

# KEGWORTH BOWLS CLUB CONSTITUTION 31st OCTOBER 2022

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## 1. TITLE

- 1.1 The title of the organisation will be Kegworth Bowls Club, (hereinafter referred to as 'The Club').
- 1.2 The outdoor bowling club of Kegworth Gentlemen and Kegworth Ladies, Nottingham Road, Kegworth DE74 2FH.
- 1.3 The Club will be a Member of Bowls Leicestershire/Bowls England and will seek to conform to all of their Regulations, Rules and Policies.

## 2. OBJECTIVES

- 2.1 To administer, promote, encourage and safeguard the level green sport of bowls in Leicestershire & Rutland as promoted by Bowls England (hereinafter called 'BE').
- 2.2 To adopt and enforce the Laws of the Sport of Bowls Current Edition.
- 2.3 To adopt the current rules, regulations and policies of BE.
- 2.4 To promote the instruction and coaching of players in accordance with current standards and regulations.
- 2.5 To compete in Competitions, Leagues and Matches The Club deems appropriate.
- 2.6 To interpret, when called upon by members, difficult or doubtful questions of law and practice (in bowls); and to arbitrate in all differences referred to The Club between members in accordance with BE Rules, Regulations and Policies.
- 2.7 To foster and maintain a spirit of social friendship among those interested in and wishing to play the game of bowls.
- 2.8 To further the above objectives the Management Committee shall have the power to:
  - a) Obtain, collect and receive money or funds by way of contributions, donations, grants and any other lawful method towards the aims of The Club.
  - b) Associate with local authorities, voluntary organisations and the residents of the local community in a common effort to carry out the aims of The Club.
  - c) Do all such lawful things as will further the aims of The Club.

## 3. MEMBERSHIP

3.1 There will be the following levels of Membership:

- I. Full Membership
- II. Junior Membership
- III. Honorary Life Membership
- IV. Social Membership

3.2 The Club will comply with the 2018 Data Protection Act and the General Data Protection Regulation (GDPR). Where personal data is held it will only be used for administration purposes relating to bowls and be deleted when a member leaves The Club.

3.3 It shall be a condition of membership of The Club that this Constitution and Rules shall be accepted as binding upon each individual member of The Club.

3.4 Grievance and Disciplinary procedures will comply with Bowls England current Regulation 9, see also section 8.

3.5 The Club will give full support to UK Sports regulations regarding the use of performance enhancing banned substances and will co-operate with random drug testing authorised by The Club when thought necessary.

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3.6 The Club will appoint a Safeguarding Officer.

3.7 The Club will provide civil and public liability insurance cover.

3.8 Members wishing to resign must advise the secretary in writing, membership fees will still be due if members have taken part in any matches or competitions.

3.9 Any person wishing to become a member of The Club must have introduced themselves to at least one current member who shall endorse their proposed membership. Most new members are recruited at events such as club open days or Bowls England initiatives where they can meet current members, otherwise new applicants may be from the family or friends of current members.

A potential new member should have a minimum of one training session with a current member who can assess if they have any special needs or need extra support. The initials of the member introducing/endorsing a new applicant shall be included on the membership database, which is kept updated by the Secretary. A new member must complete an application form, which is signed by the endorsing member and is given to the Secretary who after 14 days will add their details to the membership database once payment of their subscription has been received. The new member will be provided with a copy of the Club Constitution as well as other policy documents and information such as fixture lists and basic bowls instruction/etiquette as a 'Welcome Pack'.

The new member will thereafter enjoy the benefits and privileges of The Club and be eligible for team selection and entry into competitions in conjunction with The Club's selection policy. If, in the unlikely event that the Secretary should receive an objection to the membership within 14 days of the application form being submitted, the application will be delayed and considered by the Management Committee. The Committee may then accept or reject any application without stating a reason for refusal. If a membership is refused, any monies will be paid back in full. Alternatively, if the new member decides within 14 days of their application that they do not want to continue their membership, then any monies will be refunded, and their contact details deleted.

Members new to bowls will pay a reduced subscription in their first year of membership.

3.10. Social Membership – The same procedure as in 3.9 should be followed for any person wishing to become a Social Member who is not currently a Full Member of The Club.

3.11 Honorary Life Membership will be granted at the discretion of the Management Committee. Recommendations for Honorary Life Membership may be made to the Management Committee from members.

