

Westbrook Bowls Club Constitution 2024

1. NAME, ADDRESS AND CLUB COLOURS

1.1 The club is known as

WESTBROOK BOWLS CLUB

1.2 The address of the clubhouse, and headquarters of the club is

WESTCLIFF GARDENS, WESTBROOK, MARGATE KENT, CT9 5DS

1.3 The Club Colours are Royal Blue and Gold

2. PURPOSE AND OBJECTIVES

2.1 The main purposes of the club are to provide facilities for playing and to promote the participation of lawn bowls In the area of Westbrook.

2.2 The objectives of the club are to ensure that all members and visitors enjoy a good, friendly and competitive game of bowls, to be played in a sporting manner at all times. The laws of the game shall be applied at all times and conform to those set out by Bowls England together with any additional local rules as agreed by the Annual General Meeting of the Westbrook Bowls Club.

2.3 The Club shall be organised on an amateur basis only.

3. MANAGEMENT

3.1 The management of the club and responsibility for achieving the purposes and objectives lies with the Management Committee comprising of "fit and proper" persons.

3.2 The Management Committee shall comprise three officers:-

President/Chair, Treasurer and Secretary

Plus;- Captain (Men), Captain (Ladies), two Competition Secretaries, Fixture Secretary, Utilities Manager, Safeguarding Officer, and two Members Representatives.

3.3 For meetings, a quorum comprises six committee members including at least one officer

3.4 The Management Committee are empowered to fill vacancies and co-opt as necessary when developments require, to fill a new role.

3.5 All delegates to other bodies which relate to the club, shall be appointed by the Management Committee.

- 3.6 The Club is affiliated to England Bowls Association (EBA), Kent County Bowls Association (KCBA), England Women's Bowls Association (EWBA), and Kent County Women's Bowls Association (KCWBA).
- 3.7 The Selection Committee shall comprise the two captains, together with two other playing members and may co-opt other members of the Management Committee if considered necessary. The Selection Committee will make all selections for matches.
- 3.8 The Competition Secretaries control all internal club competitions and they will ensure that the competition rules are adhered to. The rules to these competitions will be published in the fixtures book and displayed on the notice boards in the clubhouse.
- 3.9 The Handicap Committee consists of both Captains and both Competition Secretaries. A quorum for meetings shall be three members.
- 3.10 The Officers and members of the Management Committee are elected by ballot at the Annual General Meeting. A member is selected, with their permission, by nomination, proposed and seconded. Names of nominees shall be posted on the Club's notice board and website at least 21 days before the AGM.
- 3.11 Two Trustees shall be appointed by the Club to comply with the requirements of Thanet District Council as our Landlords.

4. ANNUAL GENERAL MEETING (AGM) & EXTRAORDINARY GENERAL MEETING (EGM)

- 4.1 AGM's and EGM's are chaired by the Club President or Chair or another officer as decided by the meeting. A quorum for such meetings is 40% of the current membership.
- 4.2 The AGM is held annually in November on a suitable date decided by the Management Committee. A notice of the AGM will be sent to all members and posted on the website at least 4 weeks prior to the meeting. Members may put clearly stated propositions to be included in the Agenda in writing to the Club Secretary at least three weeks prior to the meeting. The Agenda, minutes of the previous AGM and audited accounts shall be made available to all members 7 days prior to the meeting.
- 4.3 A member may vote by proxy in only very special circumstances agreed by the Officers. The proxy vote must be lodged with the chair of the meeting.
- 4.4 An EGM will be called by the Secretary if requested to do so by the Management Committee, or by at least EIGHT members requesting it in writing. A notice of the EGM will be sent to all members at least

seven days prior to the meeting and posted on the website, or with shorter notice if more urgent action is required in the opinion of the Officers

5 FINANCE

- 5.1 The Club finances will be managed by the Club Treasurer who will be elected at the AGM
- 5.2 The Club's financial year ends on 30th September each year and an Auditor will be appointed at the AGM. The Auditor will ensure that the books of the Club are in order so that an account can be produced by the treasurer at the AGM
- 5.3 The Club is a non-profit making organisation and all surplus funds should be re-invested in the Club. No surpluses or assets will be distributed to members or other third parties.
- 5.4 The Annual Income of the Club shall not exceed £100,000

6 SUBSCRIPTIONS

- 6.1 The Club will keep subscriptions at a level that will not pose a significant obstacle to people participating. Any information coming to light regarding hardship will be taken into account by the Management Committee.
- 6.2 All entrance and subscription fees are determined annually at the AGM
- 6.3 Membership fees are payable annually on, or at least one week from Sign-Up Day in April otherwise membership will be relinquished.

