

# **GILDREDGE PARK BOWLS CLUB**

## **CONSTITUTION and RULES**

Updated January 2024

REVISED from last version November 2018. Changes agreed following a Special General Meeting 2023 and the Annual General Meeting 2023. Rules revised by committee in 2023. Revisions are as noted in the minutes of those meetings in 2023. Revised constitution and rules issued as a combined document January 2024

# CONSTITUTION

## **1. TITLE**

- 1.1. The Club shall be called Gildredge Park Bowls Club, hereafter to be referred to as “the club” and shall be affiliated to Bowls England and Sussex County Bowls Association.

## **2. OBJECTS**

- 2.1. To foster and promote the sport of flat green bowls at all levels, providing opportunities for recreation and competition.

## **3. MEMBERSHIP**

- 3.1. 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 may however be limited according to available facilities on a non-discriminatory basis.
- 3.2. The club may refuse membership or remove it, only for good cause such as conduct likely to bring the club or sport into disrepute. Appeal against refusal or removal may be made. If consideration of removal of membership is because of a disciplinary issue, the procedure to be

adopted shall be that as set out in the complaints procedures in this Constitution.

- 3.3. Every member shall be required to pay the annual subscription by the due date set by the club's General Committee. If the annual subscription is not paid by the due date the member will be deemed to have resigned from the club.
- 3.4. Any new member joining during the playing season will be entitled to a pro rata reduction of the annual subscription in accordance with the table of reducing fees agreed by the General Committee.
- 3.5. Life members, not exceeding 7 in number and agreed at the AGM, shall not be required to pay the club's annual subscription.
- 3.6. There shall be 4 classes of membership available. These are:
  - Full Member Over 18 years of age at time of joining
  - Junior Member Under 18 years of age at time of joining
  - Social Member
  - Full Life Member

## **4. OFFICERS**

4.1. The Officers of the club shall be:

### 4.1.1. Non - Executive, honorary positions:

President and Vice President

These two posts shall be proposed and seconded by Full Members and a vote taken at the club AGM. The posts will be held by a man and a woman alternately. The President will be an ex officio member of the General and Section Committees with no voting rights.

### 4.1.2. Executive Officers who shall comprise the General Committee

Chairperson

Men's Captain

Ladies' Captain

Club Secretary

Treasurer

Match Secretary

Social Events Coordinator

Green Ranger

Building and Maintenance Officer

Head Coach and Safeguarding Officer.

Bar Manager

## **5. ELECTION OF OFFICERS**

- 5.1. All Officers of the General Committee shall be elected at the Annual General Meeting of the club from and by the full members.
- 5.2. Members of the Section Committees other than those in paragraph 4.1. shall be elected at the Section Annual Meeting, which shall be held before the last playing day of the season.
- 5.3. All Officers are elected for a period of one year but may be re-elected to the same office or another office the following year.

## **6. GENERAL COMMITTEE**

- 6.1. The affairs of the club shall be controlled by a General Committee comprising those officers listed in paragraph 4.1.2.
- 6.2. The General Committee shall meet at agreed intervals, and not less than four times a year.
- 6.3. The duties of the General Committee shall be:
  - 6.3.1. To control the affairs of the club on behalf of the members.
  - 6.3.2. To keep accurate accounts of the finances of the club through the Treasurer. These should be available

for reasonable inspection by members and should be examined by the appointed accounts examiners before every Annual General Meeting.

- 6.3.3. To maintain a bank account. The treasurer may make bone fide payments of up to £250. For expenditure between £250 and £1,000 approval of two mandated signatories on the bank account (Treasurer, Chair or Secretary) must be obtained in writing. For expenditure above £1,000 the approval of the general committee must be obtained and minuted.
- 6.3.4. To co-opt additional members to the Committee as the Committee feels necessary. Co-opted members shall not be entitled to vote on the Committee.
- 6.3.5. To make decisions on the basis of a simple majority vote. In the case of equal votes, the Chairperson shall be entitled to a second and casting vote. The required quorum for decisions is 70% of the executive officers.
- 6.3.6. To appoint sub-committees, or individual members, as necessary to fulfil the club's business.

