

Abergele Bowling Club

Proposed constitution and rules

This version: reviewed by members and amended on 5 September 2016 by Executive Committee, after discussion of members' views. For approval at EGM 18 October 2016

CONSTITUTION

1 Name

1.1 The name of the club is Abergele Bowling Club, sometimes shortened to ABC. It is affiliated to the British and Welsh Crown Green Bowling Associations. In this document it will be referred to as "the club".

2 Objective

2.1 To promote crown green bowling and to provide competitive, social and coaching opportunities for all members.

3 Branding

3.1 Any changes to the club's logo must be approved by an AGM. Any changes to club uniform colours must be approved by the Executive Committee. All members are encouraged to wear the club uniform when representing the club.

4 Liabilities

4.1 Any liabilities incurred will fall on the membership, provided the Executive Committee have acted in accordance with the Constitution and Rules, with honesty and in good faith.

5 Membership principles

5.1 The membership year runs from 1 April to 31 March.

5.2 Membership of the club is open to anyone who is prepared to accept the club's Constitution and Rules. It will not discriminate against anyone because of age, being married or in a civil partnership, disability, race, religion, sex or sexual orientation.

5.3 Applications for membership will be accepted by one of the three Officers, but may be referred to the Executive Committee

5.4 In accepting membership of the club, a person agrees to abide by its Constitution and Rules, and by the rulings of the Executive Committee.

6 Subscriptions

6.1 Subscriptions will be set annually at the AGM and may not be changed during the year except by an EGM.

6.2 No-one will be allowed to use the green, for practice, socially or matches, nor play in an away match in a club team, if their subscription for that season has not been paid.

6.3 People joining the club after 30 June may pay half the appropriate annual rate (except social members). Towards the end of the season, the club's Officers may accept new members at rates agreed by them depending on how much of the season remains. Such membership will last, as normal, until 31 March.

7 Club President

7.1 The Vice-president will automatically become the President at the AGM each year, and a new Vice-president will be elected annually. Any Full, Senior or Life member may become Vice-president and President, and may hold these positions more than once. See section 22 for election process.

8 Annual General Meeting

8.1 The Annual General Meeting must be held between 1 November and 31 March.

8.2 The date of the next AGM will be set by the Executive Committee and announced at least two months before the agreed date.

The AGM's business will be:

8.3 To approve and adopt the minutes of the previous AGM and any Extraordinary General Meetings of members held since the previous AGM, and to approve and adopt the reports of the Club Secretary and Treasurer as submitted to the previous AGM.

8.4 To receive the reports of the Club Secretary and team captains.

8.5 To receive the Treasurer's report and accounts for the financial year, and to receive the auditor's report and adopt the accounts.

8.6 To elect the Vice-president, Officers (ie Chairman, Club Secretary, Club Treasurer), the Greenkeeper, the Social Secretary, the team Captains, Vice-captains and Selectors, the Handicap Committee (three men and three women), and the Child Protection Officer.

8.7 To consider and agree honoraria for the Club Secretary and Club Treasurer, as recommended by the Executive Committee.

8.8 To consider and vote on any motions put to the AGM.

8.9 To decide subscriptions for all types of membership for the next membership year, plus locker rental, visitor fees and clubhouse rental charges. Proposals for these rates will be put forward by the Executive Committee.

8.10 To consider any Life membership proposals.

8.11 No matters other than those listed above may be discussed.

8.12 Where a vote is required, a motion (including those involving changes to the Rules) will be carried by a simple majority. Where the motion requires a change to the Constitution, a majority of two-thirds of those voting will be required. The chairman will not vote unless a casting vote is required in the event of a tie.

8.13 Where two or more names are put forward for an elected post there will be a secret ballot at the AGM, supervised by the Secretary and Treasurer. In the event of a tie, the Chairman will have the casting vote (or another official if the Chairman's post is the subject of the ballot).

8.14 Only Full Members, Senior Members and Life Members may vote at an AGM or EGM.

8.15 Any motions for the AGM must have a seconder and proposer, unless from the Executive Committee, and must be received in writing by the Club Secretary no later than one month before the AGM.

8.16 The quorum at the AGM will be 20 per cent of those members allowed to attend.

9 Extraordinary General Meeting

9.1 On receipt of a requisition signed by eight members of any category except Social and Junior, the Club Secretary will convene an Extraordinary General Meeting.

