

HAYLING ISLAND BOWLS CLUB

CONSTITUTION & RULES



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HAYLING ISLAND BOWLS CLUB

CONSTITUTION & RULES



1. NAME & OBJECTIVES

- 1.1 The Club shall be named Hayling Island Bowls Club (hereinafter referred to within this constitution as the 'Club'), the objectives being to provide facilities for and promote participation in the amateur sport of outdoor flat green bowls in the area of Hayling Island.
- 1.2 Use of the Bowls Green and the Clubhouse is granted under licence by Havant Borough Council.
- 1.3 The Club shall be affiliated to Bowls England, Bowls Hampshire, The Portsmouth & District Bowling Association and The Portsmouth & District Women's Bowling Association. The Club shall adopt and conform to their rules and regulations. Club competitions shall be played in accordance with the rules set out by the Management Committee of the Club.

2. MEMBERSHIP

- 2.1 Membership of the Club shall be open to all persons irrespective of ethnicity, nationality, sexual orientation, religion or beliefs; or of age, sex or disability except as a necessary consequence of the requirements of bowls as a particular sport. Membership may however be limited according to available facilities on a non-discriminatory basis. Membership may be refused for good and sufficient cause, such as conduct or character likely to bring the Club or the sport into disrepute.
- 2.2 Membership application shall be in the form prescribed by the Management Committee and shall include the applicant's name, address and contact details.
- 2.3 The Club shall have different classes of membership:
 - 2.3.1 Full Member – Is aged 18 or over, has full use of Club facilities, has the right to vote at A.G.M or E.G.M.
 - 2.3.2 Junior Member – Is in full time education and under the age of 25, has full use of Club facilities, does not have the right to vote at A.G.M. or E.G.M.
 - 2.3.3 Social Member – All "off-green" activities and facilities are available, does not have the right to vote at A.G.M. or E.G.M. On payment of the full subscription, a Social Member shall be able to join the Club as a Full Member.
- 2.4 Every Member is deemed to have notice of and undertakes to comply with the Club Constitution & Rules and provides consent to the holding of relevant personal data for the purpose of General Data Protection Regulation (GDPR).
- 2.5 Every Member of the Club shall be (to the extent that such person is not entitled to recover under any policy of insurance) entitled to be indemnified out of any and all funds available to the Club or arising there-from, or incurred in the purported discharge of such duties except so far as such claim may relate to wilful wrong doing on the part of the member who is sought to be made liable.
- 2.6 Limitation of Club Liability
 - 2.6.1 Club Members may use the Club's premises and any other facilities of the Club entirely at their own risk and impliedly accept:
 - 2.6.2 The Club shall not accept any liability for any damage to or loss of property belonging to Members.

2.6.3 The Club shall not accept any liability for personal injury arising out of the use of the Club premises or any other facilities of the Club either sustained by Members or caused by the said Members whether such damage or injury could have attributed to or was occasioned by the neglect, default or negligence of any of them, the Officers, Management Committee or Trustees of the Club.

2.7 Renewal Of Membership

2.7.1 The Management Committee is empowered to refuse renewal of membership in accordance with Bowls England Regulation Number 9 (Misconduct) to any member whose continued membership is considered to be against the best interests of the Club.

2.8 Disciplinary Action Against Members

2.8.1 All disciplinary matters shall be dealt with in accordance with Bowls England Regulation 9 (Misconduct).

2.8.2 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.

3 SUBSCRIPTIONS

3.1 Subscriptions shall be determined at the Club A.G.M. Subscriptions shall be kept at levels that do not pose a significant obstacle to people participating.

3.2 The membership year runs from 1st April to 31st March annually.

3.3 For existing members:

3.3.1 Enrolment shall normally take place on the last Thursday in February.

3.3.2 Subscriptions are to be paid annually in advance and are due on 31st March.

3.3.3 The Management Committee may cancel, without notice being given, the membership of any member whose annual subscription is in arrears provided that the Management Committee may, at its absolute discretion, re-instate such member upon payment of arrears.

