

## **Constitution of Wilstead Bowls Club**

1. The name of the Club shall be Wilstead Bowls Club.
2. The Clubhouse and premises of the Club shall be at Jubilee Playing Fields, Jubilee Way, Wilstead. MK45 3HN.
3. The objects of the Club are to provide facilities for and promote participation of the whole community in the sport of bowls.
4. Wilstead Bowls Club fully accepts all legal obligations set by legislation and Bowls England.
5. Wilstead Bowls Club will comply with current legislation regarding the Safeguarding of Children and Vulnerable Adults.
6. Wilstead Bowls Club will comply with current U.K. Anti Doping Rules.
7. Wilstead Bowls Club will comply with current Equality Legislation.
8. Wilstead Bowls Club will deal with Disciplinary Procedures in accordance with Bowls England Regulation 9.  
(copies of relevant documentation for items 4 to 8 will be available at the clubhouse)
9. The income and property of the Club shall be applied solely towards promoting the Club's objects as set forth and no portion thereof shall be transferred directly or indirectly to the Members of the Club.
10. The Club shall be a members Club affiliated to Bowls Bedfordshire and Bowls England and Membership of the Club shall be open to all persons in accordance with legal requirements.
11. The Club may only refuse membership for good and sufficient cause, such as conduct or character likely to bring the Club or sport into disrepute.
12. The Club shall consist of playing members, together with such honorary members, non-playing and junior members as are hereinafter mentioned.
13. Every candidate for membership must be proposed by one member of the Club and the proposal seconded by another member, both proposer and seconder being playing members and both vouching for the candidate's fitness for membership. The name and address of every candidate proposed for membership together with the names of the proposer and seconder shall, for a period of at least seven days before such candidate is elected, be posted in the Club. Election to membership shall be either by the members in a General Meeting or by the Club Management Committee. No reason need be given to any candidate in the event of a rejection. Each member shall keep the Secretary informed of their private address or some other address where communications can be addressed.
14. Honorary members may be elected by the Club at a General Meeting, however there shall not be more than five at any one time. They are exempt from payment of subscriptions but are entitled to all privileges of membership.
15. Non-playing members shall be entitled to all privileges of membership but shall have no voting rights at meetings of the Club.
16. Other than matters dealt with at General Meetings the affairs of the Club will be conducted by the Management Committee who shall consist of no less than seven and no more than eighteen members of the club elected annually at the Annual General Meeting. The Management Committee shall consist of The President, The Chairman, The Vice Chairman, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Fixture Secretary, Women's Section Chairman, Women's Captain, Men's Captain, Bar Committee Chairman, Green Committee Chairman, Entertainment Committee Chairman, Buildings Manager, Safeguarding Officer, Short Mat Representative and Over 60s Representative.
17. The Management Committee may appoint sub committees for any matter deemed necessary. Five members will constitute a quorum of the management committee and three a quorum of a sub committee.
18. All officers of the Club will act in accordance with Management Committee directions. The Secretary may engage domestic staff for the efficient and economical running of the club and may legally terminate the same. All servants of the Club shall carry out duties as set out by the Management Committee.
19. The Annual Subscriptions and Entry Fees shall be fixed by the Annual General Meeting each year.  
(with no maximum limit)
  - a. The entry fee and subscription is payable on election and thereafter the subscription annually on 1st March of each year. The Management Committee may terminate the membership of any member whose subscription remains unpaid by the 1st May
  - b. In the case of late applications full fees are required up to 1st July. Thereafter entry fee and half subscription.
  - c. Junior members (under 18 on 1st March) to pay entry fee and 20% of the annual subscription whilst in full time education.
20. The Treasurer shall keep such proper books of account as will enable him/her to present to every

Annual General Meeting an accurate report and statement concerning the finances of the Club for the current and or preceding years and any other time (on reasonable notice) to the Management Committee.

21. There shall be four Trustees of the Club who shall be appointed from time to time as necessary by the Club in a General Meeting from among playing or honorary members who are willing to be so appointed. A Trustee shall hold office during his or her life or until he or she resigns by notice in writing given to the Management Committee, or until a resolution removing him or her from office shall be passed at a General Meeting of the Club by a majority comprising of two thirds of its members present and entitled to vote.
22. All property of the Club including land and investments shall be held for the time being, in their own names as far as is necessary and practicable for the use and benefit of the Club. On the death or resignation, or removal from office of a trustee the Management Committee will take steps to procure the appointment by the club in a General Meeting of a new trustee in his or her place and shall as soon as possible thereafter take all lawful and practicable steps to procure the vesting of all Club property into the names of the said trustees as constituted after the said appointment. The trustees shall in all respects act in regard to any property of the Club held by them in accordance with the direction of the Management Committee and have the power to sell, lease, mortgage or pledge any Club Property for the purpose of raising or borrowing money for the benefit of the Club in compliance with the Committee's direction.
23. General Meetings
  - a. An Annual General Meeting of the Club will be held in every year, and there shall not be more than fifteen months between one Annual General Meeting and the next. Notice of the day and time of the Annual General Meeting shall be posted at the Club for a period of at least fourteen days before such day.
  - b. A General Meeting of the Club may be summoned at any time by the Management Committee and shall also be summoned immediately upon not less than twelve voting members delivering to the Management Committee a written request for such a meeting.
  - c. A General meeting shall be summoned by the posting of a notice in the Club premises for a period of at least fourteen days immediately before the day appointed for the meeting and this period can be abridged at the discretion of the Management Committee if in their opinion the urgency of the business to be discussed so requires.
  - d. At any General Meeting of the Club every member of the Club shall be entitled to be present and every playing member and every honorary member shall be entitled to one vote on every question raised. In the case of equality of voting the Chairman of the Meeting (or in their absence Vice Chairman or President) shall have a second or casting vote.
24. The Secretary shall take minutes of the proceedings at all General Meetings of the Club.
25. All preceding matters can be subject to change at any General Meeting subject to conditions being complied with.
26. Added to the constitution are a set of regulations which all members must comply with and failure to do so could result in disciplinary action. The Management Committee will be empowered to amend, alter or add to the regulations to promote efficiency.
27. If the number of members of the Club shall at any time fall below twenty five or if at any time the Club shall pass in General Meeting, by a majority comprising of two thirds or more of members present and entitled to vote, a resolution of its intention to dissolve the Management Committee or failing them the Trustees shall take immediate steps to convert into money all the property of the Club, with power however to postpone or delay the conversion of any particular property if the Club in General Meeting shall so authorise. Out of the proceeds of such conversion the Trustees shall discharge all debts and liabilities of the Club including the expenses of such conversion. In the event of the dissolution of the Club any assets remaining after the satisfaction of all debts and liabilities shall not be distributed among the members of the Club but shall be given or transferred to one or more of the following approved or charitable bodies.
  - a. A registered charitable organisation
  - b. Another Club which is a Registered Community Amateur Sports Club.
  - c. The sports national governing body for use by them for related community sports.
28. A copy of the notice convening a General Meeting under this rule shall be sent by the Secretary by post to every member at his or her last known address not less than fourteen days before the date appointed for the meeting, any accidental omission to send such a copy or non receipt of the same shall not invalidate any proceedings or resolutions.