

RUSHMOOR INDOOR BOWLING CLUB

CONSTITUTION AND RULES

1. NAME AND PREMISES.

The Club shall be called RUSHMOOR INDOOR BOWLING CLUB.

2. ADDRESS

FARNBOROUGH LEISURE CENTRE, FARNBOROUGH, HANTS GU14 7LA.

3. OBJECTS

The objects of the Club shall be, in conjunction with the Recreation Centre, to promote and further the game of Bowls and Social Activities between members and members of other clubs with similar interests; and to play the game in accordance with the Laws of the Game governing Indoor Bowls as formulated by the World Indoor Bowls Council.

4. AFFILIATION

The Club shall be registered in due form with the English Indoor Bowling Association, the English Women's Indoor Bowling Association, the Hampshire Indoor Bowls Association and the Hampshire Women's Indoor Bowling Association, and shall conduct its affairs in accordance with the Constitution and Rules of these bodies.

5. MEMBERSHIP

Membership shall be open to all, independently of their membership of any other club. Members shall abide by the Constitution and the various rules of the Club, as laid down in the Club Handbook. They shall also abide by the Laws of the Game and any relevant rules of the National and County Associations. They shall be required to affirm this in writing on joining, and also at each annual renewal of membership.

6. OFFICERS

- 6.1. The Officers of the Club shall consist of the Chairman, Secretary, Treasurer, League Secretary, Match Secretary, Competition Secretary, Captain, Vice-Captain, Men's County Representative, Ladies' County Representative and Senior Green Steward.
- 6.2. The Chairman may in alternate years be a man or a lady as elected at the A.G.M. He/she will perform the duties of Senior Officer of the Club.
- 6.3. The Secretary may be a man or a lady. The Secretary shall be responsible for communication with National and County Associations.
- 6.4. The Captain may be a lady or a man, and the Vice-Captain shall normally be of the opposite gender.

7. EXECUTIVE COMMITTEE

- 7.1 The Executive Committee shall consist of the Club Officers, together with 2 men and 2 ladies duly elected at the AGM, and 2 representatives of Centre Management.
- 7.2 The Committee shall meet at least 4 times from September to April. Six members plus the Chairman or Acting Chairman, who shall have the casting vote, shall constitute a Quorum.
- 7.3 The Executive Committee shall have the power to co-opt additional members.

8. SUB COMMITTEES

- 8.1 The Executive Committee shall delegate some of the day-to-day running of the Club to Sub-Committees constituted as follows:
 - (a) Competition Sub-Committees
The Competition Secretary plus 3 others.
 - (b) Selection Sub-Committees
 - Friendlies – By arrangement between the Captain and Vice-Captain
 - Mens' Competitive Teams – Captain/Vice Captain plus 4 men.
 - Ladies' Competitive Teams – Captain/Vice Captain plus 4 Ladies.
 - (c) League Sub-Committee
League Secretary plus 4 others
 - (d) Finance Sub-Committee
Chairman, Treasurer, Secretary
 - (e) Emergency Sub-Committee
Chairman, Secretary and Treasurer.
- 8.2 The quorum for all sub-Committees shall be 3 members present.
- 8.3 The Sub-Committees shall be appointed by the Executive Committee

9. ANNUAL GENERAL MEETING

- 9.1 The Annual General Meeting shall be held before the termination of the season. It shall receive the reports of the Executive Committee and the provisional accounts for the current season. It shall consider proposals for alteration of the Rules, and shall elect Officers and other members of the Executive Committee with the exception of the representatives of Centre Management. The new Committee will not take office until the end of the playing season.
- 9.2 Not less than 28 days before the meeting, the Secretary shall notify members of the date by means of a notice on the Club Noticeboard in the Bowls Hall. The notice shall also invite members to:
 - (a) Nominate candidates for office on a sheet provided for that purpose.
 - (b) Make any propositions, including amendments to this Constitution and the various Club Rules, by not later than 14 days before the date of the meeting.

- 9.3 All nominations shall be duly seconded, and also signed by the candidates to signify their willingness to stand. Only nominations made by this procedure will normally be accepted. The only exception to be allowed will be in the case that there is no nomination by the date of the meeting, in which case nominations will be accepted from the floor.
- 9.4 Not less than 7 days before the meeting, the Secretary shall post on the Club Notice board the full agenda, including details of all propositions duly seconded.
- 9.5 A quorum shall consist of 30 members present at the meeting, not including members of the Executive Committee. If the quorum is not reached, a second date shall be arranged for the meeting. If at the second meeting the quorum is still not reached, the members of the Executive Committee present shall have the power to decide whether or not to proceed with the meeting.
- 9.6 All voting on propositions and amendments to the Rules shall be by show of hands. So also will voting for election of Officers and Committee, unless otherwise requested by any one member present.

