

SOUTHBOURNE BOWLING CLUB

CONSTITUTION

1. The Club shall be called the **SOUTHBOURNE BOWLING CLUB**, hereafter to be referred to as “the Club”.
The Club’s Headquarters shall be The Bowling Pavilion, Seafield Gardens, Guildhill Road, Southbourne, Bournemouth BH6 3EX. The Club shall be affiliated to:
Bowls England
Bowls Hampshire
Bournemouth & District Bowling Association
and the Bournemouth & District Women’s Bowling Association as appropriate.
The Patron shall be the E.B.A. Charity Trust.
The Club colours shall be red, navy and gold.
2. **OBJECTS OF THE CLUB**
 - 2.1 To foster and promote the sport of Flat Green Bowls at all levels, providing opportunities for recreation and competition.
 - 2.2 The Club shall be a non-profit making organisation. All profit and surpluses will be used to maintain or improve the Club’s facilities. No profit or surplus will be distributed other than to another non-profit making body, or if the rules so allow, to members on winding up or dissolution of the Club.
 - 2.3 We believe that everyone has a duty of care towards the children with whom they have contact, to safeguard and protect them, and other vulnerable people, from abuse. Everybody, whether administrator, official, coach or bowler involved in working with children, young people and the vulnerable, has a responsibility to be informed about, and to know what precautions or steps to take for its prevention.
Bowls England together with the other 3 National Governing Bodies for the flat green bowls have agreed upon a National Policy and Guideline which is held by the Secretary and is available for perusal by members during the season, or on application at other times.
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, being elected by the Management Committee, after consideration by the Men's or Ladies' Committees, and thereafter paying the relevant subscription.
 - 3.2 There shall be 5 classes of membership. These are:
 - 3.2.1 **Full member.** Paying the full subscription and having voting rights.
 - 3.2.2 **Junior member** (Under 18 years of age). Paying a reduced subscription to be fixed by the Committee and, if 16 or over, having voting rights.
 - 3.2.3 **Associate member.** A non-playing member with no voting rights; paying an Annual subscription to be fixed by the Committee.
 - 3.2.4 **Life member.** This class of membership shall be conferred on members who have rendered exceptional services to the Club over a long period of time and be recommended by the Management Committee. They pay no subscription but have voting rights. (This class of membership includes Honorary Life Vice Presidents and existing Life members.)
 - 3.2.5 **Honorary Member.** Is granted by the Committee for non-members who have given unspecified service to the Club. They pay no subscription and have no voting rights.
 - 3.3 **New Full Members** of the Club may be required to pay a Joining Fee to be fixed by the Committee.
 - 3.4 To avoid a conflict of interest no existing or new Full member shall belong to another Bowling

Club affiliated to Bournemouth and District Bowling Associations. All members must only purchase their Season Ticket from Southbourne Bowling Club or if they have not purchased a Season Ticket, they must pay Green Fees to the Club every time that they play Bowls on the Greens. Unless free play has been authorised at any time by the Management Committee.

4. OFFICERS

4.1 The Officers of the Club shall be as follows:

Hon. Secretary

Hon. Treasurer

Hon. Match Secretary

4.2 The Club Officers shall be ex-officio members of other club committees.

4.3 Club Officers shall be empowered to act on behalf of the Management Committee when immediate decisions are required. These decisions must be recorded and considered at the next meeting of the Management Committee.

5 ELECTION OF OFFICERS

5.1 All Officers shall be elected at the Annual General Meeting of the Club, from, and by, those members of the Club entitled to vote.

5.2 All Officers shall be elected for a period of one year but may be re-elected to the same office or another office the following year.

6. MANAGEMENT COMMITTEE

6.1 The affairs of the Club shall be controlled by a Management Committee comprising the Officers of the Club, the President, Vice President, the Men's Competition Secretary, Ladies' Competition Secretary, Membership Officer and one member nominated or elected from each of the Men's and Ladies' Committees

6.2 The President and Vice President shall be elected at the Annual General Meeting or Special General Meeting by annual rotation between the Men and Ladies. The Presidency by Men will be in Even numbered years and the Ladies in Odd numbered years. However, if the section required to propose a Vice President is unable to do so then the other section will be required to propose a Vice President (This rotation may be changed by agreement at a prior Annual General Meeting to facilitate special circumstances e.g. Anniversaries).

6.3 The Management Committee shall meet as and when required to ensure the smooth and efficient running of the Club.

6.4 Meetings to be chaired by the President or, in his/her absence, the Vice President. A quorum shall consist of six members, including one officer.

6.5 The duties of the Management Committee shall be:

6.5.1 To control the Club on behalf of the members.

6.5.2 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. The Club shall maintain a bank current account and the following Officers shall be authorised to sign club cheques: Any two from the Treasurer, Secretary or Match Secretary.

6.5.3 To co-opt additional members to the Committee as the Committee feels necessary. Co-opted members shall not be entitled to a vote on the Committee.

6.5.4 To elect new members to the Club.

6.5.5 To make decisions based on the simple majority vote. In the case of equal votes, the Chairperson shall be entitled to an additional casting vote.

6.5.6 The Management Committee shall not be involved in bowling matters except at the request of either the Men's or Ladies' Committee.

6.6. To appoint a Property and Facilities Committee to administer the Maintenance and Control

of the Premises and Facilities at Seafield Gardens which will include negotiations of Leases and Agreements with the Council and Site Manager together with Contracts for Greens Maintenance. The Committee will consist of The President, Secretary, Treasurer, Property and Health & Safety Officer and Greens Maintenance & Bournemouth Site Managers Association Officer.

