

**DESBOROUGH BOWLING CLUB**  
**CONSTITUTION**

*version 2.0 November 2022*

# Desborough Bowling Club

## Constitution

Adopted 11 11 2022



**Affiliated to**



# **DESBOROUGH BOWLING CLUB**

## **CONSTITUTION**

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### **1. NAME**

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

### **2. STATUS:**

- 2.1. The Club is an unincorporated association.
- 2.2. Those members of The Club, who have held both indoor and outdoor playing membership for a minimum of three (3) years, hereafter called “Full Members”, are successors in legal entitlement and are mutual and beneficial owners of The Club.
- 2.3. The Club shall adopt and conform to the current Laws of the Sport of Bowls and to Government legislation currently in force.

### **3. OBJECTIVES:**

The objectives of the Club are to provide facilities for, and to promote participation in, the sport of outdoor and indoor flat green bowls and to provide refreshment and recreation.

### **4. 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.

### **5. PROTECTION OF CHILDREN AND VULNERABLE ADULTS:**

- 5.1. 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 shall adhere to the Club Policy statement in the Supplement.
- 5.2. A responsible person shall be appointed annually as the Club Welfare Officer to whom members can address their concerns, their name to be published.

### **6. MEMBERSHIP**

The Club shall offer the classes of membership below:

- 6.1. **SOCIAL**; having the use of the facilities of the Club apart from playing facilities. All classes of membership below include year-round Social Membership.
- 6.2. **INDOOR**; entitled to use the indoor green to play and practise bowls during the indoor season.
- 6.3. **12 MONTH INDOOR** membership; entitled to use the indoor green to play and practise bowls throughout the year.
- 6.4. **OUTDOOR**; entitled to use the outdoor green to play and practise bowls during the outdoor season.
- 6.5. **FULL**; holding both 12 month indoor and outdoor membership.
- 6.6. **JUNIOR**: being less than 18 years of age at the next 1st October. Junior members have the privileges of a full member except as required by law.
- 6.7. **HONORARY LIFE**: see paragraph 7.
- 6.8. Applicants for Full, Indoor or Outdoor membership must complete an application form countersigned by a proposer and seconder who are paid-up members of the class of membership being applied for.
- 6.9. Applicants for Junior or Social membership must complete an application form countersigned by a proposer and seconder who are paid-up members of the Club.

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6.10. Completed application forms together with the appropriate fee must be submitted to the General Secretary of the Club.

6.11. The election of applicants for membership shall be considered by the Management Committee.

### **7. HONORARY LIFE MEMBERS:**

7.1. Honorary Life Membership may be bestowed 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" contained in the Supplement.

7.2. Any appointment of a Life Member by the Management Committee shall be duly reported to the next Annual General Meeting.

7.3. Life members shall be Full members of the Club.

### **8. OFFICERS OF THE CLUB**

8.1. The Officers of the Club shall be:

The President, the Deputy President, The General Secretary, and the Treasurer

8.2. The President and Deputy President shall stand down at the end of their year in office but are eligible for re-election.

### **9. MANAGEMENT COMMITTEE**

9.1. the Club shall be controlled and administered by a Management Committee, hereafter 'the Committee' that shall have power to do all such lawful things as are necessary for the achievement of the objectives.

9.2. The Committee shall consist of the Officers of the Club and as many Full members of the Club as the members at an Annual General Meeting shall from time to time decide.

9.3. The President, Deputy President and Committee members shall be elected at the Annual General Meeting, their term of office to be from the start of the day after the Annual General Meeting

9.4. 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.

9.5. The term of office of the Officers, Committee and co-opted members shall be until the end of the day of the next Annual General Meeting. All are eligible for re-election.

9.6. Members of the Committee shall appoint the Chair of the Committee.

9.7. The Committee may at any time co-opt Full Members of the Club to bring the membership of the Committee up to no more than the maximum number. Such co-opted members have the same rights, including voting rights, as elected Committee members.

