

MUCH HADHAM BOWLING CLUB

CONSTITUTION

1. TITLE

The Club shall mean the "**MUCH HADHAM BOWLING CLUB**" located at Recreation Ground, Tower Hill, Much Hadham, Herts SG10 6DL.

2. OBJECTS AND POWERS

The objects of the Club shall be to promote and encourage the playing of the game of Bowls for men and women, without practising discrimination on the grounds of race, gender, religion or political association, to provide facilities therefore and to establish and maintain congenial social amenities for its members. In furtherance of its objectives, the Club shall have the following powers:

- a. to frame and enforce Rules for the correct and efficient running of the Club and the financing thereof.
- b. to become affiliated to Much Hadham Sports Association, East Herts Bowls Association, Hertfordshire Bowls Association, East Herts Bowls League & East Herts Women's Bowls Association.
- c. to develop and improve immovable property acquired by the Club, by the construction thereon of bowling greens, lawns, gardens, a Club House and other outbuildings buildings and structures and to alter, add to, improve and maintain same.
- d. to fix and collect, subscriptions, and all other fees or charges necessary for financing the Club or any or all of its activities.
- h. generally, to do all such other things as shall be necessary or desirable for the benefit or control of the Club.

3. MUCH HADHAM SPORTS ASSOCIATION

The Club is a member of the Much Hadham Sports Association (MHSA) and has sole use of the land on which the bowling green, clubhouse, bowling equipment and bowling facilities owned by the Club are located. In consideration of such use the Club shall pay annual membership fees to the MHSA in such amounts as are determined by MHSA from time to time.

4. AFFILIATION

The Club shall be affiliated to, East Herts Bowls Association, Hertfordshire Bowls Association, East Herts Bowls League & East Herts Women's Bowls Association and through these to Bowls England and thereby the Club and its members shall be bound by the Rules of these Associations.

5. ACCEPTANCE OF THE CONSTITUTION (RULES AND BYE-LAWS)

- a. The Rules as set out herein together with the management structure shall form the Constitution of the Club.
- b. The Club Constitution can be viewed on the Club's website www.muchhadhambowlingclub.uk. A paper copy can be obtained from the Secretary upon request. No Member shall be absolved from their operation for any reason, including an allegation of not having read them.
- d. The Club Constitution shall at all times be displayed on the Club Notice Board.

6. ALTERATIONS TO THE CONSTITUTION

- a. The Constitution shall not be altered by amendment, addition, deletion, or substitution, save by a resolution of at the Annual General Meeting, passed by a minimum of two thirds of the Members present and voting, and of which alteration at least 14 days' notice has been given in writing and despatched to all Members.
- b. Any resolutions at General Meetings relating to alterations to the Constitution Laws shall require to be passed by a minimum of two-thirds of the Members present and voting.
- c. The updated Constitution shall be held on the Club's website.

7. INTERPRETATION OF THE CONSTITUTION

- a. The Club Committee shall interpret the correct meaning of the Constitution of the Club.
- b. The interpretation of the Club Committee shall be binding on all Members until the next Annual General Meeting or Special General Meeting when, if so desired, the matter may be referred to that Meeting for decision.
- c. Unless inconsistent with the context, the use of the male gender shall in all cases also include the female gender.

8. MANAGEMENT STRUCTURE

The control and management of the Club shall be vested in the Club Committee as set out hereafter.

The Club Committee shall be elected or appointed or replaced as provided in Rule 10.

a. **A CLUB COMMITTEE** comprising the following Office Bearers and Members:

- President
- Club Captain (Male)
- Club Captain (Female)
- Club Secretary
- Club Treasurer
- Fixture Secretary
 - Competition Secretary
 - Bar Manager
 - Maintenance Supervisor

9. RESPONSIBILITIES OF OFFICE BEARERS

a. The **President** of the Club shall be responsible to the members of the Club for directing the overall control and effective management of the Much Hadham Bowling Club in accordance with the Constitution. He/she shall:

