

CAVENDISH BOWLS CLUB

CONSTITUTION

Article 1. NAME OF THE CLUB

1.1 The name of the Club shall be the CAVENDISH BOWLS CLUB, hereinafter called the 'Club' and will be affiliated to the English Bowling Association (EBA).

Article 2. DEFINITIONS

- 2.1 'The Constitution' shall mean the document setting out the fundamental framework of the Club.
- 2.2 'Full Member' shall mean a person, not being a Social or Junior Member, that has been accepted into the Club by virtue of an application and payment of subscription at the full membership rate and other dues that may from time to time become payable.
- 2.3 'Life Member' shall mean a Full Member of the Club on whom Life Membership has been conferred by the Management Committee and shall not pay any annual subscription to the Club.
- 2.4 'Associate Member' shall mean a person that has been accepted into the Club by virtue of an application and payment of subscription at the associate membership rate and other dues that may from time to time become payable.
- 2.5 'Social Member' shall mean a person that has been accepted into the Club by virtue of an application and payment of subscription at the social membership rate and other dues that may, from time to time, become payable.
- 2.6 'Junior Member' shall mean a person aged 16 years or under on 1st April. Junior Members shall not pay any annual subscription to the Club.
- 2.7 'General Meeting' shall mean a meeting to which all Members of the Club are invited. Only Full Members will have the right to vote at and/or stand as an Officer of the Club.
- 2.8 'Officer' shall mean somebody who has been elected at a General Meeting to a designated position for a period of time in the. Club.
- 2.9 'Management Committee' shall mean the group of Officers and members that are elected at a General Meeting for a period of time to carry out the business of the Club
- 2.10 'Subscription' shall mean the prescribed fee payable from time to time for the appropriate level of membership of the Club.

Article 3. PURPOSE & OBJECTIVES OF THE CLUB

- 3.1. The purpose of the Club is to promote and provide facilities for the level green game of Bowls in accordance with the laws of the English Bowling Association.
- 3.2 The objectives of the Club are;
- 3.2.1 to promote commercial or fundraising activities for the benefit of the Club
 - 3.2.2 to receive, invest and hold in trust all monies received by way of grants, subscriptions, loans, property, equipment, fittings and consumable stores.
 - 3.2.3 to do all such other things necessary to further the purpose of the Club.

Article 4. MEMBERSHIP OF THE CLUB

- 4.1 Club membership will be made up of Full, Life, Associate, Social and Junior Members; membership shall be open to anyone interested in the level green game of Bowls. Membership shall be extended to applicants who shall be proposed and seconded by two Full Members of the Club.
- 4.2 Changes to the categories of Members, including addition/substitution and deletion, shall be approved by members at a General Meeting of the Club.
- 4.3 Until an applicant for membership has paid their first subscription, they shall be considered a guest and not be entitled to the benefits and privileges commensurate with their category of membership. Junior Members are exceptions to this Clause.
- 4.4 Life Membership may from time to time be conferred on individuals considered worthy of special recognition by the Management Committee of the Club.
- 4.5 Upon payment of the first subscription the applicant shall become a member of the Club and be entitled to the appropriate benefits and privileges of membership and shall be bound by the most current approved version of the Constitution of the Club.
- 4.6 Full Members will be eligible to enter or be selected for games either within the club or to represent the club. They are also entitled to use the club facilities at all times but with regard to the green keeper's requirements and other pre booked events.
- 4.7 Life Members shall be entitled to all the benefits and privileges of membership with no exception.
- 4.8 Associate Members shall be entitled to the benefits and privileges of full membership for one season only after which they must become either Full or Social Members. Selection of Associate Members to play in matches must not be to the detriment of any Full Member.

- 4.9 Social Members will not be entitled to represent the Club and will only be permitted to participate in roll ups. New players, prior to becoming Full Members, will be permitted trial roll-ups under the guidance of a Full Member of the Club.
- 4.10 The Management Committee may recommend to members, at a General Meeting, that a Full member of the Club be elected as the Club President. Once elected, the President shall hold the office for life or until he/she resigns.
- 4.11 The Management Committee may recommend to members, at a General Meeting, that one or more full members of the Club be elected as a Vice President.

Article 5. OFFICERS

- 5.1 The Officers of the Club, who shall be Full Members of the Club, shall be the Chairman, Secretary, Treasurer, Fixtures and Competitions Secretary Club Captain and Ladies Captain. They shall be elected at the Annual General Meeting and shall remain in office until the end of the following Annual General Meeting.
- 5.3 All nominations for Officers shall be proposed and seconded, in writing and the nominees shall sign to confirm their willingness to stand.
- 5.4 All completed nominations shall be sent or given to the Secretary not later than two weeks prior to the Annual General Meeting.
- 5.5 Officers shall be eligible for re-election but no Officer may serve in any single capacity for a period exceeding three years, unless no one is proposed to stand against him/her.
- 5.6 No Officer, who has served his/her full term, may be elected to the same office until a period of one year has elapsed.

