

## HIGHAM FERRERS TOWN BOWLS CLUB 2023

### **Constitution and Rules**

#### **1. Name:**

1.1 The club will be known as “**Higham Ferrers Town Bowls Club**” and shall be affiliated to Bowls England and Bowls Northamptonshire.

#### **2. Purpose:**

2.1 The purpose of the Club is to provide and maintain the bowls green and clubhouse at the recreation ground off Wharf Road, Higham Ferrers, offering bowling, social and refreshment facilities for its members .

#### **3. Club Management:**

3.1 The business of the club shall be conducted by the General Management Committee consisting of the Club President (Chairperson), Vice President, Honorary Secretary, Honorary Treasurer, Ladies Captain, Mixed Captain, Fixture Secretary, ‘Green’ Representative, Competition Representative, Bar Representative, Social Representative, a Safe-guarding Officer and 3 elected general members. A Membership Secretary needs to be created as a new Committee Member who will be in charge of new members and re-joining members.

3.2 All the above positions to be proposed and seconded by a full club member on a nomination sheet displayed in the club from 1<sup>st</sup> August until 30<sup>th</sup> September each year and then further written nominations up to 2 weeks prior to the AGM. The nominee must indicate his/her willingness to stand for election. A members’ ballot will be held in the event of oversubscribed positions. Any position not nominated will be open at the Annual General Meeting.

3.3 The General Management Committee shall meet at agreed intervals and not less than 4 times a year.

3.4 A quorum for the General Management Committee meetings shall be 5 members.

3.5 A Committee member, the Honorary Treasurer and a club member shall be responsible for the purchases for the club and the supply of intoxicating liquor.

3.6 The duties of the General Management Committee shall be:-

3.6.1 To control the affairs of the club on behalf of the members.

3.6.2 To keep accurate accounts of the finances of the club through the Honorary Treasurer. These should be available for reasonable inspection by members and should be examined by the appointed accounts examiner before every Annual General Meeting.

The club shall maintain a bank current account. Any cheques drawn against club funds should be signed by the Honorary Treasurer and the Honorary Secretary.

3.6.3 To co-opt additional members of the General Management committee as the General Management Committee feels necessary.

3.6.4 To make decisions on the basis of a simple majority vote. In the case of equal votes, the Chairperson shall be entitled to a second and casting vote.

3.6.5 To appoint Sub-Committees as necessary to fulfil the club’s business.

3.6.6 If a Committee member fails to attend 3 consecutive meetings, without reasonable cause, they will be asked to resign from the Committee.

#### **4. Candidate for Membership:**

4.1 Classes of Membership will be:-

- Full Member
- Junior Member (under 18 as at 1<sup>st</sup> April)
- Social Member

4.2 Membership shall be open to any person, regardless of race, age, sexual orientation, religious belief or ability, who completes a Membership Application form and pays the relevant subscription/joining fee as determined by the club.

4.3 A new member shall be required to complete a Membership Application Form including full name, address, telephone number and e-mail address for club purposes only and shall be eligible to be a member of the club on payment of the membership fee.

4.4 The General Management Committee may only refuse membership for good and sufficient cause, such as reason to believe that the applicant may be a disruptive influence or prejudice the good conduct of the club.

4.6 Juniors of any age can apply for membership subject to rule 4.2 being complied with and having completed a parental consent form for them to play. Juniors will be defined as age under 18 as at 1<sup>st</sup> April.

4.7 Protection of children and vulnerable adults.

The club recognises and acknowledges their responsibilities to establish policies which promote and encourage the highest possible standards of care towards children and vulnerable adults.

We believe everyone has a duty of care towards children and vulnerable adults with whom they have contact and to safeguard and protect them from abuse.

4.8 We adopt and follow all policies and guidelines approved by Bowls England and UK Anti-Doping. We follow all procedures set out in Bowls England Regulation 9, 9A and 9B. We will abide with all sanctions, recommendations and/or decisions from the Case Management Panel and National Disciplinary Panel.

#### **5. Subscriptions:**

5.1 Every member shall pay an annual subscription (exemption – existing Life members)

5.2 The General Management Committee shall prescribe the amount payable, prior to the AGM.

5.3 Subscriptions shall be due on the first Friday in March each year.

5.4 If any member shall fail to pay the required subscription within 28 days after it is due, the Honorary Secretary will contact the person in writing/e-mail, as shown in the club records, calling upon the member to pay the subscription within seven days.

5.5 If the subscription remains unpaid, the General Management Committee will be entitled to terminate the membership without delay.

#### **6. Guests:**

6.1 Any member shall be entitled to introduce guests to the clubhouse providing that no person whose membership has been declined, or has been expelled from the club, shall be introduced as a guest.

6.2 No guests shall be permitted to purchase intoxicating liquor in the clubhouse other than the visiting members of a club similar to our own who are present at the club's invitation to take part in an organised bowling or social event.

