

# IXWORTH BOWLS CLUB - CONSTITUTION

This constitution has been drawn up by the members of Ixworth Bowls Club Executive and adopted by the Annual General Meeting Nov 2010. If you have concerns about any part of the Club Constitution, or any other document; then contact an Executive Committee member with your concerns so that the matter can be raised at the Club AGM

## 1. TITLE

- 1.1 The club shall be called IXWORTH BOWLS CLUB, hereafter referred to as "the club" and shall be affiliated to Suffolk County Bowls Association and the Governing Bodies

## 2. OBJECTIVES

- 2.1 To foster and promote the sport of flat green bowls at all levels, providing opportunities for recreation and competition to all members of the community.

## 3. MEMBERSHIP

- 3.1 Membership of the club shall be open to any person completing a membership application form and paying the relevant subscription joining fee as determined by the annual general meeting (AGM) of the club members. The rates of subscription shall be fixed for the coming year at the AGM. All subscriptions shall be paid to the treasurer by 31st May each year.

- 3.2 There shall be four classes of membership available. These are:

- 3.2.1 Full member
- 3.2.2 Junior member (under 16 years of age)
- 3.2.3 Social member
- 3.2.4 Honorary Life member

## 4. OFFICERS

- 4.1 Non-Executive Officers of the Club shall be as follows:

- 4.1.1 President - Honorary position
- 4.1.2 Youth Officer

- 4.2 Executive Officers of the Club shall be as follows:

- 4.2.1 Chairperson
- 4.2.2 Vice Chairperson
- 4.2.3 Secretary
- 4.2.4 Treasurer

## 5. COMMITTEES

The Committees of the Club shall be as follows:

- 5.1 **Executive Committee**, comprising Chairperson, Vice-Chairperson, Captain, Vice-Captain, Secretary, Treasurer, Groundsman, plus four other Full members elected from and by, the Full members of the Club; one member from the Youth Committee and one member from the Competitions Committee. It shall meet at agreed intervals and not less than six times per year. The duties of the Executive Committee shall be:
- 5.1.1 To control the affairs of the Club on behalf of the members
  - 5.1.2 To keep accurate accounts of the finances of the Club through the Treasurer. These accounts should be made available for reasonable inspection by Members and should be audited every AGM. The Club shall maintain a bank current account, and the following Officers shall be

- authorised to sign Club cheques: Two from the Chairperson, Treasurer and Secretary
- 5.1.3 To appoint the Groundsman and Bar Steward
- 5.1.4 To co-opt additional members to the Committee as the Committee feels necessary
- 5.1.5 To make decisions on the basis of a simple majority vote. In the case of equal votes the Chairperson shall be entitled to an additional vote
- 5.1.6 Set up working parties to deal with special events as the need arises
- 5.1.7 Receive reports from sub-committees and working parties
- 5.1.8 Approve all activities to be held in the clubhouse.

*Note. Approval is given on condition that the nature of the activity does not change, if it does fresh approval must be sought.*

- 5.1.9 Nominate players for representative matches including County Teams, Marie Denny and Ellen Matthews trophies and League representative teams.
- 5.1.10 Deal with matters of discipline
- 5.1.11 Set up an appeals panel of two Executive Committee Members plus one from Chairperson, Vice-Chairperson and Secretary; when required.
- 5.1.12 Display the decisions of the Committee on the Club notice board

**5.2 Grounds committee**, comprising Groundsman, plus three other Executive Committee members. It shall meet as required to carry out its duties. The duties of the Grounds Committee shall be:

- 5.2.1 Make decisions on the care and maintenance of the green and its surrounds
- 5.2.2 Make decisions on rink order of play using advice from the Groundsman.
- 5.2.3 Report as necessary to the Executive Committee

**5.3 Bar and Social Committee**, comprising Treasurer, Bar Steward plus three other Executive Committee members. The duties of the Bar and Social Committee shall be:

