

COWPLAIN BOWLING CLUB

CONSTITUTION & RULES



1. NAME & OBJECTIVES

- 1.1 The Club shall be named the COWPLAIN BOWLING CLUB, the objectives being to provide facilities for, and promote participation of, the whole community in the amateur sport of outdoor flat green bowls.
- 1.2 Cowplain Bowling Club has a 25 year lease with Havant Borough Council, which commenced in 2002, at an annual rent of one Peppercorn. In exchange for this nominal rent the Club is managed and financed by its members.
- 1.3 Each member of Cowplain Bowling Club shall be (to the extent that such person is not entitled to recover under any policy of insurance) entitled to be indemnified out of any and all funds available to Cowplain Bowling Club, which may lawfully be so applied, against all costs, expenses and liabilities whatsoever incurred by such person in the proper execution and discharge of duties undertaken on behalf of Cowplain Bowling Club or arising there-from, or incurred in the purported discharge of such duties except so far as any such claim may relate to wilful wrong doing on the part of the member who is sought to be made liable.

2. MEMBERSHIP

- 2.1 The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. Membership subscriptions will be kept at levels that will not pose a significant obstacle to people participating.
 - 2.1.2 Membership application shall be in the form prescribed by the Committee and shall include the applicant's name, address and contact details.
 - 2.1.3 Voting rights will be restricted to annual fully paid up members, including juniors and Life Members.

2.2 Membership Categories

2.2.1 Annual Full Membership

Membership of the Club shall be open to all persons irrespective of ethnicity, nationality, sexual orientation, religion or beliefs; or of age, sex or disability except as a necessary consequence of the requirements of bowls as a particular sport. Membership may however be limited according to available facilities on a non-discriminatory basis. The General Committee may refuse membership or, subject to rule 10 of this constitution, remove it only for good and sufficient cause, such as conduct or character likely to bring the Club or the sport into disrepute.

Junior members may be admitted, the qualification for junior members being that the individual shall be both in full time education and under the age of 25.

2.2.2 Life Membership

The General Committee is empowered to nominate Life Members. There being a maximum of three Life Members at any one time; this to be reviewed annually. Life Members will be nominated subject to their permission and will be elected at an A.G.M. Life Membership is bestowed for outstanding service to the Club. Life Members shall be afforded the full use of the Club and its facilities and may represent the Club in matches. In recognition of their contribution to the Club, Life Members shall be exempt from paying membership fees. Life Members will not be eligible to serve as elected committee members but may be co-opted by the General Committee in accordance with rule 5.2.1. and have the right to vote at an A.G.M. or E.G.M.

2.2.3 Annual Social Membership

The General Committee will decide annually on the qualification and membership fee for Social Members. Social Members shall have full use of the Clubhouse facilities and are entitled each year to receive newsletters and the Club fixture book and have the opportunity to participate in social events. They do not have any voting rights. Social Members may have up to a maximum of five 'roll-up' sessions during the summer season, on payment of the member guest fee and must be accompanied by a Full Member.

On payment of the full subscription, a Social Member will be able to join the Club as a full member.

2.2.4 Winter Membership

Winter Membership will be offered annually from 1st October to 31st March for players wishing to take part in the Club's activities solely during the winter period and wanting to pay a "one off" fee for roll-ups. These members will not be eligible to serve on the Committee or have voting rights and will not be invited to attend the Club's A.G.M. or E.G.M.

2.3 Limitation of Club Liability

2.3.1 Club members may use the Club's premises and any other facilities of the Club entirely at their own risk and impliedly accept that:-

The Club will not accept any liability for any damage to or loss of property belonging to members.

The Club will not accept any liability for personal injury arising out of the use of the Club premises or any other facilities of the Club either sustained by members or caused by the said members whether or not such damage or injury could have been attributed to or was occasioned by the neglect, default or negligence of any of them, the Officers, Committee, Trustees or Servants of the Club.

2.3.2 Membership of the Club and acceptance of these Rules by the member will be deemed to constitute consent to the holding of relevant personal data for the purpose of the Data Protection Act.

3. **AFFILIATIONS**

The Club shall be affiliated to:-

- (a) Bowls England
- (b) Bowls Hampshire.
- (c) The Portsmouth & District Bowling Association.
- (d) The Portsmouth & District Women's Bowling Association.

