

**CONSTITUTION**  
**OF**  
**RBS BOWLS CLUB**

*Amended 27 September 2021*

1. **TITLE:** The Club shall be called RBS Bowls Club (hereinafter called 'The Club').

2. **OBJECTS:** To foster and promote the game of flat green bowls at all levels, providing opportunities for recreation and competition together with associated activities.

The Club shall be affiliated to Bowls England and Kent County Bowling Association.

The Club shall adopt and conform to Bowls England Rules & Regulations and the current Laws of the Sport of Bowls.

3. **MEMBERSHIP:** Membership shall be open to any person, regardless of race, age, gender, sexual orientation, religious belief or ability, who completes a membership application form and pays the relevant subscription to the Club.

The Club Committee may refuse membership or remove it, only for good cause such as conduct likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the members. If consideration of removal of membership is as a result of a disciplinary issue, the procedure to be adopted shall be dealt with in accordance with Bowls England Regulation 9 (Misconduct). Should any member be expelled, the former member shall not be entitled to have any part of the annual membership fee refunded and must return any property belonging to the Club.

- a) **Active Membership** - Application for active membership of the Club shall be made in writing to the Secretary. Such applications will be referred to the Committee, either at a meeting or by notification. The Secretary will inform the applicant whether they have been successful or not. The decision of the Committee shall be final.
- b) **Social Membership** - is open to all those approved by the Committee who wish to gain or retain an affiliation with the Club. Social members will be permitted to enter the Tuesday Triples League and/or play in the occasional match or event at the invitation of the Committee on paying any additional fee set by the Committee. Social members are not entitled to vote at General Meetings.
- c) **Temporary Membership** – a visitor to the Club who is authorised by a member and signs the Visitor's Book will be a Temporary Member for the duration of that visit.

4. **ELECTION OF MEMBERS:** Upon receipt of an application for membership, there shall be an interval of at least two days before consideration by the Committee. The election of all classes of members is vested in the Committee and shall be a simple majority vote of those of the Committee. The Committee may refuse applications only for good cause such as conduct likely to bring the Club into disrepute. The Secretary shall inform each candidate in writing of the candidate's election or non-election. The Secretary shall furnish an elected candidate with a copy of the Rules and Bye-laws of the Club and make request for such payments as are necessary.

**5.SUBSCRIPTIONS:** Subscriptions for both Active and Social Membership shall be payable on 31<sup>st</sup> January annually. The level of subscriptions shall be decided at the AGM of the Club. Active members of the Club under the age of 18 (or under the age of 23 if a full-time student) on 31<sup>st</sup> January can be offered a reduced subscription rate as approved by the Committee but will not be entitled to vote at General Meetings. A member, having paid the appropriate annual subscription, shall be entitled to use all the facilities of the Club strictly in accordance with the Constitution and shall thereby be bound to observe the Constitution.

## **6. THE BOARD**

The Board shall consist of:

The Elected Directors, each of whom shall be elected at an annual general meeting for one of the following offices, that is to say Chairman of the Board, Deputy Chair, Secretary, Treasurer, Functions Director, Premises Director, Recruitment.

The management of the Club shall be in the hands of the Board.

The Board shall exercise the powers given by the Club's Articles and the Rules and shall deal with all questions concerning the general management and conduct of the Club. The Directors may delegate any of their powers to any committee consisting of one or more Directors. Any such delegation may be made subject to any conditions the Directors may impose and either collaterally with or to the exclusion of their own powers and may be revoked or altered. Subject to any such conditions, the proceedings of a committee with two or more members shall be governed by the Articles regulating the proceedings of Directors so far as they are capable of applying.

No officer or other member of the Board shall receive any remuneration for his/her services in the capacity of officer or member of the Board.

There shall not be any age limit for officers or other members of the Board.

The election of the Elected Directors shall take place at the annual general meeting and such Voting Members shall hold office for a period of three Board Years.

