

Gosport Bowling Club Constitution

Revised: October 2022

Approved: Club AGM 3rd Dec 2022

Contents

Section 1: Name and Objectives	2
Section 2: Officers of the Club	2
Section 3: Membership	2
Section 4: Management Committee	5
Section 5: Trustees	8
Section 6: Annual General Meeting	8
Section 7: Dissolution of the Club	9
Section 8: Miscellaneous	10
Appendix A: Officers of the Club	11
Appendix B: Licensing Act	12

Section 1: Name and Objectives

1.1 The name of the Club shall be 'Gosport Bowling Club' (hereinafter referred to within this constitution as the 'Club').

1.2 The Club shall be affiliated to Bowls England and Bowls Hampshire.

1.3 The objectives of the Club are to provide facilities for, and to promote participation in, the amateur sport of outdoor flat green bowls in Gosport.

1.4 The Club shall adopt and conform to Bowls England Rules & Regulations and the current Laws of the Sport of Bowls.

Section 2: Officers of the Club

2.1 The elected Officers of the Club shall be Full Members of the Club and shall consist of; Chair/Secretary/Ladies Secretary/Treasurer/Assistant Treasurer/Safeguarding Officer/Club President/Club Vice President/Mens Captain/Ladies Captain/Social Secretary/Club Trustees/Maintenance Manager/Catering Manager/Bar Manager/Fixtures Secretary/G&F Representative/P&D Representative/Hampshire Representative/Competition Secretary/Assistant Competition Secretary/Winter competition secretary/Team Captains/Greens Committee/Auditors. Officers shall be elected at the Annual General Meeting and shall hold office for the period of election, retiring at the end of the period of election, with the exception of the club trustees which are considered long term positions. All Officers of the Club shall be eligible for re-election to the same office or another office at the end of their current period of election.

Section 3: Membership

3.1 Categories and votes of Membership.

3.1.1 The club may have different classes of membership and subscription on a non-discriminatory and fair basis.

There shall be the following categories of membership with power to vote at all relevant meetings of the Club as indicated hereunder.

- (a) A FULL MEMBER – being a person who, at the date of election, shall have attained the age of eighteen years shall have one vote.
- (b) A JUNIOR MEMBER – being a person who, at the date of election, is under the age of eighteen shall have no vote. Such a member shall be one who at the commencement of the subscription year joins the Club other than as a full member or a family member.
- (c) AN HONORARY LIFE MEMBER/VICE PRESIDENT – who shall have one vote.
- (d) A SOCIAL MEMBER – who shall have no vote.
- (e) AN ASSOCIATED MEMBER - who shall have no vote.

3.2 Rights and privileges of members

3.2.1 The rights and privileges of each category of membership shall be as follows:-

- (a) A FULL MEMBER shall have the full use of all Club facilities. Affiliation Fees shall be payable to Bowls Hampshire and Bowls England.
- (b) A JUNIOR MEMBER shall have the full use of all Club facilities subject only to Licencing regulations. Affiliation Fees shall be payable to Bowls Hampshire and Bowls England.
- (c) AN HONORARY LIFE MEMBER/VICE PRESIDENT shall have the full use of all the Club facilities. Affiliation Fees shall be payable to Bowls Hampshire and Bowls England.
- (d) A SOCIAL/ASSOCIATE MEMBER shall have the full use of the Club-house facilities.

3.2.2 Candidates for membership shall have no privileges whatsoever in relation to the use of the Club or premises until they have become a member.

3.3 Membership Subscription Fee

3.3.1 The rate of Subscription Fee for each category of Membership shall be proposed by the Committee to the members at the Annual General Meeting in each year. Any proposed changes shall be approved by a majority of those present and entitled to vote and shall become operative from the next full season.

- (a) Membership of the Club shall be open to anyone interested in the sport of outdoor flat green bowls on application regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation (as defined by the Equality Act 2010). Membership may however be limited according to available facilities on a non-discriminatory basis.
- (b) Membership subscriptions will be kept at levels that will not pose a significant obstacle to people participating but will cover the clubs short and long term financial commitments.
- (c) The Club Committee may refuse membership or remove it, only for good cause such as conduct likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the members. If consideration of removal of membership is as a result of a disciplinary issue, the procedure to be adopted shall be that as set out in Bowls England Regulation 9.