- i. Preside, as Chairman, over all Meetings.
- ii. Have a casting vote in addition to his/her deliberate vote at all Committee meetings.
- iii. At his/her discretion appoint any one of the members of the Committee to act on his/ her behalf when he/ she is absent.

b. The **Club Captain (Male)**, shall be responsible for the Men's Section. He shall:

- i. Liaise with and support the President in his/her efforts to implement the Constitution, and assist in the promotion of good administrative practices and bowling fellowship.
- ii. In the absence of the President, represent and act on behalf of the Club, at men's bowling tournaments and functions.

c. The **Club Captain (Female)**, shall be responsible for the Women's Section. She shall:

- i. Liaise with and support the President in his/her efforts to uphold and implement the Constitution and assist in the promotion of good administrative practices and bowling fellowship.

ii. In the absence of the President, represent and act, on behalf of the Club, at women's bowling tournaments and functions.

d. The **Treasurer** shall be responsible to the President of the Club for directing and controlling all Club financial matters and all funds and assets belonging to the Club and shall be responsible for the proper keeping of books of accounts and their submission for verification. The Club's financial year will end on 30th September.

e. The **Secretary** shall be responsible to the President of the Club for directing and carrying out administrative and secretarial duties necessary for the effective administrative functioning of the Club, be responsible for the management of Club members' and be responsible to ensure that Club members are informed of all activities that affect the Club and its members.

f. The **Fixtures Secretary** shall prepare annually a list of Club Matches for the forthcoming season and shall submit such list to the Club Committee at any convenient meeting for approval by the Club Committee

f. The **Club Competition Secretary** shall be responsible to their respective Captains for the administration and management of all Club competitions and shall cause invitation lists and fixture sheets to be posted at appropriate times on the pavilion notice board. The Club Committee shall approve the list of Competitions and any deletions, additions, or alterations in Club Competitions shall be referred to the Club Committee for prior approval. All Competitions shall be played in accordance with Competition rules. The Club Committee shall cause to be placed on the Notice Board before 30th April, at least one copy of all the rules governing the Club Competitions and afterwards maintain at least one copy there whilst the competitions are in progress. Competition entries shall be in by April 30. The final drawn list to be exhibited by May 14.

h. The **Maintenance Supervisor** shall be responsible to the President for the management and maintenance of the Club greens, equipment, and grounds.

i. The **Bar Manager** shall be responsible to the President for the management of the bar in compliance with the liquor laws. He shall be responsible for the security of the bar equipment, monies, and stocks, be responsible for the maintenance and repairs, security, and general cleanliness within the Bar Areas. and be responsible for ensuring that the Bar is staffed when required by the President.

j. The **Social Secretary** shall be responsible to the President for Events and Entertainment for the promotion and management of Social Activities, Entertainment Events and fund raising, when appropriate, whether for charity or for the benefit of the Club.

10. NOMINATION, ELECTION, APPOINTMENT AND REPLACEMENT OF OFFICE BEARERS AND MEMBERS OF COMMITTEES

a. Nominations and Elections

i. Nominations for the President, Captain (Male), Captain (Female), Secretary, Treasurer, Competition Secretary, Social Secretary, Bar Manager and Maintenance Supervisor. shall be lodged with the Secretary by not later than 30 days prior to the Clubs Annual General Meeting.

ii. Nominations for the Captain (Male) shall be made by eligible Men members only, and for the Captain (Female) by eligible female members only.

iii. In the event of the nominee/nominees for the offices of the President, and/or Captains withdrawing their nominations within twenty-four hours prior to the close of nominations, an extension period of seven days will be granted for further nominations to be made.

iv. A suitable nomination form shall be displayed on the notice board which shall state the office for which the Member is nominated. Such nomination form must be signed by both the proposer and the seconder, and counter-signed by the nominee.

v. Should the number of nominations received by closing date, in respect of any category of office, equal the number required to fill such post or posts then those nominated shall be declared duly elected at the Annual General Meeting.