6.3 Members and guests are solely responsible for the good conduct of their children.

**7. Club Opening Hours:**

7.1 The permitted hours for the supply of intoxicating liquor shall be in accordance with the current licensing regulations.

**8. Complaints:**

8.1 All complaints must be made in writing to the Honorary Secretary who has the delegated power to resolve the issue if possible (subject to section 9 below). Should the Honorary Secretary consider the nature and seriousness of the complaint requires the General Management Committee's attention, the Chairperson will be informed and the matter submitted to the General Management Committee.

8.2 In the event of a complaint regarding the behaviour of members, it shall be the duty of the General Management Committee to investigate.

**9. Expulsion from the Club:**

9.1 The General Management committee will have the power to expel any member who shall offend against the rules of the Club, or whose conduct shall, in the opinion of the General Management Committee, render him/her unfit for membership of the Club.

9.2 Before any member is expelled, the Honorary Secretary will give the member seven days written notice to attend a meeting of the General Management Committee and will provide full details of the complaint made against the member.

9.3 No member will be expelled without first having an opportunity of appearing before the General Management Committee and answering the complaint made.

9.4 No member shall be expelled unless at least two thirds of the General Management Committee, then present, vote in favour of his/her expulsion.

**10. Annual General Meeting:**

10.1 The Annual General Meeting will be held at 12 noon on the third Sunday in February in the Clubhouse each year.

10.2 14 days written notice shall be given to members of the Annual General Meeting either by e-mail or text to every member. Members must advise the Honorary Secretary, in writing, of any business to be considered at the Annual General Meeting no later than 2 weeks prior to the meeting. Such requests to be proposed and seconded.

10.3 The business of the Annual General Meeting shall be to:-

10.3.1 Confirm the Minutes of the previous Annual General Meeting.

10.3.2 Receive the examined accounts for the year from the Honorary Treasurer.

10.3.3 Elect an accounts examiner.

10.3.4 Receive information and updates from the General Management Committee including the Club President's Address and the Fixture Secretary's Report.

10.3.5 Elect (or re-elect) all the officers and committee members of the Club each year.

10.3.6 Transact such other business received by the Honorary Secretary from members in accordance with Clause 10.2 and included on the Agenda.

- 10.4 Special General Meetings may be convened by the General Management Committee, or on receipt by the Honorary Secretary of a request in writing of not less than 10 members of the Club stating fully the reason for such a meeting. At least 21 days' notice of the meeting shall be given.
- 10.5 At all General Meetings, the chair will be taken by the President/Chairperson or, in their absence, by a deputy appointed by the members attending the meeting.
- 10.6 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 President/Chairperson shall be entitled to a second and additional casting vote.
- 10.7 A quorum for a General Meeting shall be 25% of the membership of the Club.
- 10.8 Each member shall be entitled to one vote at General Meetings.
- 11.0 Life Membership will stand but no further appointment to this status will be available.**

**12. Social Members:**

- 12.1 Social members are non-playing members who have paid a nominal membership fee in order to use the social facilities of the Club. Social members are not eligible for election to the General Management Committee, nor vote at General Meetings. Social members will be subject to the Club and any additional rules deemed necessary by the General Management Committee.

**13. Indemnity Clause:**

- 13.1 Each member of the Club shall (to the extent that such a person is not entitled to recover under any policy of insurance) 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 a person in the proper execution and discharge of duties undertaken on behalf of the 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.

**14. Dissolution:**

- 14.1 If, at any General Meeting of the Club, a resolution be passed calling for the dissolution of the Club, the Honorary Secretary shall immediately convene a Special General Meeting 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 members present, the General Management Committee shall thereupon, or at such a 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 members of the Club, but shall be given or transferred to some other voluntary organisation having similar objectives.

**15. Finance:**

- 15.1 The Financial Year shall end on the 31<sup>st</sup> October in each year.
- 15.2 The income and such properties of the Club and all money received by or on behalf of the Club shall be applied solely towards the furtherance, promotion and execution of the objectives of the Club.
- 15.3 No member shall, except for professional services rendered at the request of the General Management Committee, on any pretence or in any manner receive any profit, salary or emoluments from the funds or transactions of the Club.

- 15.4 No intoxicating liquor shall be supplied to members or to any other persons on the club premises otherwise than by or on behalf of the Club, except where a separate licence is held or a Special Certificate granted.
- 15.5 No person shall at any time be entitled to receive at the expense of the Club or any member thereof any commission, percentage, bonus or pecuniary benefit of any kind, whether direct or indirect from the purchasing or supply of intoxicating liquor by or on behalf of the Club, except such benefit which a person receives indirectly as a member from any general gain accruing to the Club as a whole.

**16. Alterations to the Constitution:**

- 16.1 Any proposed alteration to the club's 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 duly proposed and seconded. Such alterations shall be passed if supported by not less than two thirds of those members present at the meeting, assuming that a quorum has been achieved.

Last amended 24<sup>th</sup> November 2024.