6.7 To appoint Sub-Committees as necessary to fulfil the Club's business.

6.8 This Committee shall have the power to appoint members to fill any vacancies that may arise during the year.

7.0 ANNUAL GENERAL MEETING

The Annual General Meeting of the Club shall be held not later than the end of November each year. 14 clear days written notice shall be given of the Annual General Meeting by circulating a copy of the notice to every member at their home address or by electronic means. Members must advise the Secretary in writing of any business to be considered at the Annual General Meeting by 30th September. The Secretary shall circulate or give notice of the agenda for the meeting not less than 14 days before the meeting.

7.1 No business shall be conducted at the Annual General Meeting or at a Special General Meeting hereinafter to be referred to as a 'General Meeting' unless a quorum is present. A quorum will be 20% of those entitled to vote. If there is no quorum present at the time a meeting has been called, then meetings called by the Committee will be adjourned for a period not exceeding 14 days. Meetings called at the request of members will be dissolved if no quorum is present.

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 Meeting(s) 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 Committee from the Secretary.

7.2.4 Elect two Accounts' Examiners.

7.2.5 Elect the President and Vice President.

7.2.6 Elect the Officers of the Club (i.e. Secretary, Treasurer and Match Secretary.) and all Committees. Members unable to attend may vote by posting voting slips to the Secretary 7 days before the meeting.

7.2.7 Transact such other business received in writing by the Secretary from Members by the 30th September and included in the agenda. There will not be any other business other than shown on the agenda.

7.2.8 Review Club Subscription rates and agree them for the forthcoming year.

7.3 Special General Meetings may be convened by the Management Committee or on receipt by the Secretary of a request in writing from not less than 20 Members of the Club eligible to vote. At least 21 days notice of the meeting shall be given.

7.4 Nomination of candidates for election of Officers shall be made by the 30th September on the lists posted by the Secretary. Nominations can only be made by voting members and must be seconded by another voting member. The nominated member must also indicate willingness to serve.

7.5 At all General Meetings, the Chair will be taken by the President, or in his/ her absence, the Vice President.

7.6 Decisions made at a General Meeting shall be by a simple majority of votes from those members eligible to vote attending the meeting or having sent in a postal vote at least 7 days prior to the meeting. In the event of equal votes, the Chairperson shall be entitled to an additional casting vote.

8. THE HON. TREASURER

It shall be the duty of the Hon. Treasurer to receive all monies of the Club, to pay all accounts

and other financial outgoings, to keep records of all income and expenditure and to maintain the Club's Bank/Building Society Account(s). Investment may also be made in Government Funds. At each General Meeting he/she shall present a financial statement and balance sheet for the year, made up to 30th September, such accounts to be previously examined by the Club's Accounts' Examiners.

9. THE HON. SECRETARY

It shall be the duty of the Hon. Secretary to conduct the general correspondence and business of the Club and to write Minutes of all Annual General Meetings, Special General Meetings and Management Committee Meetings in a book kept for that purpose. He/she will maintain an accurate record of the Club's Membership.

10. COMPLAINTS

Any complaints must be made in writing to the Secretary who shall submit the same to the next meeting of the Management Committee.

11. INDEMNITY CLAUSE

Each member (and employees from time to time) of the Southbourne Bowling 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 Southbourne Bowling 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 Southbourne Bowling Club arising there from, or incurred in good faith in the purported discharge of such duties. 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 and providing that such member so indemnified has been properly authorised in relation to the duties undertaken on behalf of the Club by the Management Committees.

12. POWER TO EXPEL

The Management Committee shall have the power to expel any member who has been guilty of conduct which, in their opinion, justifies expulsion. Any such member shall have the right to appeal to the Annual General Meeting or Special General Meetings of the Club, whose decision shall be final, but the decision for expulsion shall not be enforced unless two thirds of the voting members present at the meeting shall vote in favour of it.

12A DISCIPLINARY MATTERS

The Club has adopted Bowls England regulation No9 and this will be the basis for handling all disciplinary matters.

13. ALTERATIONS TO THE CONSTITUTION

Any proposed alterations to the Club 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 proposed and seconded by voting members of the Club. Such alterations shall be passed if supported by not less than two thirds of those voting members present at the meeting, assuming that a quorum has been achieved.

14. DISSOLUTION

14.1 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 of the Club to be held not less than one month thereafter to discuss and vote on the resolution.

14.2 If at that Special General Meeting the resolution is carried by at least two thirds of the voting members present at the meeting, the Management 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.

14.3 After discharging all debts and liabilities of the Club, the remaining assets shall not be paid or distributed amongst the voting members of the Club, but shall be given or transferred to some other voluntary organisation having objects similar to those of the Club.

14.4 Provided that if the Club shall not, within six months after the date of the first resolution resolve upon any disposition of any such balance, the same shall be divided equally between all persons who were Full voting Members of the Club at the date of the first resolution.

15. ANY MATTER appertaining to the Management of the Club, not provided for in the foregoing rules shall be dealt with by the Club Officers and their decision shall stand until the next meeting of the Management Committee.

1st. January ,2003, As amended: 27.11 2004, 25.11.2006, 24.11.2007, 27.11.2010, 24.11.2012, 22.11.2014,24.11.18., 23.11.19.

