



CHARDSTOCK BOWLING CLUB

Affiliated to Bowls England and Bowls Devon

CONSTITUTION

1. Title

- 1.1. The Club shall be shown as Chardstock Bowling Club, referred to in this document as “the Club”.

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 shall be open to any person:
 - regardless of race, age, gender, sexual orientation, religious belief or ability;
 - who completes a membership form and pays the relevant subscription/joining fee, as determined by the Club.
- 3.2. It is a condition of membership that members conform to the Club’s rules and dress code at all times. The Committee shall have the power to refuse, suspend or remove membership only for good cause, such as conduct likely to bring the Club or sport into disrepute. Appeal against refusal, suspension or removal may be made to the Club members.
- 3.3. There are 5 classes of membership as follows:
 - Full Member
 - Junior Member (under 25 years of age)
 - Honorary Member
 - Life Member (Full Member)
 - Social Member
- 3.4. No person shall be admitted, as candidates for membership and to any of the privileges of membership, without an interval of at least two days between their nomination or application for membership and their admission.
- 3.5. Persons becoming members without prior nomination or application may not be admitted to the privileges of membership without an interval of at least two days between their becoming members and their admission.

4. Officers and Committee

Club President (Honorary Non-Executive Position)

Management Committee

Chairperson

Treasurer

Club Secretary

Club Captain (Men's/Ladies Captain)

Club Vice Captain (Men's/Ladies Captain)

Club Competitions Secretary

Fixtures Secretary

Green and Premises Manager

Two Additional Members

One member of the committee should undertake the role of Safeguarding Officer.

5. Election of Officers and Committee

- 5.1. All Officers and Committee shall be elected at the Annual General Meeting of the Club from and by the members.
- 5.2. The Officers and Committee are elected for a period of one year but may be re-elected to the same office or another office the following year.
- 5.3. In the event that up to two additional members are not nominated and therefore elected, the Management Committee can, at their discretion, co-opt members to fill all or some of the vacant positions. In which case, those co-opted members would have full voting rights.
- 5.4. In the event of a man being elected as Club Captain, the following would take place:
 - 5.4.1. The Club Captain would also assume the role of Men's Captain.
 - 5.4.2. The Club Vice Captain would then be restricted to female nominations only and the person elected would also be Ladies Captain.
 - 5.4.3. In the event of a woman being elected as Club Captain, the reverse procedure would apply.

6. Management Committee

- 6.1. The affairs of the Club shall be controlled by the above Management Committee, duly elected by the members at the Annual General Meeting. They will meet at regular intervals, but not less than 4 times per year. All decisions made in the Committee will be deemed collective decisions. A quorum for Committee meetings shall be 5 plus the Chairperson.
- 6.2. The duties of the Management Committee shall be:
 - 6.2.1. To control the affairs of the Club on behalf of the members.
 - 6.2.2. To keep accurate accounts of the finances of the Club through the Treasurer. These shall be available for reasonable inspection by

members and should be examined by the appointed Accounts examiner before every Annual General Meeting. The Club shall maintain a bank account. Any cheques drawn against the Club funds shall be signed by any two of the following: Treasurer, Chairperson, Secretary. The Committee shall have the authority to open a separate bank account for any special projects. No Club funds may be spent without the authority of the Club's Management Committee.

- 6.2.3. To co-opt additional members to the Committee or any sub-Committee as the Committee feel necessary. Co-opted members shall not be entitled to vote on the Committee, except as specified in paragraph 5.3 above.
- 6.2.4. Make decisions on the basis of a simple majority vote. In the case of equal votes, the Chairperson shall be entitled to a casting vote.

7. General Meetings

- 7.1. The Annual General Meeting shall be held not later than the end of October each year. 21 clear days written notice of the Annual General Meeting shall be given to members, by circulating a copy of the notice to every member at their home address and posting the notice on the Club notice board.
- 7.2. 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.
- 7.3. The Secretary shall circulate or give notice of the agenda for the meeting not less than 7 days before the meeting.
- 7.4. The business of the Annual General Meeting shall be to:
 - 7.4.1. Confirm the minutes of the previous Annual General Meeting and any Special General Meetings held since the last Annual General Meeting.
 - 7.4.2. Receive the Annual Report of the Committee from the Club Chairperson.
 - 7.4.3. Receive the Annual Report of the Club Secretary.
 - 7.4.4. Receive the full Annual Accounts from the Club Treasurer. Note: The Club financial year runs from 1 January to 31 December.
 - 7.4.5. Receive the Annual Report of the Club Captain.
 - 7.4.6. Receive the Annual Report of the Club Vice Captain.
 - 7.4.7. Elect the Officers and Committee members for the Club, all of whom have been duly proposed and seconded.
 - 7.4.8. Transact such other business received in writing by the Secretary from members 14 days prior to the meeting and included on the agenda.
 - 7.4.9. Any other business.
- 7.5. Special General Meetings may be convened by the Management Committee or in receipt by the Secretary of a request in writing from not less than 10 members. At least 21 days' notice of the meeting shall be given.
- 7.6. Nomination of candidates for election of Officers and Committee Members shall be made in writing to the Secretary at least 14 days in advance of the Annual General Meeting.

- 7.7. At all General Meetings, the Chair will be taken by the Chairperson or in the absence of the Chairperson, by a deputy appointed by the members attending the meeting.
- 7.8. Decisions made at a General Meeting shall be a simple majority of votes from those full members attending the meeting. In the event of equal votes, the person taking the Chair will have the casting vote.
- 7.9. A quorum for a General Meeting shall be 25% of the membership of the Club.
- 7.10. Each full member shall be entitled to one vote at General Meetings.
- 7.11. Voting is allowed by proxy, if a full member is unable to attend the Annual General Meeting, for the election of officers and where a specific proposal has been published on the agenda before the meeting. The Secretary should be notified in writing before the meeting of the intention to vote by proxy and who holds the proxy.

8. Alterations to the Constitution

- 8.1. Any proposed alterations to the Club's Constitution may only be considered at an Annual General Meeting or Special General Meeting convened with the required written notice of 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. Dissolution

- 9.1. 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.
- 9.2. 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.
- 9.3. After discharging all debts and liabilities of the Club, the remaining assets shall not be paid or distributed amongst the members of the Club but shall be given or transferred to some other voluntary organisation having similar objects.

10. Legislation

- 10.1. The Club shall undertake to comply with all Government legislation, Bowls England and Bowls Devon rules, both present and future.
- 10.2. Reference to the following may be found in a separate folder or on the Club notice board:
 - Insurance and Indemnification
 - Health and Safety policy
 - Fire Regulations and Evacuation procedure
 - Child Protection and Vulnerable Adult policy
 - Anti-doping policy

- Discrimination, Equal Opportunities and Human Rights policy
- Smoking policy
- Dress Code, Misconduct, Suspension and Exclusion of Members
- Alcohol Policy and Rules

Signed

Chairperson

Date: 1 November 2022

Signed

Secretary

Date: 1 November 2022