

ASH BOWLING CLUB

CONSTITUTION



1. Title

1.1. The Club shall be called Ash Bowling Club, hereafter to be referred to as “the Club” situated at Ash Bowls Club, Pavilion and Green, Moat Lane, Ash, Canterbury, CT3 2DG and shall be affiliated to Bowls England and Kent County Bowling Association.

2. Objectives

2.1. The object of the club is to provide facilities and to promote the sport of flat green bowling and short mat bowls at all levels, providing opportunities for recreation and competition in an environment which fosters the opportunities for both sporting and social friendship. All surplus income and profit are to be reinvested in the Club solely towards promoting the Club’s objectives. No surplus or assets will be distributed to members or third parties.

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 as determined by the Club. Membership of the club allows the option of playing outdoor bowls, short mat bowls or both, on payment of the appropriate fees as determined by the club. New members joining the club for the first time will pay a pro-rata subscription on the quarter in which they join.

3.2. Membership classes shall be as follows:

3.2.1. Full Member – may play in Club competitions. Eligible to play in inter-club (league and friendly) and County competitions. Has full voting rights at the AGM and in ‘special’ meetings.

3.2.2. Junior Member (under 18 years of age at the start of the outdoor playing season) - Junior members enjoy the same rights as full members excepting that they are not entitled to vote.

3.2.3. Family membership – (1 or 2 adults plus juniors) – will enjoy the same rights as full members and Junior members. Subscription on request to club secretary.

3.2.4. Associate members – Do not have rights as detailed for full members (above) but may play on the green on payment of a ‘green fee’ up to 6 times and then must become a full member (this excludes social events where fun bowling activity is included). May use the club house for social purposes. Associate members may attend the AGM and ‘special’ meetings but are not entitled to vote.

Associate members cannot hold formal positions in the club without the agreement of the Executive Committee. Associate membership not to exceed 33% of the club membership.

3.2.5. Honorary Member (Member not paying a fee due to providing a service to the club) – has full member’s rights but need not pay a membership fee.

3.2.6. Life Member (Member not paying a fee, appointed by members at an AGM, following recommendation from the Executive Committee, for distinguished service to the club) not expected to exceed 2/3 members.

3.2.7. Club visitors (non-members playing bowls for a fee) must sign the club visitors book and be accompanied by a full member. Members may bring no more than 3 visitors at any time and subject to 3.2.4 above.

Club visitors will be the responsibility of the member who invited them.

3.3. New applicants may not access the facilities of the club until 48 hours have elapsed following acceptance of their application.

3.4. New members may not access the privileges of the club until at least 48 hours have elapsed following acceptance of their application.

3.5. Members may bring no more than 6 guests to club social events.

3.6. Guests will be asked to sign in and will be the responsibility of the member who invited them.

3.7. Members of another club visiting to play a match will be honorary members for the day and entitled to the privileges of full membership.

3.8. Lockers are available to full member's subject to availability at a fixed annual rate. A full list of lockers allocated will be posted in each changing room. Any locker allocated shall be given up or changed at the reasonable request of the Executive Committee and the key returned. Members will not be entitled to any refund.

3.9. Conduct of Members - Under-taking by members to comply with rules. Every member, upon joining and thereafter, is deemed to have notice of, and undertakes to comply with, the Club Rules and any Byelaws and Regulations of the Club.

3.10. Disciplinary action against members

3.10.1. All disciplinary matters will be dealt with in accordance with Bowls England Regulation 9 (Misconduct).

3.10.2. Should any member be expelled, the former member shall not be entitled to have any part of the annual membership fee refunded and must return any property belonging to the Club.

3.11. Complaints

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

3.12. The Club Executive Committee 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 to the members. If consideration of removal of membership is as a result of a disciplinary issue, the procedure to be adopted shall be that as set out at point 3.10.1 of this Constitution.

