

# BRADFORD ON AVON BOWLS CLUB

## CONSTITUTION AND RULES

### NAME AND ADDRESS

1. The Club shall be called the “Bradford on Avon Bowls Club” with premises at Pound Lane, Culver Close, Bradford on Avon, BA15 1LF.

### OBJECTIVE

2. To promote, foster and encourage the playing of flat green bowls.

### AFFILIATION

3. The Club shall be affiliated to Bowls Wiltshire and Bowls England.

### MEMBERSHIP

4. (a) Membership of the Club shall be open to anyone interested in the sport regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. Membership shall be in the following classes:-
  - (i) Full Member – entitled to use all the facilities of the club and vote at General Meetings.
  - (ii) Restricted Member – entitled to use all the facilities but use of the Green will be restricted to Friday evenings, and any other social occasion organised by the Club. A Restricted Member may also play in friendly matches provided that there are insufficient Full Members available. This is permitted up to three times per season, per Restricted member.
  - (iii) Junior Member – under the age of eighteen as at 1st January.
  - (iv) Social Member - entitled to use all the facilities except the green.
  - (v) Honorary Life Member – one approved at an Annual General Meeting who will enjoy full membership without payment of an annual subscription.
- (b) Applications for membership of the Club shall be on the appropriate form which shall be posted on the Club Notice Board and then considered by the Management Committee. Acceptance will be by simple majority.

The Management Committee may refuse membership only for good cause, such as conduct or character likely to bring the Club or sport into disrepute.

Appeal against refusal may be made to the Management Committee.
- (c) The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules and all surplus income or profits are reinvested in the Club.

## **ANNUAL SUBSCRIPTIONS AND MATCH FEES**

5. The annual subscription and match fees will be proposed by the Management Committee and confirmed at the Annual General Meeting.

Annual subscriptions must be paid by 30th April. Failure to pay by this date may result in membership being terminated.

## **TEMPORARY MEMBERS**

6. All members of visiting teams shall automatically become temporary members of the Club for the day of their visit only.

## **CLUB PRESIDENT**

7. The Club shall at each Annual General Meeting elect a President for the following year who shall act as Chairperson at the Annual General Meeting and Management Meetings. The President shall serve for a maximum of three years and not be available for re-election for a further year.

## **MANAGEMENT COMMITTEE**

8. (a) The Management Committee shall manage the Club.  
(b) The Management Committee shall consist of President, Honorary Secretary, Honorary Treasurer, Men's and Ladies' Secretaries, Men's and Ladies' Captains, plus one playing member from each of the bowling sections.

All of the above, plus Men's/Ladies' Fixture Secretaries, Vice-Captains, League Captains, Monday Mixed Representatives, Safeguarding Officers and Bowls Wiltshire Representatives to be elected at the Club's AGM.

- (c) The Management Committee shall meet quarterly and four or more shall form a quorum. The Chairperson will only vote in the event of equality of votes.
- (d) All monies received by or on behalf of the Club shall be accounted for by the Honorary Treasurer in the Club Accounts and shall be paid into a Bank/Building Society or retained as petty cash at his/her discretion. All payments above £100 shall be authorised by two of the following: President, Honorary Secretary, Honorary Treasurer or any Management Committee Member approved for this purpose.
- (e) The Management Committee will create separate sub-committees or roles to run the Men's and Ladies' bowling sections, the Bar, the Clubhouse, the Green, Safeguarding and Social/Catering.

All such sub-committees and roles shall be accountable to the Management Committee and shall conduct their business in accordance with any directions from that Committee. Members shall be elected to sub-committees and/or roles at the Annual General meeting.

- (f) The Management Committee shall have the power to co-opt members.

(g) The Management Committee will appoint Trustees.

## **BOWLS COMMITTEES**

9. The Bowls Committees shall be responsible for all bowling activities. This will include not only arranging matches but, for example, discipline, etiquette and coaching.

The Men's Committee shall comprise Secretary, Captain, Vice-Captain, Fixture Secretary, and Triples Captain. A Chairperson will be elected from within the Committee.

The Ladies' Committee shall comprise Secretary, Captain, Vice-Captain, Fixture Secretary, League Captains. A Chairperson will be elected from within the Committee.

Members of both Committees, plus Bowls Wiltshire Representatives shall be elected at the Club's Annual General Meeting.

## **SELECTION**

10. (a) Men's Teams will be selected by a Committee comprising the Men's Captain and Triples Captains.
- (b) Ladies' Friendly Matches will be selected by a Committee comprising the Ladies Captain, Vice-Captain and one other member. League Matches will be selected by the appropriate League Captain, plus one member of the appropriate team.
- (c) Mixed Friendly teams will be selected by the Men's and Ladies' Captains.
- (d) Monday Mixed league teams will be selected by nominated members of the Men's and Ladies' Sections.
- (e) Club Competitions will be organised by the Men's & Ladies' Secretaries & Captains. Their decisions will be final.