3.4 For new Full and Junior member applicants, subscriptions are due upon completion of 3 free roll-up sessions available over 4 weeks prior to committing to join the Club.

3.5 No member whose subscription is in arrears may use the Club premises or vote at any meeting.

4. MANAGEMENT COMMITTEE

4.1 The Management Committee shall manage the affairs and assets of the Club according to the Club Constitution and Rules.

4.1.1 The Management Committee has responsibility for all bowling matters, including the running and organisation of the Clubhouse, the organisation of the Club and external Club competitions, the recruitment and retention of members and the induction of new members into the Club, the provision of social activities and ensuring the best use of the green.

4.1.2 The income and property of the Club shall be applied solely towards promoting the Club's objectives as set forth in this constitution and no portion thereof shall be paid or transferred either directly or indirectly to members of the Club.

4.1.3 The Club financial year runs from 1st September to 31st August. The Club shall keep financial accounts, which should be prepared and inspected to the 31st August annually.

4.2 Officers

4.2.1 The Management Committee shall consist of the following Officers: Club President, Club Treasurer, Club Secretary, Match Secretary, Ladies' Captain, Ladies' Section Secretary, Men's Captain, and Men's Section Secretary.

4.2.2 Officers shall be elected annually and shall hold office for the period of election, 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.

- 4.2.3 No Member shall hold office in the Club whilst holding office at another outdoor flat green bowling club in Hampshire.
- 4.3 Election Of Officers
- 4.3.1 Any two Full Members of the Club may nominate candidates for any position shown on the nomination sheets that shall normally be on show in the Clubhouse from the last week in August annually. If there is more than one nomination for the position, a ballot shall be taken:
- 4.3.2 at the Club A.G.M. for Club President, Club Secretary, Club Treasurer, Match Secretary.
- 4.3.3 at the Mens Section A.G.M. for Men’s Captain, Mens’ Vice-Captain, Men’s Secretary.
- 4.3.4 at the Ladies Section A.G.M. for Ladies Captain, Ladies Vice-Captain, Ladies Secretary.
- 4.3.5 If any nomination for a position is not filled prior to the A.G.M., then nominations may be taken from the floor. If the position is not filled at the conclusion of the A.G.M., then the Management Committee or Section is empowered to nominate a person to fill that position without going through the electoral procedure.
- 4.4 Trustees
- 4.4.1 The Management Committee shall appoint three of its Officers to act as Trustees.
- 4.4.2 The Trustees shall be authorised to sign cheques and make bank account withdrawals on behalf of the Club and as directed by the Management Committee. A minimum of two signatures shall be required for all transactions.
- 4.4.3 The Trustees shall deal with any licences and leases as directed by the resolution of the voting Members of the Club passed by a majority of the Members present at a duly convened meeting of the Club and which so passed shall be binding upon all Club Members.
- 4.4.4 The Trustees shall in all respects act, in regard to any assets of the Club, in accordance with the directions of the Management Committee.
- 4.4.5 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 assets of the Club or in relation to any legal proceedings, or otherwise relate directly or indirectly to the performance of the functions of a Trustee of the Club
- 4.5 Safeguarding of “adults at risk” and “young people”.
- 4.5.1 The Management Committee shall appoint a Safeguarding Officer who shall be responsible for responding to any allegations, concerns or incidents relating to the protection of “adults at risk” or “young people” as a result of individuals participating in Club events.
- 4.5.2 It shall be the responsibility of the relevant Officer to inform the Host Club if an “adult at risk” or “young person” is either in a Club Team or accompanying the team, so that they (the Host Club) can make suitable preparations.
- 4.6 The Management Committee may appoint Members and sub-committees as it may deem necessary and may delegate such of its powers as it may think fit to assist in the execution of the Club’s business.
- 4.7 The Management Committee, or any person or sub-committee delegated by the Management 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 of the Management Committee. No-one without the express authority of the Management Committee, can borrow money or incur debts on behalf of the Club or its membership.
- 5 MEETINGS**
- 5.1 Management Committee Meetings
- 5.1.1 The Management Committee shall normally meet approximately every two months to conduct the business for which they are responsible.