3.3.2 All members shall pay their first annual subscription fee upon application to join the Club and thereafter before the start of the summer season (or winter season for winter bowling). Pro rata membership may be given for members joining part way through the season.

3.4 Members' duty to provide contact details

3.4.1 Every member shall furnish the Secretary with up-to-date contact details that shall be recorded in the Register of Members and any notice sent to such address/es either by post or electronically shall be deemed to have been duly delivered.

3.5 Election and retirement of members

3.5.1 Application for membership

- (a) An application for membership shall be in the form prescribed by the Committee and shall include the name, address and contact details of the candidate.

3.5.2 Election of Members

(a) Upon receipt of an application and payment, club membership may commence after a period of 48 hrs to comply with licensing laws, membership is subject to validation by the management committee within two weeks. The election of all classes of members is vested in the Committee and shall be a simple majority vote of those of the Committee. The Committee may refuse applications only for good cause such as conduct likely to bring the Club into disrepute. The Secretary shall inform each candidate in writing of the candidate's election or non-election.

3.5.3 Payment of Fees upon Election

(a) Upon application, a candidate shall pay fees as shall be requested by the club. In default of such payment, the election shall be void unless sufficient cause for delay be shown.

3.5.4 Retirement of a member

(a) A member who retires within the bowls season shall not be entitled to have any part of the annual membership fee or any other fees refunded.

3.5.5 Arrears of Subscription

(a) The Committee may cancel the membership of any member whose annual subscription and other annual fees are in arrears provided that the Committee may, at its absolute discretion, reinstate such member upon payment of arrears. No member whose annual payment is in arrears may use the Club premises or vote at any meeting.

3.6 Conduct of Members

3.6.1 Under-taking by members to comply with rules

(a) Every member, upon election and thereafter, is deemed to have notice of, and undertakes to comply with, the Club Rules and any Byelaws and Regulations of the Club.

3.6.2 Disciplinary action against members

- (a) All disciplinary matters will be dealt with in accordance with Bowls England Regulation 9 (Misconduct)
- (b) Should any member be expelled, the former member shall not be entitled to have any part of the annual membership fee refunded and must return any property belonging to the Club.

3.6.3 Complaints

(a) Complaints of any nature shall be addressed in writing to the Secretary.

3.6.4 Members of other Bowls England Affiliated Clubs

(a) A member of any Club affiliated to Bowls England (a list whereof is published by Bowls England annually) may be authorised to use the premises of the Club.

3.7 Limitation of Club liability

3.7.1 All references to the Club in this Section shall mean each and every individual member of the Club from time to time.

3.7.2 Members are bound by the following Rule which shall also be exhibited in a prominent place within the Club premises:

“Members of the Club may use the Club premises, and any other facilities of the Club, entirely at their own risk and impliedly accept:

(a) The Club will not accept any liability for any damage to or loss of property belonging to members.

(b) The Club will not accept any liability for personal injury arising out of the use of the Club premises, any other facilities of the Club either sustained by members or caused by the said members whether or not such damage or injury could have been attributed to or was occasioned by the neglect, default or negligence of any of them, the Officers, Committee, Trustees or Servants of the Club.”

3.7.3 Membership of the Club and acceptance of these Rules by the member will be deemed to constitute consent to the holding of relevant personal data for the purposes of the Data Protection Act.

Section 4: Management Committee

4.1 Composition of Committee

4.1.1 The Committee shall consist of the following Officers; Chairman, Club President, Club Secretary, Club Treasurer, Ladies Secretary, Men’s Captain, Ladies Captain, Social Secretary, Maintenance Manager, Safeguarding Officer, Trustees x 2 who are all Full Members and have attained the age of eighteen years, elected at the Annual General Meeting to hold office for the term of their elected period. Other club Officers may be called upon by the committee to attend Management Committee meetings for a specific reason or as a substitute for a member who is unavailable.

4.1.2 Candidates for election to the Committee shall be those members of the retiring Committee eligible to offer themselves for re-election and such other full members whose nominations (duly proposed and seconded in writing by Full members of the Club) with their consent shall have been received by the Secretary at least twenty eight days before the date of the Annual General Meeting in each year. Such nominations, together with the names of the Proposer and Secunder shall be posted to the Club premises at least fourteen days prior to the date of the Annual General Meeting.

