

KIRBY MUXLOE BOWLS CLUB

CONSTITUTION

1. TITLE

- 1.1 The Club shall be called Kirby Muxloe Bowls Club and shall be affiliated to Bowls Leicestershire and play under the rules of Bowls England.

2 OBJECTIVES

- 2.1 Provide and foster facilities for the game of flat green bowls for the members of the Club and the local community.
- 2.2 Provide and promote opportunities for the members of the Club and the local community for instruction, recreation, participation, competition and social activities.
- 2.3 To provide coaching expertise to promote the Club's activities to potential new members including young people and those persons with disabilities.

3 MEMBERSHIP

- 3.1 Membership of the Club shall be open to anyone interested in flat green bowling on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
- 3.2 A condition of Membership of the Club shall be that the Club Constitution and Rules are accepted as final and binding.
- 3.3 Potential Club members may be introduced to the Club and use the Club facilities for a period of up to one month without any commitment from the potential Applicant. At any time before or during this introductory period, any interested individual may apply to join the Club on completion of the Club Application Form to the Hon. Secretary.
- 3.4 Although membership of the Club is open to the whole community the Club reserves the right to limit the number of members without prejudice or discrimination solely on the availability of the Club's facilities to fulfil its primary objectives.
- 3.5 Applications for membership, which shall be duly proposed and seconded, may be made and submitted for approval by the Management Committee any time during the year. A simple majority of the committee shall be required to authorise admission to Club membership.
- 3.6 The Club's Management Committee has the right to refuse Membership to individuals of proven bad character or with track records of poor conduct likely to bring the Club into disharmony or disrepute. Appeal against refusal may be made to the Executive Committee.
- 3.7 At the commencement of the season all members of the previous season shall be considered as members of the Club.

- 3.8 Only fully paid up members shall be entitled to use all the facilities in the Club.
- 3.9 Only members of the Club may play in competitive ('non-friendly') Club matches and competitions.
- 3.10 It is expected that Club members will play in friendly matches in order for them to be selected for league matches.
- 3.11 The Green is open to members of the public (including Sundays). Two rinks must be available for hire by members of the public at all times that the Club is open, except for 25 days annually as stipulated in the Lease.

4 SUBSCRIPTIONS

- 4.1 Each member shall pay an annual subscription. There are three levels of subscriptions, namely Adult Level for members aged 18 years and above, Junior Level for members aged below 18 years (or those in full time education) and Social members.
- 4.2 Newly elected members, who are new to bowling, will be eligible for a reduction in the full membership subscription for their first season.
- 4.3 Annual subscriptions, green fees and match fees shall be fixed at the Annual General Meeting.
- 4.4 Subscriptions must be paid by the end of March, after which time a surcharge will be applied. Any member failing to pay their subscription before 1st May shall be deemed not to be a member of the Club and shall not be entitled to be selected for match play or competitions or to use the facilities of the Club.
- 4.5 The Club is non-profit making. Any surplus income or gains will be reinvested in the club and it does not permit any distribution of club assets in cash or kind to members or third parties.

5 MANAGEMENT COMMITTEE

- 5.1 The affairs of the Club shall be managed by a Management Committee including the maintenance and audit of the financial accounts of the Club.
- 5.2 The Management Committee will be supported by 4 Sub-Committees which will manage the day to day running of the Club. These committees will operate in the areas of:-

Facilities – Management and maintenance of the Club premises including the Clubhouse, Green and surrounding areas.

Bowling – Organisation of all bowling activities within the club including the selection of teams, competitions, friendly matches and the provision of match refreshments.

Bar – The operation of the bar including stock management, bar personnel and any legal requirements in relation to the sale of alcohol.

Social Activities – Organisation of all social activities within the club and arranging all licenses necessary for social activities to take place.

- 5.3 The Management Committee shall comprise:
- Chairperson
 - Treasurer
 - Secretary
 - Club Safeguarding Officer
 - Facilities Committee Representative
 - Bowling Committee Representative
 - Bar Committee Representative
 - Social Committee Representative
 - President
- 5.4 The Management Committee shall have due regard to relevant legislation affecting the affairs of the Club.
- 5.5 The Management Committee may make/vary and revoke policies and procedures provided that they are not inconsistent with these rules for the management of the day-to-day internal affairs of the Club. All such policies and procedures shall be binding on all members of the Club.
- 5.6 The conducting of business at all Committee meetings will be governed by a Scheme of Management determined by the Management Committee and reviewed annually.
- 5.7 The elected Executive Officers of the Club shall consist of the Chairperson, Hon. Secretary and Hon. Treasurer who shall comprise the Executive Committee.
- 5.8 The Management Committee can co-opt Club Members onto the Management Committee from time to time when they can offer specific skills or knowledge.
- 5.9 The Management Committee shall meet at least 6 times a year and shall be chaired by the Chairperson or in his/her absence the Secretary or Treasurer. The Sub-Committees shall meet as necessary to conduct the business of the Club. The business and transactions at all Sub-Committee meetings shall be reported to the Management Committee. The minutes of the Management Committee meeting shall be displayed on the Club Notice Board.
- 5.10 At all meetings of the Club the Committee Chairperson shall have the casting vote.
- 5.11 The **Chairperson** of the Club shall be responsible for leading the Club to achieve its goals for the year. The Chairperson must preside effectively over Club meetings. The Chairperson ensures that conflicts are resolved within the Club.
- 5.12 The **President** will be responsible for all formal club activities including speaking at matches, Presidents Day, Presentation Evening and all

