

# Wymondham Dell Bowls Club



# Constitution

November 2017

# Wymondham Dell Bowls Club CONSTITUTION

## STRUCTURE of COMMITTEES

### 1. DEFINITION AND OBJECTIVES

- (a) This is an **EQUAL OPPORTUNITIES PRIVATE MEMBERS' CLUB**. It shall be called and known as the **WYMONDHAM DELL BOWLS CLUB**. The Club shall consist of all properties and is formed for the promotion of the sport of bowls. The Club is affiliated to and adopts the regulations of Bowls England and English Indoor Bowling Association Ltd regulations and to provide social amenities for its members. The Club will offer equal opportunities within the frame-work of the Eastern Region Sports Council Equity Policy and the National and local Bowling Associations and is thus totally opposed to any form of discrimination.
- (b) The Club encourages activity programmes which are at a level appropriate to the needs and aspirations of the community served, encouraging involvement from low participant or disadvantaged groups, thus avoiding any form of discrimination. An overall balanced programme between men, ladies and juniors will be provided.
- (c) The Club Coaches will be responsible for running coaching courses.
- (d) The Club structure is made up of a Management Committee and a Bowls Committee which will organise and run the bowls game for full members.

### 2. MANAGEMENT COMMITTEE

All references to **Committee** under this section shall be taken to mean Management Committee.

- (a) A Committee shall be elected at the Club Annual General Meeting. The actions and decisions of the Management Committee shall be reported to the Bowls Committee at their next meeting. The Committee has the authority to deal with all financial and other matters arising in connection with the proper conduct and the business of the Club, including the power to borrow and mortgage the Club property. The Management Committee shall consist of members as follows:-

Honorary Club Secretary	Honorary Club Assistant Secretary
Honorary Club Treasurer	Honorary Club Assistant Treasurer
Honorary Bowls Secretary	Club Trustees
Club President.	

Together with a number of elected members to form a total of thirteen.
- (b) The Committee shall appoint a chair and Vice-Chair and shall meet at such times as may be necessary. Seven members shall form a quorum. Minutes of the proceedings of the Committee shall be duly kept by the Honorary Club Secretary and signed by the Chair as a true record.  
The Committee will select a member to chair the Club A.G.M.
- (c) The Committee shall have the power to co-opt, and shall remain in office for a period of one year when they will all be subject to re-election (not applicable to the Trustees). A replacement to fill a casual vacancy shall be appointed by the remaining members of the Committee on a temporary basis until the next Club A.G.M.
- (d) The Committee shall have the power to elect Life Members and Honorary Members.
- (e) The Committee shall have power to make such bye-laws and regulations (domestic rules of the game) as from time to time be deemed necessary for the proper administration of the Club. Such bye-laws and regulations shall be exhibited on the Club notice board.
- (f) Any alteration of the Club constitution shall be submitted for adoption at the Club Annual General Meeting or Extraordinary General Meeting. In the case of the Annual General Meeting, notice of such alteration, or any notice or motion, shall be sent in writing to the Honorary Club Secretary twenty one days before the date of the meeting.

- (g) The Committee shall appoint a Green's sub-committee, who shall have the power to close the greens when they deem it necessary.
- (h) Curriculum Vitae's (CV) must be provided at the AGM for all new Club Officers (Honorary Secretary, Honorary Assistant Secretary, Honorary Treasurer, Honorary Assistant Treasurer, Honorary Bowls Secretary) who have been members for less than three years.

### 3. TRUSTEES

There shall not be more than three Trustees of the Club. The first Trustees shall be appointed by the Management Committee and the property of the Club (other than cash which shall be under the control of the Club Honorary Treasurer) shall be vested in them to be dealt with by them as the Management Committee shall from time to time direct by resolution (of which an entry in the Club Minute Book shall be conclusive evidence). The Trustees shall be indemnified against risk and expense out of the Club property.

The Trustees shall hold office until death or resignation or until removed from office by a resolution of the Management Committee who may, for any reason which may seem sufficient to a majority of them present and voting at any meeting, remove any Trustee or Trustees from the office of Trustee.