- 6.4. Club members are entitled to raise business with the General Committee. This must be in writing and to the club secretary at least 14 days before a committee meeting.
- 6.5. Minutes of the meetings of the General Committee will be sent electronically to all members and a printed copy posted on the notice board in the clubhouse.

## **7. SECTIONS**

- 7.1. There shall be a Men's and a Ladies' Section Committee each consisting of Captain, Vice-Captain, Secretary, Competition Secretary, Immediate Past Captain, and County Representative.
- 7.2. The Section Committees shall have the ability to co-opt as required, with no voting rights, and to replace existing members as required. Section meetings will be held at the discretion of the Captain.

## **8. GENERAL MEETINGS OF THE CLUB (Annual and Special General Meetings)**

- 8.1. The Annual General Meeting shall be held not later than the end of November each year.
- 8.2. Twenty-one clear days written notice shall be given to members, of the Annual General Meet-



ing, by either circulating a copy of the notice to every member by e-mail or posting the notice on the club notice board.

- 8.3. Members must advise the Secretary in writing of any business to be considered at the Annual General Meeting at least 14 days before the meeting.
- 8.4. The Secretary shall circulate by e-mail or give notice of the Agenda for the meeting to members not less than 7 days before the meeting.
- 8.5. The business of the Annual General Meeting shall be to:
  - 8.5.1. Confirm the minutes of the previous Annual General Meeting and any other General Meeting held since the last Annual General Meeting.
  - 8.5.2. Receive the examined accounts for the year from the Treasurer.
  - 8.5.3. Receive the annual report of the General Committee from the Chairperson.
  - 8.5.4. Elect two accounts examiners
  - 8.5.5. Elect the Officers and Committee members of the club.
  - 8.5.6. Transact such other business received in writing by the Secretary from mem-

bers at least 14 days prior to the meeting and included on the agenda.

- 8.6. Nomination of candidates for election of Officers shall be listed on the club notice board at least 14 days in advance of the Annual General Meeting.
- 8.7. At all General Meetings, the Chair will be taken by the Chairperson or, in his/her absence, by a deputy appointed by the members attending the meeting.
- 8.8. Decisions made at a General Meeting shall be by a simple majority of votes from those full members attending the meeting. Each full member is entitled to one vote at General Meetings. In the event of equal votes, the Chairperson shall be entitled to a second and additional casting vote.
- 8.9. A quorum for a General Meeting shall be 30% of the full membership of the club.
- 8.10. 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 twenty full members of the club. At least 21 days' notice of the meeting shall be given. The rules and quorum for a special general meeting will be the same as for an AGM.

## **9. ALTERATIONS TO THE CONSTITUTION**

- 9.1. Any proposed alterations to the club's Constitution may only be considered at an Annual General Meeting, or Special General Meeting, convened with the required written notice of the proposal. Any alteration or amendment must be duly proposed and seconded by full members of the club. Such alterations shall be passed if supported by not less than two-thirds of those full members present at the meeting assuming that a quorum has been achieved.

## **10. INDEMNITY CLAUSE**

- 10.1. 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 therefrom, or incurred, in good faith in the purported discharge of such duties.
- 10.2. Save in such case where any such costs, expenses and liabilities arise in connection with any negligence, default, breach of duty or breach of trust.

10.3. 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.

## **11. COMPLAINTS, DISCIPLINE AND APPEALS**

11.1. The club will treat seriously all matters of complaint and discipline. In the first instance the matter should be raised with the Chair of the club or another committee member. Most issues can be resolved quickly and informally through discussion and mediation.

11.2. If informal resolution is not satisfactory then the issue may progress to a formal stage. The club will follow regulation 9. of Bowls England.

## **12. DISSOLUTION**

12.1. 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.

12.2. If, at that Special General Meeting of the club, the resolution is carried by at least two-thirds of the

members present, the Committee shall there-upon, 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.

- 12.3. 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.

