

# **SHRIVENHAM BOWLS CLUB CONSTITUTION**

## **1. Title.**

- (a) The Club shall be called the Shrivenham Bowls Club, hereafter to be referred to as “the Club”
- (b) The Club shall be affiliated to Bowls England through the Royal County of Berkshire Bowling Association.

## **2. Objectives.**

The Club is formed to provide for Members:

- (a) A Bowling Green for the amateur sport of outdoor flat green bowls.
- (b) Short Mat bowling facilities during the “Closed” season
- (c) Competitive League matches and Friendly matches against other Bowls Clubs.
- (d) Internal competitions as arranged by the Management Committee.
- (e) External competitions as arranged by those bodies to which the Club is affiliated.
- (f) A clubhouse for the supply of refreshments and social facilities to Club Members, their guests and visitors.
- (g) A safe environment in which children and vulnerable adults can enjoy taking part in a game of bowls, following, where applicable, the policies and procedures of the National Bodies in this regard.

## **3. Membership.**

- (a) Membership of the Club shall be open to anyone interested in the sport of outdoor flat green bowls on application regardless, of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. Membership may however be limited according to available facilities on a non-discriminatory basis. Membership subscriptions will be kept at levels that will not pose a significant obstacle to people participating.
- (b) Persons applying for Club membership must complete an Application Form and submit it to the Membership Secretary who will present it to the Management Committee for their consideration. The Club reserves the right to seek references.
- (c) The club committee may refuse membership, only for good cause such as conduct likely to bring the club or sport into disrepute.

If consideration of removal of membership is as a result of a disciplinary issue, the procedure to be adopted shall be in accordance with Bowls England Regulation 9 (Misconduct).

- (d) There shall be five levels of Membership: Full Membership, Short Mat Membership, Social Membership, Life Membership and Junior Membership for juniors in full-time education.

Short Mat members shall have access to all facilities and activities of the Club with the exception of outdoor bowling.

Social members shall have access to all facilities and activities of the Club with the exception of indoor bowling and outdoor bowling.

Life Membership may be awarded at the discretion of the Management Committee to members who have made a significant contribution to the Club for 20 years.

- (e) At all times, the Bowling Membership must be more than 50% of the Total Membership of the Club.
- (f) A list of the names and phone numbers of all Members shall be available in the Captains Room.

- (g) Any Member may resign his or her Membership by giving to the Secretary, notice in writing to that effect. Provided that if such notice is given after the 1<sup>st</sup> March in any year, the Member shall be liable for the payment of any subscriptions due to that date.
- (h) Any person ceasing to be a Member of the Club for any reason shall forfeit all rights to any claim upon the Club, its property or its funds.

#### **4. Finance.**

- a) Annual subscriptions shall be payable on or before the 1<sup>st</sup> day of March, or on the day of election if such is after the 1<sup>st</sup> March in any year.
- b) Subscriptions should be paid to the Membership Secretary or Treasurer, in person or by post or preferably by electronic funds transfer.
- c) Subscriptions shall be set annually, at a level to recover the known outgoings of the Club and recommended by the Management Committee.
- d) The property and funds of the Club will not be used for the direct or indirect private benefit of Members other than 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.
- e) The Club will be registered for Gift Aid and will keep a record of donations and claiming of Gift Aid from HMRC.”

#### **5. Administration.**

- (a) The entire management of the Club shall be deputed to the Management Committee, (see Clause 7) except as otherwise provided by the Constitution.
- (b) A Lady’s Sub-Committee shall be formed by the election of the following Members:  
Captain – Vice-Captain – Secretary – County Delegate.  
This Committee to be voted for exclusively by the Lady Full members at the Annual General Meeting and to be represented on the Management Committee by the Lady’s Captain.
- (c) A Green Sub-Committee shall be formed by the Election of 3 Members by the Management Committee. The Club Chairman and Secretary shall be ex-Officio.
- (d) The Management Committee or any Sub-Committee shall be allowed to co-opt any member of the Club or person outside the Club who has specialised knowledge for assistance of that particular Committee.
- (e) A quorum of the Management Committee shall consist of the Chairman or President, Secretary or Fixture Secretary or Competition Secretary, Treasurer or his appointed deputy plus 3 members of the Management Committee.
- (f) The Club shall elect 3 Trustees, who shall hold office until death or resignation, unless removed from office by proposition of the members. The property of the Club shall be vested in the Trustees and they shall deal with the property as directed by proposition of the Management Committee. They shall be indemnified against all risks and expenses out of the Club property and funds.
- (g) The Treasurer shall manage the accounts of the Club. The accounts shall be audited and presented each year to the Annual General Meeting.
- (h) The Management Committee shall have the power to make arrangements for Matches, Open Tournaments and other Competitions, including the imposition of an entrance fee for Members to take part, the provision of prizes and the creation of any necessary rules. They shall also provide for the reservation of rinks; such reservation to be in writing and entered in the Club Diary.
- (i) The Management Committee shall appoint a Protection Officer (Child and Vulnerable Adult) annually, at its first meeting after the Annual General Meeting.

