

FILEY SOUTHDENE BOWLING CLUB

CONSTITUTION

1. Name and Objectives

1.1. The name of the club shall be FILEY SOUTHDENE BOWLING CLUB (the "Club").

1.2. The management of the Club shall be vested in:

- (i) four Trustees, and
- (ii) an Executive Committee.

1.3. The Club shall be affiliated to Bowls England and the Yorkshire Bowling Association. Bowls England rules and regulations shall take precedence.

1.4. The objectives of the Club are to:

- a) Administer the day to day running of the game of bowls at Filey Southdene Bowling Club.
- b) Administer and maintain the green and the associated premises.
- c) Provide facilities for/to promote participation in the amateur sport of bowls in the local area.

2. Membership

2.1. Membership Eligibility

Membership at the Club is open to anyone interested in bowls regardless of age, gender, race, religion, or disability.

2.2. Membership Types and their rights and privileges

The categories of membership shall be Full Member, Honorary Life Member, Junior Member and Social Member.

- a) Full members shall have the full use of all Club facilities, full voting rights, will be eligible to play in league teams, enter club competitions and play in club friendly matches.
- b) Junior membership is for those who are under 16 years of age on 1st April of the current year. An adult must accompany junior members.
- c) Honorary Life membership may be awarded to an individual who has provided outstanding and distinguished service to the Club in the

furtherance of its aims and/ or operation. Honorary membership will be awarded by the committee, although any member may nominate, and will be presented at the next AGM.

- d) Social membership is for those coming to the Club to play or try bowls outside of League games, other competitive matches, and friendly matches arranged by the Club with other clubs. They can enter and play in the John Bowes Trophy on Wednesday afternoons & the Members Trophy on Saturday afternoons but cannot accrue points. Social members are not eligible to play in club competitions, friendly fixtures, or any of the league teams.
- e) Only Full and Honorary Life members are eligible to vote at any Club meeting.
- f) Each member is expected to be aware of and adhere to the Constitution, Rules, and Regulations of the Club.

2.3. Membership Fees

The Membership fee rate for each category will be proposed by the Committee to the members at the Annual General Meeting each year. Any proposed changes must be approved by a majority vote and will take effect from 1 APRIL following the Annual General Meeting

2.4. The club financial year runs from 1st September to 31st August.

2.5. Membership Application

Membership of the club shall be open to anyone interested in lawn bowls who complete an application form and pays the relevant subscription fee as determined by the club for the type of membership required.

2.6. Membership Information

In order to perform its duties, the Club must collect relevant contact information from members through the application form. By completing this form, you are providing consent for the relevant personal data to be held in accordance with the General Data Protection Regulation (GDPR).

The Club will take appropriate steps to ensure that the details are kept confidentially.

3. Conduct of Members

3.1. All members are required to complete an application form when joining the Club. The application form includes the commitment to conduct themselves in accordance with any conduct rules, policies, and disciplinary procedure of the club.

3.2. The club adopts the Bowls England Player Code of Conduct.

3.3. All disciplinary matters will be addressed in accordance with Bowls England Regulation 9 (Misconduct), which includes upholding the rights of members.

3.4. Safeguarding

The Club is committed to promoting a safe environment in which children and vulnerable adults can enjoy taking part in games of bowls. The Club adopts the Bowls England Safeguarding Policy.

4. The Club Committee

4.1. The officers of the Club, who together form the Executive Committee (the "Committee"), shall consist of the Chair, Vice Chair, Secretary, Treasurer, Club Captain, Club Vice Captain and six elected members.

4.2. The key responsibilities of the Chair, Secretary and Treasurer are documented and are available from the Secretary (See Appendix A). These three positions (Chair, Secretary and Treasurer) must be held by three separate individuals. Only in the case of a resignation or a position otherwise becoming available can one person hold two positions, one of these being an "Acting" position, until the next AGM at which point a replacement must be appointed.