### **13. POLICIES OF BOWLS ENGLAND and LEGAL REQUIREMENTS.**

- 13.1. The club will act in accordance with the regulations, codes, and guidance notes of Bowls England - the national governing body. The club will follow any specific, formal, policies that are issued by Bowls England. These are listed below but may change from time to time. The club's committee will ensure the club is operating in accordance with up-to-date policies

Safeguarding, anti-bullying,  
Disciplinary and misconduct  
Equality, diversity and inclusion  
Anti-doping  
Trans and gender diverse

13.2. The club will act in accordance with U.K. or English legislation relevant to a sports club. These are listed below but many change from time to time. The club's committee will ensure the club is operating in accordance with up-to-date relevant legislation.

Health and Safety

Data protection (GDPR)

Fire

Criminal activity

Bar license

13.3. Statutory obligations will be taken by the executive officers as follows. This list may change from time to time in accordance with legislative change. Secretary (Health and Safety; Data Protection; Fire); Head Coach (safeguarding; welfare; must be personally qualified with Bowls England nationally recognised coaching and safeguarding qualifications and with personal insurance and liability cover); Bar license (Bar manager).

# **GILDREDGE PARK BOWLS CLUB**

## **RULES**

### **I. PAVILION AND GREENS**

- 1.1. The General Committee shall decide opening times.
- 1.2. A condition of full membership is that the General Committee shall be entitled to call on any member to act as Green Steward, or for teas or bar duties.
- 1.3. In the event of inclement weather, the Green Ranger, Green Steward and Captains will decide jointly or severally whether play is possible and if the employment of protective mats is necessary.
- 1.4. The General Committee shall determine dress on the greens.
- 1.5. Taking of food and drink on to the greens is forbidden.
- 1.6. Members may not book a specific rink for club competitions.
- 1.7. Smoking shall not be allowed in the confines of the pavilion or on the greens.
- 1.8. Mobile phones may not be used on the greens or close by in order not to disturb players.

- 1.9. The club does not accept liability for loss of/or damage to personal property of persons using the club greens and premises.

## **2. VISITORS**

- 2.1. All persons being members of clubs affiliated to Bowls England and their guests shall be entitled to enjoy the privileges of membership for the day of visit. A member may introduce a friend for a day. The appropriate green fee shall be required if any visitor wishes to play bowls and the players name and contact details recorded.

## **3. SELECTIONS**

- 3.1. For club matches against other clubs the selection committee shall be the two captains, the two vice captains and two other members of the section committees (one man and one woman). A minimum of three members of the selection committee should be present when teams are chosen.
- 3.2. For club teams representing the club in external competitions (Town league, County, National) the men's and ladies' sections shall each establish a selection committee which includes a member of the elected club general committee (such as the club captain etc.) and two or three bowlers who must have recent experience in County or National level competitions.



## **4. CLUB COMPETITIONS**

- 4.1. The type, number, rules and entry fees shall be reviewed each year by the competition secretary (s) and presented to the General Committee for consideration and agreement.
- 4.2. Handicap will be decided by a group of 4 or 5 full members comprising the two captains, the head coach and the competition secretary (s).

## **5. FUND RAISING**

- 5.1. 200 Club: The General Committee is responsible for appointing a member to run the 200 Club, who shall be answerable to the club for the funds. Two thirds of the funds shall be distributed to the members through monthly draw prizes, and a one third profit shall be retained by the club. The General Committee will decide how this will be used on a specific project.
- 5.2. Sponsorship: The General Committee is responsible for appointing a member to act as Sponsorship Secretary.

## **6. GENERAL**

- 6.1. No member may commit the club to any expense without prior approval of The General

Committee, subject to the parameters noted in section 6.3.3 of the constitution.

- 6.2. No member may take away any club article except with the authority of the General Committee.
- 6.3. Members will be required to reimburse the club for any damage caused by them to club premises, greens or articles belonging to the club.
- 6.4. Any complaints or suggestions should be made in writing to the Club Secretary.
- 6.5. The General Committee will be responsible for appointing a member to act as Press/Publicity Officer.
- 6.6. The decision of the Chairperson at any General Meeting as to the interpretation of The Rules shall be final.
- 6.7. Any matter not covered by The Constitution or The Rules may be resolved by the General Committee whose decision will be final.
- 6.8. A copy of The Constitution and Rules will be supplied to every member of the club.