

# WELLINGTON (SOM) BOWLING CLUB



## Constitution and Rules

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## **SECTION 1: NAME AND OBJECTIVES OF THE CLUB**

**1.1** The name of the Club shall be 'WELLINGTON (SOM) BOWLING CLUB'. (Hereinafter referred to within this constitution as the 'Club').

**1.2** The Club shall be affiliated to Bowls England and Somerset Bowls Association (Outdoors).

**1.3** The objectives of the Club are to provide facilities for, and to promote participation in, the amateur sport of Outdoor and Indoor Flat Green Bowls in Somerset.

**1.4** The Club shall adopt and conform to [Bowls England Rules & Regulations](#) and the Crystal [Laws of the Sport of Bowls](#).

**1.5** We adopt and follow all policies and guidelines approved by Bowls England and UK Anti-Doping. We follow all procedures set out in Bowls England Regulation 9, 9A, and 9B. We will abide with all sanctions, recommendations and/or decisions from the Case Management Panel or National Disciplinary Panel.

## **SECTION 2: OFFICERS OF THE CLUB**

**2.1** The Officers of the Club shall be Full Members of the Club and shall consist of:

### **CHAIRPERSON**

To Chair meetings of the Executive Committee, the Annual General Meeting and all Special General Meetings. When a vote is taken the Chairperson shall have a normal vote plus, in the event of a tie, a casting vote. (See 6.1.2 in respect of Executive Committee meetings)

### **PRESIDENT AND VICE PRESIDENT**

Represents the Club on match days and at other special events. The President may attend and take part in the Executive Committee and Sector Committee meetings .

### **ADMINISTRATION COORDINATOR**

The Administration Coordinator (with the assistance of the Administration Sector Committee) is responsible for the administration of the Club and all matters relating to its Members.

### **Administration Sector Committee comprises of:**

**Administration Coordinator** – to Chair meetings of this Sector Committee and report back to the Executive Committee. To conduct the correspondence of the Club, to keep custody of all Club documentation and record and keep accurate minutes of all Executive, AGM and Special meetings of the Club.

**Administration Assistant** - To assist and represent the Administration Coordinator with their duties and to provide cover for them during any absence. The Administration Assistant may attend Executive Committee meetings, but is not a member of the Executive Committee and as such is unable to vote - unless representing the Administration Coordinator (see 6.1.9).

**Membership Secretary** - To maintain a record of members' details, including contact details and to send Welcome letter to all newly elected members and issue them with a copy of the Constitution.

**Publicity Officer** - To deal with all Press or Media enquiries and to promote the Club in the local media, website and social media as relevant.

**Webmaster** – To manage the Club's website, social media and act as Club brand guardian.

**Welfare Officer** – To ensure welfare procedures are in place in line with the Care Act 2014 and are kept up to date and to maintain contact with members who may be ill or in need of help.

**Safeguarding Officer** – To act as the point of contact for any member with any safeguarding concerns.

*(Note - The Club Safeguarding Officer is not required to make a judgement regarding an incident but to report it to the County Safeguarding Officer and/or NGB Safeguarding Officer (as appropriate)).*

## **TREASURER**

The Treasurer (with the assistance of the Treasurer's Sector Committee) is responsible for the financial administration of the Club and all financial matters relating to its Members.

### **Treasurer Sector Committee comprises of:**

#### **Treasurer**

- a) To Chair meetings of this Sector Committee and report back to the Executive Committee.
- b) To collect all relevant fees from Club Members and ensure that all relevant payments are made on behalf of the club.
- c) Present monthly accounts at the Executive Meetings and prepare an annual balance sheet for examination and presentation of the accounts at the Annual General Meeting.
- e) To administer such insurance policies as may be needed to fully protect the interests of the Club, its Officers and its Members.

**Assistant Treasurer.** To assist and represent the Treasurer with their duties and to provide cover for them during any absence. The Assistant Treasurer may attend Executive Committee meetings, but is not a member of the Executive Committee and as such is unable to vote - unless representing the Treasurer (see 6.1.9).