4. **RULES OF PLAY**

- (a) All games of bowls shall be played under the Laws of Bowls England and in accordance with the rules of Bowls Hampshire.
- (b) The format for each Club competition in the following year is to be determined by the General Committee annually. A majority vote of the General Committee will decide a change of any competition.
- (c) Club competitions shall be played in accordance with the rules set out by the General Committee of the Club. These rules are displayed on the Club Notice Board at the commencement of each season.

5. **GENERAL COMMITTEE**

5.1 The Committee shall manage the affairs and assets of the Club according to the Rules and shall cause the funds of the Club to be applied solely to the objectives of the Club. The committee has responsibility for all bowling matters, including the running and organisation of the Clubhouse, the organisation of stewards and their duties, the organisation of the Club and external club competitions, the recruitment and retention of members and the induction of new members into the Club, the provision of social activities and ensuring the best use of the green and its maintenance.

5.1.2 In particular the Committee shall ensure that the property and funds of the Club will not be used for the direct or indirect private benefit of Members other than as reasonably allowed by the Rules. No surpluses or assets will be distributed to members or third parties and all surplus income or profits will be re-invested in the Club.

5.1.3 The Chairperson for each meeting will be elected from the members present. The Committee has the right to co-opt such additional members as necessary to assist in the execution of the Club's business. Such co-opted members shall not have voting rights.

5.2 **The General Committee shall consist of the following:-**

Club/Gents Secretary	Treasurer	Club/Gents Captain
Gents Vice-Captain	Match Secretary	Competition Secretary
Club Steward	Social Secretary	Club/Ladies Captain
Ladies Vice Captain	Club/Ladies Secretary	Membership Secretary
Green Co-ordinator.		

5.3 The General Committee shall have the right to appoint Sub Committees and to co-opt members of the Club who are not members of the General Committees. At least one member of the General Committee will be an Ex- Officio member of any Sub-Committee. The composition and purpose of any such committee to be displayed on the Club notice board.

5.4 Trustees

All Club members are eligible for selection and can be invited by the Committee to serve. There will be a minimum of two and a maximum of five in number.

5.4.1 Trustees shall hold office until death, resignation or removal from office by a resolution of the members.

5.4.2 There shall be vested in the trustees all property of the Club other than cash, which shall be under the control of the Club Treasurer.

5.4.3 The Trustees may deal with the property as vested in them by way of sale, mortgage, charge, and lease or otherwise as directed by the Club. Such direction shall be given by resolution of the members of the Club passed by a majority of the members present at a duly convened meeting of the Club and, which so passed, shall in favour of a purchaser, mortgagee, chargee lessee or grantee be binding upon all Club members. A certificate purporting to be signed by the Club Secretary for the time being of the Club shall in favour of those persons be conclusive evidence that a direction complying in all respects with the above provisions of this rule was duly given to the Trustees.

5.4.4 Trustees may attend committee meetings as they deem fit, however, they will not be permitted to take part in any discussion thereof or vote on any resolution, unless relevant to any item for which they are responsible.

5.5 Committee Meetings

5.5.1 Excluding the month of December, the General Committee will meet not less than eight times a year to conduct the business for which they are responsible.

5.5.2 All members of the General Committee are invited to attend meetings. The Club and/or Men's Captain; Club and/or Ladies Captain; Treasurer; Club and/or Men's Secretary; Club and/or Ladies Secretary; Match Secretary are expected to attend whenever possible. Other officers, not having a report to make, or not being involved in the items on the meeting agenda, may choose to be present or absent themselves.

Members having a report to make, but unable to attend a meeting, should forward this in writing to the Secretary prior to the meeting.

5.5.3 The limit of expenditure for any one item that can be made by the General Committee will be agreed annually by the members at the A.G.M. Any item that exceeds this amount will need to be approved at an A.G.M. or E.G.M.

- 5.6 Four members of the General Committee shall form a quorum.
- 5.7 The Income and property of the Club shall be applied solely towards promoting the Club's objectives as set forth in this constitution and no portion thereof shall be paid or transferred either directly or indirectly to members of the Club.

6. **DISSOLUTION**

- 6.1 In the event of the dissolution of the Club, any assets remaining after the satisfaction of all debts and liabilities shall not be paid 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:
- a. to another Club with similar sports purposes which is a charity and/or
 - b. to another Club with similar sports purposes which is a registered CASC and/or
 - c. to Bowls England for use by them in related community sports.
- 6.2 The Club may be dissolved by resolution at an Extraordinary or General Meeting subject to:
- a. The Club Secretary having advised each member in writing of the said meeting and given 14 days' notice.
 - b. The Club quorum of 75% of the membership will apply to the resolution being carried by a majority vote of those present. In the event of the ballot being equal, the Chairperson shall cast the deciding vote.
 - c. The Havant Borough Council to be notified immediately that such a resolution has been passed.