9.2 The EGM must be held within one month of receipt by the Club Secretary of the requisition.

9.3 Notice of the EGM must be given to eligible members no later than two weeks before the date of the EGM.

9.4 The only business transacted will be that described in the requisition.

9.5 The quorum, attendance rights and voting rights at an EGM will be the same as for an AGM.

9.6 If a quorum is not achieved, and the required notice has been given to members, the matter raised in the requisition will be decided by the Executive Committee.

10 Executive Committee

10.1 The club will be managed by the Executive Committee, whose primary objective is to ensure the short- and long-term well-being of the club.

10.2 The Committee will consist of:

- the three Officials (Chairman, Secretary and Treasurer)
- League team captains
- Greenkeeper
- Social Secretary
- Any members co-opted by the committee to take on special responsibilities and/or address any gender imbalance.

Where there is an imbalance of men/women on the committee (ie fewer than three men or women) the committee must co-opt members to address this imbalance.

10.3 Members will hold office from AGM to the next AGM, and will retire annually at the AGM but be eligible for re-election.

10.4 When Executive Committee posts are not filled at the AGM, the Executive Committee can fill those posts by co-opting willing members at their discretion.

10.5 The Executive Committee will elect a Vice-chairman from its own membership at its first meeting following the AGM.

10.5 Individual members of the Executive Committee may appoint a representative to attend one or more meetings in case of their unavoidable absence.

10.6 The Executive Committee will meet at the discretion of the Club Secretary. It must meet at least six times per year.

10.7 The latest minutes will be displayed on the clubhouse noticeboard and copies of that year's minutes will be available in the clubhouse. Only minutes deemed sensitive by the committee will be omitted, and will be kept securely by the Club Secretary.

10.8 The quorum for an Executive Committee meeting is seven members.

10.9 The Committee will be responsible for all matters relating to the running of the club, within the boundaries of the Constitution and Rules. They may not change the Constitution or Rules, but they may interpret them where they are unclear or do not apply to the circumstances.

10.10 Individual members can appeal against Committee decisions by applying to the Club Secretary in writing. Such appeals will be considered first by the Officials and either rejected or referred back to the Committee for further consideration of the issue. The Officials' or Committee's ruling will be final.

11 Financial management

11.1 All money raised by, or on behalf of, the club will be applied to further the objectives of the club and for no other purpose.

11.2 The financial year of the club will be 1 January to 31 December.

11.3 Proper accounts will be kept by the Club Treasurer of all sums of money received and paid out by the club. All money received by the club will be paid into the club's bank account. Cheques drawn on the club must be signed by any two of the Chairman, Club Secretary and Club Treasurer.

11.4 The club's capital will be invested in a financial institution agreed by the Executive Committee and any withdrawals must be approved by two of the officers.

11.5 The Club Treasurer will give an up-to-date financial report to each meeting of the Executive Committee and a report on the full financial year to the AGM.

11.6 The accounts will be audited annually, and the auditor's report presented to the AGM.

11.7 The Executive Committee is authorised to commit capital expenditure up to £3000 (as at 2017 - this amount to be adjusted automatically in line with RPI annually on 1 January). Capital expenditure above this amount must be approved by the AGM or an EGM unless the expenditure is urgent and important to the club's well-being.

11.8 Where a project with an estimated cost of between £1000 and £3000 (as at 2017 - to be adjusted automatically in line with RPI annually on 1 January) is envisaged, the Executive Committee will seek at least three confidential tenders and select the one most appropriate to the club's needs and which provides good value for money.

11.9 Where capital expenditure is authorised by an AGM or EGM, the project will be managed by the Officers and Executive Committee, observing the tendering requirements described in Rule 11.8.

11.10 Unless there is an existing arrangement that expense claims are made by an individual, he/she must seek the approval of the Officers before incurring expense on behalf of the club. Expense claims must be submitted to the Treasurer, with receipts, either monthly or at the end of the season. No expenditure above £200 (as at 2017 - to be adjusted automatically in line with RPI annually on 1 January) must be committed without prior consent of the Officers.

11.11 All club and open competitions must be self-financing via entrance fees and, if applicable, sponsorship money.

12 Interpretation and amendment of the Constitution or Rules

12.1 Any unforeseen circumstances not covered by the Constitution or Rules, and any matters requiring their interpretation, will be referred to the Executive Committee, whose decision will be final. The Committee will consider whether a motion to AGM, recommending that their decision is incorporated in the Constitution or Rules, should be made.