10. SPECIAL GENERAL MEETING

A Special General Meeting shall be called by the Executive Committee within 21 days of a written request signed by not less than 15 members stating the nature of the business they wish to discuss. Notice of the agenda shall be posted on the Club Noticeboard at least 7 days prior to the date of the meeting. Quorum requirements shall be the same as for an Annual General Meeting.

11. FINANCE

- 11.1 All matters affecting the income and expenditure of the Club shall be controlled by the Executive Committee.
- 11.2 The financial year of the Club shall end on the last day of June, and provisional accounts up to this date shall be presented to the Annual General Meeting. Final audited accounts shall be presented for approval to the Executive Committee.

12. REWARD FOR SERVICES

Any person may be nominated by the Executive Committee, on an annual basis, for reward for services to the Club. Such nomination(s) shall be submitted to the Annual General Meeting for approval.

13. DISSOLUTION

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 of the Club to be held not less than one month thereafter to discuss and vote on the resolution.

If at that Special General Meeting, the resolution is carried by at least two thirds of the Members present at the Meeting, the Executive Committee shall thereupon, or at a 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.

After discharging all debts and liabilities of the Club, each fully paid up member shall, if the resolution is called for during an indoor season, have their annual membership fee for that year refunded. The remainder of the assets shall be given to some other voluntary organisation(s) having objects similar to those of the Club, or to Charities of the Executive Committee's choosing.

This transfer to be agreed at a further Special General Meeting of all those Members at the time of Dissolution, who have been Members for at least three years. The normal two thirds majority will apply.

14. ALTERATIONS TO CONSTITUTION AND RULES

The Constitution and various Club Rules may only be altered or rescinded by a resolution passed by at least two-thirds of the members present and voting at either an Annual or a Special General Meeting called for that purpose. Notice of the proposition shall be duly given in accordance with the rules laid down for the Annual General Meeting.

15. DISCIPLINARY ACTION

The Executive Committee shall be empowered to take disciplinary action against any member of the Club who fails to abide by the Constitution and/or Rules of the Club. Such disciplinary action may take the form of a warning (verbal or written), temporary suspension from selected or all activities of the Club, a fine, or termination of Club membership.

16. DISCIPLINARY PROCEDURES

In the first instance the alleged offender shall be made aware that he/she is being investigated, stating the reason why. The alleged offence shall then be considered by the Executive Committee at an initial hearing to determine if there is a case to answer. If this is found to be the case, the alleged offender shall be advised in writing of the allegation against him/her. He/she shall also be invited to attend a formal hearing before the Executive Committee and informed of his/her right to be represented.

At the hearing the allegation shall be reiterated to the alleged offender, and he/she shall be allowed to answer the allegation and to ask relevant questions. The hearing shall also hear evidence from any witnesses called by the Committee and/or the alleged offender. The Committee shall then consider their verdict and shall determine what action to take, if any. Their decision shall be communicated in writing to the alleged offender within 48 hours of the conclusion of the hearing, and shall set out the details of the offence, the decision of the Committee and the action to be taken. In addition, the alleged offender shall be informed of his/her right to appeal to the Club in General Meeting, together with an explanation of the Appeal Procedure.

The minutes of both these hearings shall be recorded in writing.

17. APPEAL PROCEDURE

If a request is made for an Appeal Hearing, it shall be made within 14 days of receipt by the offender of the Committee's verdict. It shall be made in writing to the Club Secretary, and should include the basis for the request, such as new evidence/information, or unreasonable action by the Committee. If the appeal is made correctly, the committee shall call an Extraordinary General Meeting to hear the appeal, within 14 days of receipt of the notice of appeal. The quorum for such a meeting shall be as for an Annual General Meeting.

At the Appeal Hearing the offender shall be asked to put forward his/her case, and shall have the right to be represented and to introduce witnesses and character references. The Committee's case shall also be put to the meeting. When all the evidence has been heard, the members shall have the option of upholding the Committee's decision or of changing it in the light of the evidence submitted to their meeting. Their decision shall be minuted in writing and communicated to the offender, and shall be binding.

18. PUBLICATION OF CONSTITUTION AND RULES

The Constitution and Rules of the Club shall be published in the Club Handbook, which shall be available to all members.