

# **FLEET UNITED BOWLING CLUB**

## **CONSTITUTION 2015**

### **1 TITLE**

THE CLUB, a members Club at 17a Crookham Road, Fleet, Hampshire GU51 5QG shall be called FLEET UNITED BOWLING CLUB (hereinafter referred to as the Club) and shall be affiliated to Bowls England, and such Associations as elected by the Club.

### **2 OBJECTIVES**

To facilitate and promote the sport of bowls at all levels and provide facilities for recreation, competition and social events.

### **3 MEMBERSHIP**

Membership shall be open to any person regardless of ethnicity, nationality, age, gender, sexual orientation, religion or other belief, or ability, by written application in a manner agreed by the General Committee and approved by the General Committee. Membership is subject to the payment of the relevant fees set out in the Club rules. The General Committee may refuse membership or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. All disciplinary matters will be dealt with in accordance with Bowls England Regulation 9 or in accordance with the Rules and Regulations of a relevant Association or Body applicable to the type of bowls involved. At the discretion of the General Committee, suitable matters may be dealt with by persons appointed from the General Committee. Any fees paid are not returnable and any property of the Club will be returned.

Candidates for membership –

- a) Except Honorary Life members, shall be proposed and seconded by two Full members having knowledge of the candidate, or,
- b) May be proposed and seconded by two General Committee members after an introductory meeting

The election of members is vested in the General Committee and a majority vote applies. On acceptance, the Secretary shall inform the candidate of the decision and elected members requested to make payment of the fee within one month and be provided with a copy of the Constitution and Rules.

Upon election, every member agrees to abide by the Constitution and Rules along with decisions of the General Committee.

Members consent to the holding of relevant personal data for the purposes of the Data Protection Act.

The Club will not accept any liability for any damage to or loss of property belonging to members or personal injury (members should seek indemnity under any insurance held by them).

Classes of Membership shall be -

**Full member**

**Junior member (under 18 on the 1<sup>st</sup> November annually)**

**Short Mat member**

**Social member**

**Honorary Life member**

### 3.1 CLASSIFICATION OF MEMBERSHIP

**Full member** - use of all facilities; a right to vote and stand for office

**Junior member** - use of all facilities; non-voting; not eligible for office

**Short Mat member** - eligible for short mat; use of non-outdoor playing facilities; not eligible for non-Short Mat office; voting at Short Mat meetings only

**Social member** - use of non-playing facilities; non-voting; not eligible for office

**Honorary Life member** - use of all facilities, a right to vote and stand for office

## 4 FINANCIAL YEAR (including membership fees)

The Financial Year shall be from 1<sup>st</sup> November to 31<sup>st</sup> October annually. Membership fees shall be from the 1<sup>st</sup> April to the 31<sup>st</sup> March annually and must be paid by the 1<sup>st</sup> April. Failure to pay will result in membership lapsing and a new application will be required. Fees will be set at each Annual General Meeting (AGM) in accordance with the Rules. The General Committee shall have discretion to set fees payable by new members in proportion to the length of the remaining part of the membership year.

## ADMINISTRATION/MANAGEMENT OF THE CLUB

### 5 PRESIDENT

A person may be invited to hold this honorary position on nomination by two full members of the Club. The President shall have no executive powers and may attend General Committee meetings as a non-voting member. Membership of the Club is not mandatory but they must have demonstrated a keen interest in bowls and the Club. Nomination must be made to the General Committee for consideration at a General Committee meeting and be approved by a majority vote. The approved nomination shall be presented for endorsement at a Club AGM.

The term of office shall be for two years or terminating earlier by a resolution passed by a General Meeting by a majority vote. The term of office can be extended by two years at any AGM.

### 6 TRUSTEES

- a) This honorary position requires a minimum of three and maximum of four Full, or Honorary Life, members of the Club, selected by the General Committee who agree to act in such capacity and shall be appointed at a General Meeting to hold in their names as Trustees all Land and Buildings as required by law or instruction of the Club solely for the benefit of the Club. Their appointment will be terminated by death, resignation, ceasing to be a full member or by resolution passed at a General Meeting by a majority of two thirds of the members voting. They shall have power to effect such lawful instructions as directed by the General Committee in accordance with a General Meeting and the Constitution. Any expenses incurred by prior consent of the General Committee will be payable by the Club.
- b) New Trustees may be temporarily appointed by the General Committee as required in 6a) and voted on at the next AGM.

