

GILDREDGE PARK BOWLING CLUB

REVISED CONSTITUTION – NOVEMBER 2018

REVISED AS BOWLS ENGLAND MODEL CONSTITUTION ISSUE 2: DECEMBER 2009 AND RECOMMENDATIONS FROM CLUBMARK. DATE ANNUAL FEES PAYABLE AMMENDED AT AGM NOVEMBER 2015, NUMBER OF LIFE MEMBERS INCREASED TO 7 AGM NOVEMBER 2016 GENERAL COMMITTEE STRUCTURE, BANK PAYPENT SYSTEM AND MEMBERSHIP CATEGORIES REVISED AT AGM NOVEMBER 2017. GENERAL COMMITTEE STRUCTURE FURTHER REVISED AGM NOVEMBER 2018.

1. TITLE

1.1 The Club shall be called Gildredge Park Bowling 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 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.

3.2 Every member shall be required to pay the annual subscription, which is due on 1st October each year. If required fees have not been paid by 31st October, the member concerned shall be deemed to have resigned from the Club. Application to be reinstated may result in the payment of a joining fee. (dates revised following overwhelming approval at the Club AGM on 25th November 2015.)

3.3 Any person joining during the playing season may, at the discretion of the Treasurer, be entitled to a pro rata reduction of the annual subscription.

3.4 Life members, not exceeding 7 in number (revised AGM 30.11.16), and agreed at the AGM, shall not be required to pay the Club’s annual subscription.

3.5 There shall be 4 classes of membership available. These are:

Full Member	Over 18 year 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

Vice President

These two posts shall be proposed and seconded by Full Members, and a vote taken, if necessary, at the Club AGM. The Posts will be held by a man and lady alternatively who will be ex officio members of the General and Section Committees with no voting rights.

4.1.2 Executive Officers who shall comprise the General Committee

1. Chairperson
2. Men's Captain
3. Ladies' Captain
4. General Secretary
5. Treasurer
6. Match Secretary
7. Social Events Organiser
8. Green Ranger
9. Building and Maintenance Officer
10. Purchasing/Housekeeping Officer
11. Head Coach and Safeguarding Officer. (Added AGM November 2018)
12. 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 Social Events Committee shall be elected at the Annual General Meeting of the Club, by the Full Members.

5.3 Members of the Section Committees other than those in paragraph 4.1.2 shall be elected at the Section Annual Meeting, which shall be held before the last playing day of the season.

5.4 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. The General Committee shall meet at agreed intervals, and not less than four times a year.

6.2 The duties of the General Committee shall be:

6.2.1 To control the affairs of the Club on behalf of the members.

6.2.2 (revised AGM 16.11.17) To keep accurate accounts of the finances of the Club through the Treasurer and these should be available for reasonable inspection by members, and should be examined by the appointed accounts examiner before every Annual General Meeting. The Club shall maintain a bank current account. Electronic payments, cheques and those made by the Club Debit Card must be agreed by at least two of the mandated signatories before being actioned. This will normally be the Treasurer and one of the two other mandated signatories.

6.2.3 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.

6.2.4 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.

6.2.5 To appoint Sub-committees, or individual members, as necessary to fulfil the Club's business.

7. SECTIONS

7.1 There shall be a Men's and a Ladies' Section Committee consisting of

Men	Ladies
1. Captain	1. Captain
2. Vice- Captain	2. Vice- Captain
3. Secretary	3. Secretary
4. Competition Secretary	4. Competition Secretary
5. Immediate Past Captain	5. Immediate Past Captain
6. County Representative	6. 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

8.1 The Annual General Meeting shall be held not later than the end of November each year. Twenty- one clear day's written notice shall be given to members, of the Annual General Meeting, by either circulating a copy of the notice to every member by E-mail or posting the notice on the Club notice board. 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. 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.

8.2 The business of the Annual General Meeting shall be to:

8.2.1 Confirm the minutes of the previous Annual General Meeting and any other General Meeting held since the last Annual General Meeting.

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

8.2.3 Receive the annual report of the Committee from the Chairperson.

8.2.4 Elect an accounts examiner

8.2.5 Elect the Officers and Committee members of the Club.

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

8.3 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.

8.4 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.

8.5 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.

8.6 Decisions made at a General Meeting shall be by a simple majority of votes from those Full members attending the meeting. In the event of equal votes, the Chairperson shall be entitled to a second and additional casting vote.

8.7 A quorum for a General Meeting shall be 30% of the Full membership of the Club.

8.8 Each Full member shall be entitled to one vote at General Meetings.

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 DISCIPLINE AND APPEALS

11.1 All concerns, allegations or reports of poor practice/abuse relating to the welfare of members will be recorded and responded to swiftly and appropriately.

11.2 All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.

11.3 A sub-committee of the General Committee will meet to hear complaints within 14 days of the complaint being lodged. The sub-committee has the power to take appropriate disciplinary action including the termination of membership.

11.4 The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint, and the member against whom the complaint was made within 7 days of the hearing.

11.5 There will be the right of appeal to the General Committee following action being announced. The Committee should consider the appeal within 14 days of the Secretary receiving the appeal.

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 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.

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.

13.1 The Club abides by the following policies of Bowls England

13.1.1 Anti-doping

13.1.2 Children and Vulnerable Adults

13.1.3 Discrimination, Equal Opportunities and Human Rights.

13.1.4 Health and Safety

13.1.5 Insurance and Indemnification

13.1.6 Misconduct, Suspension and Exclusion of members.

November 2018