vi. Should the number of nominations received by closing date in respect of any category of office exceed the number required to fill such post or posts, the names of all nominees shall be submitted to the Annual General Meeting for election by ballot in respect of those offices for which the number nominated exceeds the number required.

vii. Should insufficient nominations be received by the Secretary by the closing date, the Chairperson shall, at the General Meeting, call for additional nominations. Should the nominations from the floor exceed the number required, then only these additional nominations shall be subject to a ballot in order to fill the remaining places.

viii. Should insufficient nominations be made at the Annual General Meeting, those nominated shall be duly elected and the Committee shall, appoint eligible Club members to fill any vacancies.

b. Replacement of President and Captains

i. In the event of the offices of President and/or the Captains becoming vacant, for whatsoever reason, within the ten-month period following an Annual General Meeting, the replacement for any of the vacancies shall be decided at a Special General Meeting of Members, to be held within 21 days of a vacancy occurring.

ii. Nominations for replacements shall be dealt with in accordance with the procedure laid down in rule 10.a.iv, and shall be lodged with the Secretary not later than five days prior to the advertised date of the Special General Meeting.

iii. Should a Captain be nominated for the vacant office of President, then nominations shall automatically be open for the relevant Captain's office and such nominations shall be lodged with the Secretary within 72 hours prior to the advertised time of the Special General Meeting. The Secretary shall keep members advised of such events by way of immediate notice on the Notice Board.

iv. Election for the vacant offices shall be in accordance with Rules 10.a.vi.

v. Should only one nomination be received for each vacant office, the Secretary shall declare those nominated duly elected, the Special General Meeting shall be cancelled, and the Club Members shall be informed immediately by way of notices on the Notice Boards.

vi. Any other Club Committee vacancy arising out of the replacement of the Offices of the President and/or Captains shall be filled by the Club Committee.

11. ANNUAL GENERAL MEETING (AGM)

a. The Annual General Meeting (AGM) shall be held as soon as practicable after the closure of the Flat Green Outdoor Bowling season, when the President of the Club shall present a report, together with a Financial Statement, of the proceedings of the Club for the past year. The Report and Financial Statement shall be forwarded to members, with the Notice convening the meeting, at least fourteen days prior to such meeting.

b. Notices of motion which any member may require to be dealt with at the AGM shall be notified to the Secretary, in writing, by not later than 30 days before the AGM. All such motions shall be included in the Notice of Meeting, and the proposer's name given. Only such motions so received shall be dealt with at the AGM.

c. Subscriptions shall be fixed each year by the Annual General Meeting.

12. SPECIAL GENERAL MEETINGS

a. Special General Meetings may be called at any time by the Club Committee or shall be called upon the requisition in writing, to the Secretary, of at least one third of the Members entitled to vote. The Special General Meeting shall be held within twenty-one days from the date of receipt of such requisition.

b. Notice of a Special General Meeting must be forwarded to Members at least fourteen days prior to the date of such meeting, stating the purpose for which it is called. Only such business shall be dealt with.

a. The quorum for all General Meetings, including the AGM, shall be one third of the Members in good standing who are entitled to vote.

b. If, at the expiration of thirty minutes after the hour at which any General Meeting and/or AGM is appointed to be held, a quorum shall not have assembled, the meeting shall be adjourned by the Chairman of the meeting to a date to be fixed by the Club Committee and fourteen days' notice shall be given of such date. In the event of no quorum being obtained at such adjourned meeting, those members present and entitled to vote shall constitute a quorum for the purpose of such meeting.

c. The quorum for Club Committee Meetings shall be four members.