- 5.1.2 All members of the Management Committee are invited to attend meetings.
 - 5.1.3 Four members of the Management Committee shall form a quorum.
 - 5.1.4 All voting shall be decided on a simple majority, the Chairperson having the deciding vote in the event of a tie.
 - 5.2 Annual General Meetings (A.G.M.)
 - 5.2.1 The Club A.G.M. shall normally be held on the last Thursday of September.
 - 5.2.2 The Ladies and Mens Section A.G.M.s shall be held a minimum of 7 days prior to the Club A.G.M.
 - 5.2.3 Not less than fourteen days' notice of the A.G.M. shall be given to each member of the Club.
 - 5.2.4 No business, except the passing of the Accounts, the election of Officers and Inspectors Of Accounts, subscriptions and any business that the Management Committee has inserted in the notice convening the meeting shall be discussed unless notice thereof be given in writing by a voting Member to the Club Secretary at least 28 days before the date of the A.G.M.
 - 5.2.5 Thirty percent of the Club's voting Members shall form a quorum. All voting shall be decided on a simple majority of those present, the Chairperson having the deciding vote in the event of a tie.
 - 5.3 Extraordinary General Meeting (E.G.M.)
 - 5.3.1 An E.G.M. may be called at the discretion of the Management Committee or at any time within fourteen days of the receipt by the Club Secretary of a request in writing specifying the proposed motion to be presented to the meeting, provided the request bears at least fifteen signatures of the Club's voting Members.
 - 5.3.2 Not less than seven days' notice of an E.G.M. shall be given to each voting Member of the Club.
 - 5.3.4 Thirty percent of Club's voting Members shall form a quorum. All voting shall be decided on a simple majority of those present, the Chairperson having the deciding vote in the event of a tie.
- 6 INSPECTORS OF ACCOUNTS**
- 6.1 The Inspectors of Accounts are responsible for the verification and certification of the Club Accounts and Balance Sheet as soon as possible after 31st August annually.
 - 6.2 Two Inspectors Of Accounts shall be elected at the Club A.G.M.
 - 6.3 Inspectors Of Accounts must not be Officers of the Club.
- 7. ALTERATIONS TO CONSTITUTION & RULES**
- 7.1 New rules, revocation or amendments to existing Club Constitution & Rules, may only be made at a Club A.G.M. or E.G.M of the Club.
 - 7.2 All proposals regarding the constitution and Rules of the Club shall be forwarded, in writing, to the Secretary at least twenty-eight days before the Meeting.
 - 7.3 The notice convening the A.G.M. or E.G.M. shall set out the terms of any proposal to change the Club Constitution & Rules.
- 8. DISSOLUTION**
- 8.1 The Club may be dissolved by resolution at an A.G.M. or E.G.M. subject to:
 - 8.1.1 The Club Secretary having advised each Member in writing of the said meeting and given fourteen days' notice.
 - 8.1.2 Thirty percent of the Club's voting Members shall form a quorum. All voting shall be decided on a simple majority of those present, the Chairperson having the deciding vote in the event of a tie.
 - 8.2 In the event of the dissolution of the Club, if after the satisfaction of all debts and liabilities:
 - 8.2.1 Any bowls equipment remaining shall be given to another club with similar sports purposes or Bowls England for use by them in related community sports.

- 8.2.2 Any monies and other assets remaining shall be distributed between Full Members.
- 8.3 Havant Borough Council to be notified immediately that such a resolution has been passed.

APPENDIX A: DUTIES OF MANAGEMENT COMMITTEE OFFICERS

- A.1 **Club President:** The Club President, as the figurehead of the Club, holds a prominent position within the Club, representing the Club in ensuring that over the season visiting teams, especially those invited for friendly games are made welcome. The President shall also act as a facilitator for Club activities. The President shall chair Management Committee Meetings, A.G.M. and E.G.M. The President shall nominate a chairperson if unable to attend a meeting.
- A.2 **Club Secretary:** The Club Secretary shall convene, attend and take minutes at all Management Committee and General Meetings of the Club. The Club Secretary shall conduct the correspondence of the Club. The Club Secretary shall administer such insurance policy or policies as may be needed to fully protect the interests of the Club, its Officers and Members. The Club Secretary shall implement action to deal with any repairs and maintenance needed.
- A.3 **Club Treasurer:** The Club Treasurer shall ensure the funds of the Club are deposited in the accounts approved by the Management Committee and that no financial liabilities are incurred or payment made, except as authorised by the Management Committee or by an E.G.M. of the Club. No investment of Club funds shall be made without similar authority. The Treasurer shall receive all monies payable to the Club and shall issue receipts for all payments, subscriptions and donations where appropriate. The Treasurer shall make all outgoing payments on behalf of the Club. The Treasurer shall keep an Income & Expenditure account and prepare an annual financial report and statement immediately after the end of the Club's financial year. All cheques drawn on behalf of the Club shall be signed by two of the three appointed Trustees. The Treasurer shall submit to the Club A.G.M a duly audited statement of finances. Members incurring necessary expenses when carrying out their duties as representatives of the Club may be reimbursed on adequate proof of expenditure. At each Management Committee meeting, the Treasurer must report the state of the Club's finances. The Treasurer shall keep an updated register of all Club members.
- A.4 **Match Secretary:** The Match Secretary shall be responsible for the arranging of all friendly matches with other clubs or associations. The Match Secretary shall produce a consolidated Fixture List detailing all Club matches and events, a Rink Diary detailing all planned matches and events and a Rink Usage Analysis.
- A.5 **Ladies / Mens Section Captain:** In the following description the Vice-Captain shall assist or deputise for the Captain. The Captain is responsible for selecting representative teams. The Captain is responsible for deciding if the green is fit for play, cancelling matches where play may damage the green or cause player safety issue.
- A.6 **Ladies / Mens Section Secretary:** The Secretary shall convene, attend and take minutes at all Section Meetings and act as a liaison between the Club and other relevant associations.

APPENDIX B: COMPLAINTS & SUGGESTIONS

- B.1 Any complaint should, in the first instance, be brought to the immediate attention of the relevant Management Committee member. If the person bringing the complaint remains dissatisfied with any action taken, the member should communicate in writing to the Club Secretary who shall present the complaint to the Management Committee, whose decision shall be final. The Club Secretary shall communicate, in writing, the decision of the Management Committee.
- B.2 Any suggestion for improvement within the Club shall be made in writing to the Club Secretary. The Club Secretary shall respond in writing following discussion at the next Management Committee meeting.

APPENDIX C: CLUB POLICIES

- C.1 The Club shall have a duty of care to safeguard the welfare of all 'Adults At Risk' and 'Young People' who are involved in its activities. All such persons have a right to protection and have their particular needs taken into account.
- C.2 The Club shall ensure that all Members and visitors are treated with equality, respect and dignity.
- C.3 The Club operates a Health & Safety policy in accordance with current Government guidelines.
- C.4 The Club operates a strict non-smoking policy (including the use of e-cigarettes) in the Clubhouse, the patio and adjoining wall and on the bowls green.
- C.5 The Club shall not pass on Member's personal details to anyone outside the Club without prior consent in accordance with the General Data Protection Regulation (GDPR).

APPENDIX D: GUESTS & VISITORS

- D.1 Members shall enter the names of guests and visitors in the Visitors Book. The same guest / visitor may not normally be introduced more than three times in any calendar year.
- D.2 Green fees for guests and visitors shall be displayed in the Visitors Book.

APPENDIX E: RINK USAGE

- E.1 Members shall record all planned / actual rink usage in the Rink Diary to enable the Match Secretary to produce a Rink Usage Analysis.

APPENDIX F: DRESS CODE

- F.1 Members shall adhere to the Dress Code as displayed on the Club Notice Board.
- F.2 Amendments to the Dress Code may only be made at a Club A.G.M or E.G.M.

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