

**Hutton Le Hole Bowling Club (Founded 1949)**  
**Constitution**

**1. Title**

1.1 The Club shall be called Hutton Le Hole Bowling Club, hereafter to be referred to as "The Club" and shall be affiliated to "Bowls England" and the "Yorkshire Bowling Association". This Affiliation should be confirmed annually by Members at The AGM

**2. Objectives**

2.1 To foster and promote the sport of flat green bowls at all levels, providing a social/sports facility to the residents of the local and surrounding villages and giving opportunities for recreation irrespective of age.

2.2 To participate in local league and cup competitions and promote "The Club's" activities throughout the area.

**3. Membership**

3.1 Membership of "The Club" shall be open to any person, regardless of race, gender, sexual orientation, religious belief or ability and irrespective of age, who completes a membership application form and pays the relevant subscription/joining fee as determined by "The Club" at the Annual General Meeting (AGM)

3.2 Membership is defined as:-

Class of Membership	Season Fees
3.2.1 Full Member	£50
3.2.2 New Member (First year only)	£20
3.2.3 Honorary Member	No Fee
3.2.4 Junior Member (under 16 years of age)	Not yet decided
3.2.5 Social Member	£20
3.2.6 Spare	<input type="checkbox"/>
(It is up to The Club to determine its own definition of membership categories)	

**Full members** - of the club can participate in all club events and leagues.

**Social members** – can enter club competitions and be eligible to be selected for friendly matches.

#### 4. Officers

4.1 The officers of "The Club" are as follows:-

President	)	Non-Executive Officer, usually an Honorary position
Chairperson	)	
Captain	)	Executive Officers
Vice-Captain	)	
Secretary	)	
Treasurer	)	

#### 5. Election of officers

5.1 All Officers shall be elected at the Annual General Meeting of the Club, from, and by, the Members. [If for any reason (e.g. Resignation) a position of an Executive Member of the Club should become vacant between AGM's, then an Extra Ordinary General Meeting (EGM) should be convened by the Secretary, to fill the vacancy. At least 21 days' prior notice of this meeting shall be given.]

5.2 All Officers are elected for a period of ONE year (these positions may be extended at the AGM if the membership and the incumbent are in agreement) and are defined as follows:

5.2.1 "President" is an honorary position, although a Non-Executive Officer the position carries a voting right at the AGM.

5.2.2. "Chairperson" is an Executive officer and is the head of "the Club" and "Committee" As an Executive Officer the position carries voting rights. (If in the event of equal votes carried in a ballot, this position carries the right to have a casting vote to achieve a simple majority)

5.2.3. The "Club Captain" is an Executive Officer and reports directly to "The Chair", in the absence of - and in agreement with - the Chairperson, will deputise for that position (Including the voting rights) within "The Club" and "Committee". As an Executive Officer the position carries voting rights, on the "General Committee", of which "The Club Captain" holds a permanent position.

This position is also responsible for "The Clubs" (Huby) League teams and their selection, including the associated Annual League Competitions and those teams playing in The Yorkshire County Competitions.

Plus the organisation of the various venues associated with The League games.

The organisation of the “Roll-up” on days nominated at the beginning of the season.

Any other duties detailed by “The Club Chair”.

5.2.4. The Club “Vice-Captain” is an Executive Officer and has full voting rights and is part of the “General Committee”. The “Vice-Captain” will stand in for the “Club Captain” and carry out the duties as in 5.2.3. above, [In the event that for any reason the “Club Captain” cannot carry out that Duty]

5.2.5. The “Secretary” is an Executive officer and is directly responsible to “The Club”. As an Executive Officer the position carries voting rights.

Has a permanent position on the “General Committee”.

The Secretary prepares the agenda for all meetings held under the regulation of the “Constitution” or by instruction from “The Chair” and makes sure that details are sent to the “General Committee” or the “General Membership” as necessary before the meeting schedule.

The Secretary will take notes of all meetings and prepare minutes for those meetings, to be produced and given or read to the relevant “Committee or Membership”.

5.2.6 The “Treasurer” is an Executive officer and is directly responsible to “The Club”. As an Executive Officer the position carries voting rights.

Has a permanent position on the “General Committee”.

The “Treasurer” is responsible for the collection of the “Annual Subscriptions” normally at the first “Open Day/Coffee morning, as defined by the “General Committee” and collection/banking of monies collected by various Captains for games/rollups/raffles etc...

