

# Bexhill Bowling Club



## Constitution

November 2019



## **1. Title:**

The name of the Club shall be “Bexhill Bowling Club” hereafter referred to as “the Club” and the colours shall be Dark Blue and Gold.

## **2. Objectives:**

To provide facilities for and to promote participation in the amateur sport of outdoor flat green bowls in the Bexhill area. The Club shall adopt and conform to Bowls England rules and regulations and those of the Sussex County Bowls.

## **3. Affiliation:**

The Club shall be affiliated to Bowls England, Sussex County Bowls Men’s and Women’s sections and any other Association approved by the Club Committee.

## **4. Membership:**

### **4/1 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.

### **4/2 Election of Members**

Upon receipt of an application for membership, there shall be an interval of at least two days before the meeting of the Committee at which such application for membership shall be considered. The

election of all classes of members is vested in the Committee and shall be a simple majority vote of those of the Committee. The Committee may refuse applications only for good cause such as conduct likely to bring the Club into disrepute. The Secretary shall inform each candidate in writing of the candidate's election or non-election. The Secretary shall furnish an elected candidate with a copy of the Constitution, Rules and Byelaws of the Club and make request for such payments as are necessary.

#### **4/3 Subscriptions. and Joining Fees**

The rate of Joining Fee (if any) and Subscription Fee for each category of Membership shall be proposed by the Committee to the members at the Annual General Meeting in each year. Any proposed changes shall be approved by a majority of those present and entitled to vote and shall become operative from 1st April. The current rate of Subscription Fee shall be prominently displayed in the Club premises. The subscriptions payable shall be such as the Management Committee shall prescribe from time to time and for the following categories of Membership:

Playing Members;

Junior Members (8 - 16 years old);

Social Non-Playing Members;

Candidates for membership shall have no privileges whatsoever in relation to the use of the Club or premises until they have become a member.

#### **4/4 Payment of Fees upon Election**

Upon election, a candidate shall pay, within one calendar month, fees as shall be requested. In default of such payment, the election shall be void unless sufficient cause for delay be shown.

Every Member binds himself to abide by the Rules and Bye-Laws of the Club and by any modification thereof in conformity with such Rules.

Only Playing Members and Life Members are entitled to vote at General Meetings.

The rights and privileges of each category of membership shall be as follows: -

PLAYING MEMBER shall have the full use of all Club facilities. Affiliation Fees shall be payable to Sussex County Bowls and Bowls England.

JUNIOR MEMBER shall have the full use of all Club facilities. Affiliation Fees shall be payable to Sussex County Bowls and Bowls England.

HONORARY/LIFE MEMBER shall have the full use of all the Club facilities. Affiliation Fees shall be payable to Sussex County Bowls and Bowls England

SOCIAL NON-PLAYING MEMBER shall have the full use of the Clubhouse facilities.

#### **4/5 Members' duty to provide contact details**

Every member shall furnish the Secretary with up-to-date contact details:

- a. Name
- b. Home Address
- c. Home Telephone Number
- d. Mobile Telephone Number
- e. E-mail Address

These shall be recorded in the Register of Members and any notice sent to such addresses either by post or electronically shall be deemed to have been duly delivered.

#### **4/6 Retirement of a member**

A member wishing to resign their membership shall give notice in writing to the Secretary before 1st April and shall not then be liable to pay the subscription for the following year.

A member who retires in accordance with this Rule shall not be entitled to have any part of the annual membership fee or any other fees refunded.

#### **4/7 Arrears of Subscription**

The Committee may cancel, without notice being given, the membership of any member whose annual subscription and other annual fees are more than one month in arrears provided that the Committee may, at its absolute discretion, re-instate such member upon payment of arrears. No member whose annual payment is in arrears may use the Club premises or vote at any meeting.

#### **4/8 Conduct of Members**

Every member, upon election and thereafter, is deemed to have notice of, and undertakes to comply with, the Club Rules and any Byelaws and Regulations of the Club.

#### **4/9 Disciplinary action against members**

All disciplinary matters will be dealt with in accordance with Bowls England Regulation 9 (Misconduct)

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.