## **ASSETS COORDINATOR**

The Assets Coordinator (with the assistance of the Assets Sector Committee) is responsible for all of the Club's buildings, contents and grounds, but is not responsible for the outdoor green and surrounds.

### **Assets Sector Committee comprises of:**

**Assets Coordinator** - to Chair meetings of this Sector Committee and report back to the Executive Committee. Ensure that all property and equipment belonging to the Club is maintained, repaired and kept in good order and that all the necessary Statutory examinations and inspections are completed.

**Maintenance Officer** - To assist the Assets Coordinator and Green Keeper with any maintenance issues relating to the buildings, contents or grounds.

## **FUNCTIONS COORDINATOR**

The Functions Coordinator (with the assistance of the Functions Sector Committee) is responsible for all matters relating to catering, the bar and all of the Club's social activities.

### **Functions Sector Committee comprises of:**

**Functions Coordinator** – to Chair meetings of this Sector Committee and report back to the Executive Committee. Oversee all matters relating to catering, the bar and all of the Club's social activities.

**Bar Steward** - To manage and maintain the bar, including overseeing the Bar Committee and ensuring the bar is adequately staffed at all times.

**Catering Officer** - Responsible for all matters relating to the kitchen and ensuring that adequate catering is available and provided when necessary.

**Social Representative** – Responsible (with the assistance of the Social Committee) for organising and coordinating the social activities of the Club.

**Home Games Teas Allocator** – Responsible for the organisation of Tea Rotas for home games. (except Men's league).

## **BOWLS COORDINATOR**

The Bowls Coordinator (with the assistance of the Bowls Sector Committee) is responsible for overseeing and managing all matters relating to the Club's Outdoor bowls and Indoor bowls activities.

### **Bowls Sector Committee comprises of:**

**Bowls Coordinator** - to Chair meetings of this Sector Committee and report back to the Executive Committee.

**Men's Team Captain** - to act as ambassador and administrator for the Men's teams where necessary and sit on the Men's Selection Committee.

**Ladies Team Captain** – to act as ambassador and administrator for the Ladies teams where necessary and sit on the Ladies Selection Committee.

**Mixed Games Captain** - to act as ambassador and administrator for the Mixed Teams where necessary and sit on the Mixed Team's Selection Committee.

**Fixture Secretary** - arrange matches as relevant with other clubs.

**Competitions Secretary (Outdoor)** - Arrange and oversee the competitions for participation by Club members.

**Indoor Secretary** - Organise and oversee all matters relating to the Indoor Rink including bookings and competitions.

**Coaching Coordinator** – to provide feedback and make requests concerning coaching activities

## **GREENKEEPER**

It is the responsibility of the Greenkeeper to maintain the outdoor green and surrounds to an acceptable standard and report back to the Executive Committee.

## **NOTES**

*The duties described in the forgoing do not describe the full range of responsibilities of each Officer and reference should be made to the appropriate Job Description for full details.*

*Members of the Executive Committee shall be elected at the Annual General Meeting and shall hold office for one year, retiring at the end of the period of election. All members of the Executive Committee 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.*

*The President and Vice President are both proposed for election by the Executive Committee at the Annual General Meeting and will hold their positions for a term of 2 years.*

*All Members of Sector Committees (with the exception of the Men's Captain, Ladies Captain and the Mixed Games Captain - see 7.1.2), shall be appointed by the Executive Committee and are not elected at the Annual General Meeting.*

*Should a vacancy occur after the Annual General Meeting, the Executive Committee may appoint a Full Member to the position until the next AGM.*

*New Members who join the Club after the 1<sup>st</sup> of May of the current year are not allowed to serve on the Executive Committee, but may join and have a vote on a Sector Committee.*

## **SECTION 3: MEMBERSHIP**

**3.1.1** Membership of the Club shall be open to anyone interested in the sport of flat green bowls on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. Membership numbers may, however, be limited according to available facilities on a nondiscriminatory basis. The Club has different categories of membership and subscription on a nondiscriminatory and fair basis. The Executive Committee may refuse membership, or remove it, subject to the rules in Section 5 of this Constitution.

