

Sir Thomas Rich's Bowling Club



Club Constitution

Version

January 2018

Club Constitution

1. Title

The Club shall be called Sir Thomas Rich's Bowling Club, hereinafter to be referred to as "the Club" and shall be affiliated to Bowls England and the Gloucestershire Bowling Association.

2. Objects

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

3. Membership

- a) Membership of the Club shall be open to any person, regardless of race, age, gender, sexual orientation, religious belief or disability, who completes a membership application form and pays the relevant subscription as determined by the Club. New members are required to complete a membership form and obtain a proposer and seconder for membership. All applications for membership are then to be considered for approval by the Executive Committee. A minimum of 2 full days must expire between their nomination or application for membership and their admission as required by Paragraph 62 (2) of the 2003 Licensing Act.

There are the following membership categories:

Full Bowling Member – Over the age of 18.

Social Member – Member over the age of 18 who may use the Club's facilities other than the Bowling Green and whilst may attend general meetings of the Club, may not speak or vote at those meetings.

New Player Member – A special, reduced membership fee for new members who have not previously bowled at any other club. The reduced fee is for the first year only and this category of membership carries the same rights as a full member.

Junior Member – Open to any person under the age of 18, still in training, part time or full time education. Persons under the age of 16 years may only participate in Club activities when under the supervision of a parent or guardian, or other suitable, nominated persons. Junior members are not allowed to speak or vote at general meetings and are not eligible to hold any office of the Club.

Life Members – Members may be elected to Life Membership to reward exceptional and outstanding service to the Club. They shall be recommended for election by unanimous vote by the Committee and elected by two thirds majority of members present at a General Meeting. Life Members will be exempt from the payment of the annual membership subscription, will retain the right to vote at Annual / Exceptional General Meetings but shall not be eligible to hold an Office of the Club.

- b) The amount of Annual Membership Subscription shall be decided annually at the Annual General Meeting (AGM).

- c) The Club Membership Subscription is due to be paid on 2nd January. If a member has not paid his / her subscription by 31st January, the Hon General Secretary shall email or telephone the member giving notice that unless the outstanding subscription is paid by 28th February, his / her membership may be terminated.
- d) Out of season activities such as Winter Indoor Bowls shall not be covered by the Annual Subscription and a supplementary subscription may be required, the sum to be determined by the Club's Committee.
- e) Misconduct - Sir Thomas Rich's Bowling Club will adopt the current regulation 9 policy and guidelines as stated by Bowls England.
- f) Any member may resign his membership by giving written notice of his resignation to the Hon General Secretary.

4. Club Officers

- a) The President of the Club shall be the Head of Sir Thomas Rich's School.
- b) The Officers of the Club shall be:

Executive Committee Officers

Chairperson
 Vice – Chairperson
 Club Captain
 Hon General Secretary
 Hon Treasurer
 Ladies Captain
 Fixture Secretary

Non-Executive Officers

Competitions Secretary
 Greens Advisor
 Bar Manager
 Catering Facilitator
 GBA Delegate
 WGBA Delegate
 League Captain
 Afternoon Triples Captain

In addition, the Club may elect up to 3 Committee Members to assist with the Executive Committee and these members may not also hold positions as non-executive officers. An Executive Committee Officer may only hold one executive post except for short term arrangements when a vacancy arises. Committee

- c) The management of the Club shall be vested in the Executive Committee comprising Executive Committee Officers as outlined above. The Executive Committee shall normally meet monthly or more often if required. Non-Executive Officers are able to make representations at committee meetings by prior arrangement with the Hon Secretary to present matters of interest or concern. Similarly, when required, the Hon Secretary can ask a non-executive officer to attend a meeting to discuss a particular matter.
- d) The quorum for a Committee Meeting shall be 4 members of which at least 2 shall include Chairperson, Vice Chairperson, Club Captain, Hon General Secretary or Hon Treasurer.
- e) All candidates for election as Officers of the Club shall be proposed and seconded on the list displayed within the Club House at least 14 days before the date of the AGM. Alternately, candidates may be put forward for election in writing (or e-mail) to the Hon Secretary by both

the proposer and seconder within 14 days prior to the date of the AGM. A list of all names nominated for office shall be circulated with the agenda for the AGM to the membership. In the event of no nominations being received for a particular office, nominations may be received at the AGM.

- f) The election of Officers, members of the Executive Committee and Auditors shall be carried out at the Annual General Meeting.
- g) 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.
- h) The Executive Committee shall have authority to fill any vacancies until the next general meeting.

5. Club Administration

- a) No written agreements shall be entered into on the Club's behalf until considered and agreed by the Executive Committee. Any such agreements shall be signed on the Club's behalf by any two of the following: Chairperson, Vice Chairperson, Hon General Secretary or the Hon Treasurer.
- b) The Club accepts no responsibility whatsoever for injury to members, guests or visitors under any circumstances, nor does the Executive Committee of the Club accept any responsibility for any property left, lost or damaged on the Club's premises.
- c) The accounting period shall be the year ending 30th September each year and an Income and Expenditure Account and Balance Sheet shall be produced and audited in line with this date annually.
- d) Each Executive Committee member shall produce a report for the Annual General Meeting of the Club and the Hon Treasurer shall report on the audited accounts and matters related thereto.
- e) Expenditure items of an urgent nature, other than normal running expenditure, shall only be incurred after consultation between Chairperson, Vice Chairperson and Hon Treasurer of the Club, and this shall be reported to the next meeting of the Executive Committee.
- f) Banking arrangements shall be made as the Executive Committee shall decide.
- g) The Club shall acknowledge its close links with Sir Thomas Rich's School by taking every opportunity to give active support and encouragement to Sir Thomas Rich's School Bowling Club.
- h) Copies of the Club's Constitution, Rules, etc shall be available in the Club House and also posted on the Club's website (www.strbc.org.uk). All new members shall be directed to these documents and encouraged to read them.
- i) A Greens Committee shall comprise of the Greens Advisor, The Club Captain and the Club Vice Captain. They shall be jointly responsible for the day to day use and maintenance of the Green

and shall meet and consult as required for this purpose. A majority decision by any two of these members shall decide upon the fitness of the Green for play at any time.

