

## **Bishop's Stortford Bowling Club Constitution**

### **1. The Club**

- a) The Club shall be called "Bishop's Stortford Bowling Club" (referred to hereafter as the "Club")
- b) The Club shall be affiliated to Bowls England, Hertfordshire Bowls, EHBA, EHDWBA and any other body the Management Committee at its discretion decides.

### **2. The Objects of the Club shall be:**

- a) To promote the game of bowls by the provision of a green or greens with natural and/or artificial surfaces.
- b) To provide pavilion and changing rooms, refreshment and social areas, equipment, stores and sheds as required.
- c) To maintain the greens and other assets in good condition
- d) To hold Annual Championships and organise Club and inter- Club matches, events and competitions.
- e) To promote social and other functions for members of the Club, their invited guests and visitors.

### **3. Trustees**

- a) The property, financial assets, memorabilia, equipment and stores of the Club shall be held in Trust by the Trustees of which there shall not be more than four nor less than two.
- b) A Trustee must be at least 18 years of age and be a member of the Club or a person recommended by a majority of the Management Committee.
- c) Trustees shall be appointed by a majority of eligible members present at a General Meeting.
- d) Trustees shall hold the office of Trustee until the following Annual General Meeting (AGM) when their position as a Trustee must be ratified by a majority of those eligible to vote at the AGM.
- e) The Trustees shall ensure that a properly elected Management Committee is in place to carry out all the necessary management and administration in order to achieve the aims and objectives of the Club.
- f) Trustees may attend all Management Committee meetings but do not have voting rights.
- g) A majority of the Trustees have the power to call a Special General Meeting (SPG) for the purpose of recommending the dissolution of the Management Committee and the election of a new Management Committee.

### **4. Management.**

- a) Management of the Club shall be by a Management Committee
- b) The Management Committee shall be elected at the AGM and shall remain in office until the next AGM. Retiring members shall be eligible for re-election.
- c) The Management Committee shall consist of:
  - i. President,
  - ii. Secretary,
  - iii. Treasurer,
  - iv. Men's Captain,
  - v. Women's Captain,
  - vi. Match Secretary.
- d) In addition, there shall be four additional members of the Management Committee elected at the AGM

- e) The Management Committee have the power to co-opt up to three additional members on to the Committee up to a total of thirteen Management Committee members.
- f) All members of the Management Committee will be Officers of the Club.
- g) The Management Committee have the power to co-opt members on to the Committee to fill a vacant position, this not to exceed the maximum of thirteen Management Committee members.
- h) Nominations for the Management Committee shall be on a form displayed in the clubhouse by the Secretary at least 8 weeks before the AGM. Nominations should include the names of the proposer, seconder, an indication of the consent of the nominee and the position for which they are nominating.
- i) The President shall act as the Chair and shall have a casting or additional vote in the event of an equality of votes.
- j) The Management Committee, at their first meeting, shall elect amongst themselves a Vice Chair to act in the absence of the President.
- k) The quorum for a Management Committee meeting shall be one half of the membership of the Management Committee.
- l) The Management Committee shall have power to create sub-committees for special purposes and to invite members on to such sub-committees.
- m) The Management Committee shall ensure that all the assets of the Club are properly insured, that the Trustees and members of the Management Committee have adequate indemnity insurance and that the Club has adequate public liability insurance.
- n) The Management Committee shall ensure that laws affecting the Club are complied with. Relevant Codes of Practice & Guidelines shall be observed.

#### 5. Membership.

- a) Membership of the Club shall be open to all persons after completion of an application form and subject to acceptance of the application by the Management Committee and payment of the relevant subscription and/or other fees due.
- b) The Management Committee may refuse an application without giving a reason.
- c) Only members who have paid the relevant subscription and fees shall play in Club teams or play as a representative of the Club.
- d) The Club greens, buildings and other facilities may only be used by persons who have paid the relevant subscription and/or any other fees due.
- e) Membership may be continued on payment, by the due date, of the required annual subscription and/or other fees or payments.
- f) A list of all members will be maintained and will be available to members on a request to the Secretary.
- g) Classes of membership will be:
  - i. Full Playing Member
  - ii. Associate Member
  - iii. Social Member
  - iv. Junior Member
  - v. Temporary Member
  - vi. Day Member
  - vii. Life Member
- h) **Full Playing Members** have full membership rights, including the right to vote at General Meetings and the right to stand for election to the Management Committee.
- i) **Associate Members** have full rights of access to the Club and may play on the artificial green but may not play on the grass green. They do not have voting rights and cannot be a member of the Management Committee.
- j) **Social Members** have full rights of access to the Club. They may not play on the greens. They do not have voting rights and cannot be a member of the Management Committee.