### 7. GENERAL COMMITTEE

The administration of the Club shall be controlled by the General Committee comprising of the three Officers ( Club Secretary, Treasurer and Chairman) and eight other members all of whom shall be elected annually (excluding the non-voting President who shall be elected bi-annually) at the AGM. The Committee shall include the Men's Captain, Ladies Captain, Green Member, House Member, Catering Member, Bar Member, Competition Secretary and Match Secretary.

A Vulnerable Groups member may be co-opted as necessary (non-voting) or position held by an Officer or General Committee member in addition to their voted position as approved by the General Committee.

## **7.1 OFFICERS**

The Officers of the Club shall be the Chairperson, Secretary and Treasurer who shall be elected at an AGM by the full members for a period of one year but may be re-elected to the same or another office subsequently. The duties of the Officers are -a) Chairperson -

Shall chair General Meetings as called by the Secretary

### **b) Secretary -**

- 1) Keep a register of Club members
- 2) Conduct correspondence of the Club and retain Club documents
- 3) Keep full minutes of meetings of the Club attended, or obtain minutes of meetings held, within 14 days
- 4) See any relevant insurance is maintained
- 5) Maintain any certificates or registrations, and complete any non-financial returns as required by law
- 6) Carry out any additional procedures as required by the General Committee

### **c) Treasurer -**

- 1) Keep records of accounts as necessary to give a true and fair state of finances of the Club
- 2) Make all returns as may be required in relation to accounts
- 3) Present an Annual Balance Sheet as at the 31<sup>st</sup> October in each year, to be exhibited in the clubhouse 7 days before the AGM
- 4) Carry out any additional procedures as required by the General Committee

7.1.2 The role of the Officers may be amended by the General Committee as deemed necessary.

## **7.2 DUTIES OF THE GENERAL COMMITTEE**

**7.2.1** To control the affairs of the Club on behalf of the members

**7.2.2** To keep accurate accounts of the finance of the Club through the Treasurer. These accounts shall be presented with a statement of the accounts at the AGM, following examination by two appointed examiners prior to the AGM. The examiners shall be elected at the previous AGM.

**7.2.3** The Club shall maintain accounts with banks or building societies as agreed by the General Committee.

**7.2.4** To co-opt additional members to the Committee and/or appoint a sub-committee as necessary, who shall be non-voting members of the Committee. If replacing a person on the Committee holding a voting position, they will be voting members.

**7.2.5** Each General Committee member shall have one vote excepting in the event of no majority the Chairperson shall have a second casting vote.

**7.2.6** The Chairperson shall chair all meetings or in their absence a Chairperson shall be elected for the meeting from those present. A quorum shall consist of a minimum of one Officer and four others.

**7.2.7** Any appointments to the General Committee to fill vacancies shall be advised to the Club members by display in the clubhouse and Newsletter.

**7.2.8** A minimum of eight meetings of the General Committee shall be held annually.

**7.2.9** Any Captain as detailed in the Rules may nominate a full member to attend a meeting in the event of unavailability. That person shall not be eligible to vote at the meeting.

**7.2.10** The Secretary (or acting Secretary) may call an additional General Committee meeting as circumstances require or on request of three General Committee members, giving a minimum of three days notice.

## **8 MEETINGS**

**8.1** The Annual General Meeting (AGM) shall be held not later than the end of December. Notice shall be given to all members by circulating a notice to every member and posting a notice in the Club House. Members must advise the Secretary, in writing, of any business to be considered at the AGM at least 21 days before a meeting. The Secretary shall circulate a notice of the Agenda to members not less than 7 days before the meeting.