- j) A Club Selection Committee consisting of Club Captain, Ladies Captain, League Captain, Afternoon Triples Captain and Vice Captains, together or individually as circumstances dictate. Other Members may be co-opted as and when considered necessary.
- k) If, during the year between Annual General Meetings, a need arises to change a rule, a Standing Order may be agreed by the Executive Committee which will then be displayed on the Club's website and the Club's notice boards. This Standing Order will then take effect until the next Annual General Meeting when the membership will be asked to approve the item and to include it within this Constitution.

6. General Meetings

- a) The quorum for a general meeting shall be 30% of the members of the Club.
- b) Voting for the election of Officers and Executive Committee Members shall be conducted by ballot. All other voting shall be conducted by a show of hands, unless a ballot is demanded by at least one third of the delegates present, or the Chairperson so decides. A majority decision shall be sufficient to carry any motion other than amendments to Rules. If the voting be equal, the Chairperson shall have a second or casting vote.
- c) The Annual General Meeting (AGM) shall be held annually in the first week of November or as soon as possible thereafter.
- d) The business of the Annual General Meeting shall be to:
 - I. Confirm the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting.
 - II. Receive the examined accounts for the year from the Hon Treasurer along with his report.
 - III. Receive the annual reports from Club Officers.
 - IV. Appoint Accounts Auditors and Stock Auditors.
 - V. Elect the Officers and Committee Members of the Club.
 - VI. Transact such other business received in writing **or by email to** the Hon Secretary from Members, 14 days prior to the meeting to be included on the agenda.
- e) A copy of the agenda shall be made available at the Club House and on the Club's website (www.strbc.org.uk) at least 7 days prior to the meeting.
- f) The Hon General Secretary shall convene a Special or Extraordinary General Meeting upon receiving a requisition to this effect, signed by not less than 12 members. The Executive Committee may call a Special or Extraordinary General Meeting at any time such they consider it

necessary. At least 14 days notice shall be given to members of a Special or Extraordinary General Meeting together with an agenda of the business to be transacted at the meeting.

- g) Where a discussion requires a decision, at the Chairperson's discretion, the discussion may be decided by a resolution. Such a resolution to be proposed and seconded, and put to the meeting for a vote to decide the issue without further debate.
- h) If the Chairperson shall be of the opinion that a motion is of an undesirable character he / she may at once put it to the vote (on which there shall be no discussion) to determine whether it shall be entertained or not. If two-thirds of the meeting present and eligible to vote, decide not to entertain the motion it shall be disposed of for that meeting.
- i) When a member is speaking on any point, all other members shall respect that member's right to speak and remain silent. If other members wish to speak on this point, they must raise their hand and await an invitation to speak by the Chairperson. On no occasion may more than one person speak at the same time.
- j) The decision of the Chairperson on any point of order shall be final.
- k) When any ballot is taken, two tellers shall be appointed by the Chairperson. If votes are equally divided, the Chairperson is entitled to a second or casting vote as per 6 b) above.

7. Alterations to the Constitution

Any proposed alterations 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 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.

8. Dissolution

- a) 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.
- b) If, at the 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.
- c) After discharging all debts and liabilities of the Club any remaining assets of the Club shall be disposed of, or distributed as decided by the Executive Committee.

9. Dress Code

- a) Club Shirts shall be worn for all matches. Trousers / Ladies Skirts shall be either white or grey which will be advised on the appropriate team sheet.

- b) For Club Competition matches, white (or Club) shirts shall be worn together with grey clothing below the waist.
- c) Flat, smooth bowling footwear is to be worn on the Bowling Green at all times.
- d) Club blazers are Black / Navy Blue.

10. Usage of the Green

- a) The bowling green is not normally available for use during the school term whilst the pupils are at the school, i.e. until after 5:00pm on weekdays. Pupils of the school have use of the green, under supervision of a nominated member of the school staff, during certain periods of the school days, during the school lunch break, and for a period after school. All six rinks are normally available for use at all other times unless there is a fixture due to be played or a competition booked for a particular rink.
- b) When any rink is declared "Out of Play" by the Green Committee, it is not to be used under any circumstances. In adverse weather conditions when play is allowed, green protection mats must be used if required.
- c) The Green should not normally be used within an hour before a Club Fixture and if any rink has been booked in the Diary for a competition the rink must be vacated when requested.
- d) Running on the green is not permitted.
- e) Smoking on the green is not permitted.
- f) Green cutting is carried out by authorised members under the overall direction of the Greens Advisor. The Green is of a high standard, approved for County games. It is the duty of all members to ensure that nothing is done which would be of detriment to the green.

11. Licensed Facilities

- a) The bar may be open for business during hours as determined by the Executive Committee who will have due regard to the relevant Licensing Act in force at the time together with any terms of the licence issued by the Licensing Authority.
- b) Intoxicating liquor shall not be served to, or consumed by persons under the age of 18. In the event of anyone attempting to purchase or consume alcohol on the Club's premises, who appears to be under 18 years of age, the duty bar staff, have both the authority and responsibility to seek proof of identity and age. Failure to secure this identification must ensure that alcohol is not sold or otherwise supplied to that person. As required by law the Club has an "Age Verification Policy" which is attached as an appendix to this document.