12.2 Alterations and additions to the Constitution and/or Rules can only be agreed at an AGM or EGM.

13 Children and vulnerable adults

13.1 Abergele Bowling Club fully accepts its legal and moral obligation to exercise a duty of care and to protect all children and vulnerable adults participating in its activities and to safeguard their welfare.

13.2 The club will follow the WCGBA Child Protection Policy and will annually appoint, at the AGM, a Child Protection Officer.

14 Data Protection

14.1 Only the three Officers of the club will have access to the full membership database.

14.2 The information contained in the list will not be passed to a third party without AGM approval.

14.3 In accordance with the Data Protection Act, the data will be kept secure and up-to-date.

15 Dissolution procedures

15.1 The club may be wound up on the resolution of members, passed by a two-thirds majority, at an EGM or AGM.

15.2 In the event of a winding-up decision being made, members will appoint a committee of no fewer than three people, with the authority to distribute the club's assets, including any investments in hand, to any clubs or associations having similar objectives, and/or benefiting the town of Abergele.

RULES

16 Membership types

16.1 The different types of membership are listed below. No new types can be introduced without AGM approval.

- **Full membership:** For members aged 18 or over. Gives full access to the clubhouse and green, plus the right to attend and vote at the AGM or any EGM.

- **Senior membership:** For members who reach the age of 80 with 10 or more years' continuous service, or reach 10 years' continuous service while over the age of 80. The rate will be half the Full member rate, to be paid in the year after the anniversary year. Provides the same rights as Full membership.

- **Social membership:** For members of any age who do not wish to use the green regularly or play for the club. Includes access to any social events, including bowling events. Such members may use the green as visitors, paying the same fees as set for external visitors (see also Rule 22.7). Social members cannot attend or vote at the AGM or any EGM, nor hold a key to the clubhouse except where they have duties (to be agreed with an Officer).

- **Junior membership:** For members aged 17 or less. Gives full access to the clubhouse and green. Juniors may not attend an AGM or EGM.

- **Life membership:** Provides free membership for life with the same rights as Full membership. Open to members with 25 years' continuous membership who have shown exemplary service to the club (see AGM and elections sections).

17 Registration

17.1 Only the Club Secretary, or in his/her absence an appointed deputy, will register or de-register players with any of the leagues, except Clwydian Ladies, where different arrangements apply.

17.2 Only club members who have paid their subscriptions for the relevant season will be registered with any league.

18 Green management

18.1 The green will normally be closed for one hour before the start of any league game and for the duration of the game.

18.2 The green cannot normally be closed for practice sessions but this may be varied at the discretion of the Officers, for example, before the season begins or where a league team has a bye. Other closures (for organised social bowling events for example) may be authorised by the Officers.

18.3 General maintenance decisions concerning the green will be made by the Greenkeeper, who will be a member of the Executive Committee and will report to the committee at each meeting. Major decisions concerning the maintenance of the green will be made by the Executive Committee.

18.4 The green will normally only be open for play from the official opening day to a date fixed by the Executive Committee to mark the end of the season.

18.5 The green will normally be open 9.00am until dusk or 9.30pm, whichever is later. The Officers and Greenkeeper may vary this.

18.6 Only flat shoes without prominent treads may be worn on the green.

18.7 Floodlights may not be used after 9.30pm or in the mornings before 9am, except in exceptional circumstances.

18.8 The green may not be used while maintenance work is taking place.

19 Members' conduct and disciplinary matters

19.1 Members will at all times observe the rules of the game, the club and the relevant leagues and will behave in a courteous and sportsman-like manner.

19.2 Any complaint concerning the behaviour of any member of the club will initially be made to one of the three Officers, who will discuss it and either attempt to resolve it or refer it to the Executive Committee (or both).

19.3 The Executive Committee will discuss the complaint confidentially and attempt to resolve it, or appoint a sub-committee of no fewer than three members to investigate the complaint and make recommendations to the committee.

19.4 The parties involved will be offered the opportunity to put their case in writing or verbally to the sub-committee, if appointed, or full Committee.

19.5 The Committee's decision will be final.

19.6 The Committee has the authority to withdraw a person's membership of the club, without repayment of the member's subscription.

