

# **GORING MANOR BOWLS CLUB CONSTITUTION**

**(effective from 1st December 2015)**

## **1. Title and Objectives**

1.1 The Club shall be called GORING MANOR BOWLS CLUB, hereafter to be referred to as "the Club" and shall be affiliated to Bowls England and Sussex County Bowls.

1.2 The Club colours will be Blue and Green.

1.3 The Club will be formed from the merger of Field Place Bowls Club and West Tarring Bowls Club and receive all assets and equipment of the two clubs.

1.4 The objectives of the Club are to foster and promote the amateur sport of flat green bowls in the Worthing area at all levels, providing opportunities for recreational and competitive bowls played in a spirit of congeniality and sportsmanship.

1.5 The Club shall adopt and conform to Bowls England Rules & Regulations and the Crystal Laws of the Sport of Bowls.

## **2. Membership**

2.1 Full Membership of the Club shall be open initially to all members of the merging clubs and subsequently any person, regardless of race, age, gender, sexual orientation, religious belief or ability, who completes a membership application form and pays the relevant subscription/joining fee as determined by the Club. A Full Member shall have one vote at all relevant meetings of the club and Affiliation Fees shall be payable to the relevant Sussex County association and Bowls England.

2.2 Junior Membership is available for persons under the age of 18. A Junior member shall not have voting powers and Affiliation Fees shall be payable to the relevant Sussex County association and Bowls England.

2.3 Any past or present members who wish to remain associated with the Club but play no active part and have no vote, may become Associate Members. Such members shall pay annually a reduced subscription as determined at the Annual General Meeting, it being no more than one quarter of the general annual subscription.

2.4 On the recommendation of the General Committee, any current member may be elected a Life Member as a reward for services to the Club. A Life Member shall have one vote at all relevant meetings of the club and Affiliation Fees shall be payable to the relevant Sussex County association and Bowls England.

2.5 The maximum number of Members of the Club shall be, from time to time, determined by the management Committee.

2.6 An application for membership shall be in the form prescribed by the Committee and shall include the name, address and contact details of the candidate. Upon election, a candidate shall pay, within one calendar month, fees as shall be requested. In default of such payment, the election shall be void unless sufficient cause for delay be shown.

2.7 New members will be considered as Probationary Members for one year at which time Full membership may be postponed or rejected by the General Committee if desired for good cause such as conduct likely to bring the Club into disrepute.

2.8 Every member, upon election and thereafter, is deemed to have notice of, and undertakes to comply with, the Club Rules and any Byelaws and Regulations of the Club.

2.9 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 purposes of the Data Protection Act.

### 3. **Officers**

3.1 The Club will have Officers of the Club in the following roles :-

Chairman	)	
Captain	)	
Secretary	)	
Treasurer	)	
Vice Captain	)	Executive Officers
Fixtures Secretary	)	
Competitions Secretary	)	
2 General Committee members	)	
Ladies Captain	)	
2 Selection Committee members	)	Non-Executive Officers
Assistant Secretary	)	Non-Executive Office
Children and Vulnerable Adults Officer	)	Appointed Officer
Ladies Vice Captain	)	Appointed Officer

### 4. **Election of officers**

4.1 All Executive and Non-Executive Officers shall be elected at the Annual General Meeting of the Club, from, and by, the Members.

4.2 All Executive and Non-Executive Officers are elected for a period of one year, but may be re-elected to the same office or another office the following year.

4.3 Upon formation of the Club, additional officers may be elected at an Inaugural General Meeting to ensure representation of both the merging clubs.

### 5. **General Committee**

5.1 The affairs of the Club shall be controlled by a General Committee comprising the Executive Officers. The General Committee shall meet at agreed intervals and not less than four times per year.

5.2 The duties of the General Committee shall be:-

5.2.1 To control the affairs of the Club on behalf of the Members.

5.2.2 The Club shall maintain a bank current account and the Treasurer is responsible for the collection of all relevant fees from Club Members and making all relevant payments on behalf of the Club.

5.2.3 To co-opt additional members of the Committee as the Committee feels necessary. Co-opted members shall not be entitled to vote on the Committee.

5.2.4 To make decisions on the basis of a simple majority vote. In the case of equal votes, the Chairman shall be entitled to a second and casting vote to be used to maintain the status quo.

5.2.5 To appoint Sub-Committees as necessary to fulfil the Club's business.

5.3 Five members personally present shall form a quorum at a meeting of the Committee.

## **6. Ladies' Section.**

6.1 All Members of the Ladies' Section are subject to the General Constitution and Rules of the Club.

6.2 The Ladies Captain elected annually at the Annual General Meeting will be empowered to act on behalf of and represent the interests of the Ladies' Section.

6.3 The Section shall be affiliated to the Sussex County Womens Bowling Association to enjoy and accrue such rights and benefits that affiliation brings.

6.4 The elected Ladies Captain will appoint a Ladies Vice Captain.

6.5 The ladies selection committee shall consist of the Ladies' Captain and Vice Captain and one other member selected from the ladies' membership and for Inter Club Competitions shall be the Captain, Vice Captain and two members selected from the ladies' membership.

6.6 The Section shall ensure that the Ladies interests are not detrimental to, or in breach of the rules or interests of the Club as a whole.

## **7. Control of Members.**

7.1 If at any time the General Committee shall be of the opinion that the interests of the Club so require, they may, by letter, invite any member to resign from the Club within a time specified in such letter. In default of his or her resignation, the question of his or her expulsion shall be submitted to a special meeting of the General Committee held within three weeks after the date specified as the date of resignation. The member whose expulsion is sought shall have notice of such a meeting and the grounds on which it is sought to expel him. He or she shall also be given the opportunity to attend and present his or her case.