4. Executive Officers

The Executive Officers of the club should reflect the aims, objectives and size of the club. Executive Officers should be fully engaged in the administrative and physical management of the club. Only full, honorary or life members can be elected to Executive Officer or Non-Executive posts.

a. Non-Executive Officers

(Honorary Positions – do not sit on the Executive Committee)

Past President(s)

President

b. Executive Officers

Chairperson

Secretary

Treasurer

Club Captain (no gender specific role)

Fixtures & Competitions Secretary (County & internal)

Members representative

- c. **Working groups** (provide written monthly (or verbal if requested) update reports)
 - Maintenance/Environment/Greenkeeping
 - Events coordination
 - Bar
 - Housekeeping
 - Sponsorship
 - Members forum (led by the members representative)
 - Club communications/membership development

Working groups will feedback to the Executive Committee on a monthly basis seeking any advice/direction/decision.

5. Election of Executive Officers

- 5.1. All Executive Officers shall be elected at the Annual General Meeting of the Club, from, and by, the members.
- 5.2. All Executive Officers are elected for a period of one year but may be re-elected to the same office or another office the following year.
- 5.3. Executive Officers' attendance at Executive Committee meetings will be reported to the members at AGM.
- 5.4. All Executive Officers are elected for a period of one year but may be re-elected to the same office or another office the following year. Executive Officers may serve a maximum of 3 continuous annual terms and will only be extended for 1 year due to extraordinary reasons (i.e. no replacement is voted in at AGM), at which point they must step down.

Non-executive Officers are elected for a period of two years. Retiring presidents will retain the title 'Past President'

6. Executive Committee

- 6.1. The affairs of the Club shall be controlled by an Executive Committee comprising of the Executive Officers and by the Annual General Meeting. The AGM will agree the aims and objectives of the club for the next 12 months.
- 6.2. The Executive Committee shall meet at agreed intervals and not less than six times per year.
- 6.3. At least 4 Executive Committee members must be present to form a quorum.
- 6.4. The duties of the Executive Committee shall be: -
 - 6.4.1. To control the affairs of the Club on behalf of the Members.
 - 6.4.2. 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 examiner before every Annual General Meeting. The club shall maintain a bank current account. Any cheques drawn against Club funds should be signed by the Treasurer and one other approved banking signatory. Any single item purchases over the value of £100 must be approved by the Executive Committee except if exceptional and urgent in which case the Chair may immediately approve.
 - 6.4.3. To maintain a list of capital assets and a capital fund for the replacement of equipment.
 - 6.4.4. To raise funds, receive grants, sponsorship and donations.
 - 6.4.5. To co-opt additional members of the Executive Committee as the Executive Committee feels necessary.
 - 6.4.6. 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.

- 6.4.7. To appoint Sub-Executive Committees as necessary to fulfil the Club's business.
- 6.4.8. To manage the maintenance of the green.
- 6.4.9. At all meetings, the Chair will be taken by the Chairperson or, in their absence, by a deputy appointed by the Chair.

7. General Meetings

- 7.1. The Annual General Meeting shall be held not later than the end of March each year. 21 clear days' written notice shall be given to Members of the Annual General Meeting by posting the notice on the Club Notice Board and by email. Members must advise the Secretary in writing of any business to be considered at the Annual General Meeting at least 14 days before a meeting. The Secretary shall circulate or give notice of the agenda for the meeting to Members not less than 7 days before the meeting.
- 7.2. The business of the Annual General Meeting shall be to: -
 - 7.2.1. Confirm the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting.
 - 7.2.2. Receive the examined accounts for the year from the Treasurer.
 - 7.2.3. Receive the annual report of the Executive Committee.
 - 7.2.4. Elect an accounts examiner.
 - 7.2.5. Elect the Executive Officers of the Club.
 - 7.2.6. Transact such other business received in writing by the Secretary from Members 14 days prior to the meeting and included on the agenda by the Executive Committee.
- 7.3. Special General Meetings may be convened by the Executive Committee or on receipt by the Secretary of a request in writing from not less than 25% of the full members of the Club. At least 21 days' notice of the meeting shall be given.
- 7.4. Nomination of candidates for election of Executive Officers shall be made in writing to the Secretary at least 14 days in advance of the Annual General Meeting date.
- 7.5. At all General Meetings, the Chair will be taken by the Chairperson or, in their absence, by a deputy appointed by the Members attending the meeting.
- 7.6. 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.
- 7.7. A quorum for a General Meeting shall be 25% of the total full members of the Club.
- 7.8. Each Full Member shall be entitled to one vote at General Meetings.