### **8.2 The AGM shall be to -**

- a) Confirm and agree the minutes of the previous AGM and any General Meetings held since the last AGM
- b) Receive and agree the examined accounts for the year from the Treasurer
  - 1) Receive any annual reports from the General Committee.
  - 2) Appoint two scrutineers for any voting count
  - 3) Elect two account examiners
  - 4) Elect the Officers and General Committee members
  - 5) Agree the annual fees
  - 6) Transact any other business including that in writing received by the Secretary from members at least 21 days before the meeting and included on the agenda

**8.3 Special General Meetings (SGM)** - may be convened by the General Committee giving a minimum of 7 days notice with the Agenda being circulated to members. On receipt by the Secretary of a request for a SGM in writing from not less than 10 Full Members of the Club indicating the reason for the request, a minimum of 28 days notice will be given of the meeting and the Agenda shall be circulated to members. A notice of the SGM shall be posted in the clubhouse.

**8.4.** Nomination of candidates for office as Officers or General Committee members shall be in writing at least 21 days in advance of the AGM date. Members seeking election shall advise the Secretary in writing with a full member proposing and seconding each application and nominations displayed on the Club House noticeboard 14 days prior to the AGM. In the event of multiple candidates for election to a nominated position there shall be a ballot at the AGM.

**8.5** At all General Meetings, the chair shall be taken by the Chairperson or in their absence by a deputy who is a General Committee member.

**8.6** Decisions made at a meeting shall be by a simple majority vote. In the event of a tie the Chairperson shall have a second and additional casting vote.

**8.7** A quorum for an AGM or SGM shall be 30% of the Full Members of the Club.

**8.8** Each Full Member shall be entitled to one vote at General Meetings.

**8.9** The Secretary shall take minutes of all such meetings with recent copies of General Committee meetings available to members in the clubhouse.

**8.10** At the AGM two Examiners shall be appointed to examine the accounts and shall certify the accuracy by endorsement of the accounts as required by law or by the General Committee. If either is unwilling or unable to act, the General Committee shall appoint a substitute until the next AGM.

**8.11** Meetings as appropriate as required in accordance with the Constitution or Rules and matters arising to meet Club, County, Associations, or Bowls England matters.

**8.12** In respect of the terms of reference of the Ladies and Men's sections, and the Short Mat sub-committee see the FUBC RULES.

## **9 FINANCE**

Any monies shall be held in the name of the Club and expenditure shall be paid for legitimate expense incurred on behalf of the Club. A General Meeting may pass a resolution authorising the General Committee to borrow money solely for the purposes of the Club as approved at the meeting and the Trustees shall facilitate the procedure as instructed by the General Committee thereafter.

## **10 DISSOLUTION OF THE CLUB**

If, at any General Meeting of the Club, a resolution is passed calling for the dissolution of the Club, the Secretary shall convene a Special General Meeting within one month to discuss and vote on the resolution. If two-thirds of members present carry the resolution, then from a date specified the assets should be realised and all debts and liabilities discharged.

In the event of winding up or dissolution of the Club, there remains after discharging all debts and liabilities, any property whatsoever, the same shall not be paid to or distributed to members of the Club but discharged by the General Committee to Bowls England for use by them for related community sports.

## **11 PURCHASE AND SUPPLY OF EXCISABLE GOODS**

Purchase and sale of these goods shall be under the control of the General Committee. Intoxicating liquor may only be sold, for consumption on the premises, to persons over the age of 18 who are entitled to purchase these in accordance with the Rules and Premises Licence.

## **12 ALTERATIONS TO THE CONSTITUTION/RULES**

### **12.1 CONSTITUTION**

Changes to the Constitution requested by the General Committee can only be effected at an AGM or SGM to take effect after the meeting. Proposed alterations, duly proposed and seconded by Full Members, must be submitted to the Secretary in writing a minimum of 28 days before the AGM or SGM. Such notice shall be advised to members a minimum of 7 days before the meeting, with a quorum of 30% Full Members and a majority vote to effect the change. If members request an SGM Paragraph 8.3 shall apply.

### **12.2 RULES**

Rules for the operation and management of the Club, along with statutory legislation in general application, shall be at the discretion of the General Committee, with Club members being provided with a copy.

Dated \_\_\_\_\_ Chairperson \_\_\_\_\_

(Please note that this Constitution includes basic requirements of Bowls England)