#### **4/10 Limitation of Club liability**

All references to the Club in this Section shall mean every individual member of the Club from time to time.

Members are bound by the following Rule which shall also be exhibited in a prominent place within the Club premises:

“Members of the Club may use the Club premises, and any other facilities of the Club, entirely at their own risk and impliedly accept:

**(a)** The Club will not accept any liability for any damage to or loss of property belonging to members.

**(b)** The Club will not accept any liability for personal injury arising out of the use of the Club premises, any other facilities of the Club either sustained by members or caused by the said members whether or not such damage or injury could have been attributed to or was

occasioned by the neglect, default or negligence of any of them, the Officers, Committee, Trustees or Servants of the Club.” members whether or not such damage or injury could have been attributed to or was occasioned by the neglect, default or negligence of any of them, the Officers, Committee, Trustees or Servants of the Club.”

(c) Membership of the Club and acceptance of these Rules by the member will be deemed to constitute consent to the holding of relevant personal data for the purposes of the Data Protection Act.

## **5. Management Committee:**

### **5/1 Composition of Committee**

The Committee shall consist of The Officers of the of the Club who shall be Full Playing Members, and have attained the age of eighteen years as follows:

The Chairperson, The Secretary, The Men’s Captain and Men’s Vice-Captain, Ladies Captain and Ladies Vice-Captain, Treasurer, Match Secretary, Men’s Competition Secretary, Ladies Competition Secretary, Safeguarding Officer and three (3) other General Members. The Club President may attend meetings, but can only take part in discussions if invited and will have no voting rights.

### **5/2 Committee Members**

All the foregoing. Officers shall be elected at the Annual General Meeting and shall hold office for one year, retiring at the end of the period of election. All Officers of the Club shall be eligible for re-election to the same office or another office at the end of their current period of election.

Candidates for election to the Committee shall be those members of the retiring Committee eligible to offer themselves for re-election and such other full members whose nominations (duly proposed and seconded in writing by Full members of the Club) with their consent shall have been received by the Secretary at least twenty-eight days before the date of the Annual General Meeting in each year. Such nominations, together with the names of the Proposer and Secunder

shall be posted to the Club premises at least fourteen days prior to the date of the Annual General Meeting.

If the number of candidates for election is greater than the number of vacancies to be filled, then there shall be a ballot of those members present and entitled to vote at the Annual General Meeting.

If the number of candidates for election is equal to or less than the number of vacancies to be filled then all candidates shall be deemed to be elected if majority of those present at the Annual General Meeting, and entitled to vote, vote in favour of such election

In the event of the ballot failing to determine the members of the Committee because of an equality of votes the candidate or candidates to be elected from those having an equal number of votes shall be determined by lot or previously nominated person.

If, for any reason, a casual vacancy shall occur, the Committee may co-opt another person to fill such a vacancy until the next following Annual General Meeting. Co-opted Members will be entitled to vote.

### **5/3 Committee Meetings**

The Committee shall endeavour to meet monthly, making such arrangements as to the conduct, place of assembly and holding of such meetings as it may wish.

Voting shall be by show of hands. In the case of equality of votes the Chairperson (or other nominated person) shall be entitled to a second and casting vote.

66% of the total number of committee members personally present shall form a quorum at a meeting of the Committee.

Any conflict of interest must be declared to the Chairperson (or other nominated person) prior to the start of the meeting. The Chairperson (or other nominated person) will determine if the person may remain in the meeting and/or vote when the item is discussed.

### **5/4 Powers of the Committee**

The Committee shall manage the affairs of the Club according to the Rules and shall cause the funds of the Club to be applied solely to the objects of the Club.

The Committee shall ensure that the property and funds of the Club will not be used for the direct or indirect private benefit of Members other than as 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.

### **5/5 Appointments of Sub Committee**

The Committee may appoint such sub-committees as it may deem necessary and may delegate such of its powers as it may think fit upon such terms and conditions as shall be deemed expedient and/or required by the law.

### **5/6 Disclosure of Interest to Third Parties**

A member of the Committee, of a sub-committee or any member of the Club, in transacting business for the Club, shall disclose to third parties that they are so acting.

