



Bishops Cleeve Bowling Club

CONSTITUTION

(NOTE CLUB RULES AND REGULATIONS ARE A
SEPARATE DOCUMENT)

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To comment or feedback on this document please contact the Club Secretary.

Section 1 Name / Objective / Purpose

- 1.1 The name of the Club shall be Bishops Cleeve Bowling Club (hereinafter referred to within this constitution as the "Club".) The Club premises shall be located at the Bowling Green, Bishops Cleeve Sports Field, Cheltenham Road, Bishops Cleeve GL52 8LZ.
- 1.2 The Club shall be affiliated to Bowls England, English Short Mat Bowling Association, Gloucestershire Bowls Association, and will be registered as a Community Amateur Sports Club.
- 1.3 The objectives of the Club are to provide facilities, and to promote participation in, the amateur sport of outdoor flat green bowls. The Club also aims to provide for its members and, where appropriate, their guests, facilities for short mat bowls and other recreational/social activities.
- 1.4 The Club shall adopt and conform to Bowls England and English Short Mat Bowling Association Rules and Regulations and the Crystal Laws of the Sport of Bowls.
- 1.5 To advance the purposes, the Club has the power to:
 - (a) Acquire and provide grounds, equipment, coaching, playing facilities, clubhouse, and insurance cover.
 - (b) Indemnify the Management Committee and members acting properly in the course of running the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).
 - (c) Raise funds by appeals, subscriptions, sales, loans, charges and social events.
 - (d) Borrow money and give security for the same and open bank accounts.
 - (e) Buy, lease or license property and sell, let or otherwise dispose of the same.
 - (f) Set aside funds for special purposes and rewards.
 - (g) Deposit or invest funds in any lawful manner.
 - (h) Employ and engage staff and provide services.
 - (i) Do all other things reasonably necessary to advance the purposes.
- 1.6 The property and funds of the Club cannot be used for the direct or indirect benefit of its members.

Section 2 Membership

- 2.1 Membership of the Club shall be open to anyone interested in the sport of outdoor flat green bowls on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. Membership, however, may be limited according to available facilities on a non-discriminatory basis.
- 2.2 The membership year shall run from 1st April to 31st March in any year.
- 2.3 The Club may have different classes of membership and subscription and all members shall pay the first annual subscription fee upon election to the Club and thereafter by 1st April. Membership subscriptions will be kept at levels that will not pose a significant obstacle to people participating. The rate of the subscription fee for each category of membership fee shall be proposed by the Management Committee and approved by the members at the Annual General Meeting (AGM) in each year. Any proposed changes shall become operative from 1st April the following year.

- 2.4 The Management Committee of the Club may refuse membership or remove it only for good cause such as, for example, conduct likely to bring the Club or sport into disrepute. Appeal against refusal or removal shall be heard independently of the Management Committee.
- 2.5 Only Full Members are allowed voting rights.
- 2.6 At least 51% of the membership must be Full members.
- 2.7 **Membership Categories**
- 2.7.1 Full Member: being a person who, at the date of election, will have attained the age of eighteen years.
- 2.7.2 Junior Member: being a person who is under the age of 18 years, or in full time education, when the annual subscription fee falls due. Junior members will not hold office or be allowed to vote until attaining the age of 18 years when he/she will be considered a full member.
- 2.7.3 Life Member: A life member will have all the benefits of full membership without paying the annual subscription fee.
- 2.7.4 Social Member with Green Licence: being a person who will be entitled to play on the Club green but not take part in Club matches or competitions. A Social Member with Green Licence is not allowed to vote or hold office.
- 2.7.5 Social Member: being a person who, has access to the Clubhouse facilities. In addition, they will be entitled to play on the Club Green a maximum of 3 times per year on payment of the appropriate Green fee providing they have confirmed experience of green bowling. A Social Member is not allowed to vote or hold office.
- 2.8 An application for membership must be submitted to the Club Secretary on the correct, approved form with the subscription fee.
- 2.9 In all cases membership is subject to a year's probationary period from the date of acceptance as a member of the Club.
- 2.10 Every member will furnish the Secretary with up-to-date contact details that shall be recorded in the Register of Members and any notice sent to such address/es either by post or electronically will be deemed to have been delivered. For the purpose of the Register, contact details should, where feasible, include:
- Name,
 - Home address,
 - Home telephone number
 - Mobile telephone number
 - E mail address
 - Emergency contact details.
- If a member does not provide or maintain contact details they may not receive communication from the Club.
All information shall only be used for Club purposes and will be held securely as required by the General Data Protection Regulations.
- 2.11 **Resignation of a Member**
- 2.11.1 A member wishing to resign their membership shall give notice in writing.
- 2.11.2 A member who resigns in accordance with this rule will not be entitled to have any part of the annual membership fee or any other fees refunded.
- 2.12 **Conduct of a Member**
Every member is responsible for ensuring that they are aware of, and undertakes to comply with, the Club Constitution, Rules and Regulations.