8. Social events

- 8.1. A working group normally consisting of a group of members will be responsible for running and co-ordinating all social events on behalf of the Executive Committee for the benefit of the Club/members throughout the year.

9. Bar

- 9.1. The Bar working group shall consist of a minimum of 5 members of the club, all over the age of 18 years, acting as Deputy Premises Supervisors (DPS) who will undertake appropriate training.
- 9.2. The DPS's shall arrange the supply of alcohol to members at such a price as shall, as far as possible, involve the club in no financial loss.
- 9.3. No members shall be paid at the expense of the club, any commission, percentage or similar payment on or with reference to the purchase of alcohol by the club. Nor shall any person directly or indirectly derive monetary benefits from the supply by, or on behalf of the club to members or guests, apart from any benefit to the club as a whole.

9.4. A notice shall be posted in the club showing all prices charged for alcoholic drinks and the times for the supply of alcohol. During these licensed hours, only alcohol purchased from the bar may be consumed on the premises.

9.5. The DPS's shall require proper accounts to be kept by the Treasurer and shall be presented at every AGM of the club, together with a report and financial statement for the preceding year.

9.6. No alcohol may be sold to, or by, persons under the age of 18 years.

9.7. The operation of the bar is subject to the appropriate Licensing Act and relevant amendments thereof, and also according to any conditions issued by the appropriate licensing authority.

10. Safeguarding Policy

10.1. The club is committed to safeguarding all those who participate in our sport ensuring they can do so in a safe, positive and enjoyable environment.

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

10.3. A Club Safeguarding officer is appointed and undertakes the appropriate training as per Bowls England to ensure the Club's adherence. The name of the Safeguarding officer will be displayed in the club.

10.4. A copy of this detailed policy is displayed in the club house for use of all members.

10.5. Applications from Junior members will require the permission of a Parent or Guardian for them to become a member of the Club and that they are willing, in an emergency, to allow Safeguarding Officer(s), or appropriate persons to act in the best interest of their children or charges.

11. Data Protection

11.1. We adopt and follow all procedures set out in The General Data Protection Regulations and The Data Protection Act (2018) policies and guidelines in order to process personal information to provide membership services and to operate efficiently.

11.2. The club secretary and/or nominated Data Protection officer will securely hold member's details (names, addresses, email address, mobile and landline numbers and photo/video consent documents), given by members for such processing to take place in order to administer an individual's membership and to efficiently communicate with members and to promote the objectives of the Club.

11.3. The Treasurer will securely hold member's details that relate to on-line banking.

11.4. Members will consent on a yearly basis to the processing of their personal data with the renewal of subscriptions and signing the photo/video consent form.

12. Alterations to the Constitution

12.1. Any proposed alterations to the Club's Constitution 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 discussed, duly proposed and seconded. Such alterations shall be passed if supported by a majority of those full members present at the meeting, assuming that a quorum has been achieved.

13. Trustees

13.1. There shall be not more than four and no less than three Trustees of the Club who shall be appointed from time to time as necessary by the Club in General Meeting from among full or honorary and life members who are willing to be so appointed. A Trustee shall hold office during his/her life, or until he/she shall resign by notice in writing given to the Executive Committee, or until a resolution removing him/her from office shall be passed at a General Meeting of the Club by a majority of the members present and entitled to vote.

13.2. All property of the Club, including land and investments, shall be held by the Trustees for the time being for the use and benefit of the Club. On the death, resignation or removal from office of a Trustee, the Executive Committee shall take steps to procure the appointment by the Club in General Meeting of a new Trustee in his 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 substituted after the said appointment.

13.3. 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 Executive Committee.

14. Indemnity Clause

14.1. 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 there from, or incurred in good faith in the purported discharge of such duties.

14.2. Save in any such case where any such costs, expenses and liabilities arise in connection with any negligence, default, breach of duty or breach of trust.

14.3. Provided that any such member so indemnified has been properly authorised in relation to the duties undertaken on behalf of the Club by the Executive Committee.

15. Dissolution

15.1. 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.

15.2. If, at that Special General Meeting, the resolution is carried by at least 75% of the Full Members present, the Executive 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.

15.3. 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 objectives.

(CONSTITUTION AGREED AT AGM 17 FEBRUARY 2025)

Signed:



Shirley Taylor
Chair