4.1.3 If the number of candidates for election is greater than the number of vacancies to be filled then there shall be a ballot of those members present and entitled to vote at the Annual General Meeting.

4.1.4 If the number of candidates for election is equal to or less than the number of vacancies to be filled then all candidates shall be deemed to be elected if majority of those present at the Annual General Meeting, and entitled to vote, vote in favour of such election.

4.1.5 In the event of the ballot failing to determine the members of the Committee because of an equality of votes the candidate or candidates to be elected from those having an equal number of votes shall be determined by lot.

4.1.6 If, for any reason, a casual vacancy shall occur, the Committee may co-opt another person to fill such a vacancy until the next following Annual General Meeting. Co-opted Members will be entitled to vote.

4.2 Committee Meetings

4.2.1 The Committee shall endeavour to meet a minimum of three times per year, making such arrangements as to the conduct, place of assembly and holding of such meetings as it may wish.

4.2.2 Voting shall be by show of hands. In the case of equality of votes the Chairman (or other nominated person) shall be entitled to a casting vote.

4.2.3 50% of members personally present shall form a quorum at a meeting of the Committee.

4.2.4 Any conflict of interest must be declared to the Chairman (or other nominated person) prior to the start of the meeting. The Chairman (or other nominated person) will determine if the person may remain in the meeting and/or vote when the item is discussed.

4.2.5 Any full member may request attendance at a meeting to present or discuss a topic which has previously been agreed by the club Secretary and listed on the meeting agenda, the member may only attend the meeting for the duration of the discussion on their requested topic.

4.3 Powers of the Committee

4.3.1 The Committee shall manage the affairs of the Club according to the Rules and shall cause the funds of the Club to be applied solely to the objects of the Club.

4.3.2 In particular the Committee shall ensure that the property and funds of the Club will not be used for the direct or indirect private benefit of Members other than as reasonably allowed by the Rules. No surpluses or assets will be distributed to members or third parties and all surplus income or profits will be re-invested in the Club.

4.4 Appointment of Sub-Committees

4.4.1 The Committee may appoint such sub-committees as it may deem necessary and may delegate such of its powers as it may think fit upon such terms and conditions as shall be deemed expedient and/or required by the law.

4.5 Disclosure of Interest to Third Parties

4.5.1 A member of the Committee, of a sub-committee or any member of the Club, in transacting business for the Club, shall disclose to third parties that they are so acting.

4.6 Limitation of Committee's authority

4.6.1 The Committee, or any person or sub-committee delegated by the Committee to act as agent for the Club or its members, shall enter into contracts only as far as expressly authorised, or authorised by

implication, by the Committee. No one shall, without the express authority of the Committee, borrow money or incur debts on behalf of the Club or its membership.

4.7 Members' indemnification of Committee

4.7.1 In pursuance of the authority vested in the Committee by members of the Club, members of the Committee are entitled to be indemnified by the members of the Club against any liabilities properly incurred by them or any one of them on behalf of the Club wherever the contract is of a duly authorised nature or could be assumed to be of a duly authorised nature and entered into on behalf of the Club.

(a) 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."

(b) 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."*

(c) 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."*

4.7.2 The limit of any individual member's indemnity in this respect shall be a sum equal to one year's subscription at the then current rate of that category of membership unless the Committee has been authorised to exceed such limit by a General Meeting of the Club.

4.8 Contractual Liability

4.8.1 The Committee shall endeavour to ensure that the following clause is incorporated in every contract, lease, licence or other agreement entered into by the Committee and/or Trustees of the Club, as appropriate.

"The liability of the [Committee/Trustees] for the performance of any contractual or other obligation undertaken by them on behalf of the Club shall be limited to the assets of the Club from time to time."

4.9 Nomination of Honorary Members/Life Members by Committee]

4.9.1 The Committee may nominate for election at an Annual General Meeting such Honorary/Life Members as the Committee may think fit.

4.9.2 The election of Honorary/Life Members shall be placed before the Annual General Meeting each year and such Honorary Members shall be duly elected if two thirds of those present, and entitled to vote, vote in favour of election.

Section 5: Trustees

5.1 There shall be at least two Trustees of the Club who shall be appointed from time to time as necessary by the Committee of the Club from among Full or Honorary Members who are willing to be so appointed.