**7. PRESIDENT:** Nomination for the office of President of the Club for a 3 year term shall be by the Committee for election at the Annual General Meeting, Subject to the availability of a suitable candidate, the Office will normally alternate between a man and lady member.

**8. COMMITTEE:** The Club Committee shall comprise of:

Chair

Men's and Ladies Captains

Secretary

Treasurer

Functions Secretary

Premises Manager (Greens Maintenance/Property/Utilities/CPFC liaison)

Recruitment Secretary

**Members of the Committee** shall be elected annually at the Annual General Meeting. All Committee members of the Club shall be eligible for re-election to the same office or another office at the end of their current period of election.

The Club Committee shall meet as often as necessary, with a minimum of three such meetings per year to conduct the business of the Club. They shall have the power to co-opt any member of the Club for a specific purpose with the consent of the member concerned. A timescale of the appointment will be agreed by both parties.

The Secretary shall give seven days' notice of all meetings to each Committee Member and deal with all correspondence. Voting shall be by show of hands. In the case of a tie the Chairman (or other nominated person) shall be entitled to a casting vote. Five members shall form a quorum at a meeting of the Committee of whom one must be the Chair, a Captain or Secretary.

Any conflict of interest must be declared to the Chair (or other nominated person) prior to the start of the meeting. The Chair (or other nominated person) will determine if the person may remain in the meeting and/or vote when the item is discussed.

In the absence of the Chair from any Committee meeting, a Chair shall be elected for that Meeting by those members present.

In particular the Committee shall ensure that the property and funds of the Club will not be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules. No surpluses or assets will be distributed to members or third parties and all surplus income or profits will be re-invested in the Club.

Minutes will be published on the website under password control.

**OTHER APPOINTMENTS:** These shall comprise of:

Men's & Ladies' Vice Captains  
Competitions Secretary  
Fixtures Secretary  
Team Secretary

These Positions shall be elected at the Annual General Meeting and shall be eligible for re-election in the same manner as the Committee. Holders of these Positions may be required to attend Committee Meetings from time to time but without voting privileges. The Competitions and Fixtures Secretaries will normally be expected to submit written reports to the Committee and shall further report to General Meetings of the Club as required.

The Treasurer shall maintain accurate Accounts and Books which shall be independently examined and submitted for approval at the Annual General Meeting of the Club or at a Special General Meeting called for that purpose. Accounts will be maintained with the Club's designated bank. All monies received by the Treasurer will be credited to the bank account and all cheques on the accounts will be signed by TWO members of the Club Committee who are registered with the Bank. The Club's financial year will be 1<sup>st</sup> November – 31<sup>st</sup> October.

## **9. ANNUAL GENERAL MEETING**

- a) The Annual General Meeting of the Club shall be held each year upon a date and at a time and venue to be fixed by the Committee. Fourteen days' notice of the Meeting shall be given in writing by letter or email to all Active Members by the Secretary together with details of the Agenda. The business of the Meeting will be to elect a Committee for the ensuing year, the appointment of an Independent Accounts Examiner and the resolution of any other Club business.
- b) The Treasurer shall present independently examined accounts to the Meeting as at 31<sup>st</sup> October for the current year, for adoption.
- c) In the event of a ballot on any matter raised, Active Members attending the Annual General Meeting shall be entitled to vote. The Chair of the Meeting shall not vote in such a ballot but, if necessary, shall have a casting vote. If any Active Member shall be unable to attend to vote at any meeting, such Member may appoint the Chair of the meeting in writing by letter or email to vote as his/her proxy on the resolutions of which they have received prior notice.
- d) A quarter of the Active Membership shall form a quorum including two Committee Members.

**10. INDEPENDENT ACCOUNTS EXAMINER(S):** The Independent Accounts Examiner(s) shall be appointed at the Annual General Meeting. The Independent Examiner(s) may not be a member of the Committee.

