

**WESTERHAM
BOWLING CLUB**

**CONSTITUTION
AND RULES**

WESTERHAM BOWLING CLUB - CONSTITUTION & RULES

1. **NAME**

The Club shall be known as the Westerham Bowling Club.

2. **PURPOSE**

The purposes of the Club are to promote the amateur sport of Bowls in the area of Westerham, Kent and community participation in the same.

3. **OBJECTS**

To promote and further the playing of the game of bowls in accordance with the laws of the sport of Bowls and Rules of the World Bowls Board and World Indoor Bowls Council and to promote social activities amongst its members and the members of other clubs with similar objectives.

4. **AFFILIATIONS**

The Club shall be affiliated to the English Bowling Association and Kent County Bowling Association for the Men's Section, and the English Women's Bowling Association and Kent County Women's Bowling Association for the Ladies Section and any other recognised bodies, membership of which is considered by the General Committee to be of benefit to the club.

5. **MEMBERSHIP**

- (a) Membership of the Club, shall be open to any one interested in the sport of Bowls 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) The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will keep the joining fee and subscriptions at levels that will not pose a significant obstacle to people participating.
- (c) Persons who have attained 18 years of age may be elected Social Members, but shall not be entitled to nominate or vote at an Extra-Ordinary or Annual General Meeting.
- (d) The full name and address of an applicant shall be prominently displayed on the Club Noticeboard in the Clubhouse for a period of not less than seven days. Any objection to a nomination from a member shall be delivered in writing to the Hon. Club Secretary during that time.

At the expiry of the seven-day period, the Club General Committee shall invite an applicant for playing membership, to present themselves at an introductory meeting with two or more members of the Club General Committee one of whom shall be the Club Chairman or a Captain, prior to formal consideration of an Application. The Club General Committee may refuse membership, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. All applicants shall be notified of the Club General Committee's decision in writing.

A copy of this Constitution and Rules is to be given to all new members on joining.

- (e) Any member without previous bowling experience shall attend a course of instruction, approved by the Club Coaches. On successful completion of the course, all such members will be expected to make themselves available for selection in club matches on a minimum of eight occasions in a calendar year. Failure to meet this number will be taken into consideration when selecting players for league teams in the following season.
- (f) Honorary Life Membership may be conferred on any person recommended by the Club General Committee and subsequently elected as such by the members of an Annual General Meeting.
- (g) The Club General Committee shall have the power to reprimand, suspend or expel any member from the Club in respect of whom a signed complaint has been received regarding their conduct or character likely to bring the Club or sport into disrepute, or persistent breach of the Club Rules. This action shall not be taken before any such member has been invited to appear before the Club General Committee to answer such complaint and fails to give assurances as to their future conduct.

Appeal against refusal or removal may be made to members.

6. **SUBSCRIPTIONS**

- (a) The Annual subscription shall be such sum or sums determined at an Annual General Meeting, subject to Rule 5(b) and be payable by the 31st May each year, or in the case of a new member, on election.
- (b) A joining fee which shall be determined by an Annual General Meeting, subject to Rule 5(b), shall be payable by all new members on election.
- (c) Playing members in full time education and under 21 years of age, shall pay an annual subscription subject to Rule 5(b), the amount of which, to be decided by the Club General Committee, shall always be less than the Annual subscription.

- (d) Any member whose subscription is outstanding on the 1st June in the year to which it applies, shall be deemed to have resigned unless there are exceptional mitigating circumstances..
- (e) New members joining after 1st July shall pay only one half of the annual subscription, but the whole of the joining fee.

7. **OFFICERS & CLUB GENERAL COMMITTEE**

The Officers of the Club shall be:-

- (a) **President** - who will be elected at the A.G.M. A non-executive post.
- (b) **Officers** - Chairman. } All of these posts can
 Hon. Club Secretary } be held by members
 Hon. Treasurer } of any gender.
 Competition Secretary }

 Men's Captain }
 Men's Vice Captain } Male members only
 Men's Match Secretary }

 Ladies Captain }
 Ladies Vice Captain } Female members only
 Ladies Match Secretary }

**N.B. If the Hon. Club Secretary is Male, then there would also be a Ladies Secretary:
 If the Hon. Club Secretary is Female, then there would also be a Men's Secretary:**

- (c) **Club General Committee:-** Which shall be responsible for the overall management of the Club.

This will consist of all the above Officers, and two Lay Members who shall be elected at the A.G.M. and may be any gender.

The Club General Committee shall hold at least six meetings during a calendar year.

The Club General Committee shall have the power to fill a vacancy in any office during the year by appointing a member of the club, who shall hold such office until the next A.G.M.

The Club General Committee will form any Club Sub-Committees that it considers necessary or desirable from amongst its members and shall have the power to co-opt such other members of the club as it deems appropriate to serve on Club Sub-Committees.

Five members of the Club General Committee will form a quorum at Committee Meetings.

The Chairman shall take the Chair at all Club General Committee Meetings. If the Chairman is not present, the meeting shall elect one of its number present to take the Chair.

In the event of a tie in voting, the Chairman shall have the casting vote.

8. **TEAM SELECTION**

Team selection shall be carried out by at least two officers of the Club who will normally be the Captain and Vice Captain.

9. **GENERAL MEETING**

- (a) A General Meeting shall be held not later than the 31st December every calendar year at such time and place as may be determined by the General Committee and at least 14 days notice of such a meeting shall be given to all members in writing.
- (b) The above mentioned General Meeting shall be called the Annual General Meeting, all other General Meetings shall be called Extra-Ordinary.
- (c) An Extra-Ordinary General Meeting may be called by:-
 - i) The Club General Committee.
 - ii) Not less than 20 playing members of the Club giving notice in writing to the Club General Committee. The signatories will be expected to attend the called meeting or submit an apology of absence.

