

Ashby-de-la-Zouch Bowling Club CONSTITUTION

Amendment History

Version	Date	Description
1.0	28/05/2014	Original
1.1	05/09/2014	Amended
2.0	20/07/2017	Format changed
3.0	11/09/2017	Changes to several sections. New section on Conduct. Safeguarding updated and Equality added
4.0	15/11/2019	Minor changes included quorate, voting, EGM. New point 3.5 added on expectation of members to assist with running the club
5.0	25/10/2021	Minor changes to sections on dress code. Addition of allow AGM to be delayed under exceptional circumstances. Rename of Mens and Ladies captains to Weekend and Midweek captains

Ashby-de-la-Zouch Bowling Club

CONSTITUTION

1 Title

- 1.1 The Club shall be called "Ashby-de-la-Zouch Bowling Club" (hereinafter referred to as 'the Club') and shall be affiliated to Bowls England and Bowls Leicestershire.
- 1.2 The Bowling Green and Pavilion is situated at Bath Grounds, off Prior Park Road, Ashby-de-la-Zouch, LE65 1BL.

2 Objectives

- 2.1 To foster and promote the sport of flat green bowls at all levels, providing opportunities for recreation and competition.
- 2.2 To promote a safe environment for all members including children and vulnerable adults so that they may enjoy taking part in the sport of bowls. The Club will seek to underpin and ensure this commitment by following and promoting the safeguarding policies and procedures of Bowls England.

3 Membership

- 3.1 Membership of the Club shall be open to any person, regardless of ethnicity, disability, age, gender, sexual orientation, religious belief or ability, who completes a membership application form and pays the relevant subscription as determined by the Club.
- 3.2 Every candidate for membership must complete a Membership Application Form and return to the Club Secretary. The Secretary will display the form for seven [7] days. Election of a new member shall be confirmed by a majority vote of the committee. Objections to a membership must be communicated to the Secretary who will report to the committee.
- 3.3 The Club may refuse membership only for good and sufficient cause, such as conduct or character likely to bring the Club or sport into disrepute. Appeal against any refusal of membership must be made in accordance with the Bowls England Regulations.
- 3.4 The Club will offer the following classes of Membership:
 - a. Playing Member: Use of Clubhouse & Bowls facilities.
 - b. Social Member: Use of Clubhouse facilities only.
 - c. Honorary Member: Use of Clubhouse & Bowls facilities, with no subscription fee payment.
 - d. Junior Member: anyone under the age 18 years.

- 3.5 Expectations of Members: All members of the club are expected to play an active role in the general running of the club and contribute to the undertaking of those necessary routine duties such as cleaning of the premises on a rota basis, to keep the club's premises, green, and equipment in good order. Also, to provide attendance and support to those occasions when the club requires volunteers to attend and support events when the club is inviting and entertaining visiting groups.
- 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 undertake to comply with, the Club Rules and Byelaws and Regulations of the Club.
- 3.6.2 Disciplinary action against members:
- a) All disciplinary action will be dealt with in accordance with Bowls England Regulation 9 (Misconduct) or any updated regulation that Bowls England may replace regulation 9 with.
- 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.
- 3.7 The maximum number of members and subscription fees shall be decided by Members of the Club at the Annual General Meeting.

4 Management of the club

- 4.1 The affairs of the Club are entrusted to a committee [The Management Committee] consisting of The President, Vice President, Hon. Secretary, Hon Match Secretary, Hon. Treasurer, Weekend Captain, Midweek Captain, Facilitator Maintenance, Health & Safety Member, Competitions Secretary, Safeguarding Officer; and to co-opt various officers elected at the AGM together with two other Club members as required.
- 4.2 All members of the committee are eligible for re-election.
- 4.3 The committee shall meet within fourteen [14] days before the AGM and other occasions deemed necessary by the President or Hon. Secretary.
- 4.4 At all meetings of the committee, one-third [1/3] members form a quorum.

