

# Begbrook Green Bowling Club

## Constitution

### **Name:**

The Club is called **BEGBROOK GREEN BOWLING CLUB** and is affiliated to:-

Bowls England

City and County of Bristol Bowling Association

Gloucestershire Bowling Association

### **Headquarters and Green:**

Is Begbrook Green Park, Frenchay Park Road, Stapleton, Bristol, BS16 1HY.

#### **1. Objectives:**

- a. The main purpose is to promote and provide facilities for community participation in the amateur sport of bowls in the local area.
- b. To promote and encourage the flat green game of bowls within the local community.
- c. To provide social activities within the Club for the benefit of all members.
- d. To promote an atmosphere of goodwill between members.
- e. To enter teams and individuals in relevant leagues and competitions.

#### **2. Members of the Committee**

##### **OFFICERS:**

Chairperson

Vice Chairperson

Secretary

Treasurer

Fixture Secretary

##### **MEMBERS:**

Club Captain

Competition Organiser

Social Secretary

Team Captains

Two additional members may be elected at the AGM.

The Committee can also co-opt further members as and when deemed necessary.

#### **3. The Committee:**

The Committee shall have overall control of all Club matters and activities – including renewing the fixture list, preparing agendas for Club meetings, maintaining objectives of the Club and fixing Club membership and match fees.

**(a) Period of Office:** The Officers may stand for a period up to three years, after which time they are required to stand down, although they may be re-elected for a further period. All other posts are re-elected annually.

**(b) Quorum and Decisions:** A quorum for a meeting will be 5 members; one of whom shall be an Officer.

All decisions of the Committee must be by a majority. The Chairperson of the Committee, or in his/her absence the designated person, will have the casting vote in the event of a tied vote by other members.

**(c) Frequency of Meetings:** The Committee will aim to meet at least every six weeks during the playing season and every eight weeks during the closed season. Any member will have the right to attend a Committee meeting and speak, at the discretion of the Chairperson, but will have no voting rights at that meeting.

**(d) Property:** Care of the property and assets of the Club shall be vested in the Committee which will be responsible for liaison with Bristol City Council.

**(e) Sub-Committees:** The Committee will have the power to appoint such sub-committees as may be required from time to time and shall receive reports from such sub-committees at its meetings.

**(f) Club Discipline:** The Committee shall have the power to suspend or expel any member deemed guilty of conduct prejudicial to the good of the Club and its objectives. The decision will require a minimum of two thirds majority.

**(g) Finance:** No member is empowered to spend Club funds or monies without the permission of the Committee.

**(h) Team Selection:** The Committee will be responsible for ensuring that team **selection** is done as fairly as possible bearing in mind the best interests of the Club and its members. It will ensure that the necessary procedures are in place for so doing.

#### **4. Membership:**

- (a) Membership of the Club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.
- (b) New members will be accepted subject to Committee approval and upon payment of a membership fee.
- (c) Junior members up to age of sixteen must be accompanied by an adult at all times.
- (d) Membership renewal fee is to be paid in full by 15 February (unless otherwise agreed by the Committee). If the fee is not paid by the renewal date membership may lapse and therefore paragraph 4 (a) above may apply.
- (e) Visitors are classed as temporary members of the Club for the duration of their stay when they are signed into the Club's visitors' book and thereby covered by the Club's civil liability insurance.
- (f) The Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeals against refusal or expulsion are to be heard by a meeting (AGM or EGM) of the members, at which a final and binding decision would be by simple majority vote of those present. For this meeting the quorum is as per 5(f) below. There will be no postal or proxy votes and 5(c) does not apply to appeals against refusal or expulsion where a straight majority applies.

