

GUISBOROUGH PRIORY BOWLS CLUB CONSTITUTION

1. Name.

- i. The name of the Association is Guisborough Priory Bowls Club (hereinafter referred to as the Club).

2. Administration

- i. Subject to the matters set out below, the Club and its property shall be administered and managed in accordance with this constitution by members of the Club Committee.

3. Geographical Area of Benefit

- i. The area of benefit shall be Guisborough and surrounding environs.

4. Objectives

The Club's objectives are:

- i. To promote and practice the game of bowls for people of all ages, genders and abilities and those individuals with protected characteristics from The Equality Act 2010.
- ii. To further any charitable purpose for the benefit of Guisborough, in relation to economic, social, recreation and environmental improvements, including the advancement of education, the promotion of good citizenship and the elimination of unfair discrimination on the grounds of:
 - a. Age
 - b. Disability
 - c. Gender
 - d. Marriage or Civil Partnership
 - e. Pregnancy and Maternity (Including Breast Feeding)
 - f. Race (including ethnic origin, national origin, colour, nationality)
 - g. Religion or Belief
 - h. Sexual Orientation
- iii. To encourage an equality of opportunity and the promotion of any charitable purpose which will develop the capacity and skills of all inhabitants of the geographical area in such a way that they are better able to identify and help meet their needs, to realise their full potential, and to participate more fully in society. amended to include the protected characteristics of The Equality Act 2010
- iv. To work towards improving the standards and facilities of the Club in line with the current lease
- v. To assist all members in the pursuit of bowling as a recreation and to promote health, education and community

5. Powers

In furtherance of the objectives, but not otherwise, the Club Committee may exercise the following powers:

- i. To raise funds and to invite and receive contributions provided that in raising funds the Club Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law
- ii. To buy, take on lease or in exchange; any property necessary for the achievement of the objectives and to maintain and equip it for use
- iii. Power, subject to any consent required by law, to sell, lease or dispose of all or any part of the property of the Club

- iv. To co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objectives or of similar charitable purposes and to exchange information and advice with them
- v. To establish or support any charitable trust, associations or institutions formed for all or any of the objectives
- vi. To appoint and constitute such advisory Committees as the Committee may think fit
- vii. To do all such other lawful things as are necessary for the achievement of the objectives

Limitation of the Committee's Authority

The Committee, or any person or Sub-Committee delegated by the Committee to act as an agent for the Club and its members, shall enter into contracts only as far as expressly authorised, or authorised by implication, by the Committee. No one connected with the Club, without express authority of the Committee, shall borrow money or incur debts on behalf of the Club or its membership.

6. Membership

Membership of the Club shall be non-discriminatory and open to:

- i. All groups in society with no discrimination against:
 - a. Age
 - b. Disability
 - c. Gender
 - d. Marriage or Civil Partnership
 - e. Pregnancy and Maternity (Including Breast Feeding)
 - f. Race (including ethnic origin, national origin, colour, nationality)
 - g. Religion or Belief
 - h. Sexual orientation
- ii. The Club Committee shall have the power to elect honorary life members in recognition of long service to the Club, but the number at no time shall exceed 6, unless Life Members are non-attenders
- iii. An announcement of any appointment made during the course of a season shall be made at the following AGM
- iv. **Types of Membership:**
 - a. Junior Member – aged 11- 17 years - full use of the Club's facilities and full voting rights - 1 vote per member
 - b. Full Member – full use of the Club's facilities and full voting rights – 1 vote per member
 - c. Honorary Life Members - full use of the Club's facilities and full voting rights - 1 vote per member
 - d. Social Member – non playing, full use of the Club house facilities but no voting rights

Membership Fees

The fee for each category of Membership shall be proposed by the Committee to the members at the AGM in each year. Any proposed changes shall be approved by a majority of those present and entitled to vote; and shall become operative from 1st April following the AGM.

