

DESBOROUGH BOWLING CLUB

CONSTITUTION AND RULES

1. TITLE:

This is the constitution of the “Desborough Bowling Club” hereafter called “The Club”.

2. OBJECTIVES:

The objectives of The Club are to provide outdoor and indoor bowling facilities, refreshment and recreation.

3. MEMBERSHIP:

- a. Those members of The Club, who hold both indoor and outdoor playing membership, hereafter called “Full Members”, are successors in legal entitlement and are mutual and beneficial owners of The Club.
- b. The Management Committee shall offer six classes of membership, namely:- Full Members (holding both indoor and outdoor playing membership), Indoor, Outdoor, Junior, Social and Life. Applicants for membership must complete an application form that must be countersigned by a proposer and seconder, who are paid-up members of the class of membership being applied for regarding indoor and outdoor playing membership. In respect of applications for social or junior membership, any paid-up member may countersign. Completed application forms together with the appropriate fee must be submitted to the General Secretary of The Club and the election of applicants for membership shall be considered by the Management Committee, who will also determine the maximum number of members permitted for each class based on available facilities.

4. HONORARY LIFE MEMBERS:

- 4.1 Honorary Life Membership shall be bestowed, at the recommendation of the Management Committee, as a mark of distinction and in recognition of valuable services rendered over a long period. Such recommendations must be made in accordance with the approved “Procedures and Criteria for Appointing Life Members”
- 4.2 Any appointment of a Life Member shall be duly reported to the next Annual General Meeting for Member’s agreement.
- 4.3 All Honorary Life Members shall have the right to attend, speak and vote at all General Meetings of their respective category.

5 SEVERANCE OF MEMBERSHIP:

It shall be within the jurisdiction of the Management Committee, after due investigation of the facts and, if need be, the examination of witnesses and relevant evidence, to suspend or terminate the membership of any member. Such member shall have the right of appeal to the Committee against any decision, provided the appeal is in writing, signed and lodged with the General Secretary of The Club within 21 days of the Committee's decision. Such appeal shall state the grounds on which it is made.

6. FINANCIAL YEAR:

The financial year of The Club shall end on the 31st March each year. The Annual General Meeting of Full members must be held by the end of November each year. At this Annual General Meeting a duly qualified person shall be appointed to audit The Club's accounts. A certified copy of the preceding year's accounts shall be circulated with the notice calling the Annual General Meeting.

7. FEES AND SUBSCRIPTIONS:

The Management Committee shall determine the subscription for each class of membership, the joining fee for new and lapsed members and all other charges and fees relating to the use of the outdoor and indoor facilities. Membership fees and charges will be due on 1st October each year and a surcharge may apply if unpaid by the due date.

8. DISSOLUTION:

In the event of The Club being wound up or dissolved, the funds and assets of The Club remaining, after all its debts and liabilities have been satisfied, including the costs and expenses of dissolution, shall be distributed by The Club in a General Meeting to all Full Members who have held their Full Membership continuously for the previous three years.

9. OFFICERS AND MANAGEMENT COMMITTEE:

- a.** The Club shall be controlled and administered by a Management Committee and Officers.
- b.** The Officers of The Club shall be:- The President, Deputy President, General Secretary and Treasurer.
- c.** The President and Deputy President shall stand down at the end of their year in office but will be eligible for re-election. Both Officers will be elected at the Annual General Meeting of Full Members each year. Newly elected Officers shall assume office on the day following the day of their election.

- d. The General Secretary, Treasurer, Club Manager, Club Steward and other support staff shall be appointed by the Management Committee on such terms, conditions and salaries as agreed by that Committee.
- e. The Management Committee shall be elected annually at the Annual General Meeting of Full Members. All elected members shall stand down at the end of their year in office but will be eligible for re-election. The Committee shall consist of a maximum of eleven Full Members and shall automatically include The President, General Secretary and Treasurer. A quorum of the Management Committee shall be a majority of the Committee.
- f. Nominations for President, Deputy President and other members of the Management Committee must have the consent of the nominee and be proposed and seconded by Full Members. A Full Member who holds office in another bowling club shall not be eligible for nomination. If, for any reason during the year, a vacancy should occur among the President, Deputy President or Management Committee then the Committee is empowered to co-opt a Full Member to fill such vacancy until the next Annual General Meeting.