7. MEMBERSHIP

- 7.1 Membership of the club shall be open to anyone interested in playing bowls on application, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs, except as a necessary consequence of the requirements of playing bowls.
- 7.2 The club may have different classes of membership and subscription on a non-discriminatory and fair basis. The club will keep subscriptions at levels that will not pose a significant obstacle to people participating.
- 7.3 The Management 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. Appeals against refusal or removal may be made to the members at an EGM.

- 7.4 Every applicant for membership of the club is proposed and seconded by two full members of the club. The application form is posted on the club's notice board for at least seven days. The applicant must include their full name, address and, if applicable, the name of the bowling club they are or have been a member. An entrance fee is to be paid in addition to the relevant subscription fee which are fixed at the AGM.
- 7.5 Social or non-playing membership of the Club is available and fees are to be decided at the AGM

8 DISCIPLINE

- 8.1 All members are expected to conduct themselves in an orderly and sporting manner both on and off the green.
- 8.2 If the conduct of a member, in the opinion of the majority of the Management Committee, or by any TEN members who notify the Management Committee in writing, appears to be injurious to the purpose and objectives of the Club, the Management Committee may request the member in question to account for their conduct before them.
- 8.3 If they fail to do so to the satisfaction of the Management Committee, or fail to attend such a meeting, they may be requested to resign from their membership. If the resignation has not been received within SEVEN days of the meeting, the membership will be revoked instantly

9. COMPLAINTS PROCEDURE

- 9.1 If a member wishes to complain at a match, the complaint should be made to the Captain of the day or President, if in attendance, in a confidential manner.
- 9.2 At other times, all complaints should be addressed to the Secretary, in writing.

10. LIFE MEMBERSHIP

- 10.1 Members may be appointed Life-Membership of the Club at the AGM which should consider length of membership and service to the Club of any prospective nominee.

11. DRESS

- 11.1 At all matches, at home or away, a club shirt or white shirt should be worn together with white or grey trousers or cropped trousers or skirts for ladies depending on the order of the day. Tailored shorts may be worn with the approval of both match captains.

- 11.2 For roll-ups, umbrellas and fun days, white upper and grey lower clothing or grey tailored shorts may be worn.
- 11.3 Dress order of the day should be noted on the team sheets.
- 11.4 Whilst on the green, flat soled shoes should be worn at all times to protect the surface.
- 11.5 Blazers bearing the Club badge and Club ties should be worn when appropriate.

12 INDEMNITY

- 12.1 The Club may, in connection with the purposes of the club, indemnify the committee and members, acting appropriately, in the course of running the Club, against any liability incurred in the property of the club but only to the extent of it's assets.
- 12.2 The Club will indemnify all Officers and members of the Management Committee concerning all acts done by them in the execution of their duties within the Constitution.
- 12.3 The Club shall not be responsible for the loss or damage to the property of any person using the Club premises. All persons using the Club do so at their own risk.
- 12.4 The Insurance will determine the extent of the indemnity

13 PROPERTY AND FUNDS

- 13.1 The property and funds of the Club cannot be used for the direct or indirect benefit of the members other than reasonably allowed by the Constitution or other rules.
- 13.2 The Club may, in connection with the Purpose and Objectives of the Club, sell and supply food, drink and related sports clothing and equipment.

14 EQUALITY AND PROTECTION

- 14.1 The Club will have due regards to the laws on equality
- 14.2 The Club will have due regards to the law on safeguarding adults and children, and adopt the safeguarding policies and guidelines as approved by Bowls England
- 14.3 "Safeguarding" will be a standing item on the agenda of each Management Committee meeting and a Safeguarding Officer will be appointed by the Club and invited to attend or submit a report to that meeting.

- 14.4 All categories of membership must adopt and follow the procedures set out in Bowls England Regulation 9 when dealing with disciplinary/misconduct issues relating to Safeguarding.

15. DISSOLUTION

- 15.1 The members may vote to wind up the club at a properly convened General Meeting. 75% of those present and voting must support the proposal for it to be a successful vote.
- 15.2 The Management Committee is responsible for the orderly dissolution of the Club.
- 15.3 Upon dissolution of the Club any remaining assets shall be given to another Community Amateur Sports Club (CASC), a registered charity or the sport's governing body for use by them in related community sports.

16 ALTERATIONS TO CONSTITUTION, RULES & REGULATIONS

- 16.1 Alteration to this Constitution will be made only at an AGM or EGM convened for that purpose.
- 16.2 The Management Committee is empowered to make bye laws or other regulations consistent with this Constitution.
- 16.3 Any suggestions relating to the running of the Club or the content of the Constitution should be addressed, preferably in writing, to the Secretary for consideration by the Management Committee.

SIGNED

DATED

President

Treasurer

Secretary