The Club finance year runs from 1st April until 31st March

- v. The GPBC Committee have the power to reject membership applications of any applicant for any reason that is not legally protected (such as reasons related to an applicant's protected characteristics as per the Equality Act 2010)
- vi. All members, when joining the Club will be required to agree to and sign a copy of the Code of Conduct Form based on the Bowls England Code of Conduct. A copy of which shall be displayed on the Club notice board

7. Renewal of Membership

- i. Existing members of GPBC shall have a rolling membership, with the GPBC Committee having the right to terminate any membership due to a conflict with the Club's code of conduct and its objectives. This is over and above any disciplinary processes.
- ii. Existing members shall have a rolling annual membership provided they are not subject to any disciplinaries that have been upheld after appeal. Any member who had their Appeal heard and was cleared, shall then begin the new year with a 'clean slate' and their rolling annual membership shall continue. Any member whose Appeal was dismissed shall then have to reapply to join in the same way as any new member.
- iii. The GPBC Committee shall have the right to refuse admittance to the GPBC Club grounds of any previous member of GPBC whose membership has been terminated or whose membership has not been permitted to be renewed

New Members

New members shall be invited to complete a membership application form and be entitled to attend Social Bowling sessions and other club events by invitation, whilst their application is considered

Their name shall then be placed on the Notice Board for a period of 21 days for scrutiny by current members regarding their suitability to join GPBC. Those members who wish to make a comment can do so directly to the Secretary or President

At the end of the 21-day period, the Committee shall meet to discuss each application for membership alongside any comments received; and the prospective member shall be contacted by the Secretary or President, with the result

Prospective members who receive comments that shall prevent them from becoming a member of GPBC, shall have the right to be heard by the Committee and be invited to attend a Membership Appeal Hearing, should they wish to do so

Any member, during their first 2 years at the Club, shall not be entitled to stand for a position on the Committee or as an Officer within the Club. They shall be entitled to assist with the running of teams, but even if they became a Team Captain, this shall not entitle them to take a position on the Committee during their first 2 years of membership

8. Honorary Officers

Two honorary positions are available with the Club and these are:

Honorary Secretary

Honorary Treasurer

9. Committee

- i. The Committee is open to any individuals (over the age of eighteen years) who are interested in furthering the work of the Club and who have paid any annual subscription laid down at the AGM and have been members of the Club for a minimum of 2 consecutive years and are of good standing

The Committee shall consist of no fewer than 7 members and no more than 17:

President

Vice President

Honorary Secretary

Honorary Treasurer

Safeguarding Officer

EBA Men's Captain

Teesside Ladies Captain

Cleveland Evening League Captain

Cleveland Afternoon League Captain

Langbaourgh League Captain

Teesside VETS Captain

Competitions Secretary

Monday Social Bowling Organiser

Friendlies Organiser
Additional Club Member – no officer/ Captain responsibilities

- ii. There shall be a quorum when at least 5 Committee members present at any meeting
- iii. The Committee may from time to time co-opt persons who may be specially qualified or have special knowledge and experience valuable to the furtherance of the Club's aims. At no time shall co-opted members exceed one quarter of the total membership of the Committee. Such co-opted members shall have no voting rights
- iv. All the members of the Committee shall retire from office together at the AGM but they may be re-elected or re-appointed
- v. The Committee shall have the power to fill any vacancies arising during the year from the Club membership, provided those members have been continuing members for a minimum of 2 years
- vi. Any Committee Member who fails to give good reasons for missing three consecutive Committee meetings, may at the Committee's discretion, have their membership of the Committee withdrawn
- vii. No person shall be entitled to act as a member of the Committee whether on a first or on any subsequent entry into office until signing a declaration of acceptance and of willingness to act in the interest of the Club and its aims as defined in this constitution
- viii. Four Club members shall be appointed Trustees of the Club in whom all the funds and property of the Club shall be vested, to be held in trust for the use and benefit of all members of the Club. The Trustees shall be appointed by the Committee and shall remain in Office until death, resignation, removal or cessation of membership of the Club. The power to remove a Trustee or fill a vacancy shall be exercised by the Committee. On a vacancy occurring, the funds and property of the Club shall be deemed to be vested in the surviving Trustees, pending the new appointment

10. General Meetings of the Committee

- i. The Committee shall hold at least four meetings a year, including the AGM and Pre-Season Meeting
 - ii. The Honorary Secretary or other person specially appointed by the Committee, shall keep full and detailed minutes as a record of proceedings and decisions at every General Meeting. These minutes should be made readily available to any member of the Club at any time
 - iii. There shall be a quorum when at least 5 Committee members are present at any meeting
 - iv. Every matter shall be determined by a majority of votes of the members of the Committee present. When the vote is tied, the President or Chair of the meeting shall have the casting vote
11. The Committee may appoint one or more sub-Committees consisting of three or more members of the Committee for the purpose of making any inquiry, supervising or performing any function or duty which in the opinion of the Committee shall be more conveniently undertaken or carried out by a sub-Committee, provided that all acts and proceedings of any such sub-Committees shall be fully and promptly reported to the Committee and any meetings are accurately recorded in minutes. These minutes should be made readily available to any member of the Club at any time

