

## Constitution – Hornsey Bowls Club Ltd

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- 1.1 The Club shall be called Hornsey Bowling Club Limited. Thereafter referred to as ` the club ` and shall be affiliated to the following Bowling Associations : Bowls England, Middlesex County, Finchley & District, and other Bowling Associations as the Management Committee thereafter referred to as ` the committee ` shall decide.
- 2 Objects.  
To foster and promote the sport of flat green bowls at all levels, providing opportunities for recreation and competition.
- 3 Membership.
  - 3.1 Membership of the club shall be open to any person regardless of race, age, application form which will be displayed on the notice board prior to consideration by the committee. Upon election a member shall after payment of the relevant subscription/joining fee be entitled to the privileges of the club as laid out in 3.2 below.
  - 3.2 Membership classes shall be as follows:
    - 3.2.1 Full Bowling Members shall be playing members over the age of 18. They will have full green bowling, social, and voting rights. They will be able to stand for any office of the club in accordance with the conditions laid out in 5 below.
    - 3.2.2 Junior Members shall be playing members under the age of 18. They will have full green bowling and social rights, but will have no voting rights, nor will they be able to stand for any office of the club.
    - 3.2.3 Social Members may join the club, they will have no green bowling or voting rights, nor will they be able to stand for any office of the club, but they will enjoy all the other benefits of membership. Social membership may be limited to such numbers as considered by the committee to be in the best interests of the club.
    - 3.2.4 Life membership must first be approved by the committee and thereafter confirmed at the Annual General Meeting ( AGM ). Life members will have the privileges of full bowling members.
  - 3.3 The committee shall have the right to refuse membership to any applicant and to rescind membership of any member, subject to that members right of appeal, following the guidelines outlined by Bowls England.
    - 3.3.1 If the committee considers that any members conduct, either inside or outside the club premises, is contrary to the best interests of the club, the committee may terminate that persons membership.
- 4 Finances.
  - 4.1 The financial year shall be from 01 October to 30 September.
  - 4.2 All funds and properties of the club shall be under the control of the committee and shall be utilised solely in the pursuit of the objects of the club.
    - 4.3.1 The Hon. Treasurer shall be responsible for maintaining the financial books and records of the club, and for reporting the position to the committee at each meeting.

- 4.3.2 The club will maintain a current bank account. Any cheques drawn against the club funds should be signed by two out of three nominated committee members.
- 4.4 No expenditure of club funds shall take place except with the approval of the committee.
- 4.5 Accounts will be lodged at Company House in accordance with company law.
- 4.6 Fees and subscriptions are agreed at the AGM.
- 4.6.1 These fees are payable up to 14 days after the official opening date each season.
- 4.5.2 Non-payment of dues after the 14 days will disqualify any member from all club facilities until settlement is made. Cases of hardship shall be dealt with confidentially by one or more impartial officers who may waive the rules.
- 5 Election of officers and committee members.
- 5.1. All officers and committee members shall be elected at the AGM and by all members entitled to vote.
- 5.2 All officers and committee members shall be elected for a period of one year, but may be re-elected to the same office or another office the following year.
- 5.3 Nomination of candidates for election to the committee and any other position within the club, i.e. bar staff, selection committee, shall be posted on the notice board during the whole month of September each year. Any position without nomination will be filled by nominations from the floor at the AGM.
- 5.4 Only full bowling members can be nominated, no member shall be nominated to serve on the committee without having served at least one full bowling season prior to their nomination. Only full bowling members can nominate or or act as seconder for positions in the club
- 6 Officers and Management Committee.
- 6.1 The officers of the club are: President, Hon. Secretary, and Hon. Treasurer.
- 6.2 The club will be managed by a management committee. The committee will be constituted as follows:
  - 6.2.1 President (Chairman) Hon. Secretary, Hon. Treasurer, Team Captain, Bar Manager, Green Ranger, Fixtures Secretary, Competition Secretary, plus up to four other members. The committee shall at no time exceed twelve members.
- 6.3 At least one of the committee must be a director of the club.
- 6.4 The affairs of the club will be controlled by the committee. The committee shall meet at agreed intervals, and not less than four times per year.
  - 6.4.1 The Hon. Secretary shall give prior notice of meetings to all committee members and shall be responsible for all correspondence and documents of the club including the taking of minutes of all meetings.
  - 6.4.2 The quorum for the committee meetings shall be five members.
- 6.5 The duties of the committee shall be:
  - 6.5.1 To run the club on a day to day basis on behalf of the members.
  - 6.5.2 To keep accurate accounts of the finances of the club through the Hon. Treasurer and to recommend subscription rates and other fees to the AGM.
  - 6.5.3 To co-opt additional members to the committee as the committee feels

necessary. Co-opted members shall not be entitled to vote on committee.

- 6.5.4 At all meetings to make decisions on the basis of a simple majority vote. In the case of equal votes the Chairman shall be entitled to a second casting vote.
- 6.5.5 To appoint sub committees as necessary to fulfil the responsibilities of the club.
- 6.5.6 To make all decisions relating to the upkeep of the club and green, and the continuance of the club, including insurance where required.
- 6.5.7 To maintain policies in relation to dealing with children and vulnerable adults.
- 6.5.8 Any disciplinary matters will be dealt with in accordance with Bowls England regulation No. 9.