- 4.5 The committee may co-opt any member to report to or serve on the committee until the next AGM. These positions may be in the capacity of: League Delegates, or other descriptions.
- 4.6 The sub-committee shall have full powers to deal with any dispute arising from the club competitions.
- 4.7 Team selection shall be administered by a Team Selection Group. See **Appendix A.**
- 4.8 Membership of the Club and acceptance of these Rules by the member will be deemed to constitute to the consent of holding of relevant personal data for the purpose of the Data Protection Act.

5 Chair

- 5.1 The Chair Person [the President] of the Club shall preside at all meetings of the club but, if he/she is not present within ten minutes of the appointed time for the meeting, or has signified his/her inability to be present, then the members present may choose one of their number to chair the meeting.
- 5.2 Voting shall be a show of hands. In the event of a tie the chairperson shall have a deciding vote in addition to his/her own vote.
- 5.3 A ballot shall be held to decide any matter on the request of at least one third of members present.

6 President

- 6.1 The Club may elect a president who shall be entitled to be a member of the committee and to vote as a member.

7 Insurance and Indemnification

- 7.1 The club must have valid insurance in place each year.
- 7.2 Protection must cover: Employers' liability insurance, property damage, loss of income, outstanding debt balances, public liability, products liability, loss of refrigerated stock, loss of licence, damage to outside bowling green, personal accident, commercial legal expenses, director's and officers' liability, civil liability.

8 Notices of meeting

- 8.1 At least fourteen [14] days before any general meeting the Secretary must send to every member, or post in a conspicuous place in the clubs premises a notice of the meeting.
- 8.2 At least seven [7] working days' notice shall be given for a committee meeting.

- 8.3 Any Meeting appearing in the Club Fixture Booklet shall be deemed as notice of the meeting.

9 Annual General Meeting

- 9.1 An AGM of the Club shall be held in the month of October in each year & fifteen months shall not elapse without a general meeting.

In a case of national restrictions such as a pandemic then the AGM may be delayed until the Government removes any restrictions that impact the club holding such meetings.

- 9.2 At each AGM:

- 9.2.1 The presentation and [if accepted] the passing of the accounts for the previous financial year ended 31st August prior to the meeting which accounts shall first have been audited by the Club's Auditors.
- 9.2.2 The officers & committee must be elected.
- 9.2.3 An Auditor/s must be appointed.
- 9.2.4 Any other business that has been communicated to the Secretary & included in the notice of the meeting may be concluded.

10 Business at a General Meeting

- 10.1 The business at any general meeting must be limited to that provided for by those rules and any further matters set out in the notice convening the meeting.
- 10.2 The quorum at any general meeting is one third [1/3] of the membership or ten [10] [whichever shall be the greater].

11 Extraordinary General Meeting

- 11.1 Any EGM may be convened at any time, & must be convened within twenty one [21] days on the written request to the Hon. Secretary signed by twenty [20] members, or by the management committee.
- 11.2 The requisition must state the purpose for which the meeting is required.

12 Votes

- 12.1 Each Playing Member, Clause 3.3, [over the age of eighteen years] shall have one vote at all meetings of the Club.

13 Resignation

- 13.1 A member wishing to withdraw from the club shall give notice of his/her resignation to the Secretary.

14 Guests

- 14.1 Any member may introduce guests [excluding partners of members] to the club, provided that no one whose application for membership has been declined, or has been expelled from the club.
- 14.2 The member introducing a playing guest shall enter the name of the guest together with his/her own name in the visitors' book which shall be kept at the clubhouse.
- 14.3 The maximum number of times playing guests may play is three times.

15 Modification of rules

- 15.1 No alteration or addition to the rules may be made except by a resolution carried by a majority of at least two thirds [2/3] of the members present at a General Meeting, notice of which contains particulars of the proposed recommended alterations or addition (s).
- 15.2 The Secretary shall, as soon as possible, and in any case within 28 days of the making of such alteration or addition, give notice in writing to the necessary authorities of such alteration or addition.