5.2 A Trustee shall hold office until they resign by notice in writing given to the Committee or until a resolution removing them from office be passed at a meeting of the Committee by a majority comprising two-thirds of the members present and entitled to vote.

5.3 All the property of the Club, including land and investments, shall be held by the Trustees for the time being, in their own names so far as it is necessary and practicable, on trust for the use and benefit of the Club. In the event of the death, resignation, or removal from office of a Trustee, the Committee shall nominate a new Trustee in their place, and shall as soon as possible thereafter take all lawful and practicable steps to procure the vesting of all Club property into the names of the Trustees as constituted after such nomination. For the purpose of giving effect to any such nomination, the Secretary for the time being is hereby nominated as the person to appoint new Trustees of the Club within the meaning of Section 36 of the Trustee Act 1925 and they shall by Deed duly appoint the person or persons so nominated by the Committee.

5.4 The Trustees shall in all respects act, in regard to any property of the Club held by them, in accordance with the directions of the Committee and shall have power to sell, lease, mortgage or pledge any Club property so held for the purpose of raising or borrowing money for the benefit of the Club in compliance with the Committee's directions (which shall be duly recorded in the Minutes of the proceedings of the Committee) but no purchaser, lessee or mortgagee shall be concerned to enquire whether any such direction has been given.

5.5 The Trustees shall be effectually indemnified by the members of the Club out of the assets of the Club from and against any liability, costs, expenses and payments whatsoever which may be properly incurred or made by them in the exercise of their duties or relation to any property of the Club vested in them, or in relation to any legal proceedings, or which otherwise relate directly or indirectly to the performance of the functions of a Trustee of the Club.

Section 6: Annual General Meeting

6.1 An Annual General Meeting of the Club shall be held each year in the month of December on a date to be fixed by the Committee. The Secretary shall at least fourteen days before the date of such meeting circulate to each member notice hereof and of the business to be brought forward thereat. This may be either by post or electronically.

6.2 No business, except the passing of the Accounts and the election of the Officers, Committee, Trustees and Honorary Auditors, and any business that the Committee may order to be inserted in the notice convening the meeting shall be discussed at such meeting unless notice thereof be given in writing by a member entitled to vote to the Secretary at least 28 days before the date of the Annual General Meeting.

6.3 The Committee may at any time, upon giving twenty one days notice in writing, call a Special General Meeting of the Club for any special business, the nature of which shall be stated in the summons convening the meeting, and the discussion at such meeting shall be confined to the business stated in the notice sent to members.

6.4 The Committee shall call a Special General Meeting upon a written request stating clearly the purpose of the meeting addressed to the Secretary signed by at least 10 members. The Committee shall meet within 21 days of the request in order to call a SGM. The Committee shall give twenty one days notice in writing of any such Special General Meeting. The discussion at such a meeting shall be confined to the business stated in the notice sent to members.

6.5 At every meeting of the Club the Chair will preside, or in their absence, a Chair elected by a majority of those present shall preside.

6.6 25% of members entitled to vote at the relevant meeting and personally present shall form a quorum at any General Meeting of the Club.

6.7 Only Full Members or Honorary Members shall vote at any General Meeting of the Club. Other members may attend and speak but are not entitled to vote.

6.8 Voting, except upon the election of members of the Committee, shall be by show of hands.

6.9 In the case of an equality of votes the Chairman shall have a casting vote, on any matter.

6.10 On any resolution properly put to a meeting of the Club relating to the creation, repeal or amendment of any Rule, Byelaw or Regulation of the Club such Rule, Byelaw or Regulation shall not be created, repealed or amended except by a majority vote of at least two-thirds of those present and entitled to vote.

Section 7: Dissolution of the Club

7.1 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.

7.2 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.

7.3 If, upon the winding up or dissolution of the Club, there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed amongst the members of the Club.

7.4 Upon dissolution of the Club the Committee shall give or transfer the net assets remaining to another Club or Clubs with similar sports purposes located on the Gosport Peninsula.

Section 8: Miscellaneous

8.1 Opening of Club Premises

The Club premises shall be open to members at such times as the Committee shall direct and those times will be posted on the club notice board.

8.2 Safeguarding

The club shall adhere to the Safeguarding Policy of Bowls England and will ensure that all the contents are communicated to members and clearly displayed within the club premises for Members and Visitors.