representative occasions. The Vice President shall also assume the role of the President in their absence.

- 5.13 The **Treasurer** of the Club shall be responsible for income and expenditure and shall present the Club Accounts to the Annual General Meeting. The Scheme of Management will include the required Financial Procedures for the safe and efficient use of the club's financial resources.
- 5.14 The Treasurer's accounts shall be audited by a suitably qualified person duly elected at the Annual General Meeting. The financial year of the Club ends on 30th September each year.
- 5.15 The **Secretary** of the Club shall be responsible for minutes of all the Club Management Committee meetings, handle all Club correspondence and maintain all Club records, A Membership Secretary will be responsible for compiling a list of names and address of all members of the Club.
- 5.16 The Club Secretary shall give seven clear days' notice of all Management Committee meetings except where circumstances dictate the necessity for an immediate meeting. At Management Committee meetings five shall form a quorum.
- 5.17 The **Match Secretary** shall be responsible for organising and maintaining all Club fixtures through the Bowling Sub-Committee.
- 5.18 The **Green Ranger**, or in the Green Ranger's absence, a member of the Bowling Sub-Committee, shall have the authority to decide whether the green is playable or not under adverse weather or other extreme conditions.

6 ELECTION OF OFFICERS

- 6.1 The Executive Officers and other members of the Management Committee shall be elected at the Annual General Meeting by the members of the Club. Nominated members are required to be present at the AGM unless their absence is agreed by the Executive Committee.
- 6.2 Officers are elected for the period of one year other than the Chairperson who is elected for two years. The officers may seek re-election.
- 6.3 Nominations for Officers and members of the Management Committee shall be made only with the consent of the Nominee, whose name shall be displayed on the Club notice board, together with the names of the Proposer and Seconder. Nominations should be made not later than the first day of the month prior to the AGM.
- 6.4 Members proposed for office and their proposers must have been fully paid up members of the Club for at least 12 months. Only fully paid up members are allowed to vote on any issue at the Club
- 6.5 Election of Officers shall be made by secret ballot where there is more than one nomination for a position.

7 ANNUAL GENERAL MEETING (AGM)

- 7.1 The Annual General Meeting shall be held annually, the date and time of which shall be posted on the Club Notice Board 14 days prior to the meeting. No more than 13 months shall elapse between AGMs.
- 7.2 All General Meetings shall be chaired by the Chairperson or in their absence the Secretary or Treasurer.
- 7.3 The business of the AGM shall be to:
- Confirm the minutes of the previous AGM.
 - Receive the Club Annual Report from the Chairperson.
 - Receive the audited accounts from the Treasurer.
 - Receive the Annual Report from the Secretary.
 - Receive the annual reports of the activities of the Club Sub-Committees, and the Green Ranger.
 - Elect the Executive Officers and Management Committee Members.
 - Elect an Auditor for the Annual Accounts.
 - Elect Team Captains for the various friendly and league teams.
 - Elect a Match Secretary, Club Competitions Secretaries, Benevolent Secretary, Club Safeguarding Officer, Membership Secretary and Club Delegates.
 - Transact such other business received in writing by the Secretary from a member of the Club which must be received at least 14 days prior to the AGM.
 - And if required, vote on a resolution where there is a proposal to dissolve the club. The resolution shall be carried by majority vote comprising at least two-thirds of the membership present and entitled to vote (see also Section 14).
- 7.4 Decisions made at the AGM shall be by a simple majority vote from the Club Members attending the meeting. Each fully paid up member at the meeting shall be entitled to one vote. In the event of a tied vote, the Chairperson shall be entitled to a second and casting vote.
- 7.5 No alteration or addition can be made to the Club Constitution except as directed by the Club Annual General Meeting (or an Extra-ordinary General Meeting if necessary) and after written notice of the proposed alteration or addition had been given to the Secretary not later than the first day of the month prior to the meeting. All such proposals to appear in the notice calling the meeting.
- 7.6 An Extra-ordinary General Meeting may be convened at any time by the Management Committee; the date and time of which shall be posted on the Club Notice Board 14 days prior to the meeting.