## **6. General Meetings.**

- (a) The Annual General Meeting of the Club shall be held during the month of November each year, upon a date and time fixed by the Management Committee.
- (b) A Special general meeting of the Club may be called at any time, by the Club Chairman, or upon application, of at least 1/5<sup>th</sup> of the paid-up members of the Club. Such application for a meeting should be forwarded, duly signed by those Members requesting the Special General Meeting, to the Secretary. He, with the Chairman, shall convene forthwith such a Special Meeting, giving at least 14 days notice to Members.
- (c) Standing Orders of the Club governing the procedure at the Annual General or Special General Meetings shall be read and accepted at each such meeting.
- (d) All members are entitled to a vote at General Meetings.  
Short Mat members shall not be eligible to vote on Outdoor bowling issues and issues relating to the fundamental objectives of the Club.  
Social members shall not be eligible to vote on bowling issues and issues relating to the fundamental objectives of the Club.

## **7. Officers & Management Committee.**

- (a) The Management Committee shall all be elected at the Annual General Meeting in each year and shall comprise the following Officers:-  
Chairman, Secretary, Treasurer, Fixture Secretary, Competition Secretary, Membership Secretary, Club Captain, Lady's Captain, Men's Captain, Bar Chairman, Catering Officer, Green Keeper, Vice Chairman plus 2 elected members.
- (b) If at the Annual General Meeting of the Club a Chairman or a Vice Chairman is not elected, the Management Committee shall elect two of its voting members as Chairman and Vice Chairman.
- (c) The following Officers shall also be elected at the Annual General Meeting in each year:  
Club Vice-Captain, Ladies Vice-Captain, Men's Vice-Captain
- (d) The following Delegates shall be elected at the Annual General Meeting each year:  
County Delegates and Swindon & District delegates for both the Lady's and Men's Associations.
- (e) All Officers of the Club and members of the Management Committee shall retire annually. All such retiring Officers shall be eligible for re-election.
- (f) In the event of a vacancy on the Club Management Committee, any Full member of the Club may be co-opted by the Management Committee, to fill such vacancy.
- (g) In the event of a vacancy occurring on the Ladies Sub-Committee any Full Lady Member of the Club may be co-opted by the remaining Members of the Sub-Committee to fill that vacancy.
- (h) A President shall be elected bi-annually to serve for 2 years and must then retire. The President may by virtue of office attend Management or Sub-Committee meetings and take part in discussions but may not vote.

## **8. Selection.**

- (a) The Selection Committee for Mixed matches shall consist of the Club Captain and the Club Vice-Captain.
- (b) The Selection Committee for Men's matches shall consist of the Men's Captain and two others agreed by the Men's pre-season meeting.
- (c) The Selection Committee for Lady's matches shall consist of the Lady's Captain and the Vice-Captain.

## **9. Dress.**

The Dress Code will be as agreed by the Management Committee.

## **10. Bar.**

- (a) The purchase for the Club and the supply by the Club of intoxicating Liquor, shall be managed by an elected Bar Committee. This Committee shall consist of the Bar Chairman, Club Secretary, Club Treasurer and 4 members nominated by the Management Committee.
- (b) The Bar Committee shall arrange the supply of intoxicating liquor to the Club members.
- (c) No person under 18 years of age shall be served with intoxicating Liquor.
- (d) Intoxicating liquor shall not be supplied to persons, on the Club premises, otherwise than by or on behalf of the Club. No person shall be paid at the expense of the Club, any commission, percentage or similar payment on or with reference to the purchase of intoxicating liquor by the Club.
- (e) The permitted hours for the supply of intoxicating liquor shall be those as specified by the Bar Committee and within the general Licensing hours as granted on the Club Premises Certificate.
- (f) The Bar Chairman shall be responsible for keeping proper accounts and shall submit an Annual Account to the Management Committee. The Annual Account shall be made available to the members and the books and records shall be open to the inspection of the Management Committee.
- (g) The Bar Chairman and 4 Members of the Bar Committee shall form a quorum.
- (h) The supply of intoxicating liquor for consumption off the premises is not permitted.
- (i) Members may entertain Guests at the Club provided that no advantage is taken of this privilege to the detriment of the Club or its Members. Members shall accompany their Guests and shall be responsible for their conduct and observation of Club rules. No Member shall introduce more than 6 Guests into the Club at any one time. The name and address of each Guest must be recorded in the Visitors Book and countersigned by the Member.

## **11. Dissolution.**

- (a) If at an Annual General Meeting of the Club, a resolution be passed calling for the dissolution of the Club, the Secretary shall immediately convene a Special General Meeting of the Club to be held not less than 28 days thereafter to discuss and vote on the resolution.
- (b) If at that Special General Meeting, the resolution is carried by at least two thirds of the members present at the meeting, the Management 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.
- (c) In the event of the dissolution of the Club, any assets remaining after the satisfaction of all debts and liabilities shall not be paid to or distributed among the members of the Club, but shall be given or transferred to one or more of the following approved sporting or charitable bodies:
  - 1. Another Club with similar sports purposes which is a Charity.
  - 2. Another Club with similar sports purposes which is a registered CASC.
  - 3. Bowls England for use by them in related community sports.

## **12. Miscellaneous.**

No smoking or the use of electronic cigarettes are permitted on or within 1 metre of the green whilst matches are in play.

No smoking or the use of electronic cigarettes are permitted within the confines of the clubhouse at any time.

## **13. Alteration to the Constitution.**

The Constitution may be added to, repealed, or amended by a resolution properly put to any Annual General or Special General Meeting of the Club.

Propositions for the repeal, amendment or addition to the Constitution must be submitted to the Secretary in writing at least 14 days prior to such a meeting.

No resolution will be deemed to be carried unless passed by a majority of 2/3rds of the members present and entitled to vote.

Provided that no such change shall jeopardise the Club's status as a Community Amateur Sports Club within the meaning of the Finance Acts, or in any event alter its objects or winding-up provisions.