Also responsible for arranging and payment of “The Clubs” Annual Insurance (Including Liability Clauses)

Also responsible throughout the elected period in keeping/recording “The Club” accounts,

The accounts must be made available and audited (signed) by a person nominated as “The Clubs Accounts Examiner”, every year prior to the “AGM”.

At the “AGM” the Treasurer will present the accounts.

Also See Sub Para 7.2.2

## **6 Non-Executive Officers**

6.1 The following appointments are not permanent members of the “General Committee”, but may be co-opted on to various committees throughout the year as decided at the AGM or by “The Chair” as and when necessary.

The Non-Executive Officers when co-opted will be full voting members of that committee.

- 6.1.1 Chair of the Greens Committee
- 6.1.2 Captain Veterans Team
- 6.1.3 Captain Friendlies Team
- 6.1.4 Captain of the Ladies Team
- 6.1.5 Grants and Fundraising
- 6.1.6 Fixtures Secretary
- 6.1.7 Competitions Secretary
- 6.1.8 Clubhouse Chair

## **7 General Committee**

7.1 The affairs of the Club shall be managed by a General Committee comprising the Executive Officers and other co-opted Non-Executive officers elected from, and by, the Annual General Meeting (AGM). The General Committee shall meet at times agreed by the AGM or as requested by three or more members of the Committee. The Quorum for a Committee Meeting shall be 50% of the serving Exec/Non-Exec voting members (where there are 7 members 50% of 7 is 3.5 therefore the minimum shall be 4)

7.2 The duties of the General Committee shall be:-

7.2.1 To manage the affairs of the Club on behalf of the Members.

7.2.2 To keep accurate accounts of the finances of "The Club" through the Treasurer. These should be available for reasonable inspection by Members and should be examined by the "Appointed Accounts Examiner", (who shall be nominated at the AGM for the following year) before every Annual General Meeting. "The Club" shall maintain a bank current account. Any cheques drawn against "The Club" funds should be signed by the Treasurer and one other Officer.

7.2.3 To Co-opt additional members for the Committee as the Committee feels necessary. Co-opted members will initially be the Non-Executive Officers already voted into various positions within "The Club" plus any other Club Members as necessary and shall be entitled to one vote on the Committee.

7.2.4 To make decisions on the basis of a simple majority vote and In the case of equal votes, "The Chair" shall be entitled to a casting vote.

7.2.5 To appoint Sub-Committees as necessary to fulfil "The Club's" business.

## 8 General meetings

8.1 The Annual General Meeting shall be held not later than the end of October each year. A written notice of 21 clear days' shall be given to all Members of the Annual General Meeting by either circulating a copy of the notice to every member at their home address, by electronic mail/normal letter mail, or posting the notice on "The Club" - Notice Board. Members must advise the Secretary in writing of any business to be considered at the Annual General Meeting (other than normal business) at least 14 days before a meeting. The Secretary shall circulate or give notice of the agenda for the meeting to Members not less than 7 days before the meeting.

8.2 The business of the Annual General Meeting (AGM) shall be to:-

8.2.1 Confirm the minutes of the previous Annual General Meeting and any General/Extra-Ordinary Meetings held since the last Annual General Meeting.

8.2.2 Receive the examined accounts for the year from the Treasurer.

8.2.3 Receive the annual report of the General Committee from the Secretary.

8.2.4 Elect an accounts examiner.

8.2.5 Elect the Executive-Officers - At the end of their term in office (see sub para 5.2) and Non-Executive Officers of the Club.

8.2.6 Transact such other business, OR business received in writing by the Secretary from Members 14 days prior to the meeting and included on the agenda.

*NOTE: 1 The agenda provides for "Any Urgent Business", this provision will be inserted after "Matters Arising"; no provision is made for "Any Other Business" under this Constitution. All Members should be encouraged to refer other items to the General Committee and give the required notice for important Annual General Meeting business.*

*NOTE: 2 All transactions covered in the AGM which needs the approval of The Members, must be "Proposed and Seconded" and noted by The Secretary*

8.3 In addition to the provisions in sub-para 5.1, Extra Ordinary General Meetings (EGM) may be convened by the General Committee or on receipt of a request in writing (from a full member), by the Secretary from not less than (two thirds) of Members of the Club, stating their reason/s for that request. On

confirmation of that request, at least 21 days' notice of the meeting shall be given by the Secretary to the Membership.

