



Woodford-cum-Membris Bowls Club

Constitution

October 2011

Title & Residence

The organisation shall be called Woodford-cum-Membris Bowls Club (hereafter referred to as 'the Club') and be based at Sara Field, Byfield Road, Woodford Halse, Northamptonshire NN11 3QS, or at a venue deemed suitable by the Committee. The correspondence address shall be 83 Byfield Road, Woodford Halse, Northamptonshire NN11 3QS.

Affiliation

The Club is affiliated to Northamptonshire Bowls Association and Bowls England. It is also a registered Community Amateur Sports Club (CASC).

Purpose

The purpose of Woodford-cum-Membris Bowls Club is to provide facilities for, and to promote participation in, the amateur sport of lawn bowls for recreation and competition.

The Club shall be non-profit making and all surplus income or profits shall be re-invested in the Club. No surpluses or assets will be distributed to members or third parties.

The Club has the power to:

- acquire and provide grounds, equipment, coaching, training and playing facilities, Clubhouse, transport, medical, social and other related facilities;
- take out any insurance for Club, employees, contractors, players, guests and third parties;
- raise funds by appeals. Subscriptions, loans and charges;
- borrow money and give security for the same, and open bank accounts;
- buy, lease or licence property and sell, let or otherwise dispose of the same;
- make grants and loans and give guarantees and provide other benefits;
- set aside funds in any lawful manner;
- employ and engage staff and others and provide services;
- sell and supply food, drink and related sports clothing and equipment;
- employ members and remunerate them for providing goods and services, on fair terms without the person concerned being present;
- pay for reasonable hospitality for visiting teams and guests;
- provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away-match expenses and post match refreshments;
- co-operate with or affiliate to firstly any bodies regulating or organising the sport of lawn bowls and second any Club or body involved with it and thirdly with government and related agencies;
- do all other things reasonably necessary to advance the purposes.

None of the above powers may be used other than to advance the purposes consistently with the Rules below and general law.

Law

All matches shall be played according to the laws laid down by Bowls England and the Code of Conduct set out by Woodford-cum-Membris Bowls Club.

Executive Officers

There shall be provision for both Honorary and Executive Officers. The Officers of the Club shall consist of the Chairman, Honorary Treasurer, Honorary Secretary and Fixtures Secretary, supported by a maximum of five Committee members at any one time.

Nomination of candidates for the election of Officers shall be made in writing to the Secretary at least 7 days in advance of the Annual General Meeting. If an honorary or executive position is contended by two or more members, a closed vote shall take place with decisions made by a simple majority.

The Officers shall be elected at the Annual General Meeting from, and by, the members. Subject to termination of office or resignation or otherwise, officers shall remain in office until their successors are appointed at the next Annual General Meeting, when they shall be eligible for re-election.

In addition, the following Officials shall be elected at the Annual General Meeting – Club Captain, Club Vice-Captain, Competitions Secretary, Head Groundsman and Fundraising Co-ordinator.

The affairs of the Club shall be controlled by a General Committee comprising the Officers and up to five members elected from, and by, the AGM. The General Committee shall meet at agreed interval and not less than four times per year. The duties of the General Committee shall be:

- to control the affairs of the Club on behalf of members;
- to keep accurate accounts of Club finances;
- to make decisions on the basis of a simple majority vote. In the event that a majority decision cannot be reached the Chairman will have a second and casting vote;
- to co-opt additional members of the Committee as is necessary;
- to appoint sub-Committees as necessary.

Annual General Meeting

The Club's Annual General Meeting shall be held on the first Thursday in October in each year for the purpose of electing Officers and Committee members, receiving the Committee's Annual Report and Statement of Accounts for the twelve months ended on the 30th September preceding the meeting and transacting general business. The meeting shall be presided over by the Chairman, Honorary Secretary and Honorary Treasurer, or by a deputy appointed by the Committee.

Special General Meetings

Special General Meetings may be convened by the general Committee or on receipt by the Secretary of a request in writing from not less than 10 members of the Club. At least 14 days' notice of the meeting shall be given.

Membership

Membership to the Club shall be open to anyone interested in lawn bowls, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs, who completes an application and pays the relevant subscription fees as determined by the Club. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.

The Club has three different classes of membership and subscription:

- (a) playing members over the age of 18
- (b) playing members between the ages of 12 and 18
- (c) non-playing social members
- (d) life members

(e) honorary members

The subscription for members shall be determined by the management Committee at the annual general meeting in liaison with the members.

Any playing member not paying their subscription in full by 31st March will not be eligible for selection until they have done so.

Misconduct, Suspension & Exclusion of Members

The Club Committee may refuse membership, or remove it, if it deems the conduct of an individual is likely to bring the Club or sport into disrepute.

Appeal against refusal or removal may be made to the Committee. Upon termination of membership under this rule the subscription for the current year may be returned to the member, wholly or in part, at the discretion of the Committee.

For the purpose of this constitution, the definition of misconduct shall include but shall not be restricted to situation where any member:

The following are considered to constitute unreasonable behaviour.