## 7 General Meetings.

- 7.1 The AGM shall be held not later than the end of November each year. Twenty one clear days notice of the AGM shall be given to members. Members must advise the Hon. Secretary in writing of any business to be considered at the AGM at least fourteen days before a meeting. The Hon. Secretary shall circulate or give notice of the agenda to every member at their home address or post it on the notice board not less than seven days before the meeting.
- 7.2 The business of the AGM shall be to:
  - 7.2.1 Confirm the minutes of the previous AGM and any Special General Meetings held since the last AGM.
  - 7.2.2 Receive the examined accounts for the year from the Hon. Treasurer.
  - 7.2.3 Elect account examiners.
  - 7.2.4 Receive the annual report from the Hon. Secretary.
  - 7.2.5 Decide the subscription rates and other fees for the forthcoming year.
  - 7.2.6 Captains report.
  - 7.2.7 Any other report considered necessary.
  - 7.2.8 Elect the officers and committee members.
  - 7.2.9 Amendment to rules.
  - 7.2.10 Transact any other business received in writing by the Hon. Secretary from members fourteen days prior to the meeting and included on the agenda.
- 7.3 Special General Meetings may be convened by the committee or on receipt by the Hon. Secretary of a request in writing from not less than ten percent of the membership of the club entitled to vote. At least twenty one days notice of the meeting shall be given.
- 7.4 At all General Meetings the Chair will be taken by the President or Vice President, or in their absence by a deputy appointed by the members entitled to vote attending the meeting.
- 7.5 Decisions made at a General Meeting shall be by a simple majority of votes cast by those members attending the meeting and entitled to vote. In the event of equal votes the President shall be entitled to a second casting vote.
- 7.6 A quorum for a General Meeting shall be twenty five percent of the

membership entitled to vote.

8 Alterations to the Constitution.

8.1 Any proposed alterations to the clubs constitution and rules 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 and entitled to vote, assuming that a quorum has been achieved.

9 Indemnity Clause.

9.1 Each member of the club shall ( to the extent that such person is not entitled to recover under any policy of insurance ) be indemnified out of 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 or incurred in good faith in the purported discharge of such duties. Provided that any such member so indemnified has been properly authorised in relation to the duties undertaken on behalf of the club by the committee.

10 Dissolution

10.1 If at any general meeting of the club a resolution be passed calling for the dissolution of the club the Hon. Secretary shall immediately convene a special general meeting to be held not less than one month thereafter to discuss and vote on the resolution.

10.2 If at that special general meeting the resolution is carried by at least two thirds of the members present and entitled to vote, 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.

10.3 In the event of liquidation the maximum liability of each full bowling member shall be £10.00.

10.4 After discharging all debts and liabilities of the club the remaining assets shall not be paid or distributed amongst the members, but shall be given or transferred to some other voluntary organisation having similar object.

11 Bar.

11.1 The bar shall be under the control of the bar committee which shall consist of bar manager, assistant bar manager, and other members elected at the AGM. The bar committee shall ensure that no individual shall gain from the purchase or sale of liquor. No intoxicating liquor shall be supplied by or on behalf of the club for consumption off the premises. The opening hours for the bar shall be determined by the management committee and in accordance with the licencing certificate.

11.2 Intoxicating liquor may be supplied on the club premises to club visitors or persons attending a function on the premises organised by the club.

- 11.3 Members and guests who have not attained the age of eighteen years shall be permitted to participate in any of the functions of the club, but may not be served with intoxicating liquor. The bar manager can refuse to serve any person.
- 11.4 Only authorised staff are permitted behind the bar.
- 11.5 No visitor shall be supplied with intoxicating liquor unless on the invitation and in the company of a member. Visitors, guests, and friends of members must sign the visitors book held behind the bar.
- 11.6 Members and guests shall be off the premises thirty minutes after permitted hours.

## 12 Dress Code

- 12.1 All members shall be correctly dressed when using the green. The dress code is set out in the members fixture card & handbook given to all members at the start of the season.

## 13 Green availability. ( during the bowling season )

- 13.1 The green rangers decision on all matters concerning the green shall be final.
- 13.2 Full bowling members can use the green for rollups any day between the hours of noon till dusk providing there are no external or club matches programmed or booked for that day.
- 13.3 Members using the green must adhere to green rangers instructions or restrictions posted on the notice board.
- 13.4 Green fees are payable for all sessions on the green.

## 14 Health & Safety.

- 14.1 The club is committed to maintaining a safe and healthy environment for Members, visitors, and other persons, within its operating facilities, and as such recognises its responsibilities with regard to the safety, health, and well being of officers, members, and visitors.
- 14.2 A health and safety policy statement shall be displayed on the notice board.

## 15 Personal Liability

- 15.1 The club, the committee, individual officers, and members, do not accept any liability for loss or damage to any property of persons using the club facilities, or for any injury however caused.