3.12 The dress code for matches and competitions is regulation white trousers/skirts/shorts and white/club tops or regulation grey trousers/skirts/shorts and white/club tops. At other times the dress code is smart/casual. Players must wear flat soled shoes with no heels whilst on the green.

## **4. FEES AND SUBSCRIPTIONS**

4.1 The Management Committee shall receive recommendations from the Treasurer before deciding the amount of fees, subscriptions, and levies to be applied. Subscriptions for the season must be paid by 30th April or before a league match is played whichever is the earliest.

4.2 Any member may introduce visitors, but this privilege may not be exercised on behalf of more than four visitors at any one time: on not more than four occasions per month: and on not more than twelve times per year in respect of the same person or persons. The names and addresses of visitors must be entered in the visitors book and the entry signed by the member responsible.

4.3 Visitors attending functions or to play in matches may purchase intoxicating liquor for consumption on the premises.

4.4 When a new bowler joins The Club part way through the year, and so as to ensure such individuals are covered by the relevant insurance(s), the secretary will forward the individual's name, date of membership, fees and/or subscriptions to Bowls Leicestershire.

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## 5. MANAGEMENT – THE MANAGEMENT COMMITTEE

5.1 The Management Committee will have overall responsibility for running The Club.

a) The Management Committee will comprise the following:

President (Chairperson)

Vice President (in the absence of the President)

Honorary Secretary

Honorary Treasurer

Club Captain – Gentlemen

Club Captain - Ladies

Green Keeper

Bar Manager

Safeguarding Officer

Up to 4 other members of the Club in to ideally maintain an equal number of ladies and gentlemen on the Management Committee.

b) The following Officers will assist with the running of the club:

All Team Captains

Vice Captains

Match/Fixture Secretaries

Competition Secretaries

Assistant Bar Manager

Assistant Green Keeper

Delegate(s)

100 Club Officer

Members of the Management Committee may also be appointed as an officer of the club. Officers may hold more than 1 position.

c) All positions in 5.1(a) and 5.1 b) will be subject to re-election at the AGM. Nominations, proposed and seconded, will be sent to the Honorary Secretary at least 14 days before the date of the AGM. Where more than 1 person is nominated for any position a ballot will be held.

d) The positions of President (Chairperson) and Vice President will be ideally held by a lady and gentleman. The President shall remain in office for up to 2 years.

## 5.2 Meetings

a) All meetings will be held in the clubhouse. The date and start time will be advised on the agenda.

b) A quorum for all meetings with the exception of 10.2, will be 50% of the membership or committee +1. If a quorum cannot be achieved in person, then remote access to the meeting via video conferencing can be allowed. If absent committee members have been given notice of documents requiring a vote, then they can vote by proxy. They must write a confirmatory note, which shall be attached to the minutes.

c) At any meeting all members except the President (Chairperson) will be entitled to vote and have equal voting rights. In the event of a tie the Chairperson will have the casting vote.

d) The honorary Secretary will issue the agenda for all meetings giving at least 7 days notice to members/committee members as appropriate.

## 5.3 General Meetings

a) The Annual General Meeting of The Club will be held each year during October. The "Date of the Next Meeting" should be included as an item on the agenda. Proposed and seconded items for inclusion on the agenda should be advised to the Honorary Secretary at least 14 days before the date of the meeting.

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- b) The Management Committee may summon an Extraordinary General meeting at any time.
- c) Any member may summon an Extraordinary General Meeting at any time provided the calling of such a meeting is signed by at least six members.
- d) At a General Meeting only items on the agenda will be considered.

## 5.4 Meetings of the Management Committee

- a) The Management Committee shall meet on a minimum of three occasions each year.
- b) A quorum for a Management Committee Meeting must include at least 2 of the following: President, Vice President, Honorary Secretary, Honorary Treasurer.
- c) The Management Committee may call upon other members or Officers, to advise or report on specific items or be co-opted onto the Committee
- d) Within 21 days of a Management Meeting the Honorary secretary will place a copy of the minutes on the Club Notice board.

## 5.5 Open Meetings

- a) The Management Committee may call an open meeting of members.
- b) Members may raise items of "Any Other Business" at an open meeting.

## 6. MANAGEMENT – FINANCE

- 6.1 The financial year shall commence on 1<sup>st</sup> October and close on the 30<sup>th</sup> September of each year.
- 6.2 The funds of The Club including all donations, contributions and bequests, shall be paid into an account operated by the management committee. All cheques drawn on the account must be signed by at least two members of the Management Committee.
- 6.3 The funds belonging to The Club shall be applied only to further the objectives of the club.
- 6.4 A current record of all income, funding and expenditure will be kept.
- 6.5 The accounts shall be audited before being presented at the AGM.