10. GENERAL SECRETARY AND TREASURER:

The General Secretary of The Club shall act as Secretary for all meetings of the Management Committee unless unable, whereupon the Management Committee shall appoint a deputy. The General Secretary, or the appointed deputy, shall carry out their duties under the control and guidance of the Management Committee. In particular the General Secretary shall:-

- a. ensure the membership records, payment of Club subscriptions, fees and charges are kept up to date and that all documentation in respect of The Club is correctly monitored and recorded;
- b. ensure that all Club licences and insurances are renewed on or before the due dates;
- c. take the lead in all negotiations of contracts of employment and for services and the relocation of Club premises.

The Treasurer of The Club under the guidance and control of the Management Committee shall:

- d. have responsibility for overseeing that monies received by the Office Manager, Club Steward, Bar Staff, Officials or other servants of The Club are correctly recorded and credited to Club accounts;
- e. ensure that Club payments in respect of employed staff and bona-fide debts are recorded;
- f. supervise the drawing up of records of all transactions needed for the formulation of a Statement of Accounts.

11. TRUSTEES:

Five (5) Trustees shall be elected by the Full Members and remain in office until such times as they decease, resign or are removed by the Full Members at a General Meeting. Any four of the five Trustees are required to execute documentation on behalf of the Club

12. GENERAL ADMINISTRATION:

- a.** The Club bar for the sale of intoxicating liquor shall be operated in accordance with the licensing legislation in force at the time. Intoxicating liquor will be available for sale to all adult members of The Club, their guests and visiting teams and their guests. A visitor's book shall be provided to record guests. Members only may purchase intoxicating liquor for consumption off the premises.
- b.** The Management Committee and Officers shall be responsible for the provision of outdoor and indoor bowling facilities, the maintenance of all structures and facilities and full compliance with Health and Safety issues and all other legal requirements so that The Club's objectives set out in Paragraph 2 above are achieved.
- c.** The Management Committee shall have the power to borrow money against The Club's assets, but only when such monies are not available from reserves. Such loans shall only be obtained in order to improve facilities, extend The Club or to cover such other work that may be deemed necessary. Any arrangements or negotiations for a financial loan must be acceptable to and agreed by the Trustees.

13. GENERAL MEETINGS:

- a.** The General Secretary shall be responsible for calling and organising the Annual General Meeting of Full Members, giving 21 clear days formal notice of the date and venue together with the Agenda of matters to be discussed.
- b.** The Management Committee may call an Extraordinary General Meeting at any-time. Such a meeting will be called and organised by the General Secretary giving Full Members 21 clear days' notice of the date and venue and details of the item(s) to be discussed.
- c.** It shall be open to Full Members to request an Extraordinary General Meeting. This request must be in writing and have the support of one fifth of Full Members who should affix their names to the written request and attend the meeting, which will be called and organised by the General Secretary giving Full Members 21 clear days' notice of the date and venue and details of the item(s) to be discussed.

14. PLAYING ADMINISTRATION AND COMPETITIONS:

- a.** Outdoor playing members shall be jointly and severally responsible for organising all activities related to the playing on and the use of the outdoor bowling-green.
- b.** It will be within their jurisdiction to arrange the appointment of secretaries, captains and committees needed for the smooth and equitable operation of bowling in respect of inter-club matches, league matches, competitions, spoon drives and any other activity impinging on the outdoor bowling green.
- c.** Similarly indoor playing members shall have equal responsibility and jurisdiction in respect of the indoor green.
- d.** In the event that any matters cannot be resolved amicably, the arbiter shall be the Management Committee.
- e.** All competitions shall be played within the Laws of the game of Bowls and Government legislation currently in force.

15. DISPUTES/MISCONDUCT/DISCIPLINARY APPEALS

- a.** Complaints from members will be accepted only in writing and should be submitted to the General Secretary for consideration at the next Management Committee meeting or sooner if warranted.
- b.** Improper behaviour or language is not permitted on The Club's premises and every such offence should be reported either verbally or in writing to the General Secretary.
- c.** The Management Committee shall be empowered to adjudicate upon any disputes referred to it, as to the meaning or interpretation of the Laws of the Sport, or any of the Rules, Regulations and Competitions, or any matter of practice, policy or complaint which it shall hold to be within its jurisdiction. All such disputes must be submitted in writing to the General Secretary.
- d.** All matters covered in **a**, **b**, or **c** above shall be adjudicated upon by the Management Committee. The General Secretary will advise all parties, in writing, within 7 days of the Management Committee's decision;
 - i.** Any member may appeal against this decision, in writing, to the General Secretary of The Club. Any such appeal must be lodged within 14 days of the decision;
 - ii.** The General Secretary shall convene an Appeals Panel to include the President or Deputy President together with 3 members of the Management Committee within 28 days of the date of receipt of the appeal;
 - iii.** The appeal shall take the form of written evidence or in person by the appellant who is permitted to call evidence in support of their appeal. The member

involved is required to provide the General Secretary with copies of all the relevant papers relating to the appeal at least 7 days before the date of the hearing.