(a) All changes to the level of membership subscriptions and rink charges for all categories of member activity shall be reviewed at the Annual General Meeting. The charges shall be set at a level deemed to be appropriate for meeting the costs of running the club and maintaining a reasonable level of reserve funding. The current level of subscriptions and rink charges to be displayed on the notice board.

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

(c) A FULL MEMBER, (being an "OUTDOOR MEMBER") is a member who at the date of election shall have attained the age of eighteen years, shall have one vote at the Annual General Meeting (excluding any Full Member who joined for the first time after the 1<sup>st</sup> of May of the current year, who will not have a vote). However, a Full Member who has joined for the first time after the 1<sup>st</sup> of May of the current year and who takes up a position on a Sector Committee will be entitled to vote on the Sector Committees on which they serve.

(d) To qualify for FULL MEMBERSHIP, a member must pay either the annual Outdoor membership fee which is due for payment at the very latest on May 1<sup>st</sup> or that part of the full membership (calculated by the Treasurer) which is due at the time of joining the Club.

**NOTE Only Full Members are allowed to vote at the Annual General Meeting, Special General Meetings (excluding those Full Members who joined for the first time after the 1<sup>st</sup> of May of the current year, who will not be allowed to vote) and on the Sector Committees on which they serve.**

(e) HONORARY and LIFE Members are entitled to the free use of the Club and all facilities and they are allowed one vote at the AGM.

The maximum number of Life Members at any one time shall not exceed Ten and no more than One Life Member shall be nominated per annum. In order to be proposed for Life membership, the member must have had at least 15 years or more as a Full Member (either continuously or with gaps). The member have served the Club with **distinction** in committees, work groups, have given exceptional time and effort to events, recruitment of new members, or fund raising.

Any Full Member can be proposed by another Full Member by writing to the Administration Coordinator stating the name and reasons why that person deserves to be considered. The Executive Committee will consider all the facts and if approved, the nomination is put to the next AGM for approval by members.

Proposals for Life Membership given from the floor of an AGM/EGM will not be permitted.

(f) 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. Junior members cannot take office.

(g) A SOCIAL MEMBER – shall have no vote and cannot take office.

(h) INDOOR ONLY MEMBER - shall have no vote and cannot take office.

**3.1.2** Any member who renews his or her annual outdoor subscription (which is payable before the 1st of May each year) or annual indoor subscription (which is payable before the 1st of September each year), or social membership (which is payable before the 1<sup>st</sup> of May each year and this sum is not reduced if members join part way through the year), shall be deemed to be making an application for membership (save that such application need not be posted on the Club Notice Board). If such a deemed application is rejected by the Executive Committee, the member may appeal in accordance with the appeal procedure set out in Section 5.

**3.1.3** A Social Member wishing to apply for full membership of the Club will have to submit an application for membership in the same way as a new member.

**3.1.4** Any member wishing to convert from Full Member to Indoor or Social member may do so by informing the Administration Coordinator in writing. That member may revert back to full membership within three years by informing the Administration Coordinator in writing and paying the Full Member subscription. After three years, an application for full membership will have to be submitted.

### **3.2.1 Arrears of subscription**

The Executive Committee may cancel, without notice being given, the membership of any member whose annual subscription and other annual fees are more than one month in arrears provided that the Executive Committee may, at its absolute discretion, re-instate such member upon payment of arrears. No member whose annual payment is in arrears may use the Club premises, vote at any meeting, play for the Club or represent the Club in any way.

### **3.2.2 Retirement of a member**

- (a) A member wishing to resign their membership shall give notice in writing to the Administration Coordinator before 1st of May and shall not then be liable to pay the subscription for the following year.
- (b) A member who retires in accordance with this Rule shall not be entitled to have any part of the annual membership fee or any other fees refunded.