### **5/7 Limitation of Committee's authority**

The Committee, or any person or sub-committee delegated by the Committee to act as agent for the Club or its members, shall enter into contracts only as far as expressly authorised, or authorised by implication, by the Committee. No one shall, without the express authority of the Committee, borrow money or incur debts on behalf of the Club or its membership.

### **5/8 Members' indemnification of Committee**

In pursuance of the authority vested in the Committee by members of the Club, members of the Committee are entitled to be indemnified by the members of the Club against any liabilities properly incurred by them or any one of them on behalf of the Club wherever the contract is of a duly authorised nature or could be assumed to be of a duly authorised nature and entered into on behalf of the Club.

## **5/9 Indemnity Clause**

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.

All Members need to be careful to ensure that they are properly authorised by the Committee.

The limit of any individual member's indemnity in this respect shall be a sum equal to one year's subscription at the then current rate of that category of membership unless the Committee has been authorised to exceed such limit by a General Meeting of the Club.

## **5/10 Contractual Liability**

The Committee shall endeavour to ensure that the following clause is incorporated in every contract, lease, licence or other agreement entered into by the Committee and/or Trustees of the Club, as appropriate.

“The liability of the [Committee/Trustees] for the performance of any contractual or other obligation undertaken by them on behalf of the Club shall be limited to the assets of the Club from time to time.”

## **5/11 Nomination of Honorary Members/Life Members by Committee**

The Committee may nominate for election at an Annual General Meeting such Honorary/Life Members as the Committee may think fit.

The election of Honorary/Life Members shall be placed before the Annual General Meeting each year and such Honorary Members shall be duly elected if two thirds of those present, and entitled to vote, vote in favour of election.

## **6. Club Trustees:**

There shall be at least two Trustees of the Club who shall be appointed from time to time as necessary by the Chairperson of the Club from among Full or Honorary Members who are willing to be so appointed.

A Trustee shall hold office for a maximum term of ten years, or until they resign by notice in writing given to the Committee or until a resolution removing them from office be passed at a meeting of the Committee by a majority comprising two-thirds of the members present and entitled to vote.

All the property of the Club, including land and investments, shall be held by the Trustees for the time being, in their own names so far as it is necessary and practicable, on trust for the use and benefit of the Club. In the event of the death, resignation, or removal from office of a Trustee, the Committee shall nominate a new Trustee in his place, and shall as soon as possible thereafter take all lawful and practicable steps to procure the vesting of all Club property into the names of the Trustees as constituted after such nomination. For the purpose of giving effect to any such nomination, the Secretary for the time being is hereby nominated as the person to appoint new Trustees of the Club within the meaning of Section 36 of the Trustee Act 1925 and they shall by Deed duly appoint the person or persons so nominated by the Committee.

The Trustees shall in all respects act, in regard to any property of the Club held by them, in accordance with the directions of the Committee and shall have power to sell, lease, mortgage or pledge any Club property so held for the purpose of raising or borrowing money for the benefit of the Club in compliance with the Committee's directions (which shall be duly recorded in the Minutes of the proceedings of the Committee) but no purchaser, lessee or mortgagee shall be concerned to enquire whether any such direction has been given.

The Trustees shall be effectually indemnified by the members of the Club out of the assets of the Club from and against any liability, costs, expenses and payments whatsoever which may be properly incurred or made by them in the exercise of their duties or relation to any property of the Club vested in them, or in relation to any legal proceedings, or which otherwise relate directly or indirectly to the performance of the functions of a Trustee of the Club.

## **7 Annual General Meetings:**

**a.** The Annual General Meeting of the Club shall be held each year in the month of November on a date to be fixed by the Committee. The Secretary shall at least fourteen days before the date of such meeting circulate to each member notice hereof and of the business to be brought forward thereat. This may be either by post or electronically.

**b.** The business of the Annual General Meeting shall be: -

To convene the meeting and apologies for absence.

To confirm the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting.

To receive from the Treasurer a report, audited income and expenditure account and statement of accounts, for the financial year.

To receive the annual reports of the Committee from the Secretary and Officers of the Club.

To receive from the Trustees a statement regarding the lands, buildings and property of the Club.