9.8. The Committee may co-opt temporary members in addition to the maximum number for ad-hoc purposes. Such co-opted members have no voting rights.

9.9. A quorum of the Committee shall be half of the number of current voting members, present or not, rounded up if necessary to the nearest whole number.

9.10. The Committee may make Rules that apply to all members of the Club. Any new Rule shall have immediate effect but shall be reviewed at the next General Meeting of Full Members.

9.11. The Committee shall decide where and when it shall meet subject to a minimum of 6 meetings between Annual General Meetings.

9.12. In exceptional circumstances Committee meetings may be held remotely by such means as the Committee may decide.

9.13. The Committee may call an Extraordinary General Meeting at any time.

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9.14. A member of the Committee shall cease to hold office if they:

9.14.1. cease to be a full current member of the Club.

9.14.2. are absent from all Committee meetings held within a period of six months and the Committee resolve that their office be vacated.

9.14.3. give to the Committee notice that they wish to resign.

9.14.4. become incapable by reason of illness, injury or mental disorder of managing and administering their own affairs and the Committee resolve that their office be vacated.

### **10. SUB- COMMITTEES**

The Committee may establish sub-committees for specific purposes. There shall be the following standing sub-committees:

10.1. Finance Committee

10.2. Indoor Committee.

10.3. Outdoor Committee

10.4. The scope and operation of each sub-committee shall be specified in the applicable Sub-Committee Terms of Reference.

### **11. ELECTIONS**

11.1. Nominations for President, Deputy President and other members of the Committee must have the consent of the nominee and be proposed and seconded by Full Members. Nominees must be Full Members of the Club.

11.2. A member who holds office in another bowling club shall not be eligible for nomination.

### **12. GENERAL SECRETARY**

12.1. The General Secretary of the Club shall act as Secretary for all meetings of the Committee and General Meetings of the Club unless unable, whereupon the Committee shall appoint a deputy.

12.2. The General Secretary, or the appointed deputy, shall carry out their duties under the control and guidance of the Committee.

The General Secretary shall:

12.2.1. 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.

12.2.2. ensure that all Club licences and insurances are renewed on or before the due dates.

12.2.3. take the lead in all negotiations of contracts of employment and for services to Club premises to and from external providers.

### **13. TREASURER**

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

13.1. 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.

13.2. ensure that Club payments in respect of employed staff and bona-fide debts are recorded.

13.3. supervise the drawing up of records of all transactions needed for the formulation of a Statement of Accounts.

### **14. TRUSTEES**

Six (6) 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 six Trustees are required to execute documentation on behalf of the Club

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#### **15. PROCEDURE AT ALL MEETINGS**

- 15.1. All questions arising at any meeting, excepting those concerning alterations to the Constitution, shall be decided by a simple majority of those present and voting at such meeting subject to the meeting being quorate.
- 15.2. No member shall exercise more than one vote, except that in the case of an equality of votes the Chair shall have a second or casting vote.
- 15.3. At any General Meeting or Committee meeting the Secretary shall keep minutes comprising a record of the proceedings.
- 15.4. At Sub-Committee meeting minutes shall be kept comprising a record of the proceedings, the minutes to be made available to the General Secretary who shall refer them to the Committee.

#### **16. GENERAL MEETINGS**

- 16.1. Not less than 21 days' notice of the date, time and venue of any General Meeting shall be given in writing or electronically to members of the relevant class of membership of the Club.
- 16.2. Full members and all members of the relevant class are entitled to attend any General Meetings of their class.
- 16.3. 30 members including the Committee shall form a quorum for any General Meeting of the Club.

#### **17. ANNUAL GENERAL MEETING**

The General Secretary shall call a General Meeting of the Club to be held annually by the end of November. A certified copy of the preceding year's accounts shall be made available to Full members at the meeting.