### **3.3 Application for membership**

- (a) An application for membership shall be in the form prescribed by the Executive Committee and shall include the name, address, telephone number and email address if available. The form must be signed by a Club coach to confirm that the applicant is reasonably proficient.
- b) Any person wishing to become a member of the Club shall complete all parts of the Application for Membership form and deliver it to the Administration Coordinator
- c) New members who have not bowled before are required to attend at least six 1 hour sessions (free of charge) with a qualified coach at which they will be taught the rudiments of the game, introduced to the rules of the Club, etiquette, and relevant health and safety issues. Until they have been accepted as a member their status remains as a visitor to the Club and they should sign the visitors' book accordingly.
- d) Prospective members undergoing coaching at the Club are welcome to practice on the Outdoor or Indoor rinks but must be signed in and supervised by an Outdoor or Indoor member. .
- e) Anyone applying for Social Membership only should complete all sections of the Application Form which will be considered in accordance with Section 4. The annual subscription for social members is due for renewal on the 1<sup>st</sup> of May each year. This sum is not reduced if a member joins part way through the year.

### **3.4 Election of new members**

- (a) Upon receipt of an application for membership it shall be presented to the Executive Committee at which such application for membership shall be considered.
- (b) The election of all classes of members is vested in the Executive Committee and shall be a simple majority vote of those of the Executive Committee. The Executive Committee may refuse applications only for good cause such as conduct likely to bring the Club into disrepute.
- (c) The Membership Secretary shall inform each candidate in writing of the candidate's election or non-election.
- (d) The Membership Secretary shall furnish all newly elected candidates with a copy of the Constitution (or details of where a copy can be found if no email address is available), together with a welcome letter informing the candidate that they will become a member when they have paid their membership subscription.

### **3.5 Payment of Fees upon Election**

- (a) When a candidate has been elected they automatically become a member immediately after they have paid the relevant membership fee. If the fee has not been paid within one calendar month they will be deemed to be in default and their application will be void unless sufficient cause for delay can be demonstrated.
- (b) Members, on acceptance of membership, shall be considered to have submitted themselves to the Constitution and Rules of the Club and may use the facilities of the club according to the category of membership that they hold.
- (c) Use of the indoor rink is only permitted to those who have paid the additional indoor membership fee.

## **SECTION 4: RIGHTS AND PRIVILEGES OF MEMBERS**

**4.1.1** All members of the Club are entitled to use the Club facilities in accordance with their type of membership.

**4.1.2** Full Members can use the facilities offered by the Club including the outside green without charge. They must also pay the additional Indoor membership plus the current session fee when playing on the Indoor Rink.

**4.1.3** Life and Honorary Members can use all the facilities of the Club but must pay the current session fee to play on the Indoor rink. Life Members have the same privileges as full members

**4.1.4** Junior Members may have the full use of all the Club facilities subject to the requirements of the Licensing Act (or any subsequent Act see also Section 12). They must pay the current session fee to play on the Indoor Rink.



**4.1.5** Indoor Members use the Indoor Rink only and can use all the facilities of the Club but must pay the current session fee to play on the Indoor rink.

**4.1.6** Social Members may have the full use of the Club House facilities but are not permitted to play on the Outside Green or Indoor Rink.

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

**4.1.8** The Executive Committee may refuse membership or, subject to Section 5 (Conduct) of this Constitution, remove it, only for good cause such as conduct likely to bring the Club or sport into disrepute.

**4.1.9** Members will be sent all official communications by email and a hard copy placed on the Administration Coordinators notice board for the benefit of those without email facilities.

#### **4.2 Members duty to provide contact details**

Every member shall furnish the Membership 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. Contact details shall include full name, home address, telephone number, email address (if available) and emergency contact details.

#### **4.3 Visiting teams and members' guests**

**4.3.1** Members and officials of visiting teams participating in any organised competition or game at the club shall be admitted to the Club premises and intoxicating liquor may be sold to them by or on behalf of the Club for consumption on the premises only.

