



## LEDBURY BOWLING CLUB - RULES AND CONSTITUTION

1. The Club shall be named the Ledbury Bowling Club and its objects shall be to carry on the business of a club by providing for the use of its Members the means of social intercourse, the promotion and fostering of interest in the flat green game of bowls under the rules of the National Governing Body, and for the enjoyment of all other advantages of a Club.
2. The Club shall be committed to promoting a safe environment in which children and vulnerable adults can enjoy taking part in games of bowls. It will seek to underpin and ensure this commitment by following and promoting the Safeguarding and Protection Policies of the National Governing Body.
3. The Green and Pavilion of the Club shall be in Bank Crescent, Ledbury or such other green and pavilion as may hereafter be determined on at an Annual General Meeting or at a Special General Meeting of the Club.
4. Admission to the club premises shall be restricted to members of the club and their guests and to any other person or organisation carrying out work on behalf of the club and so authorised by the Management Committee.
5. The annual subscription will be fixed at the Annual General Meeting and will be payable by the 1<sup>st</sup> March in each year. The subscription may be paid in a maximum of three instalments provided that the first instalment is paid by the due date and the full payment made by 1<sup>st</sup> May.
6. No Member in subscription arrears shall be permitted to use the Club or take part in its affairs.
7. Membership Categories

The Club recognises four categories of membership:

- 7.1. Playing Members: Individuals who actively participate in Lawn Bowling and pay the applicable membership fee.
  - 7.2. Social Members: Individuals who pay a reduced membership fee, and who do not actively participate in lawn bowling, but wish to be associated with the Club for social activities and support.
    - 7.2.1. Social Members may use the green upon payment of the appropriate Green Fee but are not eligible to participate in any matches or Club competitions.
    - 7.2.2. Playing Members shall have priority over Social Members in the allocation of rink availability.
  - 7.3. Junior Members: Individuals who actively participate in Lawn Bowling, pay a reduced membership fee, and are under the age of 18 at the time of application for, or renewal of, Club membership.
  - 7.4. Life Members: Individuals who have provided exceptional service to the Club over a considerable period. Life Members are accorded Playing Member status and pay no membership fee.
8. A membership applicant shall complete an Application Form for submission to the Club Secretary. The application shall be submitted together with the appropriate membership fee and shall include a formal undertaking by the applicant to respect and adhere to the Rules, Constitution, and Policies of the Club; and to those of the national governing body, as amended.

For applications submitted part-way through the summer bowling season, a reduced membership fee may be applicable. This would be considered on a case-by-case basis. Any such reduction would be determined by - and at the sole discretion of - the Management Committee.

### 9. Management Committee

- 9.1. The Management Committee shall comprise of Playing Members and shall include the following elected officers: President, Secretary, Treasurer, Fixtures Secretary, Competition Secretary, Club Captain(s), Greenkeeper, and a maximum of five additional ordinary members.
- 9.2. The Management Committee shall have the authority to elect its own Chairperson and shall have the authority to fill any vacancy which may occur on the same conditions as those on which the retiring Member was elected.
- 9.3. In the event a Committee post remains vacant following an Annual General Meeting, the Management Committee may subsequently co-opt a Playing Member to fill the vacancy. The co-opted member will have full voting rights until the next Annual General Meeting at which time the post will be open for nomination and election in the usual manner.



- 9.4. Five shall form a quorum at all Management Committee Meetings and the Chairperson shall have the casting vote.
- 9.5. The Committee may also include, at its discretion, the following elected officers: Vice President, Vice-Captain, Men's County Representative, Ladies' County Representative, and Bar Manager, all of whom shall be elected at the Annual General Meeting for a period of twelve months but who shall be eligible for re-election. Notwithstanding the foregoing paragraph 9.1, the total number of Committee Members elected shall not exceed fourteen.
- 9.6. The Treasurer may delegate routine banking, bookkeeping, and accounting functions to a suitable and qualified third party, subject to the approval of the Management Committee. Such delegation of tasks and functions shall not absolve the Treasurer of his/her overall responsibility for the proper maintenance of the Club's financial records, nor for the accurate and timely presentation of the Club's financial position to the Committee and to the members.
- 9.7. The Secretary may delegate specific tasks or administrative duties to a suitable and qualified third party, subject to the approval of the Management Committee. Notwithstanding such delegation, the Secretary shall retain overall responsibility for ensuring that all duties assigned to their role are completed in a timely and proper manner.
- 9.8. A retiring President who maintains Club membership may, at his/her discretion, exercise the option to remain a member of the Management Committee for a period of 12 months following retirement.
- 9.9. The Management Committee shall meet at least four times a year, and when necessary.