- k) **Junior Members** are those under the age of 18 years on the first day of the membership year, currently 1st March. Junior Membership is conditional on their having an adult sponsor in a membership category (i), (ii), (iii) or (vii) who shall sign their membership form. The sponsor is responsible for the Junior Member whilst the Junior Member is on site. This responsibility may be delegated by clear arrangement to another member in categories (i), (ii), (iii) or (vii). They do not have voting rights and cannot be a member of the Management Committee.
- l) **Temporary Member** - membership is extended for the day to members of visiting teams and individuals playing in organised competitions. Temporary membership may also be extended for a period of up to one month to persons visiting the area who are bona fide members of a Bowling Club on payment of a fee which shall be determined by the Management Committee. Temporary membership is extended to those who attend the Club's Open Days and complete and sign the 'Try Bowls' form. This Temporary membership shall be extended for any subsequent follow-on coaching sessions they might attend. Temporary membership confers only the right to play and use the facilities of the Club premises. It does not confer other rights of membership and all entitlement is at the discretion of the Management Committee.
- m) **Day Member** - members of the club in classes (i), (ii), (iii) or (vii) may introduce non-member visitors into the club. These visitors shall receive Day Membership, excepting that a Day Member may not attend the club on more than four days in any one year and must pay on each occasion any fee or charge due for the activity or event. The names of Day Members, including those playing as a guest on the green, must be entered into the visitor's book on each occasion and be counter-signed by the introducing Member. Day Membership does not confer other rights of membership and all entitlement is at the discretion of the Management Committee.
- n) **Life Members** shall be entitled to full playing membership without payment of any further subscription. The Management Committee may, at the AGM, propose a member for Life Membership to be ratified by the AGM. Members wishing to nominate a member for life membership shall put that nomination in writing to the Club Secretary three months in advance of the AGM. Life membership shall only be conferred on members who have demonstrated outstanding services to the club. In exceptional circumstances, a motion to remove Life Membership can be put at a General Meeting.
- o) After membership in classes (i), (ii), or (iii) has been granted it is considered continuous from year to year on payment of the relevant annual subscription.
- p) New members must satisfy the Club Coaches that they are competent to bowl correctly before they may use the grass green unsupervised.
- q) The Management Committee may suspend the membership of a member for a fixed period on a resolution passed by a majority of the full membership of the Committee.
- r) Any person whose membership has been suspended by the Management Committee may not enter the Club premises without the prior approval of the Management Committee.
- s) **Complaints**, about other members or servants of the Club, must be made in writing to a member of the Management Committee.
- t) **Discipline** - for all matters relating to the discipline of members, the procedures, as set out in Bowls England Regulation 9 (Disciplinary Rules in Relation to Misconduct at Club Level), shall be applied in full.
- u) **Indemnity** - 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 any and all funds available to the Club which may be so applied, against all approved costs, expenses and liabilities whatsoever incurred by such person in the proper

execution and discharge of duties undertaken on behalf of the Club or arising there from.

- v) **Loss and Damage** - neither the Club or the Committee shall accept responsibility for loss or damage incurred on the Club's premises.