12. Annual General Meeting (AGM)

- i. The Annual General Meeting will be held in October of each year and shall be advertised no fewer than **21** days prior to the meeting, both in the Club House and on the Club Website
- ii. Nominations for election of the Officers of the Club and the Committee shall be made by members of the Club in writing on the Official Nomination Form. Nominations will close 14 days prior to the Annual General Meeting. Should nominations exceed vacancies, election shall be by ballot at the Annual General Meeting

iii. The Annual General Meeting shall:

- a. Receive an annual report from the President
- b. Receive an annual report from the Honorary Secretary
- c. Receive annual signed and examined accounts of the Club's finances presented by the Honorary Treasurer
- d. Receive a short annual review from each of the Club Captains, Competitions Secretary, Friendlies Organiser, Monday Social Organiser, Green keeper and Safeguarding Officer
- e. Elect the Committee
- f. Consider amendments to the constitution
- g. Determine opening dates for the green
- h. Determine the membership fees
- i. Determine the date for collection of membership fees
- j. Consider agenda items that have been shared with the Honorary Secretary at least 1 week in advance under the heading of AOB

13. Extraordinary General Meetings

- i. The Committee may call an Extra Ordinary General Meeting (EGM) of the Club at any time. If at least 4 members request such a meeting in writing stating the business to be considered. The Honorary Secretary shall call such a meeting. At least 7 day's notice must be given and the details of the meeting shall be displayed in the Club House and on the Club Website

14. Safeguarding

- i. Guisborough Priory Bowls Club shall adhere to the Safeguarding Policy of Bowls England A copy of which shall be displayed on the Club notice board, included in the Appendices of this Constitution and can also be found at <https://www.bowlsengland.com/safeguarding-policies/>
Details of the Safeguarding Officer can be found on the Club House notice board and the club website
- ii. The GPBC Committee shall appoint a Safeguarding Officer at the AGM and this member must complete the current Safeguarding Training as outlined by Bowls England, before the start of the outdoor bowling season. The name of the Safeguarding Officer shall be made known to all members and the Safeguarding Officer shall ensure that the contents of the BE Safeguarding Policy are shared with all members and are available on the website and as a paper copy in the Club house.

15. Code of Conduct

- i. All members, when joining the Club will be required to agree to and sign a copy of the GDPR and Code of Conduct Form based on the Bowls England Code of Conduct. A copy of which shall be displayed on the Club notice board, on the Club website and included in the Appendices of this Constitution and can also be found at:
https://www.bowlsengland.com/wp-content/uploads/2024/12/BE_player_code_of_conduct_FINAL.pdf

In essence the Code of Conduct falls into 5 categories:

Respect and Sportsmanship

Discipline and Commitment

Integrity and Honesty

Social Media, Communications and Public Representation

Player Conduct Specific to Aviva National Finals

All members shall be required to adhere to the Club's RESPECT poster, copies of which are displayed around the Club buildings and grounds, on the Club website, in the Club yearly Handbook and in the Appendices of this Constitution

16. Disciplinary and Grievance

- i. Guisborough Priory Bowls Club shall adhere to the Bowls England Disciplinary Regulation 9 and 9a. A copy of which shall be displayed on the Club notice board, Club website and included in the Appendices of this Constitution and can also be found at <https://www.bowlsengland.com/disciplinary/>

Disciplinary Action including Suspension

- ii. The GPBC Committee shall have the right to suspend any member whose behaviour is deemed to fall below the standards expected by the Club or whose behaviour is deemed to be a safeguarding risk to any Club member or other bowler
- iii. Any procedure instigated by the Committee in dealing with complaints of misconduct of members, shall be dealt with in accordance with Bowls England Disciplinary Rules, including Regulation 9 and 9A, in relation to misconduct at Club Level and/ or any other relevant rules and regulations that may be made by Bowls England from time to time. The Committee and the members will at all times have regard to the applicable rules and regulations of Bowls England in taking disciplinary action against members where appropriate and in the interests of the Club, its members and visitors