- 7.7 In addition to the AGM the Club will hold a pre-season and an end of season meeting for all members. These meetings will be presided over by the Chairperson.
- 7.8 A quorum at the AGM (or an EGM) shall be 25% of fully paid up members.

8 SPECIAL GENERAL MEETINGS

- 8.1 A Special General Meeting may be convened at any time by the Management Committee if considered necessary by the Committee or alternatively on receipt by the Secretary of a request in writing signed by not less than seven fully paid-up members, specifying the resolution to be submitted to the meeting.
- 8.2 A Special General Meeting called in response to a request shall be held no later than fourteen days from the date of receipt of the request.
- 8.3 Decisions made at a Special General Meeting shall be by a simple majority vote from the attendees at the meeting. Each fully paid-up member at the meeting shall be entitled to one vote. In the event of a tied vote, the Chairperson shall be entitled to a second and casting vote.
- 8.4 No other business other than the resolution shall be discussed.
- 8.5 A quorum at a SGM shall be 25% of fully paid-up members.

9 DRESS CODE

- 9.1 Club shirts shall be worn for all matches, including friendlies, league matches, Club competitions and inter club or county competitions. Grey will be worn below the waist unless stated otherwise on match team sheet.
- 9.2 Casual dress may be worn for roll-ups but regulation bowling shoes shall be worn.

10 ETIQUETTE AND CONDUCT

- 10.1 Club members shall be expected to take an interest in the preservation of the green and on no account shall play on the green without wearing bowling shoes.
- 10.2 Normal etiquette shall be observed on or around the green at all times in order that no-one may be offended or distracted whilst playing bowls
- 10.3 No betting shall be allowed in the Club and no lottery shall be promoted by any member of the Club in aid of the Club funds without prior permission of the Management Committee.
- 10.4 All Club Members must abide by the Code of Conduct published by the Club, and Bowls England Safeguarding Policies. The Code of Conduct can be found on the Club website and is displayed on the Club Notice Board. If a Club Member exhibits conduct considered contrary to the interests of the Club, and/or inconsistent with the Code of Conduct or

Bowls England Safeguarding Policies, the Club's Executive Committee may conduct an informal review and interview with this member.

- 10.5 Where a written complaint of misconduct is received, or the informal review (see 10.4) suggests disciplinary action may be appropriate, all matters of grievance, discipline, or misconduct will be resolved using the current version of Bowls England's Regulation 9.

11 LIABILITY

- 11.1 Neither the Club nor Officers of the Club shall be liable to any member or guest for any loss or damage to any property occurring on the Club premises.

12 PROTECTION OF CHILDREN AND VULNERABLE ADULTS

- 12.1 The Club is committed to promoting a safe environment within the Club's facilities in which children and vulnerable adults can enjoy taking part in the game of bowls.
- 12.2 The Club shall adopt and follow all policies and guidelines approved by Bowls England, alongside UK Anti-Doping Rules, and all procedures set out in Bowls England Regulation 9, 9A and 9B. The Club and members will abide by all sanctions, recommendations and / or decisions from the Safeguarding Case Management Panel and / or National Disciplinary Panel.
- 12.3 The Club shall appoint a designated person to serve as the Child Safeguarding Officer.
- 12.4 The Club shall have at least one Qualified Coach who will be able to coach children.

13 HEALTH & SAFETY

- 13.1 The Health and Safety of all members and guests who use the Club facilities is a major concern of the Club. The Management Committee recognises that achieving and maintaining high standards of safety requires that the Club's Management Committee, members, visitors and contractors are aware of and discharge their respective responsibilities.
- 13.2 The Health & Safety at Work Act 1974 requires all members, including contractors working on the Club premises, to conduct themselves in such a manner as to ensure that they pose no risk to their own or any other person's health & safety.

14 DISSOLUTION OF THE CLUB

- 14.1 In the event that at any General Meeting of the Club a resolution is passed calling for the dissolution of the Club and the members vote for the Club to be dissolved, 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.

- 14.2 If, at that Special General Meeting, the resolution is carried by at least two-thirds of the members present, the Executive Committee shall thereupon, or at such date as has been specified in the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities of the Club.
- 14.3 After discharging all debts and liabilities of the Club, the remaining assets shall not be paid or distributed amongst the Club Members, but shall be given or transferred to one of the following:
- (i) the National Governing Body for use by them for related community sports
 - (ii) a club with similar sports purposes which, preferably, is a registered Community Amateur Sports Club (CASC)
 - (iii) an organisation with similar sporting purposes which is a registered charity.

15 DATA PROTECTION

- 15.1 The Club will adhere to the General Data Protection Regulations 2018, and any subsequent amendments.
- 15.2 The Club will issue a Privacy Notice to Members detailing the type of information held, the reasons for holding such information, the uses to which it will be put and the consents required, and the rights of members to view or amend such information.