**4.3.2** Member's guests wishing to play bowls and having paid the appropriate green fees shall be entitled, on signing the Visitors Book, to all the amenities of the Club and intoxicating liquor may be sold to such persons by or on behalf of the Club for consumption on the premises.

**4.3.3** Any member may introduce a friend or friends to the privileges of the Club, but during each season such friend or friends shall not exceed three in number on any one occasion and shall not be admitted on more than three occasions. Such members must ensure that each visitor signs the visitors' book and that member should countersign thus accepting responsibility for their guests. A friend so introduced shall be permitted to purchase intoxicating liquor or excisable goods.

**4.3.4** Guests will be welcome on the green on payment of the Green Fee which shall be fixed by the Executive Committee.

#### **4.3.5 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.

**4.3.6** Bowls, cases, shoes, clothing and other effects belonging to members and guests, in and on the Club premises shall be at all times at the sole risk of such members and guests and the Club will accept no responsibility therefor.

### **SECTION 5: CONDUCT AND DISCIPLINE**

#### **5.1.1 Undertaking by all members to comply with the rules.**

(a) Every member, upon election and thereafter, acknowledge that this document as a whole constitutes a legally binding contract to regulate the relationship of the members with each other and is deemed to have notice of, and undertakes to comply with, the Constitution, the Club Rules and any Byelaws and Regulations attached to the Club.

#### **5.1.2 Disciplinary action against members**

(a) We adopt and follow all policies and guidelines approved by Bowls England and UK Anti-Doping. We follow all procedures set out in Bowls England Regulation 9, 9A, and 9B. We will abide with all sanctions, recommendations and/or decisions from the Case Management Panel or National Disciplinary Panel.

(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.

**5.1.3** All members and guests are expected to comply in all respects with the Equalities Act 2012 and any subsequent legislation relating to disability, gender, race, religion or belief, sex and sexual orientation. A copy of the Equalities Policy of Bowls England is displayed on the notice board for the attention of members and guests.

**5.1.4** 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.

**5.1.5** A member shall not knowingly remove, injure, destroy or damage any property of the Club and shall make restitution for the same if called upon to do so by the Executive Committee or by the Administration Coordinator upon the instructions of the Executive Committee.

**5.1.6** A member shall not cause any communication in whatever form to be exhibited on Club notice boards or premises without prior permission of one of the Officers of the club.

**5.1.7** It is expected that all members of the club will volunteer when asked, and if convenient, to assist with the various day to day tasks which need doing in the club.

**5.1.8** All members who play in friendly matches will be included in the tea rota. Members who fail to participate may be excluded from selection.

**5.1.9** Members must wear Club shirts when playing in all outdoor league and friendly matches. Members who fail to comply will be excluded from selection.

**5.1.10** Indoor Green dress code is white shirts/jumper and grey trousers/skirts.

## **5.2. Settlement of Accounts**

**5.2.1** A member shall settle any indebtedness for refreshment or otherwise before leaving the Club premises, or in accordance with any byelaw relating to the settlement of such indebtedness.

**5.2.2** Complaints about any member, about the club in general or of any other nature shall be addressed in writing to the Administration Coordinator.

**5.2.3** Any member may make a suggestion as to how the running of the Club or the facilities may be improved. Suggestions should be in written form, signed and placed in the Administration Coordinator's Box. All suggestions will be considered by the Executive Committee.

## **SECTION 6: COMMITTEES (MANAGEMENT AND RUNNING OF THE CLUB).**

### **6.1. Executive Committee**

**6.1.1** Management of the Club shall be vested in the Executive Committee

**6.1.2** The Executive Committee shall consist of 7 Full Members (who have attained the age of eighteen years) elected at the Annual General Meeting to hold office for the term of their elected period.

