

Crowborough Wolfe Bowling Club
Constitution Rules and By-Laws

April 2017

1. Title

1.1 The Club shall be known as 'Crowborough Wolfe Bowling Club' and hereinafter referred to as 'The Club'.

2. Aims and Objectives

2.1 To foster and promote the sport of flat green bowls in the town of Crowborough at all levels, providing opportunities for recreation and competition.

2.2 The Club shall be an associate member of Bowls England and affiliated to Sussex County Bowling Men's and Women's sections, and any other Association approved by the Club Committee.

3. Membership

3.1 Membership of the Club shall be open to men and women who complete a membership application form and pay the relevant subscription/joining fee.

3.2 Membership fees will be paid on an annual basis from 1st April to 31st March, payable by the end of March prior to commencement of the playing season.

3.3 From time to time, agreed by the committee, there may be a restriction on the total number of members. In the event of the Club having a full membership new applications shall be recorded by the Membership Secretary on a waiting list. 3.4 All members shall be bound by the Rules of the Club, Appendix A

3.5 There shall be four classes of membership available, these are:

- Full member
- Social member
- Junior member (up to the age of 18 years, or still in full-time education)
- Honorary Life member

3.6 Only Full, Junior and Honorary Life members shall have playing and voting rights.

3.7 A Social member shall:

- have no voting rights at any Club Meeting.
- be able to play on the Green on no more than three occasions in any one season subject to rink space being available, and the payment of a Green Fee set by the Club Committee, for each session played.
- be invited to play in any Club match, providing no Full Playing Member is available. In this situation they will only pay the normal match fee.

3.8 Visitors to the Club will comply with the following criteria:

- Visitors who are a member of a Club affiliated to Bowls England shall be considered a Temporary member for the duration of their stay
- Playing visitors who are from a Club which is not affiliated to Bowls England need to sign the visitors book.

- A non playing visitor whether from a Bowls England affiliated club, or not must sign the visitors book.

4. Officers

4.1 All elected members of the Club Committee must be a Full or Honorary Life members.

4.2 The following are elected Officers of the Club: Chairperson; Secretary; Treasurer; Match Secretary; Competitions Secretary; Membership Secretary; Club Captain; Ladies' Captain; Vice-Captains.

4.3 The elected Officers, as described in 4.2 above, will appoint Full or Honorary members to the following positions: the Greens Manager, the Health and Safety Officer, the Safeguarding Officer, the Bar Manager, the Sussex County Bowls Men's Section and League delegates. They will become ex officio members of the Club Committee with full voting rights.

4.4 The Club Committee have the power to appoint a full playing member to fill any vacancy for a period up to the Annual General Meeting.

4.5 No elected Officer shall hold more than two Offices at any one time.

4.6 All Officers shall be elected at the Annual General Meeting of the Club, from, and by, the Members, to serve for one year, for the period from 1st November to 31st October.

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

4.8 The Club Committee shall have the power to:

- amend the rules of the Club.
- deal with any breaches of the rules and disciplinary issues in accordance with the procedures defined by Bowls England.

4.9 Ladies' section - Officers and Committee shall be as follows:

4.9.1 Officers shall consist of Captain (who shall also act as Chairperson), Vice-Captain and Secretary all of whom shall be Female Full Playing Members.

4.9.2 The Ladies' Captain will be a Club Committee position. In the event that the Ladies' Captain can not attend a Club Committee meeting another member of the Ladies Committee will be nominated to attend.

4.9.3 The Committee to consist of the foregoing Officers, plus three other Female Full Playing Members.

4.9.4 The elected members of the Ladies Committee shall appoint a delegate to the Sussex County Bowls Women's Section who will become an ex officio member of the Ladies Committee.

4.9.5 In the event of a tie in voting, the Chairperson shall have a second and casting vote.

4.9.6 The Ladies Committee shall ensure that the Ladies' section conforms with the Rules of the S.C.B Women's Section, and refers all matters of the Section Administration to the Club Committee.

4.10 Clause 4.10 All Officers of the Club must satisfy the following regulations as defined in the current Insurance Contract, these being that none of the Officers have incurred any of the conditions identified below. If any Officer has incurred or incurs any of these conditions they should contact Sutton

Winson Ltd immediately to establish a course of action to comply with the insurance cover.

- Been convicted of or charged (but not yet tried) with a criminal offence other than (road traffic) motor offences.
- Received an official caution for a criminal offence within the last three years other than (road traffic) motoring offences.
- Been declared bankrupt and/or have been subject to any winding up order, insolvent liquidation or administration or have made and composition or arrangement with creditors.
- Been a director of Partner of a company which has gone into insolvency, liquidation, receivership or administration.
- Ever been prosecuted for failure to comply with any Health and Safety or Welfare or Environmental Protection legislation.
- The subject of recovery action by HM Revenue and Customs.
- The subject of a County Court or High Court Judgement made against you.