## 6. General Meetings

- a) The Annual General Meeting (AGM) shall be held after the end of the financial year on 30<sup>th</sup> September and shall normally be held on the last Friday in November following eight weeks notice of the meeting.
- b) The agenda for the AGM shall include:
  - i. Reports by the Secretary, Treasurer and any other reports accepted by the Management Committee.
  - ii. Presentation of audited accounts
  - iii. The outgoing Committee's Financial Report for the year and Budget for the forthcoming year, this to include the membership subscriptions and fees for the forthcoming year.
  - iv. The transaction of any other business of which ten days written notice has been given to members. A binding vote shall not be taken on any matter of which ten days notice has not been given.
  - v. The ratification of Trustees for the forthcoming year, to include an election if necessary.
  - vi. A vote of thanks to retiring Management Committee.
  - vii. The election of Management Committee members.
  - viii. Comments from the floor.
- c) Motions for the AGM other than those recommended by the Management Committee shall be sent in writing to the Secretary by 30<sup>th</sup> September or eight weeks before the AGM, whichever is later.
- d) SGMs may be called at the discretion of the Management Committee or Trustees at any time, and must be called within 28 days of receipt by the Management Committee or Trustees of a request signed by at least 20% of the eligible members and not fewer than 10 eligible members, specifying the items to go on the agenda. Only the specific business of which notice has been given may be transacted at an SGM.
- e) At least 10 days notice shall be given to members, specifying the business to be transacted at a General Meeting. The accidental omission to give the prescribed notice to a member shall not invalidate the meeting.
- f) The quorum for a General Meeting shall be one third of the membership eligible to vote. Those eligible to vote are all Full Playing Members and all Life Members.

## 7. Dissolution

- a) If, at a General Meeting, a resolution for dissolution of the Club is carried by at least two-thirds of the eligible Members present, the Trustees 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.
- b) After discharging all debts and liabilities of the Club, the remaining assets shall not be paid or distributed amongst the Members of the Club, but shall be given or transferred to other voluntary organisations having similar objectives.

## 8. Membership Subscriptions and Fees.

- a) The level of membership subscriptions and fees shall be set by the Management Committee in accordance with their budget and shall be presented to the AGM.
- b) Fees might include competition entry fees, match fees and other fees as deemed necessary by the Management Committee.
- c) Membership subscriptions for existing members are due and payable by 1st March.
- d) No Member may use the Club's facilities until the appropriate subscription or fee has been paid.

- e) The Management Committee shall have the power to charge a reduced subscription for the current year to a member joining after the beginning of the season.
- f) The Management Committee shall have the power, in exceptional circumstances, to agree to staged payments or reduced subscriptions in the case of existing members experiencing exceptional hardship.

#### 9. Bowling

- a) Play shall be conducted in accordance with the Laws of World Bowls, the rules and regulations of Bowls England and of Hertfordshire Bowls and local rules as agreed by the Management Committee.
- b) The etiquette of the game shall be observed and dress worn when playing shall conform to the standard laid down by the Management Committee.
- c) It is a condition of membership that playing members familiarise themselves with the Laws and Etiquette of the game.

#### 10. Policies

- a) **Discipline** - The Club adopts and follows all policies and guidelines approved by Bowls England, UK Anti-Doping Rules and all procedures set out in Bowls England Regulation 9, 9A and 9B. The Club and members will abide with all sanctions, recommendations and/or decisions from the Case Management Panel or National Disciplinary Panel.
- b) **Protection for Children & Vulnerable People** - The Club believes that everyone has a duty of care towards children and young people with whom they have contact, to safeguard and protect them and other vulnerable people, from abuse. Everybody, whether administrator, official, coach, or bowler involved in working with these groups has a responsibility to be informed about, and to know what precautions or steps to take for its prevention. The Club has agreed to adopt the Guidelines and National Policy of Bowls England for its Child Protection Policy.
- c) **Discrimination, Equal Opportunities and Human Rights** - The Club supports the aims of Equal Opportunities and Human Rights. Management of the Club is by its Management Committee who will be guided by the Equal Opportunities and Human Rights Legislation.
- d) **Disability Policy** – The Club supports the aim of equal access to the sport of Bowls and shall provide an environment and equipment to promote this aim.
- e) **Health & Safety** - The Club has a Duty of Care for all its Members and Visitors. It follows all the Guidelines for Health and Safety as required under Health and Safety Legislation. For practical purposes this will be monitored and managed by the Site Manager with the support of the Management Committee.
- f) **Food** – The Club provides for the consumption of food on the premises. It is the individual member’s responsibility to be aware of their own allergies and to decide whether to partake of its consumption.
- g) **Alcohol** - Alcohol may be sold on behalf of the Club under the licensing laws, at the discretion of the Management Committee. No other alcohol shall be consumed on the premises without the Management Committee’s approval.

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*[This document incorporates and replaces previous versions of the BSBC Constitution and the BSBC Rules]*