No business may be discussed at an Extra-Ordinary General Meeting other than that which is shown on the Agenda.

- d) No business shall be transacted at the General Meeting or Extra Ordinary Meeting unless a quorum of twenty (20) playing members is present at the time when the Meeting proceeds to business.
- (e) 14 days notice in writing shall be given to all members in the case of an Extra-Ordinary Meeting.
- (f) The Chairman of the Club shall preside at every General Meeting. If at any meeting the Chairman is not present, the Officers shall elect one of their number present to take the Chair at that meeting.

- (g) A secret ballot shall automatically be taken where there are two or more nominees for election to the same post. Only the name of the successful nominee(s) will be declared. In the case of a tied vote, a revote ballot shall be taken until resolution.
- (h) Election of Officers and Committee Members,
All Officers and Committee Members will be elected at the A.G.M.

All Club Members may nominate and vote for:-

Chairman, Hon. Club Secretary, Hon. Treasurer, Competition Secretary, Lay Committee Members, (These posts are open to members of any gender).

Male members may nominate and vote for:-

Men's Captain, Men's Vice Captain, Men's Match Secretary.

Female members may nominate and vote for:-

Ladies Captain, Ladies Vice Captain, Ladies Match Secretary.

10. **ALTERATION OF CONSTITUTION AND RULES**

No Alteration shall be made to the Constitution and Rules except at an Annual General Meeting, or at an Extra-Ordinary General Meeting convened for the purpose, by a two thirds majority of the members present and voting at the meeting. Any proposal for amendment or addition to the Constitution or Rules, or any other resolution, must be given in writing to the Secretary by the 31st October in any year.

11. **REGULATIONS**

The General Committee shall from time to time make, repeal and amend all such regulations as it shall think expedient for the internal management and well-being of the Club. All such amended regulations shall be binding on the members until ratified or repealed by the Club General Committee or set aside by resolution of the General or Extra-Ordinary Meeting of the Club.

12. **ACCOUNTS**

The Club's Bankers shall be as agreed by the Club General Committee. Once at least in every year the Club General Committee shall bring before the Club in General Meeting an income and expenditure account for the period since the last preceding account, made up to the 31st October with a balance sheet made up to the same date. Every Balance Sheet shall be accompanied by a Report from the Club General Committee and a report from the auditors, copies being available to all members present at the meeting.

All cheques and withdrawals, will normally be signed by the Treasurer and one other member authorised by the Club General Committee to sign cheques and withdrawals.

13. **AUDITORS**

- (a) Once every year the accounts of the Club shall be examined and the correctness of the income and expenditure account and balance sheet ascertained and certified by auditors.
- (b) The auditors shall be appointed by the Annual General Meeting.

14. **INTOXICATING LIQUORS**

The bar shall be managed by the Club Bar Sub-Committee as laid down in Rule 7.

The bar shall be permitted to serve alcoholic drinks to:-

- (a) Members and their guests over 18 years of age.
- (b) Players and their guests over 18 years of age of all teams visiting the Westerham Bowls Club at the Club's invitation.

All other Visitors must be signed in by their sponsor in the Visitors Book.

Bar Opening Hours - Any time agreed by the Club General Committee subject to the permitted hours of the Licensing Authority currently in force.

15. **PROPERTY AND FUNDS**

- (i) The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules and all surplus income or profits are reinvested in the Club
- (ii) 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 benefits of CASCs (which means Community Amateur Sports Clubs).
- (iii) The Club may also, in connection with the sports purposes of the Club:
 - (a) sell and supply food, drink and related sports clothing and equipment.
 - (b) employ members (though not for playing) and remunerate them for providing goods and services on fair terms set by the Club General Committee without the person concerned being present.
 - (c) pay for reasonable hospitality for visiting teams and guests.
 - (d) indemnify the Club General 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).
- (iv) The Club General Committee will have due regard to the law in disability, discrimination and child protection.

16.

TRUSTEES

The property of the Club shall be vested in three Trustees who shall be appointed by the Annual General Meeting and the property of the Club shall be vested in them to be dealt with by them as the Club General Committee may from time to time direct by resolution (of which an entry in the Minute Book shall be conclusive evidence). The Trustees shall be indemnified against risk and expense out of Club assets. The Trustees shall hold office until death or resignation or until removed from office by the Club General Committee or at an Annual General Meeting. Where by reason of such death, resignation or removal it is necessary that a new Trustee or Trustees be appointed, the Club General Committee shall nominate the person or persons to be appointed as the new Trustee or Trustees until the next Annual General Meeting. For the purpose of giving effect to such nomination the Hon. Secretary is now nominated as the person to appoint new Trustees of the Club within the meaning of the Trustees Act 1926 Section 36 and he shall by deed appoint the person or persons so nominated.

17.

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 Club General Committee will then be responsible for the orderly winding up of the Club's affairs.
- (c) In the event of the dissolution of the Club, the pavilion, as property of Westerham Bowling Club, is to be removed and disposed of.

The vacant plot to be returned to its original condition, in accordance with Westerham Parish Council's Agreement.
- (d) After settling all liabilities of the Club, the Club General Committee shall dispose of the remaining 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 sports governing body.

18.

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.

Any matter not provided for in the above, will be dealt with by the Club General Committee, whose decision shall be final.

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