Where by reason of any such death, resignation or removal it shall appear necessary to the Management Committee that a new Trustee or Trustees shall be appointed or if the Management Committee shall deem it expedient to appoint an additional Trustee or additional Trustees, the Management Committee shall by resolution nominate the person or persons to be appointed the new Trustee or Trustees. For the purpose of giving effect to such nomination, the Club Chair is hereby nominated as the person to appoint new Trustees of the Club within the meaning of section 36 of the Trustee Act 1925 and he/she shall by deed duly appoint the person or persons so nominated by the Management Committee as the new Trustee or Trustees of the Club and the provisions of the Trustee Act 1925 shall apply to any such appointment. Any statement of fact in any such deed of appointment shall in favour of a person dealing bona fide and for value with the Club or Management Committee be conclusive evidence of the fact so stated. The Trustees shall be ex-officio members of the Management Committee and shall have the right to vote on all matters. The Trustees shall be ex-officio members of the Bowls Committee but are ineligible to vote.

### 4. BOWLS COMMITTEE

All references to **Committee** under this section shall be taken to mean **Bowls Committee**.

- (a) The Committee has the overall responsibility for all bowling related matters both Indoors and Outdoors.
- (b) The Honorary Bowls Secretary will be responsible for all the bowls activities of the club. He/she will, with Management Committee approval, define and appoint the officers and committee structure to support the effective management of bowls within the club. At a minimum, the Bowls Committee will consist of the following elected members:
  - Honorary Bowls Secretary
  - Honorary Bowls Assistant Secretary
  - Honorary League Secretary
  - Honorary Competitions Secretary
  - Club PresidentTogether with a number of elected members as agreed by the Management Committee to form a minimum committee of seven.
- (c) The Committee shall consist of all elected Officers and elected members with power to co-opt member(s) and will serve for one year. In addition, the committee may co-opt as many non-voting members as they may require to assist in managing the bowls activity of the club.

- (d) Any casual vacancy amongst the elected members of the Committee may be filled by the remaining elected members of the Committee and any members so chosen shall retire at the following Bowls Annual General Meeting but shall be eligible for re-election.
- (e) A chairperson will be elected from amongst the members at the first committee meeting after the Bowls Section Annual General Meeting.
- (f) The Committee shall meet at such times as may be necessary. Five members shall form a quorum. Minutes of the proceedings of the Committee shall be duly kept by the Honorary Bowls Secretary, signed by the Chair and shall be open to inspection by any full member of the Club on application.
- (g) If the Honorary League Secretary or Honorary Competitions Secretary are unable to attend a Bowls Section committee meeting they may appoint a deputy to attend and report on their behalf. Such attendees will be able to vote on propositions made at the meeting.

## 5 CLUB ANNUAL GENERAL MEETING

The Club Annual General Meeting shall be held on the Club Premises on the second Wednesday in April each year. The business of the Club Annual General Meeting shall be:-

- (a) To receive and approve the minutes of the previous Club Annual General Meeting.
- (b) To receive and adopt from the Honorary Club Secretary a written report on the general condition and progress of the Club during the preceding year.
- (c) To receive and adopt from the Honorary Club Treasurer a written report and statement of accounts.
- (d) To elect the following officers of the Club for the ensuing year:-
 

Honorary Club Secretary	Honorary Club Treasurer
Honorary Club Assistant Secretary	Honorary Club Assistant Treasurer
- (e) To elect a number of members to the Management Committee in accordance with rule 2(a).
- (f) To elect a Child Protection and Safeguarding Officer (non-Committee member).
- (g) To elect an Accountant or Accountants.
- (h) To transact any other business of the Club of which due notice (three weeks) has been given to the Honorary Club Secretary in writing with the name of proposer and seconder.
- (i) Nominations for Honorary Club Secretary, Honorary Club Treasurer, Honorary Club Assistant Secretary, Honorary Club Assistant Treasurer, Child Protection and Safeguarding Officer and Committee members must be submitted to the Club Honorary Secretary twenty one days prior to the Club Annual General Meeting. The election to be by a majority of those present and entitled to vote.
- (j) The Club's A.G.M. Agenda, together with names of nominees for Club's officers, shall be exhibited on the Club Notice Board at least fourteen days prior to the Club A.G.M.
- (k) The Minutes of the previous Club A.G.M. and a statement of accounts for the preceding year, together with the report in (a), shall be available, on request, ten days prior to the A.G.M.
- (l) Voting is restricted to full members.