16 Application of profit

- 16.1 The income & property of the Club shall be applied solely towards promoting the Club's objects as set forth in these rules & no portion thereof shall be paid or transferred, directly or indirectly to the members of the club.
- 16.2 Profit shall be applied for the benefit of the club as a whole or for some charitable or benevolent purpose or purposes chosen by resolution of a general meeting.

17 Purchase and supply of liquor

- 17.1 The purchase for the Club and the supply by the Club of intoxicating liquor shall be in the absolute discretion of the Vice President. The Vice President for this purpose will publish the names of co-opted members forming the House and Social Committee. In the event of any member for reasons ceasing to be a member of the House and Social committee he/she shall automatically cease to be a member of the house & social sub-committee & another member shall be co-opted in his/her place. Such sub-committee shall in no way be restricted in freedom of purchase but always subject to any instructions from the Management Committee.
- 17.2 No person shall be entitled to any commission percentage or similar payment deriving from the purchase and sale of intoxicating liquor by the Club.

- 17.3 There may be admitted to the Club's registered premises persons other than members or their guests & intoxicating liquor may be sold to such persons by or on behalf of the club for consumption on the premises & not elsewhere. Provided that such persons are bonafide visitors invited by the Club on occasion of a bowls match.
- 17.4 Intoxicating Liquor shall not be sold to persons under the age of eighteen [18] years old.
- 17.5 The clubhouse shall be open between the hours of nine a.m. & eleven p.m. each day as determined by the committee provided that the committee shall have power by resolution to extend these hours on any special occasion.
- 17.6 The permitted hours for the supply of intoxicating liquor shall be fixed [& maybe varied from time to time] by the committee in accordance with the statutory provisions for the time being in force.

18 Accounts

- 18.1 Full accounts of the financial affairs of the club duly audited by the auditor/s must be made available at least 2 weeks before the AGM.

19 Subscriptions

- 19.1 The entrance fee for new members shall be decided at the AGM.
- 19.2 The annual subscription for the coming season shall be decided at the AGM.
- 19.3 The annual subscription shall be due not later than 1st May in each year.
- 19.4 If any member shall fail to pay his/her subscription within 31 days after it has become due the treasurer shall send him/her a notice in writing to his/her address as recorded in the books of the club calling upon him/her to pay the same within 7 days, If he/she fails to pay his/her subscription the committee shall be entitled to terminate his/her membership without further notice.

20 Attendance at matches

- 20.1 Members should endeavour to be present thirty [30] minutes before play is due to commence.

21 Spectators

- 21.1 Persons not engaged in the game must confine themselves to an area beyond the banks of the green. They must maintain an attitude of strict neutrality.

- 21.2 Should a player in a match or competition complain to the referee or captain of any remark from the spectators the referee or captain to have the power to call the attention of the spectators to this rule.

22 Visitors

- 22.1 Visitors wishing to play on the green either as members of the public under the club's conditions of tenure or as guests of members of the club must wear appropriate shoes as required under **Appendix B** and also shall pay such rink fee as shall be fixed by the committee from time to time.

23 Playing Rules

- 23.1 All games of bowls shall be played in accordance with the current World Bowls, Laws of the Sport of Bowls.
- 23.2 Bowls should be stamped in accordance with the requirements of the relevant governing body.

24 Anti Doping

- 24.1 All suspicious and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

25 Life membership

- 25.1 On the recommendation of the committee an AGM may grant life membership to any member who has rendered special service to the club or who in the opinion of the committee is deserving of this distinction.
- 25.2 Life members shall not be liable to pay subscriptions under rule 20.
- 26.3 They shall be entitled to the same rights & privileges & be subject to the same rules as ordinary members.

26 Safeguarding

- 26.1 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.

27 Equalities

- 27.1 The club shall adhere to the Equality Policy of Bowls England.