#### 10. Sub-Committees

- 10.1. The Management Committee may appoint one or more sub-committees for such purposes as it may deem appropriate and shall determine the terms of reference, powers, and duration of any such sub-committee.
- 10.2. Each sub-committee shall consist of such members of the Club as the Management Committee shall decide and shall be chaired by a member of the Management Committee unless otherwise agreed. Sub-committees may co-opt non-Committee members of the Club, of any category of membership, as deemed appropriate.
- 10.3. All acts and proceedings of sub-committees shall be reported back promptly to the Management Committee, which shall retain overall responsibility and authority. Sub-committees may not incur expenditure nor make binding decisions on behalf of the Club without the prior approval of the Management Committee.

#### 11. Disciplinary Committee

- 11.1. Any person wishing to make a complaint of misconduct by a member must do so in writing to the Chairperson of the Management Committee. In the absence of the Chairperson, the Club President should be so notified.
- 11.2. Following such complaint of misconduct, the matter shall be addressed in accordance with Bowls England Regulation 9, Section 3 "Disciplinary Proceedings at Club Level".
- 11.3. The composition of any consequent Disciplinary Committee shall be in accordance with the aforesaid Bowls England Regulation 9, Section 3.

#### 12. An Annual General Meeting of Members shall be held not later than the 30<sup>th</sup> November in each year and fifteen months shall not elapse without a General Meeting. At the Annual General Meeting the following business shall be conducted: -

- 12.1. The presentation and (if accepted) the passing of the accounts for the previous year ended on the 30<sup>th</sup> day of September.
- 12.2. The election of the Officers and the Management Committee.
- 12.3. Such other business as shall have been communicated to the Secretary and included in the notice to the meeting sent to the Secretary by a member.
- 12.4. Nominations for Club Officers and Committee Members shall be submitted in writing to the Secretary, with the approval of the person(s) proposed, at least seven days before the date of the Annual General Meeting. If nominations are not received for any position(s) before the Annual General Meeting nominations for such position(s) may, with the approval of the Members, be accepted at the Annual General Meeting

#### 13. A Special General Meeting shall be called by the Secretary on the direction of the Committee or on the written request of five Members delivered to the Secretary. Notice of such a meeting shall state the object for which it has been called, and no other business shall be brought before such a meeting.



14. At General Meetings of the Club each Playing Member over the age of 18 shall have one vote.
  - 14.1. The quorum for a General Meeting shall be ten Playing Members or 25% of the Playing Membership, whichever is the greater. For the purposes of calculating a quorum, any fractional result shall be rounded down to the nearest whole number.
  - 14.2. A simple majority vote decides Ordinary Resolutions.
    - 14.2.1. The Chairperson shall have the casting vote.
  - 14.3. Constitutional amendments require a two-thirds majority vote.
    - 14.3.1. For the purposes of calculating a two-thirds threshold, any fractional result shall be rounded down to the nearest whole number.
    - 14.3.2. For such amendments, the Chairperson may vote in their capacity as a Playing Member but shall not exercise a casting vote.
  - 14.4. The Secretary shall at least 14 days before any General Meeting send to every Member at his/her email address as recorded in the Club's books, or post in a conspicuous place within the Club premises, a notice of the meeting, stating the time and place where it will be held and the business to be conducted.
15. Trustees must be elected by the Management Committee to hold office until death or resignation unless removed by a resolution of the Management Committee.
  - 15.1. There must be not less than two or more than four trustees of the Club.
  - 15.2. The property of the club (other than cash which must be under the control of the treasurer) must be vested in the trustees to be dealt with by them as the Management Committee from time to time directs by resolution and an entry in the minute book is conclusive evidence of a resolution.
  - 15.3. The Trustees may be indemnified against risk and expense out of club property.
  - 15.4. A Trustee shall hold office until death, resignation, or removal by a resolution of the Management Committee, which may, for any reason deemed sufficient by a majority of its members present and voting at a meeting, resolve to remove the Trustee from office.
  - 15.5. If, due to death, resignation, or removal, a new Trustee must be appointed, or if the Management Committee considers it expedient to appoint an additional Trustee or Trustees, the Committee may, by resolution, nominate the person or persons to be appointed.
  - 15.6. If at any time the number of Trustees falls below two, the Management Committee shall, within one calendar month of becoming aware of this fact, pass a resolution nominating a person (or persons) to be appointed as Trustee(s) to restore the required minimum. The President shall ensure that the appointment is completed in accordance with Paragraph 15.7 hereunder.
  - 15.7. To give effect to a nomination:
    - 15.7.1. The President is nominated as the person to appoint new trustees of the club within the meaning of the Trustee Act 1925 Section 36.
    - 15.7.2. The President must by deed appoint the person or persons nominated by the Management Committee as the new trustee or trustees of the club.
  - 15.8. The provisions of the Trustee Acts 1925 and 2000, as applicable, apply to all Trustee appointments.
  - 15.9. Any statement of fact contained in a deed appointing new Trustees shall, in favour of any person dealing in good faith and for value with the Club or the Management Committee, be conclusive evidence of the truth of that statement.
16. If at any time the club in general meeting passes a resolution authorising the Management Committee to borrow money:
  - 16.1. The Management Committee may borrow for the purposes of the club the amount of money (either at one time or from time to time) and at the rate of interest, in the form and manner and upon the security specified in the resolution, and
  - 16.2. The trustees must at the direction of the Management Committee make any disposition of the club property or any part of it and enter into any agreement in relation to the club property as the Management Committee thinks proper to give security for the loan and interest.