7. **ELECTIONS**

- 7.1 Any two members of the Club may nominate candidates for any position shown on the nomination sheets that will be on display in the Clubhouse from the last week in August annually; providing that the nominee signs to indicate his/her willingness to stand for office.
- 7.2.1 If there is more than one nomination for a position, a ballot shall be taken at the A.G.M. on official ballot papers. When there are two or more nominations for gender specific appointments then only members of that particular gender may cast a vote. These appointments are Ladies or Gents Captain, Ladies or Gents Vice-Captain, Ladies or Gents Secretary.
- 7.2.2 If any nomination for a position is not filled prior to the A.G.M., then nominations may be taken from the floor. If the position is not filled at the conclusion of the A.G.M., then the General Committee is empowered to nominate a person to fill the position without going through the electoral procedure. No member will be permitted to hold more than one office on a committee.
- 7.2.3 No member shall hold office at the Cowplain Bowling Club whilst holding office at another outdoor bowling club.

7.3 Where necessary elections will take place in the order as set out on the calling notice.

The Club Captain will be elected from the results of the Ladies/Gents Captain.
The Club Secretary will be elected from the results of the Ladies/Gents Secretary.

8. **GENERAL MEETINGS**

8.1 The Annual General Meeting will normally be held in accordance with the date agreed at the previous A.G.M. Not less than fourteen days notice of the Annual General Meeting shall be given to each member of the Club.

8.2.1 An Extraordinary General Meeting may be called at the discretion of the General Committee, or at any time within fourteen days of the receipt by the Secretary of a request in writing for such a meeting, provided the request bears at least twenty signatures of bona fide members of the Club.

8.2.2 Not less than eight clear days' notice of an Extraordinary General Meeting shall be given to each member of the Club.

8.2.3 The quorum of the Club shall be twenty five percent of its membership, excluding members of the General Committee. All voting shall be decided on a simple majority, the Chairperson having the deciding vote in the event of a tie.

8.2.4 General Meetings of the Club shall be conducted in accordance with the Standing Orders as set out in the Appendix of the Constitution and Rules.

9. **FINANCIAL YEAR**

The Club Treasurer will keep financial accounts, which shall be prepared and examined to the 31st December each year and presented to the A.G.M.

10. **DISCIPLINE**

Any member who does not act in accordance with the Club Constitution or Clubhouse Rules will be subject to disciplinary action. The Club has adopted Bowls England regulation number 9 (Misconduct) and this will be the basis for handling disciplinary matters.

11. **RENEWAL OF MEMBERSHIP**

The General Committee is empowered to refuse renewal of membership in accordance with Bowls England regulation number 9 to any member whose continued membership is considered to be against the best interests of the Club.

12. **SUBSCRIPTIONS**

12.1 From 2016 the membership/subscription year will run from 1st April to 31st March annually.

12.2 The annual subscription for membership shall be determined annually in line with the R.P.I., as agreed at the 2012 A.G.M. From 2017, an average of the R.P.I. value from April to October will be used.

12.3 Members will be notified annually of the due date for subscription payment. No member may take part in Club activities without having paid his/her membership subscription.

13. **ALTERATIONS TO COWPLAIN BOWLING CLUB CONSTITUTION AND CLUB RULES**

13.1 New rules, revocation or amendments to existing constitution or rules, may only be made at an Annual General Meeting of the Club, providing that two thirds of the members present vote in favour.

13.2 The notice convening the Annual General Meeting shall set out the terms of any proposal in respect of the Rules.

13.3 All proposals regarding the constitution and Rules of the Club shall be forwarded, in writing, to the Secretary at least twenty-eight days before the Meeting.

14. **VISITORS**

The Visitors Book shall be held and maintained in the Clubhouse, the number of visitors to be determined and reviewed by the General Committee and applied by Clubhouse Rules as circumstances demand.

15. **DUTIES OF GENERAL COMMITTEE MEMBERS**

15.1 **Club President**

The Club President, as the figurehead of the Club, holds a prominent position within the Club, representing the Club in ensuring that over the season visiting teams, especially those invited for friendly games are made welcome. The President will also act as a facilitator for Club activities and will be in attendance during the Club Finals and other prestigious matches. The President may if he/she wishes attend and chair Committee meetings but will not have voting rights.