28 Health and Safety Policy

- 28.1 Ashby-de-la-Zouch Bowling Club is committed to providing a safe environment for members & visitors.

- 28.2 Smoking is not permitted in the Club Buildings including Verandas or on the bowling green including its surrounding banks.

29 Dissolution

- 29.1 If at any general meeting a resolution for the dissolution of the Club is passed by a majority of members present.
- 29.2 Or at an extraordinary general meeting held not less than 42 days later [of which not less than 28 days written notice has been given to each member] & at which not less than one half of the members are present, that resolution is confirmed by a majority of two thirds of the members voting on it.
- 29.3 The executive committee must immediately, or at such future date as is specified in the resolution, proceed to realise the property of the Club.
- 29.4 After the discharge of all liabilities, it shall not be paid to or distributed amongst members of the Club but shall be given or transferred to some other institution or institutions having objectives similar to the objectives of the Club, & which prohibits the distribution of its or their income & property amongst its members to an extent as great as is imposed upon the Club.

30 Junior Section

- 30.1 The Club recognises and adopts the following policies particularly relevant to persons under 18 years of age:
- 30.1.1 Child Protection.
 - 30.1.2 Code of Conduct club officials and volunteers.
 - 30.1.3 First Aid Arrangements.
 - 30.1.4 Emergency Procedures.
 - 30.1.5 Contact Details Parents/Carers & Emergency/Alternative Contacts for under 18's.
 - 30.1.6 Job Descriptions Coaches & Volunteers for under 18's.
 - 30.1.7 Equal opportunities.
 - 30.1.8 Club Constitution.

Appendices of Ashby de la Zouch Bowling Club Constitution.

Appendix A

A1 Team Selection Group

- A1.1 The selection group shall be responsible for the selection of individual playing members who wish to be considered to represent the club in Saturday friendly matches, local leagues and county games.
- A1.2 The Group should consist of Captain [Weekend], Captain [Midweek], Vice-Captain [Weekend] and the Vice-Captain [Midweek] when selecting players for friendly matches collated by the Hon. Match Secretary. Selection will take place on a Monday evening two games in advance at 7PM. A minimum of two group members are required to select a team.
- Selection of players for County or District competitions will be made by the selection group after consultation with league team captains. Each team captain will be invited to nominate team members for consideration. After selection of the team(s) they will be displayed on the notice-board.
- A1.3 Selection of players for League games should be selected with the Vice-President as chair-person and the Captains of the teams in any league game and assisted by respective Vice Captains of each team.

A2 Procedure

- A2.1 Availability sheets for friendly matches or league games are to be displayed at the club notice board in reasonable time prior to the match or game taking place. Members should enter their names if available to play.
- A2.2 The selection group members will then meet in advance of the committed match or game and select members to play in the type of match or game specified. Their decision to play a member should reflect the match or game format and expected standard of the opposition.

Appendix B - Clothing

- B1.1 All persons using the green must wear flat-soled [heel-less] footwear at all times. White, Brown or Grey shoes are permitted.
- B1.2 Dress for Week-end games shall be white trousers/ skirts/ shorts, Club or white shirt.
- B1.3 Dress for Mid-Week league and friendly games shall be Grey trousers/Grey skirts/Grey shorts & Club or white shirts. Dress may differ in agreement with other clubs.

Dress for the Opening Day Drive and Club Competitions Finals shall be club shirts or plain white shirts/ white skirts/trousers/shorts. Dress for the President's Day to be at the discretion of the President. The dress for social bowls is to be at the discretion of the organiser. Casual wear will be accepted for Club Competitions prior to the semi-final days, including markers, and Club roll ups. Correct footwear must be worn at all times.

Appendix C - Competitions

C1.1 Competitions shall have a fixed date for completion of each round.

Ashby de la Zouch Bowling Club: Constitution including Appendix A, B & C.

Signed

President:

Vice President:

Dated: