

HORAM BOWLING CLUB CONSTITUTION

First written in 1998 and amended in 2002, 2006, 2007, 2010, 2011, 2012, 2013, 2015, 2019 and 2022

1.0 THE CLUB

1.01 The objective of The Club is to provide facilities and promote the participation of the community in the sport of Bowls as governed by the Rules of Bowls England and ESMBA.

1.02 The Club shall be known as Horam Bowling Club (HBC) hereafter to be referred to as 'The Club' and shall be affiliated to such Associations as the Committee deem expedient. Headquarters known as Horam Bowling Club, Constance Scott Recreation Ground, Horam TN21 0JE.

1.03 The Club shall be administered by a Club Committee as described under paragraphs 2.01 and 3.01. All to be duly elected annually at an AGM or EGM.

1.04 The Club Committee shall run, administrate and set internal rules as required, assume responsibility for any decisions made by any sub-committee which have been elected or co-opted to administer the daily running of Outdoor and Short Mat sections or any other authorised Club activity.

1.05 A person approved for membership by the Club Committee on payment of his/her annual subscription shall be known as a fully paid up member of either the Outdoor Section, Short Mat Section, or both. (Membership may be restricted. Refer to 9.01)

1.06 The financial year of the club shall run from 1 September each year until 31 August the following year.

2.0 OFFICERS OF THE CLUB

2.01 The officers of the club shall be elected annually at the AGM and shall consist of the Chairman, Hon. Secretary and Hon. Treasurer.

2.02 Persons may be invited by the Committee to hold the positions of Club President and Club Vice-President. These positions are entirely honorary and the persons holding them shall not be entitled to exercise any control over the running of the club, unless they are otherwise qualified to do so.

2.03 No person shall hold an elected post for more than three years. If there are no nominees at the relevant AGM, this period may be extended annually for a further year at the discretion of the Committee.

2.04 The Chairman's duties shall be to:

- Preside at club meetings
- Exercise a casting vote where a vote at any meeting is tied
- Serve as an ex-officio member of all club committees
- Act as a representative of the club generally

2.05 The Secretary's duties shall be to:

- Issue notices of meetings and record the minutes of those meetings
- Conduct the general correspondence of the club and keep proper records thereof

2.06 The Treasurer's duties shall be to:

- Receive all monies due to the club and process all payments properly required from the club
- Keep itemised accounts of all receipts and expenses
- Make reports of the club's financial position to committee and general meetings as required
- Produce a statement of receipts, expenses and monies in hand at the end of the financial year and have such statements examined for accuracy by a suitably qualified person

3.0 COMMITTEE

3.01 a) The Club Committee shall consist of the Chairman, Hon. Secretary and Hon. Treasurer together with the Outdoor Captain and Vice-Captain (or their nominated representatives) and the Short Mat Captain and Vice-Captain (or their nominated representatives). The Committee shall have the power to co-opt additional members if they consider it necessary.

b) The Chairman or, in his/her absence, the Secretary or Treasurer shall preside at the meetings of the Club Committee.

c) Four Members of a Committee shall form a quorum.

3.02 The Club Committee shall have the power to co-opt and fill any vacancy which may occur during the term and to appoint such sub-committees as necessary.

3.03 No one Member of the Club Committee may hold more than one elected position on the Committee.

4.00 CLUB FUNDS

4.01 A joining fee shall be paid by each approved member on joining the Club. In addition, an annual subscription shall be payable to the Outdoor Section, the Short Mat Section, or both. They will then be known as a full Member of Horam Bowling Club. The amount of joining fee and subscription shall be reviewed annually. Any proposed alterations recommended shall be subject to approval at the AGM. Should membership lapse by a year or more, the joining fee and subscription shall be subject to re-application in accordance with **9.00** except when caused by exceptional circumstances.

4.02 The annual subscription and competition fees shall become due for payment on the 1st April after which date only those who have paid such fees shall be deemed members and permitted to avail themselves of the facilities of the Outdoor Section, Short Mat Section or both.