#### **5. Annual General Meeting:**

- (a) The date of the Annual General meeting shall not be later than the first Monday of December. The Secretary will give 28 days' notice of the meeting.
- (b) Nomination for Committee positions and any resolutions must be given in writing to the Secretary ten days prior to the AGM. In the event of no nominations being received prior to the meeting they can be made from the floor at the discretion of the Chairperson.
- (c) A two thirds majority vote, supporting any amendments or proposals, shall be deemed necessary to carry the vote.
- (d) The Committee positions and two Auditors shall be elected at the AGM.
- (e) All members, including social and temporary members, of the Club shall be entitled to attend but only full members will be entitled to vote.
- (f) A quorum for the AGM is 15 members.
- (g) A copy of the audited Accounts will be made available at the meeting.
- (h) An Extra-ordinary General Meeting may be called:-
  - (i) if so determined by the Committee and/or;
  - (ii) at the request of not less than 10 Club members.

In the event of (ii), the request, in writing, shall bear at least 10 members' signatures and names and be forwarded to the Club Secretary whom shall call a meeting within 14 days of receipt of the request. The Notice calling for such a meeting shall specify the purpose for which it has been called. No other business will be conducted at this meeting.

#### **6. Complaints Procedures:**

Any complaint which a member wishes to be considered must be put in writing to the Club Secretary who will raise it with the Committee. The latter will consider the complaint and take any action that they deem necessary.

#### **7. Conditions of Play:**

The Laws of the Game, as published by Bowls England shall apply at all times or as specified for certain competitions. Failure to comply may result in disciplinary action being invoked by the Committee.

#### **8. Property & Funds:**

- (a) The property and funds of the Club cannot be used for the direct or indirect private benefit of members or third parties other than as reasonably allowed by the Rules and all surplus income or profits are re-invested in the Club.
- (b) The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away-match expenses, post-match refreshments and other ordinary benefits of Community Amateur Sports Clubs (CASCs) as provided for in the The Community Amateur Sports Club Regulations 2015.

- (c) The Club may also in connection with the sports purposes of the Club:-
- (i) sell and supply food, drink and related sports clothing and equipment;
  - (ii) employ members (though not for playing) and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present;
  - (iii) pay for reasonable hospitality for visiting teams and guests;
  - (iv) indemnify the Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).

#### **9. Legislation:**

The Club will invoke/adopt, where practicable the following items of legislation/regulations:-

- (a) Anti-doping;
- (b) Children and Vulnerable Adults;
- (c) Discrimination, Equal Opportunities and Human Rights;
- (d) Health and Safety;
- (e) General Data Protection;
- (f) Insurance and indemnification;
- (g) Bowls England current policies and guidelines and, in particular, Bowls England Regulation 9 (Discipline and misconduct).

#### **10. Winding Up:**

- a. The members may vote to wind up the Club if not less than three quarters of those present and voting support that proposal at a properly convened general meeting.
- b. The Committee will then be responsible for the orderly winding up of the Club's affairs.
- c. After settling all liabilities of the Club, the Committee shall dispose of the net assets remaining to one or more of the following:-
  - (i) to another Club with similar sports purposes which is a registered charity and/or;
  - (ii) to another Club with similar sports purposes which is a registered CASC and/or;
  - (iii) to the sport's governing body for use by them for related community sports.

#### **11. Priority:**

Where there is any conflict between any of the above Rules ("key Rules") and any other rule or rules the key Rule(s) will take priority. Interpretation of all the Rules must be consistent with the statutory requirements for CASCs\*.

#### **12. Review of the Constitution:**

This constitution will be reviewed annually by the Committee which is authorised to make changes in accordance with its terms of responsibility. Any significant changes affecting members will be subject to consultation with all members before implementation - i.e. at the AGM or by personal notification at any other time. Subject to that, any member may propose changes which may be considered at the AGM, or in the case of a written request signed by at least 10 members, at an Extra-ordinary Meeting called in accordance with the procedure outlined above.

All members will be issued with an up to date copy of this constitution.

#### **Note:**

Relevant web addresses [www.bowlsengland.com](http://www.bowlsengland.com) ; [www.begbrookgreenbc.org.uk](http://www.begbrookgreenbc.org.uk) ;  
\*[www.gov.uk/topic/community-organisations/community-amateur-sports-clubs](http://www.gov.uk/topic/community-organisations/community-amateur-sports-clubs)

*(Revised and updated following Committee meeting on 13 February 2023)*