In respect of the business which is the subject of the Insurance Contract, or any other business which the Officers of the Club have been involved with, no insurer ever:

- Declined, cancelled or refused and proposal of insurance. • Cancelled or declined to renew and insurance
- Imposed special terms of conditions.

4.11 All serving members of the committee are indemnified in the event of there being any legal action taken against them as individuals as a result of decisions taken at committee level.

5. Administration and Management

5.1 The administration of the Club shall be controlled by the Club Committee, including the power to enter into contracts for the proper and efficient management of the Club and premises. The Club Committee shall meet at agreed intervals and not less than four times per year.

5.1.1 The duties of the Club Committee shall be to:

- control the affairs of the Club, on behalf of the Members.
- maintain the necessary financial controls and a bank account, with three signatures of which any two officers can authorise payment.
- ensure that the financial accounts are audited prior to the Annual General Meeting.
- appoint, as necessary, Sub-Committees to fulfil the Club's business.
- determine prior to the Annual General Meeting the annual subscription fee and other charges.
- define, amend and decide the interpretation of the Rules of the Club (Appendix A).
- nominate any Full member to the position of Honorary Life member in recognition of outstanding services to the Club.

- The Green's Manager will, through consultation with the Club Committee, be given a budget to cover the costs of such items as fertilisers, grass feeds, maintenance of equipment etc.
- 5.2 The Treasurer shall keep accurate financial accounts, for the financial year, running from 1st October to 30th September.
- 5.3 The Bar Manager will provide the Treasurer with the appropriate information to maintain the Bar financial account.
- 5.4 Budgets will be prepared and managed by each elected Officer for the financial year beginning 1st October where appropriate.

6. Conduct of the Club Committee Meeting

- 6.1 Ensure that 51% of the elected and appointed Officers must be present at a Club Committee meeting to form a quorum for the transaction of the business of the Club.
- 6.2 In the absence of the Chairman, those present shall elect a Chairman for the Club Committee meeting.
- 6.3 Make decisions on the basis of a simple majority vote with all Officers, including the Chairman having the right to vote. In the case of equal votes being cast, the Chairman shall be entitled to a second and casting vote.

7. Election of Club Committee and Ladies Section Officers and Committee Members

- 7.1 In the position of Club Captain and Ladies' Captain, ideally no member shall hold this office for more than three consecutive years. In addition, there must be a gap of at least two years, before that same member may be nominated for a further term. The exception to these conditions are, that if there are no nominations for the position of Club Captain, the present incumbent, who has served three years continuous service, will be allowed to serve a further year providing he/she wants to do so and that there are no objections from the Committee.
- 7.2 Nominations to be entered on the list displayed in the Bowls Pavilion, and seconded, this list shall be displayed six weeks before the AGM and shall close fourteen days prior to the Club/Ladies Annual General Meeting. No member shall be nominated whose consent to serve has not been obtained.
- 7.3 At the Annual General Meeting, Officers shall be elected by either a group vote or on an individual paper ballot where more than one person is standing for a position.
- 7.4 Matters affecting the Ladies' Section:
- Officers and Committee shall be elected by ballot at the Ladies Annual General Meeting, to be held at least seven, and no more than twenty-one days before the Club Annual General Meeting.
 - only Lady Full Playing Members and Lady Honorary Life Members May vote at this meeting.

8. Annual and Extraordinary General Meetings

8.1 The Annual General Meeting of the Club shall be held in October. Any other general meetings shall be called an Extraordinary General Meeting.

8.2 Notice and agenda for the meeting shall be given in writing to all members at least seven days before the date thereof in the case of an the Annual General Meeting and fourteen days in the case of an Extraordinary General Meeting and no other business shall be transacted at that meeting.

8.3 Full and Honorary Life members only, may vote on any motion or proposition on the Agenda.

8.4 A quorum for an Annual General Meeting will comprise 30% of the full playing membership and 40% of the full playing membership for an Extraordinary General Meeting at the time of the meeting.

8.5 In the event that a quorum is not present the meeting shall be reconvened at a time and place to be determined by those present and at the reconvened meeting those present shall constitute a quorum.

8.6 An Extraordinary General Meeting may be convened, between the months of May and February, by the Club Committee or on receipt by the Secretary of a request in writing from not less than ten Full Members of the Club. The secretary shall call the meeting within 28 days of receipt of the written request.

8.7 At all General Meetings, the Chair will be taken by the Chairperson or, in their absence, by a deputy elected by the Members attending the meeting.

8.8 Decisions made at a General Meeting shall be by a 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.

8.9 Each Full Member shall be entitled to one vote at General Meetings.

8.10 The business of the Annual General Meeting shall be to:

- confirm the minutes of the previous Annual General Meeting and any Extraordinary General Meetings held since the last Annual General Meeting.
- deal with any matters arising from these minutes.
- receive the examined accounts for the year from the Treasurer.
- accept/reject the financial accounts
- receive the annual reports from the Officers of the Club Committee.
- discuss any business arising from the Officers reports.
- discuss and vote on any motions and propositions on the Agenda.
- discuss any items raised by the membership at the meeting, which is not on the Agenda. If appropriate, vote on these items in order to give the Club committee a consensus of the feelings of the membership. The Club Committee will then discuss and action these matters at the next Committee meeting.
- elect the President of the Club.
- elect the Officers of the Club for the forthcoming year.
- elect the Saturday, Sunday and Wednesday captains, who will substitute for the Club Captain when he/she is not available.
- elect an accounts examiner.