4.03 The funds of the Club shall be held in two parts thus: -

a) A bank account consisting of (1) A current account for general day-to-day financial transactions and (2) an interest-bearing Deposit Account for funds not immediately required for Club use. Transfer of monies between these accounts to be at the Treasurer's discretion.

b) The Club Committee has the right to open a Building Society account should funds exist and prove a beneficial proposition. Deposits to this account to be made at the discretion of this Committee and withdrawals would require the approval of a minimum of two thirds of the total committee.

4.04 The authority of the Bank for the operation of any accounts shall be the signatures of any two, The Chairman, Hon. Secretary and Hon. Treasurer.

4.05 Visitors fees are to be paid by members entertaining their opponents in external competitions. This excludes Club Competitions which are subject to separate charges.

4.06 The income and property of the Club shall be applied solely towards promoting the Club's objects as set out in the constitution and no portion thereof shall be paid or transferred directly or indirectly to members of the Club. Members may seek reimbursement of any permitted costs incurred to maintain the running of the Club on production of evidence of such costs.

5.0 FUND RAISING

5.01 A separate Committee may be formed annually by the Club Committee for the purpose of raising funds for the Club. In the absence of the foregoing, Fund Raising will be the responsibility of the Club Committee.

5.02 A Fund-Raising Committee must seek approval of the Club Committee before any monies may be spent.

5.03 A Financial Account must be produced for all Fund-Raising Events and passed to the Hon. Treasurer along with all monies.

6.0 GREENS MANAGEMENT

6.01 The Club Committee shall assume full responsibility to maintain the Green and Surrounds in a condition fit for the purpose of playing Bowls.

7.0 MATCHES/SELECTION

7.01 The selection of players for matches shall be the responsibility of the Section Captain, Vice-Captain and Ladies Captain (when applicable). Two to form a quorum.

8.0 DRESS CODE

8.01 Outdoor Section/Short Mat Section. No person shall be allowed to play or represent the Club unless wearing appropriate clothing which shall be as described in the appropriate section rules.

9.0 MEMBERSHIP

9.01 Membership of the Club shall be open to all persons irrespective of ethnicity, nationality, sexual orientation, religion or beliefs, or age, sex, or disability except as a necessary consequence of the requirement of Bowls as a particular sport or the membership capacity of either Section.

9.02 Candidates wishing to join the Club shall be proposed by one Member and seconded by another. The application shall be submitted to the Hon. Secretary by a completed application form for the approval by the Club Committee.

9.03 Candidates shall be advised in writing of the outcome of their application. If successful, they shall be advised of the joining fee and annual subscription which shall be paid before entitling them to full membership. At the same time, they shall be provided with a copy of the Club Constitution which they will be required to acknowledge stating their agreement to abide by same.

9.04 In the case of an applicant joining midway through the season, he/she will be requested to pay the joining fee. A discretionary subscription amount will be considered by the Club Committee.

9.05 A full Member who loses the ability to take an active playing role in a Section of which they are a Member may apply to the Hon. Secretary in writing to become a Social Member. On approval, they will become a Social Member of both Sections, losing all playing rights but shall be entitled to enjoy the facilities of the Club and take part in Social Events on payment of the appropriate fees. The said Member will retain their voting rights of the Section to which they belonged. In the event of a Member's change of circumstances they may re-join the Section(s) they belonged by paying the appropriate Annual Subscription.

9.06 Once a Member of Horam Bowling Club he/she shall be required to comply with the rules of Horam Bowling Club / Sections. Failure to do so may result in disciplinary action being taken by the Club Committee.

9.07 A Member is entitled to full use of the Pavilion and is required to comply with the instructions of usage displayed in the Pavilion, but shall not be entitled to full membership privileges until a period of 48 hours has elapsed since their application was approved.

9.08 A Member is entitled to enter all the competitions and matches, the latter being subject to selection and being a Member of the appropriate Section.

9.09 As part of a Member's responsibility they shall be required to assist with general maintenance, match teas and cleaning the Pavilion and other tasks as may be required to maintain the running of the Bowls Club.

9.10 A Member shall not be entitled to arrange a match with another Club, without first seeking approval from the Club Committee.

9.11 Any Member alleged to have been guilty of conduct derogatory to the welfare of the Club/Sections or breaking the Club/Section Rules shall be requested to attend a meeting of the Club Committee to explain their actions. The Committee's response may take the form of a verbal or written warning, or in extreme cases, dismissal from the Club. In all matters relating to discipline and allegation of misconduct, Bowls England Regulation No. 9 will apply. No refunds of joining fees or annual subscription will be given if dismissed from Horam Bowling Club. The final decision will be made at a meeting of the Club Committee.