14. VOTING

a. At all General Meetings voting shall be by show of hands. It shall, however, remain the prerogative of any Member with voting powers to request the Chairman of the Meeting to take the vote on any issue "by ballot" and in the event of such a request being seconded by a further Member, the Chairman shall be obliged to grant such a request; there shall be two scrutineers for the ballot, one of whom shall be nominated by the Chairman and one by the meeting.

b. Each Life Member and each Playing Member personally present at a General Meeting of Members shall be entitled to one vote on a show of hands or by ballot.

c. A member with voting rights who is unable to attend a General Meeting of members shall be entitled to vote by Proxy, provided that the member advises the Secretary in writing the reasons for his inability to attend and requests the Committee to provide the prescribed Proxy Form relative to that Meeting and provided that the completed Proxy Form is returned to reach the Secretary at least three days prior to the Meeting. The issuing of Proxy Forms shall be entirely at the Club Committee's discretion.

d. Social members and Hon. Vice-Presidents may attend the Annual General Meeting of members but shall not have the right to vote at the meeting.

e. A member who has been disqualified from voting or has been deprived of any rights or privileges or has been called on to resign shall not be entitled to attend or vote at any General Meeting.

f. At the AGM, only male members shall be eligible to vote at the election of the Men's Captain and, and only female members shall be eligible to vote at the election of the Women's Captain.

g. Within 30 days after the AGM the Secretary shall post on the Notice Board a list of all

Office Bearers and Committee Members and Delegates, showing their designated appointments and telephone numbers.

h. The President of the Club shall have a casting vote, in addition to his/her deliberate vote, at all General Meetings.

15. CLUB COMMITTEE MEETINGS

a. Any member of the Club Committee may call a Club Committee Meeting by making a request to the Secretary and provided that every member of the Club Committee is given at least 7 days' notice of such meeting.

b. Any Member of the Club Committee being absent from three (3) consecutive meetings, without leave of absence, shall vacate his/her seat.

c. The Secretary shall keep proper Minutes at all official Committee Meetings, such minutes shall be presented to succeeding meetings and shall be signed by the President or an Official of the Club approved by the meeting.

16. POWERS OF THE OFFICE BEARERS AND CLUB COMMITTEE

a. The Club Committee shall have full power to transact all business of the Club. It shall have the power to appoint any person or firm to act for the Club in legal matters and for the purpose of executing powers, contracts and documentary acts or deeds and to defend any action of law.

b. The Executive Committee shall not, however, have the power to transact any business, more than £10000.00, without the prior authority of a General Meeting of Club Members in respect of:

i. Rule 2c in so far as it relates to movable property.

ii. Rule 2d in so far as it relates to the construction of or addition to any Club building or bowling greens.

iii. Rule 2e in so far as it relates to the borrowing of money or the lending of funds of the Club.

c. The Club Committee shall have the power to appoint any Special Sub-Committees that may be required, delegating to them such powers as may be deemed to be necessary.

f. The Trustees of the Club shall be the President of the Club, the Treasurer and the Secretary during their term of office. The Trustees of the Club shall have the power to defend any action at law in the name of the Club when authorised to do so by the

Club Committee. A Certificate under the hand of the Secretary shall be conclusive evidence that the people named in such Certificate are in fact the Trustees.

g. The Secretary shall report on membership numbers at Club Committee Meetings.

17. FINANCE

a. The financial year of the Club shall be from 1st October in each year to the 30th of September of the following year.

b. The funds of the Club shall be lodged with approved Financial Institutions in the name of the Club. All payments made from the Club's bank accounts must be scrutinised by the Treasurer.

c. The Club Committee shall ensure that proper books of account are kept and verified each year.

d. All Office Bearers may claim from the Treasurer any reasonable out of pocket expenses which may be incurred by them.

e. All financial gain arising from Club events, such as Bar Trade, Sponsorships, Entertainment, Social Activities, and other Club Activities shall accrue to Club Funds unless the event has been staged for charitable purposes approved by the Club Committee.

f. Any and all profit from bar sales shall be paid into a separate account and profits, less sufficient funds for re-stocking be transferred to the Club Account.

18. INSURANCE

a. The Club Committee shall insure all assets of the Club for whatever amount they consider advisable. The insurance to be arranged by Much Hadham Sports Association

b. Members and visitors to the Club shall be insured against accidents by way of Public Liability Insurance.

c. The Club shall not be responsible for the loss, through any cause, of members' personal effects brought into, stored, or left on the Club premises.