2.13 Disciplinary action against Members

- 2.13.1 All disciplinary matters will be dealt with in accordance with Bowls England regulations and the Club's own rules and regulations and disciplinary procedures.
- 2.13.2 Should any member be expelled, the former member shall not be entitled to have any part of their annual membership fee refunded, must return any property belonging to the Club and not be accepted as a guest of the Club.

2.14 Complaints

Complaints of any nature shall be addressed in writing to the Club Secretary.

2.15 Limitation of Club Liability

- 2.15.1 All references to the Club in this section shall mean each and every individual member of the Club.
- 2.15.2 Members of the Club may use the Club premises, and any other facilities of the Club, entirely at their own risk and by implication accept that the Club will not accept any liability for any damage to or loss of property belonging to members and visitors.

Section 3 Management of the Club

- 3.1 Management of the Club shall be vested in the Management Committee who will be responsible for the day-to-day administration of the club and its finances.
- 3.2 **Composition of the Management Committee**
The Management Committee will consist of not more than 14 full members elected at the AGM. A member of the Management Committee may send his/her representative to a Management Committee meeting who will have a vote.
In the event of the Management Committee not having a full complement of member's, additional member/s may be co-opted onto the committee and will have a vote.
The President does not have any voting rights on the Management Committee.
- 3.3 Members of the Management Committee shall hold office immediately after election at an AGM.
- 3.4 Candidates for election to the Committee shall be duly proposed and seconded in writing by full members of the Club with consent of the nominated member. The nomination must be received by the Club Secretary, to allow the Secretary to display it on the notice board, at least 14 days before the date of the AGM.
- 3.5 If the number of candidates for election is greater than the number of vacancies to be filled then there shall be a ballot of those members present and entitled to Vote at the AGM.
- 3.6 In the event of a ballot failing to determine the members of the Committee because of an equality of votes the candidate or candidates to be elected from those having an equal number of votes shall be determined by lot.
- 3.7 The Management Committee shall have the power to enter into any agreement with Bishops Cleeve Parish Council and/or other persons or organisations for the provision and upkeep of the Bowling Green, the clubhouse or any other necessary purpose in securing the objectives of the Club.

3.8 **Powers of the Management Committee**

3.8.1 The Management Committee will manage the affairs of the Club according to the Constitution and Rules and Regulations of the Club. The Management Committee will cause the funds of the Club to be applied solely to the objectives of the Club.

3.8.2 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 reinvested in the Club.

3.9 **Appointment of Sub-Committees**

The Management Committee may approve such Sub-Committees as deemed necessary. In all cases a member of the Management Committee will act as Chairman of a Sub-Committee.

3.10 **Disclosure of Interest to Third parties**

A member of the Management Committee, or a Sub-Committee or any member of the Club, in transacting business for the Club, shall disclose to third parties that they are so acting.

3.11 **Limitation of Committee's Authority**

The Management Committee, any person or Sub-Committee delegated by the Management Committee to act as an agent for the Club or its members, will enter into contracts only as far as expressly authorised, or authorised by implication, by the Committee. No individual will, without the express authority of the Committee, borrow money or incur debts on behalf of the Club or its membership.

3.12 **Contractual Liability**

The Management Committee shall endeavour to ensure that the following clause is incorporated into every contract, lease, licence or other agreement entered into by the Management Committee and/or Trustees of the Club, as appropriate.

