

# CLUB CONSTITUTION

## 1. NAME OF THE CLUB

The name of the Club shall be "CAM MILLS BOWLS CLUB"

## 2. OBJECTS AND STATUS OF THE CLUB

The provision of facilities for bowls, including normal clubhouse facilities and of social and sporting team activities for the benefit of the membership.

The Club is a non-profit making organisation. All profit and surpluses will be held to maintain or improve the Club's facilities.

## 3. MEMBERSHIP

The total number of each class of membership shall be determined by the Management Committee. There shall be 5 classes of membership:

### 1. Bowling Membership

At the full subscription

### 2. Junior Membership

Free of subscription. Junior membership allows the benefit of full membership to members' aged 18 years or younger on 1<sup>st</sup> April in the year of membership or in full time education after that date up to a maximum of 21 years.

### 3. Associate Membership

At a reduced subscription. Associate Membership allows only the use of the clubhouse and such persons may participate in social events and sporting team activities other than bowls. Associate Members have no voting powers.

### 4. Honorary Life Membership

Members who have performed valuable service to the Club for a period of ten years or more and have been elected to Honorary Life Bowling Membership by the members in a General Meeting. Such persons shall be entitled to such privileges of membership as decided by the Management Committee, but shall be relieved of all liability to pay subscriptions.

### 5. Family Membership

Each members spouse or common-law partner shall be admitted to the Club as an Associate Member but without subscription. If however that person is a member of a competing sports team based at the Club then the normal rate of Associate or Bowling membership will apply. Other types of family relationship may be accepted on application to the Management Committee.

## 4. MANAGEMENT

The management of the Club shall be vested in a committee to be known as the Management Committee whose authority shall in all cases be paramount until over-ruled by a General Meeting of the Club with a two-thirds majority of those members present (who are entitled to vote) and voting. The Management Committee are empowered to make, repeal and amend Bye-Laws as they may from time to time be considered necessary for the proper management of the Club.

The Management Committee shall consist of the Chairman, Secretary, Treasurer, Club Captain, Green keeper, Maintenance Secretary, Bar Manager, President and Trustees. The quorum for Management Committee meetings shall be five.

## 5. OFFICERS

The Officers of the Club shall be Chairman, Secretary, Treasurer, Club Captain, Green keeper, Maintenance Secretary, Bar Manager, President, Membership Secretary, League Captains, Trustees, League and County Bowls Representatives and Child Protection Officer. The President is elected annually.

## 6. ELECTION OF OFFICERS

Officers may be nominated by the Management Committee or any Bowling Member. All nominations shall be sent in writing to the Secretary with the names and signatures of the proposer and seconder or entered on the form provided by the Secretary for that purpose. No nominations can be received within 14 days of the AGM. The Secretary shall display the nominations for at least 7 days preceding the AGM. Election shall be by ballot with a simple majority at the AGM.

The Management Committee may second a member to fill any office not nominated at the AGM.

## 7. SECRETARY

The Secretary shall be responsible for the day-to-day administration of the Club, to convene all Management Committee and General Meetings of the Club by posting agendas and to keep the minutes of such meetings.

## 8. TREASURER

The Honorary Treasurer shall keep the Club accounts and shall prepare the annual statement of accounts and balance sheets for the year ending 31 July. These accounts after inspection by qualified accountants will be provided at the AGM.

The Treasurer shall monitor and control all Club financial matters as determined by the Management Committee.

#### **9. BAR MANAGER**

Responsible for organising and maintaining operations to ensure the correct running of the Club bars as decided by the Management Committee.

#### **10. AUDITORS**

Qualified accountants shall be appointed at each AGM for the year to follow to examine and inspect the books of the Club and certify the Balance Sheet.

#### **11. TRUSTEES**

Trustees, who shall be 3 in number, shall be appointed from time to time from the Bowling Membership or Honorary Life Membership of the Club in General Meeting. A Trustee shall hold office during his/her life, or until his/her resignation in writing to the Club Secretary or until a resolution removing him/her from office shall have been passed by two thirds majority of those present and voting in General Meeting or until he/she ceases to be a Bowling or Life member. All the property of the Club of whatsoever nature shall be vested in the Trustees for the time being, to be held in trust in their names for the use and benefit of the Club as a whole. On the death, resignation or removal from office of a Trustee, the Management Committee shall take steps to secure the appointment by the Club of a new Trustee in his/her place, and shall as soon as possible thereafter take all lawful and practicable steps to procure the vesting of all Club's property into the names of the Trustees as constituted after the said appointment.