20 Election of officers and others

The election process for the posts of Vice-president, Club Chairman, Club Secretary, Club Treasurer, Greenkeeper, Social Secretary, Captains, Vice-captains, Selectors, Handicap Committee and Child Protection Officer will be as follows:

- a** Nomination forms will be displayed in the clubhouse, at least one month before the end of the season. Nominations will close one month before the AGM, for inclusion in the AGM mailing.
- b** Each nomination will require a proposer and seconder, and the nominated person must be consulted before being nominated. Social members cannot propose or second these nominations, nor can they hold these posts.
- c** In the event of more than one name being put forward for the same position, there will be a secret ballot at the AGM.
- d** In the event of no name being put forward being put forward for a position, the Officers will be authorised to explore options to put to the AGM.
- e** In the event of no name being put forward to the AGM after the Officers have attempted to find a candidate, the matter will be left to the Executive Committee.

21 Election of Life Members

- a** A proposal for Life membership must be first submitted to the Club Secretary, at least three months before the AGM. If it meets the criteria required, it will be referred to the Executive Committee.
- b** If the proposal is then put forward to the AGM, it will be included in the AGM voting papers. The Executive Committee will not recommend acceptance or rejection.
- c** Only one Life membership proposal will be considered in any one year. Where there are two or more proposals, the Executive Committee will decide which one goes forward to the AGM, and the other(s) will be reconsidered the following year.
- d** The nomination must have a proposer and seconder, and five supporting signatures. The nominated person must have 25 years' continuous membership and have shown exemplary service to the club. The nomination document must carry a brief explanation of up to 100 words describing the nominee's contribution.

22 Miscellaneous rules

- 22.1 No more than six jacks may be in play on the green at any one time.
- 22.2 When visitors wish to play, a club member must be present. A member must sign the visitor book, issue a ticket and retain the fee for the Club Treasurer.
- 22.3 Details of all matches and other club bookings must be displayed on the clubhouse noticeboards and on the website.
- 22.4 The Club Secretary or other Executive Committee member will conduct or arrange regular health and safety (including fire safety) checks. He/she will report the findings to the Executive Committee and ensure any necessary actions are taken.
- 22.5 When accepting membership, all members have a duty of care towards the security of the club premises, and should take all reasonable steps to protect the green and buildings.
- 22.6 Lockers in the clubhouse may be rented at an annual rate decided at the AGM. Members are responsible for arranging their own insurance and security for the content of their lockers.
- 22.7 Social members or members of the public who frequently use the green by paying green fees may be requested to join the club, at the discretion of the Executive Committee.

23 Club competitions

23.1 The Handicap Committee will be responsible for organising all club competitions, and for ensuring that all games are played in accordance with club rules and the laws of the British Crown Green Bowling Association. In case of dispute the decision of the Handicap Committee is final.

23.2 All competitions must be financially self-supporting. The entry fee will be set by the Handicap Committee.

23.3 If there are fewer than eight entries, the competition will not take place.

23.4 Winners will take 75per cent of the total entry fees up to a maximum of £20 and runners-up will take the remaining 25per cent, up to a maximum of £12.

23.6 Members playing friendly games should, as a matter of courtesy, give way to competitors playing in a club competition, and should leave the green if the number of jacks exceeds the maximum.

23.7 In all competitions there will be a stated deadline for each round to be completed.

23.8 The first named player in each pairing is responsible for contacting his or her opponent and arranging a date for the match to be played. Provided the agreed date and time have been properly communicated, any players who fails to turn up will forfeit the match. Competitors should always try to arrange their matches when the green is quiet.

23.9 Any player who fails to turn up by scratch time will be fined their entry fee unless he or she has notified a Handicap Committee member at least one day before. If a fine is not paid within two weeks, the player will be suspended from playing in any other club competitions that season.

23.10 The date of the semi-finals and finals will be agreed in advance and communicated by the Handicap Committee. No member should enter a competition unless they are available to play on that date.

23.11 The green may be closed for the playing of semi-finals and finals.

23.12 When a club competition is in progress and the green is deemed unsuitable for play, the Handicap Committee may extend the playing time for the round, with the dates of subsequent rounds being adjusted accordingly.

24.13 Club competitions are open only to playing members of the club (not social members).

23.13 Additional rules for the current season's club competitions may be displayed on the noticeboard.

ENDS