**6.1.3** Decisions at the Executive Committee meetings are determined by a show of hands. In the event of a tie the Chair does not have a casting vote and when appropriate the relevant Sector Committee should be consulted and the matter discussed again by the Executive Committee. The Executive Committee will then vote again on the matter and in the event of a further tie, the Chair will then have a casting vote

**6.1.4** The Executive Committee comprising the Chairperson, Administration Coordinator, Treasurer, Bowls Coordinator, Assets Coordinator, Functions Coordinator and Greenkeeper shall:

(a) Make by-laws and regulations in regard to the use of the green and matters connected with the Club within the framework of this Constitution.

(b) Be responsible for the day to day administration of the Club.

(c) Consider and formulate matters of policy.

(d) Deal with disciplinary issues within the Club (subject to Bowls England Regulation 9).

(e) Receive monthly reports from the Treasurer.

(f) Arrange and attend meetings of their Sector Committee (Administration, Bowls, Assets and Functions).

(g) Be available to all post holders and ensure that the membership is kept aware of all decisions made. Members will be sent all official communications by email and a hard copy placed on the Administration Coordinators notice board for the benefit of those without email facilities.

**6.1.5** The Executive Committee shall meet as and when required but at not greater than monthly intervals. Persons may be invited to attend these meetings when their knowledge or expertise will be of benefit, but they shall have no vote.

**6.1.6** A quorum of three voting Executive members shall be required for a meeting to be convened.

**6.1.7** If for any reason, a vacancy for an Officer occurs, the Executive 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

**6.1.8** The Executive Committee shall have the power to make such alterations to the rules as they consider necessary or desirable to comply with the provisions of the Licensing Act 2003, or any other statutory provisions affecting Clubs, but, apart from this, no rules shall be made nor shall any of the rules herein contained be altered, amended or rescinded unless with the consent of the majority of members present and voting at an Annual General Meeting or a Special General Meeting called for that purpose. Except in the case of amendments to rules made by the Executive Committee under powers conferred by this rule, propositions for the amendments of rules must be submitted, in writing, to the Administration Coordinator twenty-one days prior to such meeting and shall be posted on the Club notice board at least fourteen days before the meeting. All agreed amendments and alterations to rules shall take effect immediately after the close of the meeting.

**6.1.9** The Administration Assistant and Assistant Treasurer can attend Executive Committee meetings but cannot vote unless acting up in the event of the Treasurer or Administration Coordinator being absent.

## **6.2 Sub Committees**

**6.2.1** The following Sub-Committees as listed below will be set up to assist with the activities of the Club and can arrange to meet at times, dates, and frequency as is necessary to efficiently carry out their duties.

a) **The Men's Selection Committee** shall consist of three members, each with equal selection rights, who will select all Men's League Teams. The Selection Committee will select a Captain(s) for the day who will be responsible for the match day duties and will also select a member of their selection panel, who will report to the Bowls Coordinator.

b) **The Ladies' Selection Committee** shall consist of the Captain, Vice-Captain and one female member. The Selection Committee will select a member of their selection panel, who will report to the Bowls Coordinator

c) **The Mixed Selection Committee** shall consist of the Captain, Vice-Captain and one member. This committee should include at least one Male and one Female member. The Selection Committee will select a member of their selection panel, who will report to the Bowls Coordinator.

d) **The Competitions Committee** (outdoors) shall consist of the Competitions Secretary and Assistant Competitions Secretary. This Sub-committee will report to the Bowls Coordinator.

e) **The Bar Committee** shall consist of the Bar Steward and three members. This Sub-committee will report to the Functions Coordinator.

f) **The Indoor Committee** shall consist of the Indoor Secretary, Assistant Indoor Secretary and the Secretaries of all the indoor leagues. This Sub-committee will report to the Bowls Coordinator.

## **6.3 Indoor League Teams and roll Ups**

**6.3.1** All recruitment to Indoor League Teams and Roll-ups are subject to approval by the Indoor Secretary. Appointed Team Secretaries must request approval from the Indoor Secretary before transferring players into or out of their team.

## **6.4 Committee Meetings**

**6.4.1** Each Sector Committee and Sub Committee shall endeavour to meet at the stipulated frequency appropriate to that committee, to be decided by the Sector Coordinator, making such arrangements as to the conduct, place of assembly and holding of such meetings as it may wish.

