

# **Yealmpton Bowling Club – Constitution**

**(Version – 31 October 2023)**

## **1. Title**

1.1 The Club will be called Yealmpton Bowling Club, hereafter to be referred to as “the Club” and will be affiliated to Bowls England, Bowls Devon, the Plymouth & District Bowling League and the Plymouth & District Ladies Bowling League.

1.2 The Club is a constituent part of the Yealmpton & District Athletic and Recreation Club to whom it pays annual rent.

## **2. Objects**

2.1 To foster and promote the sport of flat green bowls at all levels, providing opportunities for recreation and competition.

## **3. Membership**

3.1 Membership of the Club will be open to any person, regardless of race, age, gender, sexual orientation, religious belief or ability, who completes a membership application form and pays the relevant subscription/joining fee as determined by the Club and who is accepted by the Management Committee.

The Management Committee may also suspend members for disciplinary reasons.

### **3.2 Class of Membership**

#### **3.2.1 Full Member**

3.2.2 Junior Member - those under 18 at 1 April or under 25 at 1 April if unemployed or in full time education

#### **3.2.3 Associate Member**

#### **3.2.5 Honorary Member.**

## **4. Subscriptions**

4.1 Subscriptions will be fixed by the Management Committee prior to the Spring Meeting and must be paid by 1 May. Any member failing to pay by this date will pay an administrative fee set by the Management Committee at the start of each season. If still not paid by 14 May, the

member will need to re- apply for membership. Honorary Members do not pay a subscription.

4.2 New members joining after the start of the season will pay a subscription proportionate to the duration of the playing season available to them. Also, the Management Committee may, at their discretion, be flexible in setting subscriptions for new members where there are, for instance, financial or time constraints on the new members.

4.3 A member not wishing to play for a season because of sickness or other good reason may, at the discretion of the Management Committee, retain membership for that season on payment of an administrative fee set by the Management Committee at the start of each season.

## 5. **Officers**

5.1 The officers of the Club will be:

5.1.1 Chairman

5.1.2 Secretary

5.1.3 Treasurer

5.1.4 Men's Team Captain (also acting as Men's Representative)

5.1.5 Ladies Team Captain (also acting as Ladies Representative)

5.1.6 Club Captain (also acting as the Mixed Friendly Representative)

5.1.7 Fixture Secretary

5.1.8 Greenkeeper

5.1.9 Club Coach

5.1.10 Safeguarding and Health & Safety Officer.

5.2 The Volunteers of the Club will be:

5.2.1 Club Vice Captain

5.2.2 Ladies Vice Team Captain

5.2.3 Estate Manager

5.2.4 Admin Support

5.2.5 Website Manager.

5.3 Notes

5.3.1 The Club Vice Captain and Ladies Vice Team Captain may substitute for the Club Captain and the Ladies Team Captain respectively, including at formal Club meetings.

5.3.2 Similarly, a member of the Men's Selection Committee may substitute for the Men's Team Captain.

## **6. Election of officers**

6.1 All Officers will be elected at the Annual General Meeting of the Club, from, and by, the members.

6.2 All Officers are elected for a period of one year, but may be re-elected to the same office or another office the following year.

6.3 An Examiner of Accounts will be elected annually at the AGM.

## **7. Volunteers**

7.1 The volunteers support the Officers and the Management Committee.

7.2 The volunteers are not Officers of the Club and are not elected. They attend Management Meetings by invitation but do not have a vote.

7.3 Invitation to become a volunteer will be issued by the Management Committee each year through the Officer Nomination Form. Where there is more than one applicant, the Committee will select the most appropriate candidate.

## **8. Management Committee**

8.1 Management of the Club will be controlled by a Management Committee comprising the Officers. The Management Committee will meet at agreed intervals and not less than twice a year.

8.2 The duties of the Management Committee will be:-

8.2.1 To control the affairs of the Club on behalf of the members.

8.2.2 To keep accurate accounts of the finances of the Club through the Treasurer. These should be available for reasonable inspection by members and should be examined by the appointed accounts examiner before every Annual General Meeting. The

Club will maintain a bank current account. The Club's financial year will run from 1 October to 30 September.

8.2.3 To make decisions on the basis of a simple majority vote. In the case of equal votes, the Chairman will be entitled to a second and casting vote.

8.2.4 To appoint Sub-Committees as necessary to fulfil the Club's business.

### **8.3 Control of Club Funds**

The Treasurer will keep accounts and will be responsible for collection of all monies due to the Club and for payment of all monies due by the Club. Cheques and internet payments drawn on the Club accounts will be signed by any two authorised Club Officers. There will be a maximum of 4 authorised Club Officers, one of whom will be the Treasurer. All will be full power signatories.

#### **Notes:**

- A quorum will consist of 5 Officers.
- The Management Committee will have the right to co-opt a Club member to fill any vacancy which may occur in the Management Committee; the co-opted member will have full voting rights until the next AGM.
- In addition, the Management Committee will have the right to co-opt additional members as the Committee feels necessary. Co-opted members will not be entitled to vote on the Committee.

## **9. Other Committees**

9.1 As well as the Management Committee, the business of the Club will be conducted by a Competitions Committee, a Men's Selection Committee, a Ladies Selection Committee, a Mixed Friendly Selection Committee, a Catering Committee and any "ad hoc" Committee authorised by the Management Committee.