- 5.3.1 Make decisions regarding the purchase and pricing policy of alcoholic and non-alcoholic beverages, maintaining bar stocks at an acceptable level.
- 5.3.2 Organise social activities - it may delegate other Members of the Club to help with such activities.
- 5.3.3 Publish a calendar of events - this may be posted on the Club notice board or sent to the home address of all Members of the Club
- 5.3.4 Report as necessary to the Executive Committee

**5.4 Selection Committee**, For friendly and League matches comprising Captain and Vice-Captain. For Trophy matches comprising Captain, Vice-Captain plus one other member elected at the AGM. The duties of the Selection Committee shall be:

- 5.4.1 Select teams for all competitive matches played by the Club
- 5.4.2 Give notice of team selections by displaying them in the outside notice board
- 5.4.3 Give opportunity to all playing Members of the Club to state their availability to play by displaying forthcoming match sheets on the Club notice board

**5.5 Youth Committee**, comprising Chairperson, Youth Officer and 2-3 Junior members. The duties of the Youth Committee shall be:

- 5.5.1 Make decisions regarding the work of the Club among children and young people
- 5.5.2 Ensure that the Youth Policy of the Club is carried out
- 5.5.3 Respond to any complaints from the Junior Members of the Club or any other young person involved in bowling on the bowling green
- 5.5.4 Organise coaching and competitions for the Junior Members of the Club and for outside organisations invited to make use of the bowling facilities
- 5.5.5 Produce minutes of all meetings and report as necessary to the Executive Committee.

- 5.6 Competitions Committee**, comprising 3- 4 members elected at the Annual General meeting. It shall meet as required. The duties of the Competitions Committee shall be:
- 5.6.1** Produce/modify the rules for all Club Competitions and publish them in the form of a Competitions Rules Book.
  - 5.6.2** Post entry forms for all competitions on the Club notice board, at least 21 days before the draw is made.
  - 5.6.3** Produce the draw for all Club Competitions, and publish them on the Club notice board.
  - 5.6.4** Give appropriate handicaps to all entrants to the Handicap Singles Competition.
  - 5.6.5** Report as necessary to the Executive Committee.

## **6. ELECTION OF OFFICERS**

- 6.1** All officers shall be elected at the Annual General Meeting of the club, from and by, the Members of the Club, the Executive Committee to have the power of co-option to fill any vacancy occurring during the year.
- 6.2** All officers are elected for one year, but may be re-elected to the same office or another office the following year.

## **7. GENERAL MEETINGS**

- 7.1** The Annual General Meeting of the Club shall be held no later than the end of November each year. Twenty one days clear written notice shall be given to members of the AGM by circulating a copy of the notice to every Member at their home address and posting the notice on the Club notice board.  
Members must advise the Secretary in writing of any business to be moved at the AGM at least fourteen days before a meeting. The Secretary shall circulate or give notice of the agenda for the meeting not less than seven days before the meeting.
- 7.2** The business of the AGM shall be to:
  - 7.2.1** Confirm the minutes of the previous AGM and any General Meetings held since the last AGM
  - 7.2.2** Receive audited accounts for the year from the Treasurer
  - 7.2.3** Receive the annual report of the Committee from the Secretary to include reports from:
    - 7.2.3.1 Grounds Committee
    - 7.2.3.2 Bar & Social Committee
    - 7.2.3.3 Youth Committee
    - 7.2.3.4 Competitions Committee
    - 7.2.3.5 Club Captain
  - 7.2.4** Elect an Auditor
  - 7.2.5** Elect officers of the Club and Committee Members, including Club Captain, Vice-Captain.
  - 7.2.6** Review and fix the Club subscription rates for the coming year
  - 7.2.7** Transact such business received in writing by the Secretary from members seven days prior to the meeting and included on the agenda

*Note. The agenda could provide for "Any Other Business" but members should be encouraged to refer other items to the Executive Committee and give the required notice for important AGM business*

- 7.2.8** Special meetings may be convened by the Executive Committee or on receipt by the Secretary of a