The Trustees shall at all times, and in all respects, act in regard to the property of the Club held by them in accordance with the directions of the Management Committee; and shall have power to sell, pledge, lease, mortgage or otherwise alienate any Club property in compliance with the directions of the Management Committee, but no purchaser lessee or mortgagee, or other successor in title, shall be concerned to enquire whether any such direction has been given.

The Trustees shall, on the direction of the Management Committee, represent the Club in any litigation.

The Trustees shall be entitled to an indemnity out of the property of the Club in respect of any action taken by them on the direction of the Management Committee.

#### **12. GENERAL MEETINGS**

##### Annual General Meeting

Shall be held as soon as possible after the annual accounts have been passed by the Management Committee but not later than 31<sup>st</sup> October. At least 28 days' notice of any General Meeting shall be given together with an Agenda posted within the Club.

Members who wish to have any matter discussed and voted on under 'any other business' which would affect the Club rules must present the proposal in writing to the Secretary, duly proposed and seconded by Bowling Members, at least 28 days before the meeting.

##### Extra-Ordinary General Meetings

May be called at any time by the Management Committee or by at least 20 voting members on handing to the Secretary a signed requisition which shall contain the text of the motions to be discussed and voted upon. The meeting shall be called without reference to the Management Committee not more than 28 days after receipt of the requisition and members shall be given 14 days' notice of the Meeting and motions.

##### Quorum

25 members present (who are entitled to vote) shall form the necessary quorum for any General Meeting.

#### **13. ELECTION OF MEMBERS**

Candidates for Club membership shall be elected by a simple majority of the Management Committee having been first proposed and seconded by members of the Club, members wishing to propose a candidate will do so on the proper form available from the Secretary who shall post it on the Club noticeboard at least 7 days before the candidate comes up for election.

#### **14. WAITING LIST FOR MEMBERSHIP**

When a waiting list for membership exists, priority for membership shall be decided by the Management Committee.

#### **15. NOTICE OF ELECTION**

On election the new members shall at once be notified by the Membership Secretary requesting them to pay their membership fee as detailed by the Management Committee. A new member shall not enjoy any membership privileges until appropriate payment has been made. In the event of non-payment beyond twenty-eight days, the election shall be void unless good cause for the delay is shown. New members joining during the year shall pay subscriptions pro-rata.

## **16. SUBSCRIPTIONS**

Annual Subscriptions are payable in advance and date from 1<sup>st</sup> April each year. Any members failing to pay their subscriptions by 30<sup>th</sup> April may at the discretion of the Management Committee have their membership terminated. No member with a subscription in arrears may compete for a Club competition or vote at any Meetings. The rates of subscriptions shall be determined as necessary by the Management Committee and shall be posted on the Club noticeboard. There may be a penalty for any failure to pay on the agreed dates as may be agreed by the Management Committee at least 1 months' notice of such penalties will be given.

Absence abroad, a member who is absent from the country for a whole calendar year shall not be liable for subscription providing notice in writing has been given to the Secretary. Shorter periods will be decided on their merits.

Members who have been unable to continue their annual membership may have their subscription reduced as decided by the Management Committee.

## **17. VOTING**

Bowls Members over the age of 18 may vote at Meetings. The Chairman shall be entitled only to a casting vote at General Meetings and Management Committee Meetings.

## **18. RESIGNATIONS**

Members wishing to resign their membership may do so at any time by writing to the Secretary, but shall be liable for any subscription outstanding at the time. Possible refunds may be considered on their merits as directed from time to time by the Management Committee.

## **19. EXPULSION AND SUSPENSION**

### **a) Expulsion**

The Management Committee, given justifiable cause, may expel any member from the Club, the Secretary being required at once to inform the member together with the full reasons for such expulsion. The member so expelled shall have the right to appeal within 28 days of the receipt of the expulsion notice to the Management Committee who will decide whether to confirm or rescind the notice of expulsion. In all cases of confirmed expulsion the ex-member concerned shall have no remedy against the Club and shall be persona non grata in the Clubhouse and on the green.

### **b) Suspension**

The Management Committee, given justifiable cause, may suspend any member from the Club, the Secretary being required, at once, so to inform that member together with the full reasons for such suspension. The member so suspended shall have a right to appeal with seven days of the receipt of the suspension notice in writing and/or an invited appearance before the Management Committee or its delegated panel. In all cases of confirmed suspension the member concerned shall have no remedy against the Club and shall be persona non grata in the Clubhouse and on the green during the period of suspension.