## 6 BOWLS SECTION ANNUAL GENERAL MEETING

All references to **Committee** under this section shall be taken to mean **Bowls Committee**. The Committee shall be elected at the Annual General Meeting of the Bowls Committee and shall be held on the Club premises on the second Wednesday in April following the Club's Annual General Meeting. The business shall be:-

- (a) To receive and approve the minutes of the previous Annual General Meeting.
- (b) To receive and adopt a report from the Honorary Bowls Secretary on the general progress of the Bowls Committee during the preceding year.
- (c) To receive and adopt reports as defined by the Bowls Committee for the preceding year.

- (d) To elect the following officers to the Bowls Committee for the ensuing year:-  
     Club President (alternating Lady/Man as required).  
     Honorary Bowls Secretary.  
     Honorary Assistant Bowls Secretary.  
     Honorary League Secretary  
     Honorary Competitions Secretary
- (e) To elect a number of members to the Bowls Committee in accordance with rule 4(b).
- (f) To elect the following Officers for the ensuing year, who do not sit on the Bowls Committee, as of right:-  
     Vice-President (alternating Lady /Man as required)  
     (It is understood that the Vice-President moves by right of succession to President).  
     Officers as required and agreed by the Management Committee prior to the Bowls AGM.
- (g) To elect representatives to the County Associations to which the Ladies' and Men are affiliated.
- (h) To transact any other business of the Bowls Section of which due notice (three weeks) has been given, in writing, to the Honorary Bowls Secretary with the name of the proposer and seconder.
- (i) At the closing of the meeting an "Open Forum" will take place to discuss any other business relating to the Club.
- (j) Nominations for Vice-President, Honorary Bowls Secretary, Honorary Assistant Bowls Secretary, Honorary League Secretary, Honorary Competition Secretary, elected members and other Officers as agreed by the Management Committee must be submitted to the Honorary Bowls Secretary twenty one days prior to the Bowls Annual General Meeting. Voting is restricted to all Full Members.
- (k) The Bowls Committee Agenda, together with names of nominees for the Bowls Committee shall be exhibited on the Club Notice Board at least fourteen days prior to the Bowls Section Annual General Meeting.

## **7 DISSOLUTION OF THE CLUB**

- (a) If at any Club General Meeting a resolution for the dissolution of the Club shall be passed by a majority of the Full members present, an Extraordinary General Meeting shall be held not less than one month thereafter and at which not less than one half of the members shall be present. The resolution for the dissolution must be passed by a majority of two thirds of the members voting there-on, the Management Committee shall thereupon, or at such future date as shall be specified in such resolution, proceed to realise the property of the Club. Any monies still owing on I.O.U. or like document from the Club to those who loaned monies for the purchase of the Club premises and any interest which may hereafter be payable thereon shall be treated as a liability of the Club to be discharged as early as possible in the dissolution. After the discharge of all liabilities the Management Committee shall divide the same among the full and life members and upon completion of such division the Club shall be dissolved.
- (b) Voting is restricted to full members.

## **8 EXTRAORDINARY GENERAL MEETINGS**

- (a) The Club Honorary Secretary shall call an Extraordinary General Meeting when so directed by the Management Committee, or upon receipt of a requisition to do so signed by twenty full members, or one fifth of the total full membership, whichever is the lesser, such requisition to state the business for which the meeting is called. Fourteen days' notice of the meeting shall be given to the membership.
- (b) Voting is restricted to full members.