15.2 **Club Secretary**

The Club Secretary shall convene, attend and take Minutes at all Committee and General Meetings of the Club. The Club Secretary shall conduct the correspondence of the Club. The Club Secretary will implement action to deal with any repairs and maintenance needed as notified by the Club Steward.

On his/her retirement from office, the Secretary shall hand over to his/her successor, or to the President, all books and papers appertaining to the office. The Secretary shall keep an updated register of all Club members.

15.3 **Treasurer**

The Treasurer shall ensure the funds of the Club are deposited in the accounts approved by the General Committees and that no financial liabilities are incurred or payment made, except as authorised by the General Committee or by a General Meeting of the Club. No investment of Club funds shall be made without similar authority. The Treasurer shall receive all monies payable to the Club and shall issue receipts for all payments, subscriptions and donations

where appropriate. The Treasurer shall make all outgoing payments on behalf of the Club. The Treasurer shall keep a debit and credit account and prepare an annual financial report and statement immediately after the end of the Club's financial year.

All cheques drawn on behalf of the Club shall be signed by two of the following three: Secretary, Treasurer and another nominated Committee Member.

The Treasurer shall submit to the Annual General Meeting of the Club, a duly audited statement of finances, and a copy shall be made available to each member of the Club. Members incurring necessary expenses when carrying out their duties as representatives of the Club may be reimbursed on adequate proof of expenditure.

The Treasurer shall ensure that the Committee does not exceed its authorised spending limit as agreed at the Annual General Meeting.

15.4 Club Captain

In the following description the Vice-Captain will assist or deputise for the Club Captain in all cases.

The Club Captain shall be in complete charge of the conduct of the members on the green and will act as arbiter in the case of any dispute brought to his/her notice, subject to a member's right of appeal to the General Committee.

The Club Captain, or his/her representative, shall be responsible for ensuring any dress code is adhered to.

The Club Captain may appoint members to assist in the running/organisation of league teams.

The Club Captain is responsible for deciding in conjunction with the Green Co-ordinator if the green is fit for play, cancelling matches where play may damage the green or cause a safety issue. (*Rain/inclement weather are not valid reasons for cancelling a match.*)

15.5 Match Secretary

The Match Secretary will be responsible for the arranging of all friendly matches with other clubs or associations.

The Match Secretary will be responsible to the Club Captain or his/her representative for the team selection for all friendly matches, ensuring, wherever possible, that all members have equal opportunity of being selected.

The Match Secretary will keep a record of those members who wished to play, were selected, played or acted as reserve for each match.

The Match Secretary will produce an annual diary of Club events.

15.6 Competition Secretary

The Competition Secretary shall organise and supervise the running of all approved Club Competitions, in accordance with the Competition Rules agreed by the General Committee.

He/she will collect the appropriate fees for the entry to all Club Competitions.

He/she will be responsible for the engraving of all Club Trophies and ensure they are ready for presentation when required.

The Competition Secretary shall keep an account of all monies received and paid by him/her and shall pay to the Treasurer on a monthly basis, all balances held by him/her.

15.7 **Club Steward**

The Club Steward will be responsible for the preparation and implementation of the rota for Duty Stewards, who provide refreshments at matches and carry out daily and weekly cleaning duties.

In conjunction with the Social Secretary, he/she shall ensure adequate stocks of janitorial products are available, report Clubhouse repairs and maintenance requirements to the Club Secretary; maintain the Clubhouse lost property system, general notice boards and security arrangements.

15.8 **Social Secretary**

The Social Secretary is responsible, in conjunction with the Club Steward for forming and organising the supply and replenishment of tea and biscuits, toiletries etc, at the Clubhouse, and for laundering of Club linen. He/she is responsible for organising Club raffles on appropriate occasions. When necessary the Social Secretary may be required, with assistance, to organise social events away from the Club.

The Social Secretary should keep an account of all income and expenditure which should be reconciled monthly and any monies held in addition to the agreed float be paid to the Treasurer.

15.9 **Membership Secretary**

The Membership Secretary shall be responsible for the recruitment of new members as directed by the General Committee; develop and implement an annual recruitment strategy to identify new members; pass all information of new bowlers to the Club Secretary and Treasurer; organise and implement an induction course for new bowlers; liaise with the Club Coaches in providing coaching for new members; organise and conduct the Club's Open Day.