- request in writing, and stating the object of the request, from not less than ten Full members of the Club
- 7.2.9** Nominations of candidates for election of Officers shall be made in writing or on suitably published notices to the Secretary at least fourteen days in advance of the AGM. Nominations can only be made by Full Members and must be seconded by another Full Member
- 7.2.10** At all General Meetings the chair shall be taken by the Chairperson or, in his/her absence, by a deputy appointed by the Club or by Full Members attending the meeting.
- 7.2.11** 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 an additional casting vote.
- 7.2.12** A quorum for a General Meeting shall be twenty Full Members and six Officers of the Club including two from the Chairperson, Secretary and Treasurer.
- 7.2.13** Each Full Member of the Club shall be entitled to one vote at General Meetings

## **8 ALTERATIONS TO THE CONSTITUTION**

- 8.1** Any proposed alterations to the Club Constitution may only be considered at an AGM or Special General Meeting, convened with the required written notice of the proposal. Any alteration or amendment must be proposed by a Full Member of the Club and seconded by another Full Member. Such alterations shall be passed if supported by not less than two-thirds of those Full Members present at the meeting, assuming that a quorum has been achieved.

## **9. DISSOLUTION**

- 9.1** If at any General Meeting of the Club, a resolution calling for the dissolution of the Club is made, 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
- 9.2** If at that Special General Meeting the resolution is carried by at least two-thirds of the Full Members present at the meeting, the Executive Committee shall thereupon, or at a date as shall have been specified in the resolution, proceed to realise the assets of the Club.
- 9.3** After discharging all debts and liabilities of the Club, the remaining assets will be applied for approved sporting or charitable purposes or transferred with the building(s) to the Jiggins Hall Memorial Village Hall and Playing field, Charity number 287532 from whom the land is leased

## **10. BAR AND INTOXICATING LIQUOR**

Under control of the Bar and Social Committee the following rules concerning the supply and security of intoxicating liquor will apply:

- 10.1** Intoxicants may only be supplied to members and their bona-fide guests, or to visiting players and their bona-fide guests.
- 10.2** There shall be no sale of intoxicants to persons under the age of 18
- 10.3** The permitted hours for the supply of intoxicants shall be:  
 Weekdays 11.00am to 11.00pm  
 Sundays, Christmas Day & Good Friday 12.00 noon to 10.30pm

## 11. GENERAL RULES

- 11.1** The Club is a non-profit making organisation. Any surplus income or gains to be reinvested in the Club. The Club does not permit any distribution of club assets, in cash or in kind to members or third parties. The Club may make donations to charities or to other clubs that are registered as Community Amateur Sports Clubs.
- 11.2** No dogs shall be permitted on the Bowling Green, any dog brought to the Club must remain on a lead.
- 11.3** Smooth-soled heel-less shoes must be worn by players on the Bowling Green
- 11.4** Bowls, or other playing materials or equipment, which are the property of an individual member, shall not be used by other persons without the express permission of that member.

*Note. The Club shall not be held responsible for any property left at the Club by individual members.*

- 11.5** Members must not bring the name of the Club into disrepute by their actions, deeds or words on or off the bowling green
- 11.6** Members must abide by any safety regulation imposed by the Club or its Safety Officer or a Safety Consultant
- 11.7** Members should treat all other Members, players and visitors to the Club with respect, and play their matches in the spirit of the game of bowls
- 11.8** Officers of the club (including members of the Executive Committee) must not abuse their position of trust.

## 12. DISCIPLINARY PROCEDURES

Members of the Club shall be deemed to have subscribed to this Constitution and to be bound thereby. In the event of the Executive Committee receiving a complaint regarding the behaviour of a Member, or if a Member is found to have broken club rules then:

- 12.1** The Executive Committee shall carry out a full and proper investigation into the matter of concern
- 12.2** If the Committee feels that the case is proven they may:
- 12.2.1** Give the Member concerned an official warning as to their future conduct
  - 12.2.2** Bar the Member concerned from holding office for a period of not less than three years nor more than six years from the date of the decision
  - 12.2.3** Terminate the membership of the Member concerned
- 12.3** All members have Statutory Rights of Appeal against disciplinary actions imposed by the Club Executive Committee