## **11. HONORARY LIFE MEMBERS**

At an Annual General Meeting the Committee may recommend election to the office of Honorary Life Member any member who has rendered outstanding service to the Club. An Honorary Life Member shall not be obliged to pay a Membership Subscription.

## **12. SPECIAL GENERAL MEETINGS**

- a) A Special General Meeting of the Club may be called at such time as the Committee may consider advisable or upon written request delivered to the Secretary and signed by no less than ten Active Members. Any such Meeting shall be called within twenty-one days of receipt of the requisition. No business shall be considered other than that specified in the notice convening the Meeting.
- b) At least seven days' notice of a Special General Meeting shall be given in writing to all Active Members with such notice specifying the business to be transacted.
- c) Those attending a Special General Meeting shall elect a Chair who will arrange for written minutes to be taken and subsequently delivered to the Secretary. In the event of a ballot, Active Members attending the Special General Meeting shall be entitled to vote. If any Active Member shall be unable to attend to vote at any such meeting, such Member may appoint the Chair of the meeting to vote as his/her proxy on the resolutions of which they have received prior notice by using an instrument of proxy. Proxies may only validly be appointed by a notice in writing. The Chair of the Meeting shall not vote in such a ballot but shall have a casting vote, if necessary. The quorum of a Special General Meeting shall be 25% of the membership.

- d) No change in the constitution shall be made other than at a General Meeting of the Club and with the approval of 75% of the members present.

**13. MISCONDUCT/DISCIPLINARY:** The Bowls England Regulations will be used to define matters of misconduct. In the event of any such misconduct requiring disciplinary measures the Club will adopt the procedures contained in those Regulations.

**14. SAFEGUARDING POLICY:** The Club will follow the Bowls England Safeguarding Policy at all times.

### **RULES AND COMPETITION BYE-LAWS**

**1. CLUB COLOURS:** The Club colours shall be light and dark blue.

**2. SELECTION COMMITTEE:**

- a) The Selection Committee for Men's matches shall comprise the Men's Captain, Vice-Captain, Team Secretary and one other member to be co-opted by the Club Committee. Any one Active Member may also attend a Selection Meeting as an observer, having given prior notice to the Team Secretary.
- b) The Selection Committee for Ladies matches shall comprise the Ladies Captain, Vice-Captain and one other member to be co-opted by the Club Committee. Any one Active Member may also attend a Selection Meeting as an observer, having given prior notice to the Captain.
- c) For mixed matches the selectors will be the two Captains and the Team Secretary. Any one Active Member may also attend a Selection Meeting as an observer, having given prior notice to the Team Secretary.

**3. DRESS:**

- a) Men:** Men taking part in matches or a Club Final shall wear the Club coloured shirt. White trousers or shorts are to be worn except for those inter-club matches where notice is given that grey trousers or shorts are to be worn. Regulation footwear shall always be worn.
- b) Ladies:** Ladies taking part in matches or a Club Final shall wear the Club coloured shirt. White trousers, cropped trousers, shorts or skirts are to be worn except for those inter-club matches where notice is given that grey trousers, cropped trousers, shorts or skirts are to be worn. Regulation footwear shall always be worn.
- c) Internal Competitions Including Roll-Ups:** Men & Ladies may wear smart casual attire. Regulation footwear shall always be worn.

4. **RESERVATION OF RINKS:** Members wishing to reserve rinks shall do so by entering names in the diary provided at the Green at least twenty-four hours prior to the time required. National, County, District and Club Competitions shall take precedence in that order.
5. **VISITING PLAYERS & TEAMS:** Visiting Players & Teams and their guests shall be constituted Honorary Members of The Club for the day of their visit.
6. **MISCELLANEOUS**
  - a) Change of details – members shall advise the Secretary promptly of any change in their home address, telephone number or email address.
  - b) Each member of the Club shall be provided with a copy of the Constitution, these Rules and the Competition Bye-Laws and shall comply with them and with any further Rules and Bye-Laws which may be made from time to time.
  - c) These Rules and Competition Bye-Laws may only be added to or amended by the Club Committee.