"The liability of the Committee/Trustees for the performance of any contractual or other obligation undertaken by them on behalf of the Club shall be limited to the assets of the Club from time to time."

3.13 **Men's and Ladies' Sections**

The Club shall have Men's and Ladies' sections accountable to the Management Committee. Both sections will unite to form a Joint Bowling Committee as covered in the Rules and Regulations.

3.14 **Safeguarding**

Safeguarding is a term used in the United Kingdom and Ireland to denote measures to protect the health, well-being and human rights of individuals, which allow people — especially children, young people and adults at risk — to live free from abuse, harm and neglect.

An *adult at risk* is defined as a person who, for any reason, may be unable to take care of themselves or protect themselves against significant harm or exploitation. By reason of disability, age, illness, learning difficulties and many other reasons. The Club takes Safeguarding seriously and has adopted the BDA/Bowls England Policy. The Club has a Safeguarding Officer and takes all reasonable steps to create an environment where Safeguarding issues become most unlikely.

Section 4 Annual General Meetings

- 4.1 An Annual General Meeting (AGM) of the Club shall be held before the 1st December each year on a date to be fixed by the Management Committee. The Club Secretary will, at least 28 days before the date of such meeting, circulate to each member notice thereof and of the business to be brought forward thereat. This may be either by post or electronically.
- 4.2 Any proposition to be discussed at the AGM must be submitted to the Club Secretary in writing, signed by the proposing and seconding members and be displayed on the notice board at least 14 days prior to the AGM. This time limit may be reduced for any amendments at the discretion of the Management Committee.
- 4.3 No business, except the passing of the Accounts, the election of the Officers, Committee or Trustees, discussion of propositions and any business that the Committee may order to be inserted in the notice convening the meeting shall be discussed at such meeting.
- 4.4 At the AGM the Chairman will preside, or in their absence, the Chairman will designate a deputy to chair the meeting.
- 4.5 30% full members entitled to vote at the relevant meeting and personally present shall form a quorum at any General Meeting of the Club.
- 4.6 Only Full members shall vote at any General Meeting of the Club. Other members may attend and speak but are not entitled to vote.
- 4.7 Voting, except election of members of the Committee, shall be by show of hands.
- 4.8 In the case of an equality of votes, the Chairman (or other nominated person) shall have a second or casting vote, on any matter except for election of officers.
- 4.9 On any resolution properly put to the meeting of the Club relating to the creation, repeal or amendment of any Rule, Byelaw or Regulation of the Club such rule or regulation shall not be created, repealed or amended except by a simple majority vote of the full members present.
- 4.10 The audited accounts for the Club shall be presented at the meeting having been notified to members or displayed on the notice board at least 14 days prior to the meeting.
- 4.11 The Men's and Ladies' Captains will be accepted onto the Management Committee by virtue of their election at their respective Section Annual meetings and will take their place on the Management Committee immediately after the AGM elections. Retiring Captains will attend the Management Committee meetings as ex-officio members of the new committees, in lieu of the newly elected captains, until after the AGM.
- 4.12 No member will hold more than two Club offices simultaneously and the Management Committee shall be reduced accordingly.

Section 5 Extraordinary General Meetings

- 5.1 The Treasurer will call an Extraordinary General Meeting if the assets in the bank accounts belonging to the Club fall to below £7,500.
- 5.2 A members request to hold an Extraordinary General Meeting will only proceed following a written request to the Club Secretary signed by at least 25% of the full membership. Such meetings must be convened within six weeks of the written request being received by the Club Secretary.

Section 6 Dissolution of the Club

- 6.1 If the Management Committee considers the Club to no longer be a viable entity, then it shall immediately convene an Extraordinary General Meeting to be held not less than one month thereafter to discuss and vote on the resolution.
- 6.2 If, at that Extraordinary General Meeting, the resolution is carried by at least 66% of the full 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 to discharge all debts and liabilities of the Club.
- 6.3 If, upon the winding up or dissolution of the Club, there remains after the satisfaction of all its debts and liabilities any property whatsoever; the same will not be paid to or distributed amongst the members of the Club.
- 6.4 Upon dissolution of the Club, the Committee shall give or transfer the net assets remaining to one or more of the following:
 - (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.