4.3. The club shall appoint annually, a Health & Safety Officer and a Safeguarding Officer.

4.4. The names and photographs of the Committee shall be displayed on a notice board.

- 4.5. All officers shall be elected at the Annual General Meeting and shall hold office for 1 year, retiring at the following Annual General Meeting. All Officers of the Club shall be eligible for re-election to the same office or another office at the end of their current period of election.
- 4.6. The positions available for election will be published on a notice board prior to the AGM. Nominations shall be entered here. Those standing for election and their Proposer and Secunder must be Full or Honorary Life members of the Club. A candidate for election cannot be a Proposer or Secunder for any other candidate standing for election to the same position at the same time. Nominations must be signed by the candidate and his/ her Proposer and Secunder.
- 4.7. 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 Annual General Meeting.
- 4.8. If, for any reason, a casual vacancy shall occur, the Committee may co-opt another person to fill such a vacancy until the next following Annual General Meeting. Co-opted Members will be entitled to vote.
- 4.9. The Committee shall endeavour to meet monthly making such arrangements as to the conduct, place of assembly and holding of such meetings as it may wish. A quorum is deemed as six attendees two of which must be the Chair plus the Treasurer or their nominated deputies.
- 4.10. Voting shall be by show of hands. In the case of equality of votes the Chair (or other nominated person) shall be entitled to a second and casting vote.
- 4.11. Any conflict of interest must be declared to the Chair (or other nominated person) prior to the start of the meeting. The Chair (or other nominated person) will determine if the person may remain in the meeting and/or vote when the item is discussed.

4.12. Powers of the Committee

The Committee shall manage the affairs of the Club according to the Constitution, Bowls England rules and the law. They are responsible for ensuring that the funds and resources of the Club are applied solely to the objects of the Club.

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 re-invested in the Club.

4.13. Limitation of Committee's authority

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

5. Annual General Meeting

5.1. The Annual General Meeting of the Club shall be held in the final quarter of the year and business shall include:

- I. Election of Members to the Committee
- II. Annual Income & Expenditure Statement and Report for Member Approval
- III. Safeguarding Officer Report
- IV. Appointment of an Auditor,
- V. Confirmation of membership and playing fees
- VI. Presentation of new Honorary Life Members.

- 5.2. The Secretary must receive in writing any Notices of Motion to be considered at the Annual General Meeting not less than 30 days prior to the date of the meeting.
- 5.3. Any member wishing to amend a Notice of Motion shall, not less than 28 days before the date of the meeting, give notice in writing to the Secretary of the intention to do so, indicating in the Notice the wording of such an amendment.
- 5.4. At least 7 days before the date of the Annual General Meeting the Secretary shall circulate to Members either by post or electronically an agenda agreed by the Committee of the business to be transacted. The agenda must include Notices of Motion and any relating amendments.
- 5.5. Only Full and Honorary Members shall vote at the Annual General Meeting. Junior members may attend and speak but are not entitled to vote.
- 5.6. With the exception of voting for Officers of the Club, voting at the Annual General Meeting shall be by a show of hands unless one third of the membership present demands a secret ballot. Voting for Officers where more than one member has been nominated for a position will be by secret ballot. Two nominated members will act as tellers if required.
- 5.7. Should any member not be able to attend the Annual General Meeting, the said member shall be able to vote by post or electronically by returning their signed and dated voting form or by sending an email to the Secretary prior to the meeting.
- 5.8. Motions, other than those requiring a change to this constitution (see "Changes to the Constitution") or dissolution of the club (see "Dissolution") shall be deemed supported if more than 50% of those voting are in favour.
- 5.9. An Annual General Meeting (AGM) of the Club shall be held each year no later than the end of November on a date to be fixed by the Committee. The Club Secretary shall at least twenty-one days before the date of such meeting circulate to each member notice hereof and of the business to brought forward thereat. This may be either by post or electronically.
- 5.10. In order for the AGM to be quorate there must be a minimum of fifteen (15) full and honorary members.

6. Special Meeting

- 6.1. The Secretary, upon the written request of a minimum of three members, shall call a Special Meeting of the Club. Such a meeting must take place within 28 days of the receipt of the request by the Secretary.
- 6.2. The Secretary shall circulate to all members, at least 7 days before the date of the Special meeting, an Agenda of the business to be transacted.
- 6.3. Only Full and Honorary Members shall vote at a Special Meeting. Junior members can attend and speak but cannot vote.
- 6.4. Voting shall be by a show of hands unless one third of the membership present demands a secret ballot.
- 6.5. Should any member not be able to attend the meeting where a vote is taking place, the said member shall be able to vote by post or electronically by returning their signed and dated voting form or by sending an email to the Secretary prior to the meeting.
- 6.6. Motions, other than those requiring a change to this constitution (see "Changes to the Constitution") or dissolution of the club (see "Dissolution") shall be deemed supported if more than 50% of those voting are in favour.