### **COMPETITION BYE-LAWS**

1. The Club competitions shall be for such cups, trophies or prizes as are already in existence or which may from time to time be presented to or acquired by the Club. The competitions shall be open to active members only, unless stated otherwise.
2. Competitions shall be played on a knock-out basis and the first named in any tie shall be the Challenger. As soon as an opponent's name is known, the Challenger shall offer **their opponent** three dates. The Opponent shall accept one of those dates within two days, unless another mutually acceptable date is agreed between the parties.  
All ties must be played by the dates set for the completion of the rounds.
3. Any Challenger or Opponent failing to comply with the conditions set out in Bye-Law 2 may, upon application from the opposite party, be scratched from the relevant competition. However, the Competition Secretary, or the Captain in **his/her** absence, shall have the power to allow an extension of the allotted period if any exceptional and acceptable circumstances arise to prevent the tie being played within that period. Any application for an extension of time under this Bye-Law must be made to the Competition Secretary before expiry of the time allotted for completion of the relevant round.
4. If either party fails to arrive within thirty minutes of the time fixed for commencement of a game, without notifying either their opponent or by message to the Green, the other party may claim a walk-over.
5. All singles competitions shall have a marker except where, by prior mutual agreement between the parties, they have agreed to play without a marker.

## 6. REPLACEMENT/SUBSTITUTION IN PAIRS COMPETITIONS

**Replacement** – the Competitions Secretary may sanction a replacement for one of the pair after the draw is made and before the Competition commences.

**Substitution** – Players taking part in the first game shall constitute the pair. One additional and the same player may be used as a substitute at any time, provided they have not already played in the competition. Substitutes may not be used for the Final unless having played in a previous round, except in circumstances considered by the Committee.

7. Any additional Rules or Bye-Laws that are approved by the Committee (including entries to Competitions) will be stated in the Competition entry form.
8. The Committee shall determine all questions and disputes not covered by these Bye-Laws.

## Competitions

NB This information will be posted on the Club website as changes are often made at short notice.

### Men's Competitions

(Open to Male Active Members)

**Glibbery Cup, Championship Singles** – Played to 21 shots (or any other score as mandated by Bowls England).

**Tolhurst Cup, Handicap Singles** – Handicap Singles played to 21 shots. Play to commence with handicap.

**Keighley Cup, Handicap Pairs**- Drawn Competition. Played to 18 ends. Play to commence with Handicap.

**RF Smith Cup, Two Wood Singles** – 21 ends. Played to Final Round in one day.

**John Moore Plate, Two Wood Singles** – 21 ends. Competition for losing players in first round of RF Smith Cup. Played to Final Round in one day.

**Denis King Trophy** - Season Aggregate.

## **Mixed Competitions (Open to Active Members)**

**Manning Trophy, Tuesday Triples League.** Open to all members, including social members on payment of additional fee set by The Committee.

**Centenary Cup, 100 Up singles** - Open to all members including social members. Played to Final Round in one day.

**100 Up Plate, Singles.** Competition for losing players in first round of. Centenary Cup. Played to Final Round in one day.

**Mike O'Brien Trophy, Mixed Triples.** Played off in one day. Open to all members including social members.

**Mixed Pairs** – Open to all Active members, (Drawn) 18 ends.

## **Ladies Competitions (Open to Lady Active Members)**

**Championship Singles** -.4 Woods. Played to 21 shots (or any other score as mandated by Bowls England).

**Club Bowler** – 3 Wood Singles played to 18 ends.

**4 Wood Pairs** – Drawn Competition played to 18 ends.

**Rosebowl Cup** - Drawn Competition. Two Wood Pairs played to 21 ends.

**Round Robin** - Number of Woods and ends varied according to entry Played to Final Round in one day.

**Eileen Cullen Trophy**