19. SUBSCRIPTIONS AND FEES

a. The annual Member subscriptions, shall be fixed by the AGM each year.

b. The Club Committee shall approve the charges for Club competition entry fees, bar prices, and all other charges relating to bowling events and functions staged at the Club.

c. Annual subscriptions shall be payable by the 31st March in each year; any Playing Member who fails to pay such dues by the 30th April shall not be eligible to play in any Club matches or Club competitions until such dues have been paid.

d. Any Member suffering unforeseen financial hardship may apply to the Club Committee for a reduction in annual subscription and the Club Committee shall have the power to grant an extension or reduction of such subscription. Such reduction or extension shall be of no longer duration than one bowling season but may be reconsidered each season.

e. New members duly elected during the course of the financial year must pay all dues immediately upon election, and if such dues remain unpaid they shall not be entitled to any rights and privileges of membership until such dues are paid.

f. New members, who have been accepted by the Club Committee after the 15th June shall pay one half of the annual subscription.

20. MEMBERSHIP

a. Membership shall consist of:

i. Honorary Life Members

ii. Playing Members

iii. Social Members

iv Hon Vice-Presidents

b. **Honorary Life Membership** A Life Membership shall be granted only in recognition of outstanding service to the Much Hadham Bowling Club.

Only the Club Committee may recommend such conferment at an Annual General Meeting. Such recommendation must have a Proposer and Secunder and shall be approved by the majority of members present.

Honorary Life Members shall be entitled to all the privileges of Playing Membership without being required to pay any further Annual Subscriptions or any other normal dues.

c. **Playing Members** are members, who having paid the Annual Subscription and other dues, shall be entitled to all rights and privileges of membership.

d. **Social Members** are non-playing members who having paid the financial dues, as determined by the Club Committee, shall be entitled to the full use of the Club facilities, other than playing facilities, but shall not have the right to vote at Club meetings.,

e. Playing members of other Clubs affiliated to Bowls England. may be accepted as Social Members, except that they shall be entitled to play on the green at a fee applicable to that of playing visitors.

f. **Hon Vice-Presidents** The Club Committee may recommend to the Annual General Meeting that any member or former member should be invited to become an Hon Vice-President of the Club. Such recommendation must have a Proposer and Secunder and shall be approved by the majority of members present.

g. Any change in Membership category shall be by written application to the Secretary and subject to approval by the Committee.

21. APPLICATION FOR MEMBERSHIP

a. Club members wishing to propose a candidate for election as a member shall submit to the Secretary for consideration the full name, occupation, address and such other information which may be called for on the Club's "Application for Membership" form.

c. Immediately upon receipt thereof, the Secretary shall submit copies of the application to the Club Committee members, for their consideration within a 10-day period.

The Committee shall not consider the application unless and until the Proposer and/or Secunder and/or the Club Secretary has brought the applicant to the Club House for the purpose of introduction to the President and the Club Committee and the applicant has confirmed they have read the Club's Constitution and agreed to abide by it. The Club Committee shall vote by way of ballot to accept the applicant. Two negative votes shall disqualify any application for membership.

On approval by the Membership Committee the Secretary shall display the application on the Notice Board in the Club House for a minimum period of 14 days.

d. All applications for membership shall be proposed and seconded by existing Members.

22. RESIGNATIONS

a. Any member failing to give written notice to the Secretary within fourteen days prior to the date of the AGM of their intention to resign their membership may be held liable for the subscription for the forthcoming year. The Club Committee, however, shall have the power, under exceptional circumstances, to abstain from enforcing this Rule.

23. THE GREENS

The Club Committee shall have sole control of the Club greens and shall be responsible thereof, only to the Member in charge of the Greens portfolio.

24. PLAYING SEASON

a. The dates of the opening and closing of the greens for the season shall be decided by the Club Committee in consultation with the Member in charge of the Greens portfolio.

b. After the official opening date, the greens may be opened for play as arranged by the Club Committee in consultation with the Member in charge of the Greens portfolio. Rinks upon which play may take place during this period shall, in all cases, be allotted by the Member in charge of the Greens portfolio.

c. The official closing date of the season shall be decided by the Club Committee in consultation with the President and the Member in charge of the Greens portfolio.