Section 7 Trustees

- 7.1 There shall be at least four Trustees of the Club who shall be nominated from time to time as necessary by the Management Committee of the Club from among the Full Members who are willing to be appointed. Any appointment will be ratified at the AGM.
- 7.2 A Trustee shall hold office for a term of five years, or until such time as they relinquish full membership, or until they resign their membership of the Club, by notice in writing given to the Management Committee or until a resolution removing them from office be passed at a meeting of the Management Committee by a two thirds majority. After the 5 year term a Trustee can stand for re-election for another 5 year period, if they want to.
- 7.3 All the property of the Club, including land and investments, shall be held by the Trustees for the time being, in their own names so far as it is necessary and practicable on trust for the use and benefit of the Club. In the event of the death, resignation, or removal from office of a Trustee, the Management Committee shall consider the nomination of a new Trustee in his/her place, and shall as soon as possible thereafter take all lawful and practicable steps to procure the vesting of all Club property into the names of the Trustees as constituted after such nomination. For the purpose of giving effect to any such nomination, the Secretary for the time being is hereby nominated as the person to appoint new Trustees of the Club within the meaning of Section 36 of the Trustees Act 1925 and they shall by Deed duly appoint the person or persons so nominated by the Committee.
- 7.4 The Trustees shall in all respects act, in regard to any property of the Club held by them, in accordance with the directions of the Committee and shall have power to sell, lease, mortgage or pledge any Club property so held for the purpose of raising or borrowing money for the benefit of the Club in compliance with the Committee's directions (which shall be duly recorded in the Minutes of the proceedings of the Committee) but no purchaser, lessee or mortgagee shall be concerned to enquire whether any such direction has been given

- 7.5 The Trustees shall be effectually indemnified by the members of the Club out of the assets of the Club from and against any liability, costs, expenses and payments whatsoever which may be properly incurred or made by them in the exercise of their duties or relation to any property of the Club vested in them, or in relation to any legal proceedings, or which otherwise relate directly or indirectly to the performance of the functions of a Trustee of the Club.

Section 8 Club Rules and Regulations

- 8.1 The Club Rules and how the Club operates are detailed in a separate document entitled "Bishops Cleeve Bowling Club Rules and Regulations" and members by signing any membership form agree to abide to these in all instances.
- 8.2 All Rules and Regulations may be deleted, amended or added to when necessary, at the discretion of the Management Committee and presented at the AGM.

Section 9 General

- 9.1 None of the above may be used other than to advance the purposes consistent with the constitution, rules and general regulations of the club. In all cases the actions of the Club and its members must not interfere with its status as a Community Amateur Sports Club.
- 9.2 Constitution: The Constitution may only be altered/amended at an Annual General Meeting if two thirds of those present (full members) vote in agreement.
- 9.3 The Constitution will be reviewed annually.

Document Control and Record of Amendments

Version	Reason for amendment	Sections amended	Amended by	Reviewed by/date
1.0	New document	All		
1.1	Revised version reviewed and agreed by Committee	All	Management Committee	Management Committee October 2009
2.0	Version agreed and signed off at AGM	All	Management Committee	Membership November 2009
2.1	Revised version agreed by Committee	All	Management Committee	Management Committee February 2010
3.0	Version agreed and signed off at AGM	All		Membership November 2014
3.1	Revised version agreed by Committee	Sections 2 & 5	Management Committee	Management Committee October 2014
4.0	Version agreed and signed off at AGM	Sections 2 & 5		Membership November 2014
4.1	Overall document review	All	Management Committee	Management Committee August 2016
5.0	Version agreed and signed off at AGM	All		Membership November 2016
5.1	Overall document review	All	Management Committee	Management Committee September 2018
5.2	Updates following Review	Sections 1,3,4 & 7	Management Committee	Management Committee October 2018
5.3	Overall document reviewed and no changes identified		Management Committee	Management Committee September 2019

Version	Reason for amendment	Sections amended	Amended by	Reviewed by/date
5.4	Section added 3.14 relating to Safeguarding	Section 3	Management Committee	Management Committee February 2020
5.5	Amendment to membership year agreed at the AGM	Section 2	AGM	Management Committee December 2020