## **9 MEMBERSHIP & SUBSCRIPTIONS**

- (a) There are four categories of membership viz. Full, Junior, Social and Temporary.
- (b) Members of low income or disadvantaged groups may spread payment of their subscriptions upon application to the Honorary Club Secretary.
- (c) All applications for membership will be addressed to the Honorary Club Secretary who will display the form on the Club notice board for seven days. If any objections are lodged and the Hon Club Secretary feels it necessary that the application should be refused, then it will be referred to the full Management committee for adjudication. Candidates rejected for membership are not allowed to be introduced as guests.

Full membership can be granted to any person over the age of 18 years, including ethnic minority groups and disabled people. Young people under the age of 18 are encouraged to become junior members prior to becoming Full members. Temporary membership will be granted to applicants who have little or no knowledge of the sport and wish to practice before making a decision to take out membership. Temporary membership lasts for twenty eight days.
- (d) When the applicant has been accepted, a notice to that effect shall be sent to him/her together with a copy of the Constitution and Bye-Laws and a request to submit to the Club Honorary Secretary his/her subscription within seven days, except as in (b). The use of the Club facilities will not be permitted until the subscription has been paid, except as in (b).
- (e) The annual subscription shall be recommended by the Management Committee and determined at the Club Annual General Meeting. All subscriptions are due on the first day of September and shall be paid by the first day of October. Any member failing to pay his subscription by the period allowed shall be informed thereof by the Honorary Club Secretary. Any member, after such notification, failing to pay within fourteen days shall cease to be a member of the Club and shall forfeit all rights and privileges, except as in (b). Junior members shall be eligible to become full members upon attaining the age of 18.
- (f) No member shall take part in any National or Club/County competition until the current subscription has been paid.
- (g) A member wishing to introduce a guest bowler may do so by first entering their own and their guest's name in a book provided for that purpose.

Only full members may introduce guest bowlers. The member shall pay the appropriate introduction fee and green fee for any guest who plays.

The Committee shall have power to refuse permission to any guest without assigning a reason.

No guest bowler shall be allowed to be introduced more than once a month.
- (h) Members of visiting teams shall be entitled to the privileges of membership as Honorary Members for the day of their visit only.
- (i) Bowls players staying in the district may become temporary members of the Club for a period of not less than seven, or more than twenty-eight on payment of a special subscription which shall be paid in advance
- (j) Every member shall, before leaving the Club, pay any charges on any account incurred by her/him.

## **10 THE HONORARY CLUB SECRETARY assisted by the HONORARY CLUB ASSISTANT SECRETARY.**

- (a) To be responsible for the general conduct of the Club according to the Constitution, rules and duties.
- (b) Duties are as set out in a Job Description in accordance with that agreed by the Management Committee.

## **11 THE HONORARY CLUB TREASURER, assisted by the HONORARY CLUB ASSISTANT TREASURER.**

- (a) To be responsible for the general management of the Club finances according to the Constitution, rules and duties.
- (b) Duties are as set out in a Job Description in accordance with that agreed by the Management Committee.

## **12 THE HONORARY BOWLS SECRETARY, assisted by the HONORARY BOWLS ASSISTANT SECRETARY.**

- (a) To be responsible for all bowls activities
- (b) Duties are as set out in a Job Description in accordance with that agreed by the Management Committee.

## **13 CLUB PREMISES AND LICENSING LAWS**

- (a) The Club premises will be open to members daily from 08.00 to 23.00 hours. The premises may be closed at the discretion of the Management Committee.
- (b) The permitted hours during which excisable articles may be purchased are as stated in the Licensing Act 2003, with the Management Committee deciding the opening and closing times of the bar. The Club Honorary Secretary may also apply to the District Council to grant extensions for special events outside the permitted hours in accordance with the aforesaid act.
- (c) No excisable article or refreshment of any kind shall be sold to anyone under any pretext whatsoever, except to a bona fide member of the Club and no one shall take excisable liquors off the premises.
- (d) Under the Licensing Act (2003) the sale of Intoxicants to persons under the age of 18 years is prohibited.
- (e) Under the Protection from Tobacco Regulations (1992) persons under the age of 16 are not allowed to purchase Tobacco products.
- (f) The Gaming Machines are governed by the Gaming Act (1968). Only members and guests of the Club are allowed to play on the machines.
- (g) The Bar Supervisor or in his/her absence a member of the bar staff on duty shall be responsible for the proper conduct of the bar and, whilst in charge, see that the permitted hours are properly observed and that no unauthorised person is served with excisable articles. They shall report to the Club Honorary Secretary any irregularity or breach of rules by members.