8.4 Nomination of candidates for election of Officers shall be made in writing to the Secretary at least 14 days in advance of the Annual General Meeting date. In "Exceptional Cases" nominations may be made from The Membership at the meeting. When voting, if a general show of hands for a simple majority is not acceptable, that is to say that more than one candidate is nominated, a secret ballot may be held, with the announcement of the result being made by "The President" OR in the absence of that position/person "The Chair".

8.5 At all General Meetings, the Chair will be taken by "The Chairperson" or, in their absence, by the Club Captain.

8.6 Decisions made at a General Meeting shall be by a simple majority of votes from those Full Members (Paid subscriptions to the end of the Season) attending the meeting. In the event of equal votes, "The Chairperson" shall have the casting vote.

8.7 A Quorum for a General Meeting shall be not less than 25% of the membership of "The Club".

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

8.9 Proxy votes will not generally be accepted unless specifically requested and passed by the AGM for the following year OR for a specified reason/s

## **9. Dress Code**

9.1 Unless agreed/changed by the AGM, the dress for bowling days will be as follows:

9.1.1 At all recognised league games (Including those in which members represent "The Club" in outside competitions OR friendly's) including Final days of internal competitions. The dress should be Grey Trousers/Slacks/Skirts; White "T"/Normal shirts sleeved /sleeveless; during various weather conditions White Sweaters/Warmers/Waterproofs may be worn; White head-dress may also be worn. Any colour of shoes may now be worn as long as they are recognised as flat bowling shoes. NOTE: if any member of The Club is chosen for the County they MUST wear White shoes.

9.1.2 All other games within The Club i.e. "Roll Up" OR "Training" these rules do not apply, other than that regarding the wearing of flat bowling shoes.

**NOTE: If any Full Member takes a new member/s or friend/s to the bowling green, that Member is fully responsible for seeing that the guests are introduced to any Officer of the Club in attendance and that the “Constitution/Rules of The Club” are adhered to.**

## **10. Visitors/Guest/s**

10.1 It is the responsibility of all Members (If no Club Officers are present) to ensure that any Individual/s OR Guest Team must be made welcome to The Club. The Member must also ensure that all the Individuals guests and/or the head of the guest team **SIGN the “VISITORS BOOK”**. If the Members guest/s wishes to try/play bowls, the member must make sure that in the guest/s book it is clearly written that the guest/s become/s a “Temporary Member” of the Club during their time within the Club premises.

**NOTE: The above is a requirement of our Insurance, but is not necessary in the case of a “Guest Team” who are currently affiliated - as their Insurance already covers their visit.**

## **11. Misconduct, Suspension and Exclusion of Members**

11.1 In the unusual event that any Club Member/s, who presume to act in any way to discredit “The Club” by their actions or against the spirit of “The Club - Constitution/Rules”, may have their membership suspended/cancelled. These drastic steps may be taken within (7) days, after all facts are put forward to a **“Disciplinary Committee”**, which will be made up of;

- The Club Chair
- A Club Executive Officer
- One other full member of the Club (To be nominated)

11.2 If in the event that a Member is Suspended or Excluded from The Club by the **“Disciplinary Committee”**, no refund of Club Fees will be made.

11.3 If the Member wishes to appeal the decision of the **“Disciplinary Committee”** findings, an Extra Ordinary General Meeting may be convened. The calling of this meeting must adhere to the Club Constitution, (in that two-thirds of the current membership must be in favour of the motion) and the

reason for the meeting given in writing to the Club Secretary, who will schedule the meeting within 21 days of receipt of the request.

## **12. Alterations to the Constitution**

12.1 Any proposed alterations to "The Club's Constitution" may only be considered at an Annual or Special General Meeting, convened with the required written notice of the proposal. Any alteration or amendment must be duly proposed and seconded. Such alterations shall be passed if supported by not less than two-thirds of those Members present at the meeting, assuming that a quorum has been achieved. "The Clubs Current Constitution" OR any Amendment to this Constitution must be sent to the Insurance Company, as it forms part of "The Clubs Insurance".

## **13. Indemnity Clause**

Each member of the Club shall (to the extent that such person is not entitled to recover under any policy of insurance) be entitled to be indemnified out of all funds available to the Club which may lawfully be so applied against all costs, expenses and liabilities whatsoever [reasonably] incurred by such person in the proper execution and discharge of duties undertaken on behalf of the Club arising there from, or incurred in good faith in the purported discharge of such duties [.]

### **[RIDER 1]**

Save in any such case where any such costs, expenses and liabilities arise in connection with any negligence, default, breach of duty or breach of trust.