- breaches any provision of the Laws of the sport;
- deliberately loses or attempts to lose a game or plays unfairly;
- engages in unsportsmanlike behaviour;
- commits an offence against the Club or a fellow Member;
- at any time or place engages in offensive or insulting behaviour or uses any profane, indecent or improper language towards a fellow Member or an opponent;
- makes personal criticism of another Member of the Club;
- breaches any Club rule or policy;
- acts in a manner unbecoming of a Member which is prejudicial to the objects of the game or Club;
- acts in a manner which brings or could bring the Club into disrepute.

Subscription

Membership, annual subscriptions and match fees shall be reviewed and agreed on an annual basis at the Annual General Meeting.

Annual subscription (full member)	£30.00
Annual subscription (junior member)	£5.00
Annual subscription (social member)	£5.00
Club match fee (including tea)	£4.00/£6.00 (away matches, inc transport)
Club competition fee	£1.50

Members offering to provide transport to their fellow members for away matches will be reimbursed at a cost of £2.00 per person.

Competitions

All eligible playing members may enter competitions by reference to the Club notice boards and must adhere to the rules laid down by the Club. Failure to do so may result in elimination from the competition. In any matter the decision of the Competitions Secretary shall be final.

Visitors

Anyone wishing to play bowls at the Club will be very welcome providing they are accompanied by a full and current member and that they wear regulation bowling shoes. A green fee of £1.50 per session will be payable. After three sessions, visitors will be expected to make a decision as to whether or not they wish to become a member of the Club.

Other organisations wishing to use the green for bowling purposes must apply to the Secretary in writing. Applicable green fees to be paid by arrangement.

Finance

The financial year of the Club shall end on the 30th September and the accounts rendered by the Treasurer at the AGM.

Auditor

If appointed, the auditor shall not be a member of the Committee. He or she shall audit and certify the accounts and balance sheet of the Club on an annual basis.

Coaching

Club members with appropriate qualifications and/or experience will offer, on a voluntary basis, instruction as to the skills and laws of the game.

Dress

For all Club matches, playing members must wear either white or grey trousers or skirts and the Club shirt. The choice of white or grey will be decided by the Captain prior to the match. During particularly hot weather and at the Captain's discretion, both men and ladies may wear appropriate shorts (smart white, off-white or grey). In all cases, playing members must wear appropriate footwear such as bowls shoes or flat-soled training shoes.

Etiquette

The Club's Code of Conduct is set out according to Bowls England guidelines and is available to all members.

Equipment

No equipment, furniture or fittings which belong to the Club may be removed from the premises without prior permission of a Club officer. All trophies remain the property of the Club and should be returned by Finals Day each year.

Equal Opportunities Policy

Woodford-cum-Membris Lawn Bowls Club is fully committed to the principles of equal opportunities and will endeavour to attract members from all sections of the community. The Club will provide an environment free from all discrimination and opposes all forms of unlawful or unfair discrimination including those on the grounds of age, disability, ethnic or national origin, health, marital status, race, religion, gender or sexual orientation.

Child, Young People & Vulnerable Adults Protection Policy

Woodford-cum-Membris Lawn Bowls Club has a duty of care to safeguard from harm all children, young people and vulnerable adults and fully accepts its legal and moral obligation to exercise its duty of care and to protect all those participating in its activities. This policy sets out the Club's commitment to protecting children, young people and vulnerable adults from abuse in sport. A copy of the Club's policy statement is available on request.

Health & Safety Policy

Woodford-cum-Membris Lawn Bowls Club is committed to maintaining a safe and healthy environment for members, visitors, and other persons within its operating facilities. The Club's formal policy, together with legislation, imposes on staff a duty to take all reasonable care for their own safety and the safety, health and wellbeing of other members and visitors. A copy of the Club's policy statement is available on request.

Environmental Policy

Woodford-cum-Membris Lawn Bowls Club embraces the principles of sustainable development and is committed to managing its activities with consideration for the environment and to a process of continual environmental improvement and pollution prevention. This Statement provides a framework for developing and reviewing environmental objectives. A copy of the Club's policy statement is available on request.

Dissolution

A decision to dissolve the Club shall require resolution to be passed calling for the dissolution of the Club. The Secretary shall immediately convene a Special General Meeting to be held not more than one month thereafter to discuss and vote on the resolution.

If at that Special General Meeting, the resolution is carried by at least two-thirds of the members present, the 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.

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 another registered Community Amateur Sports Club (CASC), a registered charity or the sport's regional governing body, Northamptonshire Bowling Association, for use by them for related community sports.

Alterations

The content of this Constitution may be updated during the course of the year by mutual agreement between the Chairman and Secretary to reflect any changes in law and circumstances. Any alterations will come into immediate effect but must be proposed and seconded at the following Annual General Meeting for it to be included in the Constitution thereon.

The Executive Committee shall be empowered, at its discretion, to deal with matters not covered by the foregoing constitution.

The above Constitution is a revision of the original constitution (dated March 1993) and was adopted by members at the Club AGM on Thursday 6th October 2011 and witnessed by the following Club officials.

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Linda Brassington
Club Secretary

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Tom Rigby
Club Chairman