To receive from the Secretary and Treasurer a statement regarding the insurance revaluation of all Club buildings and property and the renewal of all policies relating thereto as required by.

To receive from the Secretary a statement regarding the expiry dates of all licenses issued to the Club.

To elect Officers for the ensuing year and where necessary to elect a Trustee or Trustees and Life Members and Honorary Members on recommendation of the Management Committee.

To appoint an auditor for the ensuing year.

To decide on any Resolution which may be duly submitted to the meeting, in writing by a member entitled to vote, to the Secretary at least 28 days before the date of the Annual General Meeting.

**c.** The Committee may at any time, upon giving twenty-one days' notice in writing, call a Special General Meeting of the Club for any special business, the nature of which shall be stated in the summons convening the meeting, and the discussion at such meeting shall be confined to the business stated in the notice sent to members.

**d.** The Committee shall call a Special General Meeting upon a written request addressed to the Secretary signed by at least Ten members. The Committee shall meet within fourteen days of the request to call a EGM. The Committee shall give twenty-one days' notice in writing of any such Extraordinary General Meeting. The discussion at such meeting shall be confined to the business stated in the notice sent to members.

**e.** At every meeting of the Club the Chairperson will preside, or in their absence, a Chair elected by a majority of those present shall preside.

**f.** 33% of the total number of members entitled to vote at the relevant meeting and personally present shall form a quorum at any General Meeting of the Club.

**g.** Only Full Members or Honorary Members shall vote at any General Meeting of the Club. Other members may attend and speak but are not entitled to vote.

**h.** Voting, except upon the election of members of the Committee, shall be by show of hands.

**i.** In the case of an equality of votes the Chairperson (or other nominated person) shall have a second or casting vote, on any matter.

j. On any resolution properly put to a meeting of the Club relating to the creation, repeal or amendment of any Rule, Byelaw or Regulation of the Club such Rule, Byelaw or Regulation shall not be created, repealed or amended except by a majority vote of at least two-thirds of those 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].

#### **8. Alterations to the Constitution:**

Any proposed alterations to the Club's Constitution may only be considered at an Annual or Extraordinary General Meeting convened with the required written notice of the proposal. Any alteration or amendment must be duly proposed and seconded. Such alterations shall be passed if supported by not less than two-thirds of those Members present at the meeting, assuming that a quorum has been achieved.

#### **9. Rules and Bye-Laws:**

The Management Committee of the Club shall have the power from time to time to make, alter, set aside or repeal all Rules and Bye-Laws.

#### **10. Safeguarding; Child and Vulnerable Adult Protection:**

The Bexhill Bowling Club is committed to promoting a safe environment in which children and vulnerable adults can enjoy taking part in the game of bowls. 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.

### **11. Anti-Doping:**

The Bexhill Bowling Club supports the aims of Bowls England, who are signatories to the UK Anti-Doping Rules and these regulations are in force. The onus is on us all to check any medication. Failure to do so and a 'positive' anti-doping test being provided will result in severe disciplinary action.

### **12. Discrimination, Equal Opportunities and Human Rights:**

The Bexhill Bowling Club supports the aims of Equal Opportunities and Human Rights.

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

### **13. Health & Safety:**

The Bexhill Bowling Club has a Duty of Care for all its Members and Visitors. It follows all the Guidelines for Health and Safety as required under Health and Safety Legislation. For practical purposes this will be monitored and managed by the Management Committee as they may deem necessary or expedient for the proper conduct and management of the Club.

### **14. Distribution of Surpluses and Dissolution of the Club:**

If, at any 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 to be held not less than one month thereafter to discuss and vote on the resolution.

If, at that Special General Meeting, the resolution is carried by at least two-thirds of the Members present, the 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.

If, upon the winding up or dissolution of the Club, there remains after the satisfaction of all its debts and liabilities any property whatsoever,

the same shall not be paid to or distributed amongst the members of the Club.

Upon dissolution of the Club the Committee shall give or transfer the net assets remaining to one or more of the following:

To another Club with similar sports purposes which is a charity and /or to Bowls England for use by them in related community sports.

The Members acknowledge that this document constitutes a legally binding contract to regulate the relationship of the members with each other and the Club.

November 2019