**6.4.2** Voting shall be by show of hands.

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

**6.4.4.** In order for the Executive Committee to be quorate there must be a minimum of three members present, whilst for the Sector Committees the minimum number for a quorum is to be decided by that Sector's Coordinator.

## **6.5 Powers, Limitations and Indemnities of the Committees**

**6.5.1** The Committees, and all members of the Club in positions of responsibility, 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.

**6.5.2** In particular the Committees, and all members of the Club in positions of responsibility, 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.

### **6.5.3 Appointment of Sub-Committees**

The Executive Committee may appoint such Sub-Committees as it may deem necessary. The Sub Committees must report all their activities to the Executive Committee for a decision before any action is taken which involves any financial or other liabilities.

### **6.5.4 Disclosure of Interest to Third Parties**

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.

**6.5.5** The Executive Committee may adopt, on behalf of the Club, such Bylaws or Regulations as it considers appropriate for the good management of the Club and its facilities.

## **6.6 Limitation of Committee's authority**

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

**6.6.2** No orders are to be placed or contracts entered into which will incur total costs in excess of £5,000 unless authorised by members at an Extraordinary Meeting. The meeting shall be called, with two weeks' notice, and the full details disclosed to members. A vote by Full Members to be taken and the decision approved by a majority vote of those present.

**6.6.3** All changes to the Constitution must be ratified by the Annual General Meeting or a Special General Meeting.

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

*“The liability of the Executive 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.”*

## **6.7 Members' Indemnifications of Committee**

**6.7.1** 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.

**6.7.2** 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 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.”

**6.7.3** 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.

## **SECTION 7: ANNUAL GENERAL MEETINGS AND SPECIAL GENERAL MEETINGS.**

**7.1.1** An Annual General Meeting of the Club shall be held on the second Monday of November each year. The Admin Coordinator 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. Members will be sent all official communications by email and a hard copy placed on the Administration Coordinators notice board for the benefit of those without email facilities.

**7.1.2** No Business, except the passing of the Accounts and the election of the Officers, Honorary Auditors, Men's Team Captain, Ladies Team Captain, Mixed Games Captain, and any business that the Executive Committee may order to be inserted in the notice convening the meeting shall be discussed at such meeting. Any member who is entitled to vote may request in writing to the Executive Committee, to be received at least 28 days before the date of the Annual General Meeting, to propose a Notice of Motion for inclusion on the agenda. The proposer may speak for up to three minutes at the meeting in support of the motion.

**7.1.3** The Executive Committee may at any time, upon giving twenty-eight 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.

**7.1.4** The Executive Committee shall call a Special General Meeting upon a written request addressed to the Administration Coordinator signed by at least ten members. The Executive Committee shall meet within 14 days of the requisite number of requests in order to call a Special General Meeting. The Executive Committee shall give twenty-one days' notice in writing of any such Special General Meeting. The discussion at such meeting shall be confined to the business stated in the notice sent to members.

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

**7.1.6** Two members of the Executive committee and ten members who are entitled to vote at the relevant meeting and personally present shall form a quorum at any General Meeting of the Club.

**7.1.7** Only Full Members (excluding those Full Members who joined for the first time after the 1<sup>st</sup> of May of the current year, who will not be allowed to vote) or Honorary Members shall vote at any General Meeting of the Club. Other members may attend and speak but are not entitled to vote.

**7.1.8** 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.

**7.1.9** All changes to the Constitution to be notified to all members by email and a hard copy placed on the Administration Coordinators notice board for the benefit of those without email facilities.

## **SECTION 8: ELECTION OF OFFICERS**

**8.1.1** Candidates for election to the Committees shall be those members of the retiring Executive 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 Administration Coordinator 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 (AGM).

**8.1.2** If the number of candidates for election is greater than the number of vacancies to be filled then there shall be a paper ballot of those members present and entitled to vote at the AGM.

**8.1.3** 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 AGM, and entitled to vote, vote in favour of such election.