- iv. The decision of the Appeals Panel shall be conveyed by the General Secretary, in writing, to all parties within 7 days of the hearing, together with a copy of the relevant minutes.

16. INDEMNITY:

Each member and each employee of The Club shall (to the extent that such person is not entitled to recover from any policy of insurance) be entitled to be indemnified out of any or all funds available to The Club, which may lawfully be so applied, against all 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 therefrom, or incurred in good faith in the purported discharge of such duties.

17. PROTECTION OF CHILDREN AND VULNERABLE ADULTS:

The Club fully accepts its legal and moral obligations to exercise its duty of care and to protect all children (and vulnerable adults) participating in its activities, and to safeguard their welfare.

The Club is committed to do this by acknowledging that:

- a. the welfare of the child is paramount;
- b. each child irrespective of age, gender, religion, race or disability has the right to protection from abuse;
- c. each child has the right to be safe, and to be treated with respect and dignity.

The Club shall use its best endeavours to ensure that:

- a. all allegations of abuse are taken seriously;
- b. the response to them is swift and appropriate;
- c. the effectiveness of the policy is renewed annually;
- d. coaches and other adults, have recourse to any allegations made against them;
- e. a responsible person shall be appointed annually as a Child Protection Officer to whom members can address their concerns.

18. EQUALITY:

The Club shall ensure that no member, volunteer, employee, job or membership applicant receives less favourable treatment on the grounds of their age, gender, disability, race, ethnicity, nationality, colour, parental or marital status, pregnancy, religious belief, social status, sexual orientation or political belief. The Club shall ensure that everyone has an equal opportunity for employment and to participate in the sport of bowls at all levels and in all roles.

19. ALTERATION TO CONSTITUTION AND RULES:

This constitution may only be amended at a General Meeting of Full Members. Such amendment(s) must be agreed by two thirds of the members present at that meeting. Proposed amendments must be given, in writing, to the General Secretary in time to enable the Officer to give 21 clear days' notice of the amendment(s) before the date of the General Meeting.

20. MATTERS NOT PROVIDED FOR:

- a.** If any matter shall arise that in the opinion of the Management Committee is not provided for in this Constitution then the same may be determined by that committee in such manner as it deems fit. Every such determination shall be binding upon all members of The Club unless and until set aside by a resolution of a General Meeting.
- b.** The Management Committee shall also have power to make Rules that apply to all members of The Club. Any new rule will be subject to ratification, amendment or rejection at the next General Meeting of Full Members.

Dated: 23rd November 2018

DESBOROUGH BOWLING CLUB

CLUB RULES

- 1.** Members of the Management Committee shall appoint the Chairperson of the Management Committee. The Chairperson's voting rights shall be restricted to a casting vote in the event of a deadlock in voting by that committee.
- 2.** The President and Deputy President shall arrange between themselves for one of them or their representative to be in attendance to represent The Club on all important occasions.
- 3.** Members shall be entitled to introduce bona-fide guests and shall be responsible for their guests' conduct at all times. At the discretion of the Management Committee and provided rink space is available, such guests may be permitted to play on all greens. They must comply with Club dress and footwear codes and will normally pay green fees equal to double the rate currently paid by members.
- 4.** The dress codes for playing on all greens shall be determined by the Management Committee and formally notified to playing members.
- 5.** Members and visitors must not bring food or drink, including alcoholic drink, onto The Club's premises with the intention of consumption on the premises. An exception shall be made on those occasions when catering and/or bar facilities are not available. No food is to be taken onto the greens or the indoor green surround area.
- 6.** All persons attending Club premises for whatever purpose shall comply with no smoking legislation currently in force. In addition smoking is not permitted on the outdoor bowling green and the use of E-Cigarettes within Club premises is NOT permitted.
- 7.** Mobile telephones must not be used on any bowling green or their immediate surrounds.
- 8.** All persons attending the Club must not leave any obstruction (including bags, woods or containers) on the lounge floor inside or pathways outside. Neither should bowling equipment of any description be left on tables or ledges in the lounge. Anybody seeing a potential tripping hazard is required to make it safe.
- 9.** Members must not tamper with controls that affect the lighting, heating or ventilation of The Club
- 10.** Animals (other than assistance/guide dogs) are not permitted in Club buildings and must be kept under control.