## 7. TRUSTEES

- 7.1 There shall be not less than two or more than four Trustees, who shall be appointed as necessary by the members at a general meeting. Such a duly appointed Trustee shall hold office at the pleasure of The Club, or until such time as he/she resigns by notice in writing to the committee or until a resolution to remove him/her shall be passed at a general meeting by a majority comprising two thirds of the members present and entitled to vote. Those holding the position of Trustee will be reviewed after a maximum of 5 years in post.
- 7.2 If a resolution has been passed to wind up the Club (subject to item 10 of the Constitution) then at that time responsibility for the land and buildings of the Club shall be vested in the Trustees as from time to time appointed.

## 8. MANAGEMENT – DISCIPLINARY and APPEALS COMMITTEE

- 8.1 The Management Committee shall have the power to reprimand, suspend or expel any member who shall infringe any rule or whose conduct shall infringe any rule or whose conduct shall render him/her unfit for membership subject to the requirements of B.E. Rule 9.

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8.2 Any person wishing to make a complaint of misconduct by a member must do so in writing. The accused member will be advised of the complaint in writing and invited to attend a disciplinary hearing to be held within 28 days of receiving the complaint or as soon as practical.

8.3 The disciplinary committee will comprise 3 members of the Management Committee; The Chairperson of the Disciplinary Committee may request the assistance of a clerk and someone to present the case.

8.4 The accused member may be supported by a friend/witness.

8.5 If the complaint against the accused is upheld he/she may appeal to the County Committee.

8.6 Any member expelled or suspended from membership shall have no claim for repayment of his/her subscription previously paid.

## **9. INDEMNITY**

9.1 The Management Committee, Trustees and each and every member of any sub committees or members acting under delegated powers from such committees/sub committees will, except in the case of wilful default or fraudulent acts or admissions, be indemnified by and out of The Club funds against any loss, damage, expense or liability incurred by reasons of or in connection with any legal proceedings instituted against them or any of them for any act done, admitted or suffered in relation to the performance of any of their duties in respect of The Club or committees thereof.

9.2 The Management Committee will arrange appropriate insurance cover in respect of the indemnity provision in this clause at the expense of The Club.

## **10. DISSOLUTION/LIQUIDATION**

10.1) A decision to wind up The Club will require a majority of two thirds of the voting members present and voting at an Annual General Meeting or Extra Ordinary General Meeting convened for that purpose.

10.2) 60% of voting members shall form a quorum required for the decision to wind up The Club to be valid.

10.3) If at any Annual General Meeting or Extra Ordinary General Meeting a resolution calling for the dissolution of the club is carried by at least two thirds of the Members present at the meeting, the Management Committee shall thereupon, or at such date as shall have been passed in the resolution, proceed to realise the assets of The Club, excluding the land and buildings and discharge all debts and liabilities of The Club, The residue along with the land and buildings to be vested in the Trustees as from time to time appointed.

10.4) After discharging all debts and liabilities of The Club, the remaining assets of The Club shall not be paid or distributed among the Members of The Club, but shall be distributed as follows: - the land to Kegworth Parish Council to be used for the benefit of the community, all other assets to be transferred to Bowls Leicestershire to be distributed at their discretion for the benefit of the sport of Bowls. When the restriction in the Covenant has expired disposal of the land will be subject to the discretion of the Trustees.

## **11. MATTERS NOT PROVIDED FOR**

11.1 Any matters which arise that are not covered by this Constitution will be brought before the Management Committee who will, where appropriate, consult with the appropriate sub-committee and/or both the Ladies and Men's sections in order to arrive at a decision. Such decision will be final, save for matters of law.

## **12. ALTERATIONS TO THE CONSTITUTION OF KEGWORTH BOWLS CLUB**

12.1 Alterations or additions to this Constitution will only be made at the meeting designated as the Annual General Meeting or an Extraordinary General Meeting convened for that purpose.

12.2 Alterations to The Constitution, proposed and seconded, should be sent to the Honorary Secretary at least 14 days before the date of the meeting.

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12.3 Notice of any proposed alteration(s) shall be sent to all members at least 7 days prior to the Annual or Extra Ordinary General Meeting called for that purpose.

12.4 No alteration to any part of this Constitution shall be allowed unless 50% plus 1 of the management committee are present at any committee meeting to vote in favour of such alteration.