## **20. VISITORS**

Bowling members may introduce playing visitors to the Club on payment of the appropriate rink fees. None may be so introduced more than six times during a calendar year. Such visitors must be current members of a bowls club affiliated to a National Bowling Association.

## **21. SALES TO NON-MEMBERS**

Subject to any special restrictions which may from time to time be imposed by the Management Committee the following persons shall be deemed to be guests of the Club and its members and be entitled to admission to the Club premises and to be supplied with and/or sold alcohol for consumption on the premises:

- a) Visiting Bowls players as detailed in section 20
- b) Members and supporters of competing teams
- c) Officers and committee members of associated groups involved with the organisation or promotion of sport
- d) Those attending any function organised at the Club
- e) Staff who may from time to time be subject to any special restrictions imposed by the Management Committee

## **22. CLUBHOUSE AND BARS OPENING AND CLOSING**

The Club is permitted to provide alcohol as defined by the Club's Premises Certificate. The Management Committee is responsible for setting the opening and closing times within those limits and for displaying those times within the Club.

## **23. COMPLAINTS**

All complaints shall be made to the Secretary who may request that they be made in writing, if the Secretary is unable to deal with the complaint then it will be submitted to the Management Committee. Should the decision of the Committee be unsatisfactory to the complainant an appeal may be made to the Management Committee.

#### **24. DOGS**

Dogs are allowed within the Clubhouse and green surrounds if kept under proper control and at Management discretion.

#### **25. USE OF CLUB PREMISES**

Use of the Club premises may be allowed for any properly organised function organised by a Club Member and on the occasion of such function shall be at liberty to supply alcohol for consumption on the premises to persons attending such function, provided always that such function shall have been approved by the Management Committee or a member appointed by the committee to monitor and approve bookings. The booking shall be of a private nature and the general public shall have no right of access.

The Club shall be at liberty, by invitation of the Club's Management Committee and not more than twelve times per year (year to commence on 1 January), but subject to any statutory limitations, to allow the use of the Club's premises to any properly organised body or association not connected with the Club for a properly organised function. On the occasion of such functions the Club shall be at liberty to supply alcohol for consumption on the premises to persons attending such function, provided always that such function shall have been approved by the Club's Management Committee and due notice of any such function shall first have been given to the relevant authorities by the Secretary at the time being of the Club and any necessary licenses or consents obtained. The function referred to in this rule shall be of a private nature and the general public shall have no right of access

#### **26. YOUNG PERSONS**

Young Persons are defined as persons under 18 years of age. At all times persons aged 16 and under must be in the care of a responsible adult.

The Club will actively follow the guidelines of the English Bowls National Child Protection Policy. Young Persons are not permitted to be supplied with alcohol. The Club will appoint a Child Protection Officer.

#### **27. DISSOLUTION**

If, at any General Meeting of the Club, a resolution is passed by two thirds of those attending, (and permitted to vote) calling for the dissolution of the Club, the Trustees after discharging all debts and liabilities of the Club shall distribute or transfer the remaining assets to some other voluntary organisation having similar objects.

However, in the event that funds may have been received from the National Lottery Fund, such surplus funds and assets shall be given to registered charities in the County of Gloucestershire which has similar aims. A decision about which charity shall benefit from such a situation shall be determined by the Trustees.

#### **28. 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 all funds available to the Club which may lawfully be so applied against all costs, expenses and liabilities whatsoever (reasonably) incurred by such person in the proper execution and discharge of duties undertaken on behalf of the Club arising there from, or incurred in good faith in the purported discharge of such duties.

Save in any such case where any such costs, expenses and liabilities arise in connection with any negligence, default, breach of duty or breach of trust.

Provided that any such member so indemnified, has been properly authorised in relation to the duties undertaken on behalf of the Club by the Management Committee.

#### **29. ALTERATION TO THE RULES**

Notwithstanding any provisions in the constitution of the Club for the variation or amendment of the Club's Rules or Constitution, neither the Club nor the Management Committee shall have the power to alter, annul, extend or in any way vary the provisions and restrictions contained in the Rules without first obtaining the consent or approval of the appropriate authority.

Notice of proposed repeals of or alterations to the Rules must be submitted to the Secretary at least fourteen days before General Meetings and the motion for discussion shall be posted on the Club noticeboard at least ten days before the Meeting is held. Amendments to the motion, however, may be proposed and decided at the Meeting and the final proposal shall be deemed carried providing there is a two-thirds majority of those members present (who are entitled to vote) and voting.

#### **30. SMOKING**

Smoking is not allowed, including e-cigarettes/vaping, within the Clubhouse or green surround (within gated area of Club).