## **GENERAL AND SPECIAL MEETINGS**

11. The Annual General Meeting will be held on the first weekend in December. Members will receive a minimum of 7 days notice confirming the date. The audited accounts and balance sheet shall be circulated beforehand. A general report of the Club's affairs shall be presented to the meeting. The quorum for the Annual General Meeting shall be 25% of Full Members.

A Special General Meeting may be called in the following ways:-

- (a) by the Honorary Secretary upon the direction of the Management Committee and in accordance with such direction.
- (b) upon a requisition stating the special objects thereof signed by at least six members of the Club entitled to attend and vote at a General Meeting or one fifth of the total members so entitled, held not less than 7 days nor

more than 28 days from the date of receipt by the Honorary Secretary of the requisition.

## **AUDITOR**

12. An Auditor (or Independent Examiner) will be approved at the Annual General Meeting for the following year.

## **DRESS ON THE GREEN**

13. Members shall wear white tops, grey trousers/skirts, or tailored shorts (Bowls England or Bowls Wiltshire approved) and heel-less bowls shoes except when playing in matches/competitions where the occasion requires otherwise. The approved Club Shirt shall be worn for all matches. Headgear must be predominantly white. Casual plain-coloured trousers, skirts, knee-length shorts, tops & hats are permitted for individual Roll-ups.

## **CONDUCT OF MEMBERS**

14. A Meeting of the Management Committee may be convened to consider the suspension of any member under the following circumstances:-

The member's conduct, either on or off the Club premises, appears to endanger the character, interests or good order of the club, or

A member has wilfully infringed any of the Rules or Regulations made for the government of the Club or failed to carry out a duty for which he/she had been rostered without arranging a substitute.

In such cases the member concerned shall be informed by the Honorary Secretary of the nature of the complaint, the date, time and place of the meeting and shall be invited to attend for the purpose of giving any such explanations as may seem proper. The member shall be entitled to be accompanied by a friend if he/she wishes.

If the explanation is not to the satisfaction of the Management Committee so sitting, the member shall be called upon to resign within seven days or to be subject to such other sanction as may be determined by the Management Committee, which could include a ban from matches or suspension of membership for a specified period.

If the member is required to resign and does not do so, his/her membership shall be terminated by the Management Committee and such member will not be allowed on Club premises (other than as a member of a visiting team) or become eligible for membership again.

## **SAFEGUARDING**

15. We adopt and follow all policies and guidelines approved by Bowls England alongside UK Anti-Doping Rules and all procedures set out in Bowls England Regulation 9, 9A and 9B. Our club and members will abide with all sanctions, recommendations and/or decisions from the Safeguarding Case Management Panel and/or National Disciplinary Panel.

## **GUESTS AND VISITORS**

16. Members may introduce and entertain guests at the Club provided the Visitors Book kept at the Club is signed by the member and the guest; such visits shall be limited to three in any one season. The member shall be responsible for ensuring the guest observes the rules of the Club. No ex-member of the Club who has lost the privileges of membership shall be introduced as a guest.

## **BAR - PERMITTED HOURS**

17. The permitted hours of the supply and consumption of intoxicating liquor shall be such as may be, from time to time, determined by the Management Committee, in accordance with the provision of the Licensing Acts as specified in the Club Licence. The Management Committee is empowered to authorise application being made to the Licensing Authority for an extension of the Club Licence.

Members of visiting bowls teams and other sporting activities, officials and others immediately connected with such teams, persons attending social or sporting functions organised with the consent of the Management Committee and such persons who are eighteen years of age and over may be sold or supplied with intoxicating liquor by, or on behalf of the Club, for consumption on the premises.

## **ALTERATIONS OF CONSTITUTION AND RULES**

18. This Constitutions and Rules may be altered, added to or revoked by a majority comprising two thirds or more of the members present and entitled to vote at any General Meeting of the Club of which notice has been given under rule 11 specifying the intention to propose the alteration, addition or revocation, together with the details of the proposed change. Proxy votes are not allowed.

## **ACCEPTANCE OF CONSTITUTION AND RULES**

19. Members shall be deemed to have submitted to the Constitution and Rules, a copy of which shall be supplied to each member on joining.

## **HIRE OF CLUB FACILITIES**

20. Requests for use of Club facilities by outside organisations must be passed to the Honorary Secretary, who will liaise with the appropriate section to provide services and agree charges.

## **DISSOLUTION**

21. (a) If at any General Meeting of the Club, a resolution be passed calling for the dissolution of the Club, the Honorary Secretary shall immediately convene a Special General Meeting of the Club to be held not less than one month thereafter to discuss and vote on the resolution.

(b) If at that Special General Meeting, the resolution is carried by at least two-thirds of the Full Members present at the meeting, the Management 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, the remaining assets shall not be paid or distributed amongst the Full Members of the Club, but shall be given or transferred to another Community Amateur Sports Club (CASC) organisation having objects similar to those of the Club, a registered charity or Bowls England.

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