17. Finances.

- i. The funds of the Club, including all donations, contributions and bequests, shall be paid into an account operated by the Committee in the name of the Club at such a bank, as the Club shall decide. The Honorary Treasurer shall maintain the Club's bank account and shall be permitted to change accounts should the current branch close or the financial institution cease trading
- ii. The Committee shall authorise 2 signatories. One MUST be the Honorary Treasurer; the second shall be agreed by the Committee but signatories MUST not be related. No officer shall at any time sign a blank cheque
- iii. The Honorary Treasurer shall keep accounts and up to date reports shall be brought to every Committee and Annual General Meeting
- iv. The funds belonging to the Club shall be applied only in furthering the objectives of the Club
- v. A suitable independent person shall examine the accounts once a year and an examined statement of accounts for the previous financial year shall be presented at the AGM as specified in the Club Rules

18. Amendments to the Constitution

- i. This constitution shall only be amended at an AGM or an Extra Ordinary General Meeting (EGM) of the Club.
- ii. The constitution shall only be amended by a resolution passed by the majority at an EGM or AGM. Required notice of an EGM must include details of the resolution, setting out the terms of the proposed amendments.
- iii. Details of any proposed amendment shall be submitted in writing to the Honorary Secretary at least 14 days prior to the meeting at which the amendments will be considered.

19. Dissolution.

- i. If the Club Committee decides that it is necessary or advisable to dissolve the Club it shall call a meeting of all members of the Club. Notice of this meeting must be given no fewer than 21 days, situation permitting (stating the terms of the resolution to be proposed) and advertised on the Club House notice board and on the Club website. If the proposal is

agreed by a two-thirds majority of those present, then the Committee shall have power to realise any assets held by or on behalf of the Club, subject to consultation with and the approval of the Trustees. Any assets remaining after the satisfaction of any proper debts and liabilities, shall be divided between current full members, at the time of the Dissolution.

This Constitution was adopted at the AGM on 6th October 2024

Amendments

All amendments prior to the AGM in October 2024, have now been placed into the body of the Constitution as agreed by members of the Club at this AGM. This was in response to several changes and amendments instructed by Bowls England.

GUISBOROUGH PRIORY BOWLS CLUB

Declaration of Intent

We, the undersigned, agree as members of the Guisborough Priory Bowls Club Committee to work collectively towards the aims and objectives of the Club as defined in the constitution.

Position	Name	Signature
President	Eric Smith	
Vice President	Barbara Kolodziej	
Honorary Secretary	Samantha Stevenson	
Honorary Treasurer	Tom Entwistle	
Eba Men's Captain	Paul Stevenson	
Teesside Ladies Captain	Samantha Stevenson	
Teesside VETS Captain	<i>Vacancy</i>	
Langbaugh Captain	Jim Smith	
Cleveland Evening Captain	Sue Entwistle (Not Committee Member)	
Cleveland Afternoon Captain	Daniel Kolodziej	
Monday Social Bowls Organiser	Jackie Grimwood	
Competitions Secretary	ANDY BAXTER (Beginning 2 nd year of membership - no voting rights and by invitation only)	
Friendlies Organiser	Samantha Stevenson	
Green Keeper	Eric Smith	
Additional Club Member	Beverly Ward	

Appendices

Bowls England Safeguarding Policy

<https://www.bowlsengland.com/safeguarding-policies/>

Bowls England Code of Conduct

https://www.bowlsengland.com/wp-content/uploads/2024/12/BE_player_code_of_conduct_FINAL.pdf

Disciplinary and Grievance

<https://www.bowlsengland.com/disciplinary/>

Enjoy your game, play with

R E S P E C T

We ask that everyone visiting our Club behaves in a manner that promotes fair play and R.E.S.P.E.C.T.

- R** Respect all participants and decisions
- E** Encourage everyone
- S** Sportsmanship
- P** Play for enjoyment
- E** Educate and be knowledgeable
- C** Conduct yourself courteously
- T** Treat everyone fairly



We are a bowling community and have a responsibility to create a fun, safe and enjoyable environment for all.

The club will not tolerate abusive language or unacceptable behaviour and will take immediate action and report individuals to the relevant league and club committees.