7.2 The quorum for such a meeting shall be not less than two thirds of the membership of the General Committee.

7.3 Misconduct at Club level will be dealt with in accordance with Bowls England Regulation No. 9 (Misconduct).

7.4 Should any member be expelled, the former member shall not be entitled to have any part of the annual membership fee refunded and must return any property belonging to the Club.

## **8. Subscription.**

8.1 The rate of Joining Fee (if any) and Subscription Fee for each category of Membership shall be proposed by the Committee to the members at the Annual General Meeting in each

year. Any proposed changes shall be approved by a majority of those present and entitled to vote and shall become operative from the date of the Spring Meeting.

8.2 Membership subscriptions will be kept at levels that will not pose a significant obstacle to people participating.

8.3 All new Members shall pay a pro-rata subscription dependent upon the time of joining.

## 9. **General meetings**

9.1 The Annual General Meeting shall be held not later than the end of November each year. 21 clear days' written notice shall be given to Members of the Annual General Meeting by either circulating a copy of the notice to every member via email, to their home address or posting the notice on the Club Notice Board and/or website.

9.2 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.

9.3 The Secretary shall circulate or give notice of the agenda for the meeting to Members not less than 7 days before the meeting.

9.4 The business of the Annual General Meeting shall be to:-

9.4.1 Confirm the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting.

9.4.2 Receive the examined accounts for the year from the Treasurer.

9.4.3 Receive the annual report of the Committee from the Secretary.

9.4.4 Elect an accounts examiner.

9.4.5 Elect the Executive Officers.

9.4.6 Elect the Non-Executive Officers.

9.4.7 Transact such other business received in writing by the Secretary from Members 14 days prior to the meeting and included on the agenda.

9.5 Special General Meetings may be convened by the General Committee or on receipt by the Secretary of a request in writing from not less than 25% of Members of the Club. At least 21 days' notice of the meeting shall be given.

9.6 Nomination of candidates for election of Officers shall be made in writing to the Secretary at least 14 days in advance of the Annual General Meeting date.

9.7 At all General Meetings, the Chair will be taken by the Chairman or, in their absence, by a deputy appointed by the Members attending the meeting.

9.8 Decisions made at a General Meeting shall be by a simple majority of votes from those Full Members attending the meeting. Voting, except upon the election of members of the Committee, shall be by show of hands. In the event of equal votes, the Chairman shall be entitled to a second and additional casting vote to be used to maintain the status quo. This rule shall not apply to the election of officers or members of committees; in which case the matter shall be settled by further ballot in a manner decided by the Chairman.

9.9 A quorum for a General Meeting shall be 25% of the membership of the Club.

9.10 Each Full Member shall be entitled to one vote at General Meetings.

9.11 The Spring General Meeting shall be held prior to the start of the season each year. 21 clear days' written notice shall be given to Member of the Spring General Meeting by either circulating a copy of the notice to every member via email, to their home address or posting the notice on the Club Notice Board and/or website. Members must advise the Secretary in writing of any business to be considered at the Spring General Meeting at least 14 days before a meeting.

9.12 The business of the Spring General Meeting shall be to:-

9.12.1 Receive reports from the Committee.

9.12.2 Provide information regarding the forthcoming season.

9.12.3 Transact such other business received in writing by the Secretary from Members 14 days prior to the meeting and included on the agenda.

#### **10. Selection Committee**

10.1 The membership of the Selection Committee shall be the Captain, Vice-Captain, Ladies Captain, Fixtures Secretary and two other members to be elected at the A.G.M.

10.2 Its duties shall be team selection in accordance with any wishes or policies that may be expressed by the Club, either at the Annual General or other General meeting.

10.3 The Selection Committee may refer to the General Committee at any time should they deem it necessary.

#### **11. Delegates and Representatives**

11.1 Delegates and representatives on other bodies must be members of the Club and appointed by the General Committee.

#### **12. Alterations to the Constitution**

12.1 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 entitled to vote, assuming that a quorum has been achieved. An amendment that arises from discussion of any such proposal at the AGM will not require further notice.

#### **13. Indemnity Clause**

13.1 Each member of the Club shall (to the extent that such person is not entitled to recover under any policy of insurance) be entitled to be indemnified out of all funds available to the Club which may lawfully be so applied against all costs, expenses and liabilities whatsoever [reasonably] incurred by such person in the proper execution and discharge of duties undertaken on behalf of the Club arising there from, or incurred in good faith in the purported discharge of such duties, save in any such case where any such costs, expenses and liabilities arise in connection with any negligence, default, breach of duty or breach of trust and provided that any such member so indemnified has been properly authorised in relation to the duties undertaken on behalf of the Club by the General Committee.

#### **14. Dissolution**

14.1 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.

14.2 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.

14.3 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.

## **15. Miscellaneous**

15.1 The Club is aware of and will abide by the current legislation relating to :-

- Anti doping
- Children and Vulnerable Adults
- Discrimination, Equal Opportunities and Human Rights
- Health and Safety
- Insurance and Indemnification
- Misconduct, Suspension and Exclusion of Members

15.2 Safeguarding

The club shall adhere to the Safeguarding Policy of Bowls England and will ensure that all the contents are communicated to members and clearly displayed within the club premises for Members and Visitors.

15.3 Equalities

The club shall adhere to the Equality Policy of Bowls England.

15.4 Acknowledgement

The Members acknowledge this document constitutes a legally binding contract to regulate the relationship of the members with each other and the Club.