**8.1.4** In the event of the ballot failing to determine the members of the Executive 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 or alternatively the previously nominated person should be appointed.

**8.1.5** If, for any reason, a casual vacancy shall occur, the Executive Committee may appoint a member to fill such a vacancy until the next Annual General Meeting. Appointed Members will be entitled to vote.

## **SECTION 9: TRUSTEES**

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

**9.1.2** A Trustee shall hold office for a maximum term of five years, or until they resign by notice in writing given to the Executive Committee or until a resolution removing them from office be passed at a meeting of the Executive Committee by a majority comprising two-thirds of the members present and entitled to vote.

**9.1.3** All of 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 Executive Committee shall nominate a new Trustee in his or her 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 Administration Coordinator 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 Executive Committee.

**9.1.4** 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 Executive 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 Executive Committee's directions (which shall be duly recorded in the Minutes of the proceedings of the Executive Committee) but no purchaser, lessee or mortgagee shall be concerned to enquire whether any such direction has been given.

**9.1.5** 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 10: DISSOLUTION OF THE CLUB**

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

**10.1.2** If, at that Special General Meeting, the resolution is carried by at least two-thirds of the Members present, the Executive 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.

**10.1.3** 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.

**10.1.4** Upon dissolution of the Club the Executive Committee shall give or transfer the net assets remaining to one or more of the following:

- (a) to another Club with similar sports purposes which is a charity and/or
- (b) to another Club with similar sports purposes which is a registered CASC and/or
- (c) to Bowls England for use by them in related community sports.

## **SECTION 11: OPENING HOURS**

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

**11.1.2** The Executive Committee shall cause the Club bar to be opened (subject to terms of the Club premises certificate), at convenient times, to suit club activities 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.

### **11.2 PERMITTED HOURS**

**11.2.1** The permitted hours for the supply and consumption of intoxicating liquors on the club premises shall be the permitted hours fixed generally for the district by the Licensing Authority or as the Functions Sector Committee may decide within the permitted hours which are – 10 am to Midnight on all days (The Club must be vacated by 12.30 am).

## **SECTION 12: CLUB RULES**

### **12.1 Rules relating to the Licensing Act.**

**12.1.1** The club shall adhere to the provisions of the [Licensing Act 2003](#), all Rules, Byelaws and Regulations for the time being in force and will comply with any modifications or subsequent legislation relating to the sale of intoxicating liquor.

**12.1.2** 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 Executive Committee in conjunction with the Functions Sector Committee. One member of the Club shall hold the office of Bar Steward who shall be delegated the responsibility of purchasing and maintaining the bar stock.

**12.1.3** No person shall take a commission, percentage or other 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 goods to be used for the benefit of the club.

**12.1.4** 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 Administration Coordinator or 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.

**12.1.5** Intoxicating liquor may only be sold for consumption on the club premises to persons who are entitled to the use of the Club premises in pursuance of the Rules, Byelaws and Regulations for the time being in force.

**12.1.6** No intoxicating liquor may be sold or provided to a Junior Member or anyone under the age of 18.

**12.1.7** No guests visiting the club may purchase intoxicating liquor unless they have signed the Visitors Book with their name, added their address and this has been verified and counter signed by a Member.

## **12.2 Rules relating to dogs on the premises.**

**12.2.1** No dogs other than Assistance Dogs shall be brought onto the club premises, which includes the outdoor green and the surrounding areas.

## **12.3 Rules relating to smoking on the premises.**

**12.3.1** Smoking or Vaping is prohibited on the Club premises (which includes the outdoor green and surrounding areas) other than in the outdoor designated area.

## **SECTION 13: FORCE MAJEURE (SPECIAL POWERS)**

13.1 In the event of a national crisis, instructions from Authorities (Local or National), or other significant emergency the Executive Committee is authorised to make appropriate decisions to ensure the safety of the club, its Members, and compliance with legislation and official guidance. Any decisions made under the authority of this clause will remain in force until ratified by an AGM or EGM or until official guidance allows.

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