- 16.3. Every member of the club, whether he votes on a resolution authorising borrowing or not, and everyone becoming a member of the club after the passing of such a resolution, is deemed to have assented to the resolution as if he had voted in favour of it.
- 16.4. Until any resolution is passed that supersedes this power the Management Committee may borrow up to the sum of Five Thousand Pounds.
17. The purchase for the Club and the supply by the Club of intoxicating liquor shall be under the control of the Management Committee (or a designated Sub-Committee) appointed in accordance with these rules.
  - 17.1. Intoxicating liquor shall only be sold or supplied to:
    - 17.1.1. Members of the Club who are aged 18 or over, for consumption on the premises; and
    - 17.1.2. Guests of members, who shall be signed-in and accompanied by the member.
  - 17.2. The permitted hours for the sale or supply of intoxicating liquor shall be in accordance with the statutory provisions for the time being in force
  - 17.3. No member shall receive any commission, percentage or similar payment in respect of purchases of intoxicating liquor by or on behalf of the Club.
  - 17.4. No member shall directly or indirectly receive any financial benefit from the supply of intoxicating liquor by, or on behalf of, the Club to members or guests, except for: (a) any benefit accruing to the Club as a whole; or (b) any benefit received in the course of a person's employment by the Club.
18. The Greenkeeper shall have the authority to close any, or all, of the rinks at his/her sole discretion. In his/her absence, such authority may be exercised by any two Members of the Management Committee in attendance.
  - 18.1. No person shall be permitted onto the green unless wearing approved non-heel shoes or slippers.
19. Disciplinary matters will be addressed in accordance with Bowls England Regulation 9 (Disciplinary rules relating to misconduct).
20. Members shall cease to be Members by :
  - 20.1. Non-payment of subscription.
  - 20.2. Expulsion.
  - 20.3. Resignation.
21. Selection Committees
  - 21.1. The Selection Committee for County nominations shall be the Management Committee.
  - 21.2. For Club matches, the Selection Committee shall consist of those Captain(s), Co-Captain(s) and Vice-Captain(s) currently holding office.
22. All Club Competitions rounds are to be played by the closing dates stated. The Competitions Secretary shall consider any failures to do so and shall have the authority to exclude any Member from further participation in that Competition and shall be responsible for the interpretation and enforcement of the rules of the Competition. Whenever possible, the finals of all Club competitions are to be held on Finals Day.
23. All equipment and property of the Club shall be owned by the Members in general and on disbandment of the Club shall be disposed of by the Management Committee.
24. The Club shall not be responsible for loss or damage to any property left on the Club premises by Members.
25. The Treasurer shall be responsible for paying monies received by the Club from all sources into accounts opened in the name of the Club at such Bank, Building Society or other organisation as the Management Committee shall direct and shall keep such accounts and pay such debts as the Management Committee shall direct and shall when required to do so render to the Management Committee and the Annual General Meeting an account of any monies received or expended by him/her.



26. No money or property of the Club or any gain arising from the carrying on of the Club shall be applied otherwise than for the benefit of the Club as a whole or for some charitable benevolent or political purpose or purposes as specified by a resolution of a General Meeting.
27. Any Member shall be entitled to introduce guests to the Club provided that no person who has been expelled from the Club shall be introduced as a guest. The Member introducing a guest shall enter the name and address of the guest together with his/her own name in a Visitors Book which will be kept on the Club premises.
28. Any Member who, in the opinion of the Management Committee, has rendered valuable service to the Club may be nominated by the Management Committee for Honorary Life Membership of the Club and such nomination shall be considered at the Annual General Meeting. Such Life Membership shall entitle the Member to be relieved of his/her subscription, but he/she shall be liable for all other payments which are due from Members.
29. Each member (and employees from time to time) of the Ledbury Bowling 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 any and all funds available to the Ledbury Bowling Club, which may lawfully be so applied, against all costs, expenses and liabilities whatsoever incurred by such person in the proper execution and discharge of duties undertaken on behalf of the Ledbury Bowling Club or arising therefrom, or incurred in good faith in the purported discharge of such duties.
30. Alterations or additions to these rules shall be made only at an Annual General Meeting or a Special Meeting convened for that purpose and such alterations or additions shall come into force immediately after they have been adopted, or at such date determined by the meeting.
31. Notice of any amendment or addition to these rules together with the names of the proposer and seconder shall be sent in writing to the Secretary at least 21 days before the Annual General Meeting or Special Meeting at which such amendment or addition is to be discussed and such notice shall be displayed on the Club Notice Board for not less than 14 days before such meeting and shall also be included in the Agenda for such meeting.
32. A copy of these rules shall be permanently exhibited within the Club premises.

***Adopted by Ledbury Bowling Club at the AGM held on the 20<sup>th</sup> November 2025***