9. Alterations to the Constitution

9.1 Any proposed alterations to the Club's Constitution may only be considered at an Annual General Meeting or Extraordinary General Meeting convened with the required written notice of the proposal.

9.2 Any alteration or amendment must be duly proposed and seconded.

9.3 Such alterations shall be passed if supported by not less than two-thirds of those Members present, excluding abstentions, at the meeting and entitled to vote, assuming that a quorum has been achieved.

10. Property and Assets

10.1 All property and assets of the Club shall be vested in the Officers of the Club as trustees thereof.

10.2 It is deemed to be a term of every contract entered into that the funds of the Club alone are liable for any debt, obligations or engagements incurred or entered into, and that no Officer or member of the Club is to be under any personal liability in respect thereof.

10.3 Any contracts entered into must be signed by two members of the Club Committee, one of whom must be the Treasurer.

10.4 The Club does not accept liability for any loss, or damage to personal property of persons using the Club premises.

10.5 No member may commit the Club in any expense, without prior approval of the Club Committee.

10.6 No member may take away from the Club premises any article belonging to or held by the Club, except on the authority of the Club Committee.

10.7 Members will be required to reimburse the Club for any damage caused by them to the Club's premises or articles belonging to the Club.

10.8 Competition finalists will hold Club trophies for one year and will be responsible for their safe keeping and return. In the event of a loss the holder will be required to reimburse the Club for the current value of a replacement trophy including the cost of engraving.

11. Indemnity Clauses

11.1 Each member of the Club shall 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 therefrom, or incurred in good faith in the purported discharge in such duties.

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

12. Dissolution

12.1 If, at any General Meeting of the Club, a resolution be passed, calling for the dissolution of the Club, the Secretary shall immediately convene an Extraordinary General Meeting of the Club, to be held not less than one month thereafter, to discuss and vote on the resolution.

12.2 If at that Extraordinary General Meeting, the resolution is carried by at least two-thirds of the Full Playing Members present at the meeting, the Club 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.

12.3 After discharging all debts and liabilities of the Club, the remaining funds shall not be paid or distributed amongst the Full Playing Members of the Club, but shall be given or transferred to some other voluntary organisation, within the Wealden District Council boundary, having objectives similar to those of the Club, or not more than six registered Charities as approved at the Extraordinary General Meeting.

13. Discipline and Appeals

13.1 All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the Club's Child Protection Policy and procedures, as defined by Bowls England. The Safe Guarding Officer is the lead contact for all members in the event of any child protection concerns.

13.2 All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary and will comply with the clauses defined in Bowls England's Disciplinary Rules and Regulations, dated November 2013.

13.3 The Management Committee will meet to hear complaints within fourteen days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

13.4 The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within seven days of the hearing.

13.5 There will be the right of appeal to the Club Committee following disciplinary action being announced, following the procedures as defined by Bowls England. The committee should consider the appeal within fourteen days of the Secretary receiving the appeal.

14. Lease between Crowborough Town Council and the Club

14.1 The club will abide by the covenants of the lease between the Club and Crowborough Town Council.

15. Health and Safety

15.1 Any and all accidents and incidents causing injury that occur on the property of the Club must be reported in the Accident Book located next to the First Aid Box.

15.2 The Club Committee will appoint a Safe Guarding officer to be responsible for child protection. The Club will follow the guidance provided by Sussex County Bowls and Bowls England.

15.3 The Club will appoint a Health and Safety officer to ensure that the Health and Safety, Welfare and Environmental risks are evaluated and corrective actions implemented. The Club will comply with the Health and Safety, Welfare

and Environmental Protection guidelines and regulations defined by Bowls England.

15.4 The Club will maintain ramps for access to the Club Pavilion, the green and surrounding area and the disabled toilet.

15.5 The Club will abide by the regulations governing the preparation and supply of food and drink on its premises.

16. Licensing

16.1 The secretary shall seek advice from the Licensing Authority regarding any proposal to alter the constitution which may affect the club licence.

16.2 The Honorary Secretary shall as prescribed by the requirements of the Licensing Act current at the time provide written notice of the change to the Clerk to the Justices for Wealden District Council.

16.3 The purchase for the Club and the supply by the Club of intoxicating liquor shall be at the absolute discretion of the Bar Sub-Committee appointed by the Club Committee.

16.4 Only members approved by the Club Committee may serve drinks from the bar. Alcoholic drinks will only be served to persons over the age of 21 years.

Note:

This document replaces the version dated April 2015. Clause 7.1 has been replaced.