9.2 The Competitions Committee will comprise the Club Captain, the Men's Team Captain, the Ladies Team Captain and 2 members elected at the Annual General Meeting. The Competitions Committee will elect a Chairman, who shall be co-opted on to the Management Committee for competition matters only, if not already a member. The Committee will have a quorum of 3.

9.3 The Ladies Selection Committee will consist of the Ladies Team Captain, who will chair the Committee, the Ladies Vice Team Captain and one other lady member voted in at the Annual General Meeting. The Committee will have a quorum of 2.

9.4 The Men's Selection Committee will consist of the Men's Team Captain, who will chair the Committee and 2 men members voted in at the Annual General Meeting. The Committee will have a quorum of 2.

9.5 The Mixed Friendly Selection Committee will be chaired by the Club Captain and consist of two other members, one male and one female, voted in by members at the Annual General Meeting. The Committee will have a quorum of 2.

#### 9.6 Catering.

Catering will be managed by a Sub Committee (in accordance with para. 8.2.4 above) and will be responsible for catering at appropriate events. The Sub Committee will also produce a tea rosta for the season for matches requiring teas to be served.

### 10. General meetings

10.1 The Annual General Meeting will be held as soon as possible after the end of the financial year (30 September). 30 clear days' written notice will be given to members of the Annual General Meeting by either circulating a copy of the notice to every member or posting the notice on the Club Notice Board or both. Members must advise the Secretary in writing of any business to be considered at the Annual General Meeting at least 14 days before a meeting. The Secretary will circulate or give notice of the agenda for the meeting to members not less than 7 days before the meeting.

10.2 The business of the Annual General Meeting will be to:-

10.2.1 Confirm the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting.

10.2.2 Receive the examined accounts for the year from the Treasurer.

10.2.3 Receive the annual report of the Officers.

10.2.4 Elect an accounts examiner.

10.2.5 Elect the Officers and Committee Members of the Club for the next year.

10.2.6 Transact such other business received in writing by the Secretary from members 14 days prior to the meeting and included on the agenda.

10.3 Extraordinary General Meetings may be convened by the Management Committee or on receipt by the Secretary of a request in writing from not less than 10 members of the Club. At least 21 days notice of the meeting will be given.

10.4 Nomination of candidates for election of Officers will be made in writing to the Secretary via a Nomination Sheet to be placed on the Club Notice Board provided for that purpose in the Clubhouse between 1 September and 21 September. The Management Committee may make subsequent nominations for any Officer when no valid nomination has been received.

Details of all nominations and ballot papers, where necessary, will be issued with the notice of the Annual General Meeting, where the votes will be counted.

10.5 At all General Meetings, the Chair will be taken by the Chairman or, in their absence, by the Club Captain or, in exceptional circumstances, a deputy appointed by the members attending the meeting.

10.6 Decisions made at a General Meeting will be by a simple majority of votes from those Full and Honorary Members attending the meeting. In the event of equal votes, the Chairman will be entitled to a second and additional casting vote.

10.7 A quorum for a General Meeting will be 25% of the membership of the Club (Full, Junior and Honorary Members).

10.8 A Spring Meeting will be held prior to the start of each summer season.

## **11. Alterations to the Constitution**

Any proposed alteration to the Club's Constitution may only be considered at an Annual or Special General Meeting convened with the required written notice of the proposal. Any alteration or amendment must be notified to the Secretary 14 days before the AGM or Special General Meeting duly proposed and seconded. The proposer will attend the AGM or Special Meeting to present the proposal. Such alterations will be passed if supported by a majority of those members present at the meeting, assuming that a quorum has been achieved.

## **12. Legislation**

The Club will act in accordance with the provisions of the following legislation:

- Anti-doping
- Children and Vulnerable Adults
- Discrimination, Equal Opportunities and Human Rights
- Health and Safety
- Insurance and Indemnification
- Misconduct, Suspension and Exclusion of members
- General Data Protection.

Note 1 : Bowls England is a signatory to the UK Doping Rules;

Note 2 : There is no single piece of legislation that covers each of the above items in the UK, just an ever growing number of laws and Guidance Notes continually being amended and updated. Further information is available from Bowls England or via their website ([www.bowlsengland.com](http://www.bowlsengland.com)) Rules & Regulations.

## **13. Disputes or Complaints (including Disciplinary and Safeguarding Cases)**

Any member having a complaint against or dispute with the Club or any member will present it in writing to the Chairman, who will follow procedures laid down in current legislation. All affiliated members will accept and abide by Bowls England Regulation 9.

## **14. Children & Vulnerable Adult Officer**

The Club fully accepts its legal and moral obligations to exercise a duty of care to protect all children and vulnerable adults participating in its activities and will appoint a responsible person to act in that capacity.

## 15. **Indemnity Clause**

Each member of Yealmpton Bowling Club will (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.

## 16. **Dissolution**

16.1 If, at any General Meeting of the Club, a resolution be passed calling for the dissolution of the Club, the Secretary will immediately convene a Special General Meeting to be held not less than one month thereafter to discuss and vote on the resolution.

16.2 If, at that Special General Meeting, the resolution is carried by at least two-thirds of the members present, the Committee will thereupon, or at such date as will have been specified in the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities of the Club.

16.3 After discharging all debts and liabilities of the Club, the remaining assets will not be paid or distributed amongst the members of the Club, but will be given or transferred to the Yealmpton and District Athletic and Recreation Club in accordance with the Constitution of that organisation.