### **[RIDER 2]**

Provided that any such member so indemnified has been properly authorised in relation to the duties undertaken on behalf of the Club by the General Committee.

## **14. Dissolution**



14.1 If, at any General Meeting of the Club, a resolution be passed calling for the dissolution of the Club, the Secretary shall immediately convene a Special General Meeting to be held not less than one month thereafter to discuss and vote on the resolution.

14.2 If, at that Special General Meeting, the resolution is carried by at least two-thirds of the Members present, the Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities of the Club.

14.3 After discharging all debts and liabilities of the Club, the remaining assets shall not be paid or distributed amongst the Members of the Club, but shall be given or transferred to some other voluntary organisation having similar objects

## **Appendix A**

Hutton Le Hole Bowling Club also includes within the constitution reference to the following items of legislation. Further information is available on the Bowls England website – [www.bowlsengland.com](http://www.bowlsengland.com) – and from the Bowls England Regulations.

- Anti-doping
- Children and Vulnerable Adults
- Discrimination, Equal Opportunities and Human Rights
- Health and Safety
- Insurance and Indemnification
- Misconduct, Suspension and Exclusion of Members

## **Appendix B: Notes on Membership and the Sex Discrimination Act**

### ***Does 'open membership' mean clubs can never refuse membership?***

As a rule sport and recreation organisations have 'open' membership policies, whereby anyone who wishes to participate in a given sport and recreation, and is willing to abide by necessary rules and codes of conduct, is able to do so. Clubs can refuse membership, where they have good reason to believe that the applicant would be a disruptive influence or prejudice the good conduct of the club. But there must be no discrimination in such a decision.

### ***Sex Discrimination Act***

The Sex Discrimination Act 1975 (SDA) prohibits direct and indirect sex discrimination. Direct sex discrimination is less favourable treatment of a woman than a man (or vice versa) because of her sex. For example, the local football club refuses to allow women to play in the team. Indirect sex discrimination occurs when a condition or requirement is applied equally to both women and men but, in fact, it affects more women than men (or vice versa) and is not justifiable on objective ground unrelated to sex. There are some exceptions allowing sporting organisations to discriminate between the sexes, and exceptions in the SDA that may be relevant to your situation include:

#### *Voluntary bodies*

A voluntary body may use this exception in order to restrict membership to one sex and provide its services to those members. The voluntary body must be non-profit making, single sex and not set up under any laws. For example, men-only or women-only leagues or teams, and single-sex sporting clubs are often set up as single sex voluntary bodies and are therefore allowed to restrict membership to one sex. [S.34 SDA]

#### *Serious embarrassment*

Services may be restricted to one sex if the users are likely to suffer 'serious embarrassment' at the presence of a member of the opposite sex or the users are likely to be in a state of undress. Where this is the reason for women only saunas and leisure facilities then this exception could apply. [S.35 (1) (c) SDA]

#### *Physical contact*

Facilities or services may be restricted to one sex if they involve physical contact between the participants where a member of one sex might reasonably object if the contact was with a person of the opposite sex. A self-defence class restricted to women only might rely on this exception. [S.35 (2) SDA]

#### *General exception for sport*

It is not unlawful in relation to any sport, game or other activity of a competitive nature where the physical strength, stamina or physique of the average woman puts her at a disadvantage to the average man, to confine competitors to one sex. For example, it would not be unlawful for the Football Association to refuse to allow women to play in the men's football league. [S.44 SDA]

*Private members' clubs*

Currently genuinely private members' clubs are not covered by the SDA. A private members club is one, which operates genuine selection of members on personal grounds e.g. a new member must be proposed, seconded and accepted by the existing membership. Therefore they can be single sex or, if they admit both sexes, can have rules that disadvantage one sex.

Some clubs may think of themselves as 'private' but admit members freely - if so, they would not be considered a private members club and would be acting unlawfully if they treated men and women differently. Frequently, sporting clubs such as bowling clubs discriminate between the sexes by having different classes of membership for men and women - private members clubs are allowed to do this under the current law.

**Disclaimer**

This Constitution is prepared to enable the Members of Hutton Le Hole Bowling Club to ensure the proper management of the organisation.

It is not a definitive document and is a guideline to assist Members of Hutton Le Hole Bowling Club to meet their duties and responsibilities under existing government legislation and Bowls England Rules and Regulations.

Signed by the Chair on behalf of:

Hutton Le Hole Bowling Club

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Sir Michael Carlisle

Dated: \_\_\_\_\_