25. VISITORS

The greens may be open for play to members of other Bowling Clubs affiliated to the Bowls England and such visitors shall pay the fees as laid down from time to time by the Club Committee.

26. COMPLAINTS

a. Any member having a complaint to make shall submit same in writing through the Secretary to the Club Committee. It is expressly laid down that any member who may have a complaint to make against any decision or action of any Committee or Sub-Committee of the Club shall have the right to appeal in writing to the Club Committee. The Club Committee shall have the right to confirm or alter any disputed decision and take such action as it may consider necessary. The Committee may call upon the disputant/s concerned to give evidence before it.

b. The decision of the Club Committee shall be accepted by the parties concerned as final and precluding any recourse to proceedings at law.

27. DISCIPLINE

Members of Much Hadham Bowling club, adopt and follow all policies and guidelines approved by Bowls England, UK Anti-Doping Rules and all procedures set out in Bowls England Regulation 9, 9A and 9B. The club and members will abide with all sanctions, recommendations and/or decisions from the Case Management Panel or National Disciplinary Panel.

Any of the Club Committee members has the authority to forthwith suspend a member pending a disciplinary hearing if in the opinion of the Club Committee member, the alleged offence is of such a serious nature that the members continued presence on the Club's premises would be prejudicial to good order.

A Disciplinary Committee shall be appointed by the Committee.

Should any member, in the opinion of the Club Committee, be guilty of improper, dishonest, unsportsmanlike or unacceptable conduct, or fail to make any payments of monies due to the Club, or be guilty of conduct unbecoming or prejudicial to the interest of the Club, whether within the Club's precincts or outside them, or refuse to comply with any decision of the Club Committee, then the Club Committee shall refer the issue to the Disciplinary Committee. The Disciplinary Committee shall have the following powers:

a. Reprimand such member.

b. To deprive such member of any or all rights and privileges of membership during such time or period as the Disciplinary Committee in its absolute discretion may deem fit and advisable.

c. To call upon such member, in writing through the Secretary, to resign, and if such member fails to resign within seven (7) days to expel such member.

d. To call upon such member to appear before the Disciplinary Committee and there to explain his or her conduct, and should such member fail to appear when called upon, to expel or deal with such member in such a way as the Disciplinary Committee in

its discretion may deem fit. Provided, however, that the Disciplinary Committee shall not exercise the powers as in (a), (b) and (c) above unless and until the Disciplinary Committee shall have given him or her the opportunity to appear before it, at such time and place as in its discretion it may deem fit, to explain his or her conduct. At any such hearing the Disciplinary Committee shall fix the procedure to be adopted, and the Disciplinary Committee shall have the power to summon any member or any other person to appear before it to give evidence for or against such member, and such member shall have the power to cross-examine any witness, and shall have the like power to tender the evidence of any other member or person he or she may deem fit.

e. Any member who has been deprived of their rights in (b) above or compelled to resign or has been expelled as in (c) above shall have the right to appeal to a Club Committee Meeting specially called for that purpose. If any aggrieved member should decide to exercise the right of appeal, he or she shall in writing notify the Secretary of such decision, and the Secretary shall thereupon summon a Committee Meeting. A majority decision of the members present at such a Committee Meeting shall be binding on the Club and the aggrieved member and be final precluding any recourse to proceedings at law.

28. LIQUIDATION AND DISPOSAL

a. The Club may not be liquidated without the sanction of a vote of seventy-five percent of the Members present and entitled to vote at a properly constituted General Meeting, not less than fourteen (14) days' notice of which shall have been given.

b. Disposal of any assets remaining after liquidation shall be authorized by not less than 75% of the members present at a special General Meeting called for that purpose.

c. If upon dissolution of the Club there remain any assets whatsoever after the satisfaction of all debts and liabilities, such assets shall not be paid to or distributed amongst its members but shall be transferred to any recreational club or charity following a Special General Meeting at which it was decided to dissolve the Club.