15.10 **Green Co-Ordinator**

The Green Co-ordinator shall be responsible for the general up-keep of the green, enlisting and training volunteer Club members where necessary to ensure that the green is maintained in good order and fit for play. He/she will liaise with the Club Captain regarding concerns over any safety issues that could affect play.

16. **ACCOUNTS EXAMINERS**

The Accounts Examiners are responsible for checking the Club accounts as soon as possible after 31st December annually. Examiners must not be committee members.

17. **SELECTION COMMITTEES – LADIES AND GENTS**

A selection committee shall comprise the Club Captain/Club Vice-Captain, Ladies and Gents Vice-Captains whichever is appropriate, and two co-opted members and they shall be responsible for selecting and revising team squads for all Club matches excluding friendly matches.

The Selection Committee shall meet when necessary and on a minimum of two occasions per season: prior to the beginning of the bowling season and during the second week of June.

The Selection Committee shall have the right to co-opt any member of the Club to act in an advisory capacity.

Such co-opted members shall have no voting rights.

18. **CLUB COACHES**

(a) The Club Coaches shall give advice and instruction to Members of the Club as required on all aspects of the Game of Bowls.

(b) The Club Coaches shall, wherever possible, be a member of the Club, qualified by examination under a recognised coaching scheme.

(c) The Club Coaches shall be responsible to the Club Captain.

(d) The Club Coaches, in conjunction with the Membership Secretary, shall be responsible for the bowling induction of all new members.

(e) It is the duty and responsibility of all members to ensure that all players bowl in an acceptable manner so as not to damage the green.

19. **COMPLAINTS AND SUGGESTIONS**

19.1 **Complaints**

Any complaint should, in the first instance, be brought to the immediate attention of the relevant committee member (or Captain). If the person bringing the complaint remains dissatisfied with any action taken, the member should communicate in writing to the Secretary who will present the complaint to the committee, whose decision shall be final. The Secretary will communicate, in writing, the decision of the Committee.

19.2 **Suggestions**

Any suggestion for improvement within the Club shall be made in writing to the Secretary.

The Secretary will respond in writing following discussion at the next Committee meeting.

20. **CLUB POLICIES**

Cowplain Bowling Club operates the following policies:-

- a) Child Protection.
- b) Protection of Vulnerable Adults.
- c) Equality.
- d) Data Protection.

The Club having a designated Safeguarding Officer accepts its legal and moral obligation to exercise its duty of care to protect all children and vulnerable adults participating in its activities. It is also committed to ensuring that all members and visitors are treated with respect and dignity.

21. **SMOKING**

Cowplain Bowling Club operates a strict NON SMOKING policy (including the use of e-cigarettes), in accordance with Statutory Law.

22. **HEALTH & SAFETY**

Cowplain Bowling Club operates a Health & Safety policy in accordance with current Government guidelines.

23. **CLUB HOUSE RULES**

The Club House rules are displayed on Club notice boards and must be strictly adhered to.

STANDING ORDERS FOR GENERAL MEETINGS

APPENDIX A.

- (A1) Unless stated otherwise, all meetings will commence at a suitable and agreed time.
- (A2) The Agenda will consist of that business for which the meeting has been called.
- (A3) To any proposition, any number of amendments may be put, but no more than one amendment may be before the meeting at any time.
- (A4) An amendment, if carried, supercedes the proposition.
- (A5) The mover of a proposition shall be allowed three minutes to speak on the same, and other speakers shall also be allowed three minutes. Speakers may only speak once on a proposition or amendment excepting the mover, who has the right of reply.
- (A6) No member shall interrupt another whilst speaking, except on a point of order, and then only through the Chair.
- (A7) No proposition shall be discussed unless it is seconded.
- (A8) No proposition once carried may be further discussed, amended and/or altered at the same meeting.
- (A9) A proposition once defeated may not be re-submitted for a period of six months.
- (A10) Voting may be made by a show of hands or by ballot.
- (A11) Members who are unable to attend may submit a vote to the Secretary in writing to be received at least 5 days prior to the meeting.
- (A11) The Chair at General Meetings of the Club shall be taken by the President or an elected Chairperson.
- (A12) The Chairperson shall take no part in the discussion, except when he/she vacates the Chair, as it is his/her right as an ordinary member, when he/she may then voice a personal opinion.
- (A13) The ruling of the Chairperson shall be final on all questions under these Standing Orders.
- (A14) Any of these Standing Orders may be suspended on a proposition which is supported by a majority of the members present.