7. Changes to the Constitution

Any proposed alterations to the Club's Constitution and Rules 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, assuming that a quorum has been achieved.

8. Trustees

- 8.1. The property of the Club shall be vested in four Trustees. Once appointed they shall continue to act until death or resignation unless removed from office by a resolution at a Committee meeting supported by a majority of the attendees.
- 8.2. A Trustee may be an Officer of the Club and vice versa.

8.3. The Trustees shall deal with the property of the Club as directed by resolution of the Committee, of which an entry in the minutes will be conclusive evidence, save that if the Trustees propose that the Club or any part of the land should be sold, leased, mortgaged or otherwise disposed of or encumbered, all members of the Club shall be entitled to vote on such a proposal at a Special Meeting which shall only be passed by a majority of 75% of the members so voting.

9. Miscellaneous

9.1. Refusal or Termination of Membership

The Committee shall have the authority to:

- i. Refuse any application for membership without giving reason.
- ii. Membership may be terminated for valid and sufficient reasons, with the provision that the member in question has the opportunity to present their case at an Annual General Meeting or Special Meeting. The decision of the Annual General Meeting or Special Meeting is final.
- iii. Any member whose membership is terminated shall not be entitled to have any part of the annual membership fee or any other fees refunded and must return any property belonging to the Club.

9.2. Complaints and Misconduct

In all matters the aim of the Club shall be to:

- i. Resolve informal complaints/ concerns quickly.
- ii. Keep matters low key.
- iii. Facilitate mediation between a complainant and the person(s) against whom the complaint has been made.

When the above is not possible the complainant should address their concern(s) in writing to the Chair within two weeks of the matter arising.

The issue will be investigated under Bowls England Regulation 9. A copy of this is available from the Secretary and is also on the Club noticeboard.

9.3. Dissolution

9.3.1. The Club may only be dissolved at an Annual General Meeting or Special Meeting. In the event that less than 50% of the membership is present at the meeting it shall not be a quorum. If there is not a quorum a second meeting must be called which will be deemed a quorate irrespective of the number of members present.

9.3.2. Only Full and Honorary Life Members can vote.

9.3.3. The resolution to dissolve the Club shall only be passed by a minimum of 75% of the members present and voting at the meeting. Voting shall be by a show of hands unless one third of the membership present demands a secret ballot.

9.3.4. In the event of dissolution, the Trustees shall be responsible for the orderly winding up of the affairs of the Club.

9.3.5. After paying or making provision for all debts and liabilities of the Club the Trustees shall transfer any remaining assets of the Club to either:

- i. One or more registered charities having similar objects to those chosen either by the members at the meeting at the time of dissolution or afterwards by the Committee, or
- ii. A sports club similar to Filey Southdene Bowling Club, or
- iii. The governing body of the sport, i.e. Bowls England.

9.4. Indemnity

The Trustees and Committee 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 or Committee Member of the Club.

9.5. Matters Not Provided For

Should any matter arise which in the opinion of the Committee is not provided for in the Constitution or Regulations then the same may be determined by the Committee in such a manner as it deems necessary. Such determinations will be recorded in Committee meeting minutes and shall be binding until set aside by a resolution at an AGM or Special meeting.

Approved by the membership at the Special General Meeting held on Thursday 30 January 2025.

Signed:

**Ray Betts
Vice Chair**

**Mary Kenworthy
Treasurer**

FILEY SOUTHDENE BOWLING CLUB

APPENDIX A: RESPONSIBILITIES OF OFFICERS

Chair

- To Chair all relevant meetings of the Club committee and the AGM and any SGM
- To have the casting vote at all relevant meetings of the Club in the event of equality.

Secretary

- To conduct the correspondence of the Club
- To keep custody of all Club documents
- To prepare and keep full minutes of all meetings of the Club, the Committee, and any Sub-Committees
- To administer such insurance policy or policies as may be needed to fully protect interests of the Club, its Officers, and its members.
- To keep a register of Club members' contact details
- To act as a liaison between the Club and other relevant associations
- To report back to the Committee on any issues which may affect the Club.

Treasurer

- To collect all annual subscriptions and relevant fees from Club members
- To make all relevant payments on behalf of the Club
- To present Accounts and Annual Balance Sheet for approval at the Annual General Meeting

Constitution

January 2025