## **14 DISCIPLINE AND APPEALS PROCEDURE**

(All references to **Committee** under this section shall be taken to mean **Management Committee**.)

- (a) If the alleged offender is an Officer of the Club then the Committee shall have the option to request that the Officer be suspended from his duties until the completion of the Discipline and Appeals procedure.
- (b) **The Initial Inquiry;**  
An initial inquiry will be held by the Committee to establish whether or not there is a case to answer. It is not essential for the alleged offender to be present at this stage, although he/she will be made aware that they are being investigated and the reason for the investigation the minutes of this hearing will be recorded in writing.
- (c) **The Hearing;**  
If the initial hearing determines that there is a case to answer, the alleged offender will be advised of the allegation against him/her, in writing, by the Management Committee and

invited to attend a hearing by the Committee. The alleged offender will be informed that he/she has the right to be represented at the hearing.

At the hearing, the Committee will reiterate the allegations, allowing the alleged offender to answer, and then ask whatever questions are deemed to be relevant, and both the questions and answers will be recorded. The hearing will also hear evidence from any witnesses. The minutes of this hearing will be recorded in writing. Having heard all the evidence, the Committee will then determine whether the offender is guilty of the offence or not. If it so decides, it will then determine what action, if any, is to be taken. (It is important that any action is seen to be what a fair and reasonable person would deem appropriate having regard to the offence committed)

The Committee's decision will be communicated to the offender within 48 hours and will include:-

- (i) Details of the offence.
- (ii) Details of the decision of the Committee and the action to be taken.
- (iii) An explanation of the offender's right of appeal to the Club at an Extra Ordinary Club General meeting.
- (iv) An explanation of the Appeal Procedure.

**(d) The Appeal Procedure;**

This is an essential part of the discipline procedure and the offender will be advised of his/her rights regarding this.

- (i) Any request for an appeal hearing should include the basis of the request, e.g. new evidence, unreasonable disciplinary action by the Committee etc.
- (ii) Any request for an appeal hearing must be made, in writing, to the Honorary Club Secretary within 14 days following receipt of the decision of the Disciplinary hearing.
- (iii) The offender may be represented at the hearing if he/she wishes.
- (iv) Following receipt of a request for an appeal hearing, the Committee will call an Extraordinary General Meeting. The offender (who has the right to be represented) will have the right to put a case forward explaining why they believe the decision of the Committee to be unacceptable. He/she may introduce witnesses who may have other information about the alleged offence, or who may simply be character witnesses.

When all the evidence has been provided, members will consider the case and take a vote. Members have the option of confirming the decision of the Committee or changing it in the light of additional information provided at the Extraordinary General Meeting. The decision of the meeting is final and binding, and will be minuted and communicated to the offender in writing, and will take place within twenty eight days of the receipt of an appeal request.

## **15 CHILD PROTECTION AND SAFEGUARDING POLICY**

The Club fully accepts its legal and moral obligations to exercise its duty of care and to protect all children and vulnerable adults participating in its activities, and to safeguard their welfare. We are committed to do this by acknowledging that:

- (i) The welfare of the child is paramount.
- (ii) Each child, irrespective of age, religion, race or disability, has the right to protection from abuse.
- (iii) Each child has the right to be safe and to be treated with respect and dignity.

We shall use our best endeavours to ensure that:

- (iv) All allegations of abuse are taken seriously.
- (v) The response to them is swift and appropriate.
- (vi) The effectiveness of our policy is reviewed annually.
- (vii) A responsible person shall be appointed annually as Child Protection and Safeguarding Officer, to whom members can address any concerns.

**31/10/2017 - Final (New)**