question of interpretation or upon any matter affecting the Club and not provided for by these Rules or by the regulations shall be final and binding on the Members.

### 33. DISSOLUTION

If at any General Meeting a resolution for the dissolution of the Club shall be passed by a majority of members present and such resolution shall at an Extraordinary General Meeting held not less than one month thereafter at which not less than half the Members shall be present be confirmed by a resolution passed by a majority of two thirds of the Members voting thereon, the MC shall thereupon or at such future date as shall be specified in such resolution, proceed to realise the property of the Club and after the discharge of all liabilities shall divide the same among all the full playing members and life members in proportion to their years of Membership subject to a maximum of ten years. Upon the completion of such division the Club shall be dissolve.