8.3 Equalities

The club shall promote equality within bowls and adhere to the Equality Policy of Bowls England, as per the Equality Act 2010.

8.4 Licensing

The club shall adhere to the requirements of the Licensing Act (or any subsequent Act) with regard to the purchase and supply of excisable goods. See Appendix B.

8.5 Club Rules

The 'club rules' outside of the constitution which detail matters regarding bowling and operating the club, shall be available to view on the club website and also displayed on the notice board in the clubhouse. These rules will be reviewed and updated periodically by the management committee to reflect changes in legislation, changes in Bowls England rules and procedures, or other reasons agreed upon by the Management Committee.

8.6 Constitution

This constitution will be reviewed periodically by the management committee (no longer than 3 yearly) to reflect changes in legislation, changes in Bowls England rules and procedures, or other reasons agreed upon by the Management Committee. Changes to the constitution will be ratified at the next club Annual General Meeting (or SGM for urgent changes).

8.7 The Members acknowledge this document constitutes a legally binding contract to regulate the relationship of the members with each other and the Club.

Appendix A: Officers of the Club

The following is a brief description of the roles of club officers forming the Management Committee, a more detailed job description can be found in the club rules along with the job descriptions of other officers of the club.

Chair

- To Chair all relevant meetings of the Club;
- To have the casting vote at all relevant meetings of the Club in the event of equality.

President

- To represent the Club on match days and other special events.

Secretary

- To keep a register of Club members' contact details;
- To conduct the correspondence of the Club and maintain the club website;
- To keep custody of all Club documents;
- To keep full minutes of all meetings of the Club, the Committee and Sub-Committees;
- To administer such insurance policy or policies as may be needed to fully protect the interests of the Club, its Officers and its members;
- To act as the club health and safety officer.

Treasurer

- To collect all relevant fees from Club members;
- To make all relevant payments on behalf of the Club;
- To prepare Annual Balance Sheet for examination;
- To present Accounts for approval at the Annual General Meeting.

Ladies Secretary

- To be Ladies P&D coordinator;
- To act as club Assistant Secretary.

Mens/Ladies Captains

- To select relevant representative teams.

Social Secretary

- To organise social events for the benefit of the members

Maintenance Manager

- To be responsible for the maintenance the club buildings and grounds

Safeguarding Officer

- To act as a point of contact for Junior Bowlers and promote Safeguarding Policy, to promote equality and diversity within the club

Club Trustees

- See section 5

Appendix B: Licensing Act

Where a club sells intoxicating liquor, the Club Rules must satisfy the requirements of the Licensing Act as highlighted below.

Purchase and supply of excisable goods

1. The purchase for the Club of excisable goods and the supply of the same upon Club premises shall be exclusively and solely under the control of the Committee, or of a special sub-committee appointed by the Committee.
2. Intoxicating liquor may only be sold for consumption on the Club premises to persons over the age of eighteen who are entitled to the use of the Club premises in pursuance of the Rules, Byelaws and Regulations for the time being in force. No Junior Member under the age of eighteen may purchase or attempt to purchase intoxicating liquor within the Club premises nor may a Junior Member under the legal age purchase or attempt to purchase tobacco or cigarettes within the Club premises.
3. The Committee shall cause the Club bar to be opened (subject to terms of the Club premises certificate) at convenient times (and such times shall be prominently exhibited in the Club premises) for the sale of excisable goods to persons who are entitled to the use of the premises of the Club in pursuance of these Rules (except Junior Members as aforesaid) PROVIDED THAT visitors' names and addresses and the name of their introducer shall have been entered in the Visitor's Book upon entry to Club premises.
4. No person shall take a commission, percentage or other such payment in connection with the purchase of excisable goods for the Club. Any profit deriving from the supply of such goods shall (after deduction of the costs of providing such goods for the benefit of the Club) be applied to the provision of additional amenities or the purchase of property to be held in trust for the benefit of the Club.
5. Proper accounts of all purchases and receipts from excisable goods shall be kept and presented at the Annual General Meeting in each year and such information as the Secretary or [Honorary] Auditors may require shall be furnished to enable any statutory return or statement and the payment of excise or other duty or tax to be made.

Reviewer	Notes	Date
A.Sherwen	New document approved at the 2022 Club AGM	03/12/22