9.12 Any complaint to the Horam Bowling Club Committee should be sent in writing for discussion at the next Committee Meeting. A reply to their letter will be sent following the Committee Meeting.

9.13 The Club may refuse membership or expel from membership only for good and sufficient cause, such as conduct or character likely to bring the Club or sport into disrepute. Appeal against such a decision may be made to the Club's Members and decided by majority vote.

10.00 MEETINGS

10.01 The Club Committee shall meet a minimum of four times annually and Minutes shall be produced of the Meeting and will not be issued unless a specific request is made in writing giving the reason for the request. It will be at the Committee's discretion as to whether the whole or part of the Minutes will be issued.

10.02 General Meetings. Extraordinary General Meetings (EGM) shall be called as and when the Horam Bowling Club Committee consider necessary, or on a requisition signed by ten Members. Seven days' notice of such a meeting to be given to all Members stating the nature of the business to be transacted. Only fully paid up Members of either Section attending the meeting will be eligible to vote.

10.03 An Annual General Meeting (AGM) shall be held as soon after the close of the outdoor season as circumstances permit. Four weeks' clear notice of such a meeting shall be given to all persons entitled to attend. 20 members, including club officers, will constitute a quorum. The AGM will transact the following business:

- Approve the minutes of the previous AGM
- Receive and consider reports from the Chairman and Secretary
- Receive and consider a report from the Treasurer
- Receive and consider the year-end statement from the Treasurer
- Receive and consider reports from the Outdoor Captain, Short Mat Captain, Ladies' Captain and Green Keeper.
- Receive and consider a report from the Village Hall representative
- Elect the club officers for the following year
- Consider any proposed changes to the club constitution
- Consider any other matters which have been properly notified for discussion at the meeting as laid down in Section 11

10.04 Members of the Outdoor Section and Short Mat Section shall be entitled to attend an Extraordinary General Meeting or Annual General Meeting with full voting powers. In the case of Members belonging to both Sections they shall be allowed only one vote for each Section of Membership and one vote on full Club matters.

10.05 For the purposes of this section regarding notice given to members, an e-mail message sent to the the last address notified by any member shall be considered sufficient notice.

11.00 CONSTITUTION ALTERATIONS AND MOTIONS FOR DISCUSSION AT THE AGM

11.01 Alteration(s) to the Constitution can only be made at the AGM and/or EGM when the opportunity shall be given for discussing the proposal.

11.02 The proposal shall be sent in writing to the Hon. Secretary not less than three weeks before the AGM/EGM. Notice of the proposal to be sent to all Members no later than ten days before the AGM/EGM. The proposal to clearly state the proposed amendment and shall be proposed and seconded by two Members of the Club. The proposer or the seconder shall introduce the proposal at the AGM/EGM and be given time not exceeding five minutes to state reasons for the proposed alterations to the Constitution.

11.03 Voting on the proposal shall be by ballot and require 2/3 majority of those attending the Meeting to carry the proposal. Two Presiding Officers shall be agreed prior to the vote by Members attending the meeting. All voting papers shall be destroyed after the vote.

11.04 Details of any motions for discussion, other than alterations to the constitution, shall be sent in writing to the Hon. Secretary not later than three weeks before the date of the meeting. The motion(s) must carry the names of a proposer and seconder, both of whom must be full members of the club. The Hon. Secretary shall send notice of the motion(s) to all members no later than ten days before the date of the meeting. If, in the Chairman's opinion, the matter requires to be put to a vote among those present at the meeting, this shall be by show of hands and a simple majority will suffice.

12.00 DISSOLUTION

12.01 The club may be dissolved only by a resolution passed at an AGM or EGM. Such a resolution may only be passed if the total votes in favour represent a majority of the entire membership, whether or not all members are present at the meeting.

12.02 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. Horam Village Hall Trust in the first instance.
2. A registered Charitable Organisation(s).
3. Another Club which is registered C.A.S.C.
4. The Sports National Governing Body for use by them for related community sports.

March 2022