The meeting shall:

- 17.1. Consider the Annual Report of the Committee.
- 17.2. Consider the income and expenditure accounts for the preceding Club financial year, a balance sheet showing the assets and liabilities at the end of that year and the independent examiner's certificate.
- 17.3. Elect the President, Deputy President, and Committee members.
- 17.4. Appoint a duly qualified independent examiner or examiners to approve the accounts.
- 17.5. Appoint a Club Welfare Officer.
- 17.6. Consider and vote on motions, notice of which shall have been given in writing to the General Secretary at least 48 hours prior to the meeting. The Chair shall have discretion to accept motions with less notice.
- 17.7. Vote on any proposals to amend this constitution in accordance with clause 24 hereof.

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#### **18. EXTRAORDINARY GENERAL MEETING**

- 18.1. The General Secretary shall call an Extraordinary General Meeting upon receipt of a request from the Committee.
- 18.2. The General Secretary shall call an Extraordinary General Meeting upon receiving a request in writing signed by not less than one fifth of Full members of the Club giving details of the motion(s) to be put before the meeting. Each signature must be accompanied by the name and membership number of the signatory.
- 18.3. An Extraordinary General Meeting shall take place within 28 days of receiving a request.
- 18.4. The notice of an Extraordinary General Meeting shall give 14 days' notice of the date, time and venue of the meeting and shall contain notice of the matters to be discussed and the terms of any motions which it is intended to move.
- 18.5. The motions to be considered at an Extraordinary General Meeting shall be only those specified in the notice of the meeting, amendments to those motions and procedural motions except that the Chair shall have sole discretion to accept other motions

#### **19. FINANCE**

- 19.1. The financial year of The Club shall end on the 31st of March each year.
- 19.2. All monies raised shall go towards furthering the aims and objectives of the Club
- 19.3. The 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.
- 19.4. Membership fees and subscriptions are due on 1st October each year and a surcharge may apply if unpaid by the due date.
- 19.5. The 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 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.

#### **20. DISPUTES/MISCONDUCT/DISCIPLINARY APPEALS**

- 20.1. Complaints from members shall be accepted only in writing and should be submitted to the General Secretary for consideration at the next Committee meeting or sooner if warranted.
- 20.2. 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.
- 20.3. The Management Committee shall adjudicate 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.

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- 20.4. It shall be within the jurisdiction of the 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.
- 20.5. Complaints having been adjudicated by the Committee the General Secretary shall advise all parties, in writing, within 7 days of the Committee's decision.
- 20.6. 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.
- 20.7. The General Secretary shall convene an Appeals Panel to include the President or Deputy President together with 3 members of the Committee within 28 days of the date of receipt of the appeal.
- 20.8. 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.
- 20.9. 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.

### **21. 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.

### **22. GENERAL ADMINISTRATION:**

- 22.1. 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 shall be available for sale to all adult members of The Club, their guests and visiting teams and their guests. Members only may purchase intoxicating liquor for consumption off the premises.
- 22.2. The 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 3 above are achieved.

### **23. 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.

### **24. ALTERATIONS TO THE CONSTITUTION**

- 24.1. 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 and voting at that meeting.
- 24.2. Proposals for amendment must be given in writing to the General Secretary in good time to enable such proposals to be circulated with the notice of the General Meeting.

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24.3. Any alteration to this constitution shall become effective at the end of the general meeting at which the vote to change took place. Appointments and decisions made and taken under the previous constitution shall remain valid unless inconsistent with the amended constitution.

24.4. This Constitution shall be subject to review and if necessary amendment at intervals not exceeding 5 years.

**25. NOTICE**

The accidental omission to give notice of a meeting or the non-receipt of a notice of meeting by any member or members shall not invalidate any proceedings or resolutions at any meeting of the Club or any committee or sub-committee.

**26. MATTERS NOT PROVIDED FOR:**

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.



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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 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.

November 2022