29. RIGHT OF ADMISSION

The right of admission to the Club premises is strictly reserved.

30. LIQUOR LICENCE

a. The liquor license must be displayed in the Club, but the licence is applied for by Much Hadham Sports Association and covers all the facilities located on its premises.

b. No profit from the sale of liquor by the Club shall accrue to any individual.

31. NON-PROFIT ASSOCIATION

The CLUB shall

a. Exist in its own right, separately from its members and Office Bearers, and continue to exist even when its membership changes and there are different Office Bearers.

b. Be able to own property and other possessions.

c. Be able to sue and be sued in its own name.

Members and / or Office Bearers shall,

a. Not have any rights over assets of the CLUB.

b. Not be entitled to any income or assets of the Club. (Other than reasonable reimbursements made for work done for the Club).

32. SMOKING

The whole Club House has been declared a non-smoking area, and this also includes the use of E-cigarettes.

33. DRESS CODE

Any member of the Club or any group of members representing the Club in any match or competition shall at all times dress in accordance with the instructions of the Club Captain.

Any Club member using the Bowling Green shall wear appropriate footwear and suitable casual clothing. Clothing worn for Club matches shall be as instructed on the team sheet.

34. PLAYING TIMES

The Green will not be open for play before 12 noon on weekdays except for Club Matches or Competitions arranged by the Club Committee. The Green is available for use weekends only from 10 am.

During the season of Flat Green Bowling each and every Wednesday evening after 5.30 pm shall be the Club Social bowling evening and rinks 4, 5 and 6 will be reserved for social bowling. The Club Committee at their discretion may allow a fixed day County Competition, Club Outside Competition, or a Club Competition match to be played after 5.30 pm on rinks 1, 2 and 3. If rinks 1, 2 and 3 are not being so used they may be used for social bowling.

A Rink Booking Record shall be maintained and kept in the Club Pavilion and shall be used by Club members to book rinks in advance of the playing date. No member may alter or erase any entry in such record except their own entry. Any member wishing to have an entry other than their own altered shall apply to the Club Committee in writing requesting such alteration or erasure. The Club Committee shall meet and consider such requests and shall record their decision in the minute book. Afternoon bookings must finish at 6 pm during May, June and July and at 5 pm during August and September.

35. GREEN SUB-COMMITTEE

The Club Committee may appoint a Green Sub-Committee and such Sub-Committee shall be responsible for the maintenance and improvement as required of the Club Green and its surrounds.

No member of the Green Sub-Committee who is not a member of the Committee shall have a vote at any meeting of the Club Committee. Any two members of the Green Sub-Committee or in their absence any two of the Captains or the Green Keeper may at any time declare the Club Green unfit for play or may order the use of groundsheets on the Club Green and the placing of the mat in accordance with Bowls England rules.

37. PRESIDENTS DAY

President's Day shall be financed from Club Funds each year with a budget set by the Club Committee.

38. PROTECTION OF MEMBERS DATA

Much Hadham Bowling Club are committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, Much Hadham Bowling Club is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure, and transparent way.

What personal data we hold on you

You may give us information about yourself by filling in forms or by corresponding with us by phone, e-mail or otherwise. This includes information you provided when you registered with the Club, your name, address, e-mail address, phone numbers.

Why we need your personal data

Reasons we need to process your data include.

- a. Contacting you to inform you of your Club's activities.
- b. Sharing data with committee members to provide information about club activities.
- c. Membership renewals or invitations to social events.

The Club does not store or transfer your personal data outside of the UK.

How long we hold your personal data

We will hold your personal data on file for as long as you are a member with us.

Your rights regarding your personal data

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data. As a data subject you are not obliged to share your personal data with the Club. If you choose not to share your personal data with us, we may not be able to register or administer your membership.

Approve at AGM dated 22ND November 2023