Article 6. THE MANAGEMENT COMMITTEE

- 6.1 The management of the Club (except as otherwise provided by this Constitution) shall be deputed to the Management Committee, which shall consist of the Officers of the Club elected at the Annual General Meeting. The Management Committee shall have the power to co-opt additional Full Members to serve as full Management Committee members as required.
- 6.2 All Team Captains shall be members of the Management Committee.
- 6.3 The Greenkeeper shall be a member of the Management Committee.
- 6.4 The Management Committee shall have the power to set up a sub-committee, working and task/finish groups to deal with any specific project. Full Members may be appointed to any such group, but each group shall have at least one Management Committee member among its number who shall keep the Management Committee informed as to the progress of the group and shall refer back to the Management Committee any decision of the group for approval. Such decisions shall not become operative until after the Management Committee have approved them.

- 6.5 The Management Committee may appoint one of its number as Vice Chairman to deputise for the Chairman if for any reason the Chairman is absent.
- 6.6 The Management Committee shall appoint a Full Member of the Club to be responsible for policy and procedure for Children and Vulnerable Adults. A copy of the Club Policy will be displayed prominently in the clubhouse.
- 6.7 The Management Committee shall cause proper records to be maintained of :-
- 6.7.1 All the transactions of the Club concerning receipts, payments, assets and liabilities of the Club, in sufficient detail to explain the nature and allow proper scrutiny thereof.
- 6.7.2 Members names, addresses, telephone numbers and, where applicable, electronic addresses are kept with the individual Member's approval.
- 6.7.3 The Management Committee shall cause proper and correct minutes to be kept of all General Meetings of the Club and of all Management Committee and sub-committee meetings of the Club and it shall circulate a copy of the Minutes of every General Meeting of the Club to all Members. Minutes of all other meetings shall be made available to all Members of the Club in the clubhouse.
- 6.8 The financial year of the Club shall be from 1st October to 30th September. The Management Committee shall cause financial accounts to be prepared, made up to 30th September in each year, which will be audited by the appointed auditor for presentation to the Annual General Meeting.
- 6.9 The Management Committee may agree a financial policy for the Club. Such a policy shall be reported to the following General Meeting of the Club.
- 6.10 Committee Meetings - a quorum of the Management Committee shall consist of six Committee members, of which at least two shall be Officers. Seven days' notice of a Management Committee meeting should be given to every member of the Management Committee, together with the proposed agenda and minutes of the previous meeting.
- 6.11 Voting at a Committee meeting shall be by a show of hands unless the Chairman directs that a written vote shall be taken. The Chairman may not participate in the initial voting but in the event of a tie shall have the casting vote.
- 6.12 Frequency of meetings at the discretion of the Management Committee - minimum of six per annum, not including General Meetings of the Club.

Article 7. ANNUAL GENERAL MEETING

7.1 The Annual General Meeting of the Club shall be held within two months following the end of the financial year that is before 30th November. Notification of the date of the Annual General Meeting of the Club should be circulated to all Members at least 28 days before the meeting, and 14 days prior to the meeting the Agenda together a copy of the minutes of the last Annual General Meeting will be circulated.

7.2 The Annual General Meeting shall: -

7.2.1 Receive apologies for absence.

7.2.2 Receive and approve the minutes of the previous Annual General Meeting.

7.2.3 Deal with any matters arising from the Minutes referred to in 7.2.2.

7.2.4 Receive and, if approved, adopt a statement of the Club's accounts to the previous 30th September.

7.2.5 Receive verbal reports from the Chairman, Secretary, Treasurer and Club Captain.

7.2.6 Consider and, if approved, sanction any duly proposed alteration to The Constitution of the Club in accordance with Article 12. Any alteration proposed by any member(s) of the Club shall be notified to the Secretary in accordance with 7.2.14. Record formally the ratified version and date of the document.

7.2.8 Elect a President, if there is a vacancy.

7.2.9 Elect any Vice Presidents, if proposed by the Management Committee.

7.2.10 Elect the Officers and the members of the Management Committee, Candidates for election to office or to membership of the Management Committee shall have been notified to the Secretary in accordance with 5.3 and 5.4. Voting for Officers at Annual General Meetings shall be by written vote. If there are more than two members standing for any position and no candidate receives more than 50 per cent of the votes, then the candidate with the lowest number of votes shall drop out and a second vote taken. This shall continue until one candidate receives 50 per cent or more of the total votes.

7.2.12 Approve the annual subscription to the Club for each category of Member (excluding Life Members) and the match fees for the following year.

7.2.13 Appoint an auditor or auditors.

7.2.14 Deal with any business which may be brought before the meeting by the Management Committee or by any Full Member, provided that not less than 14 days' notice in writing, shall have been given to the Secretary.

7.3 A quorum at an Annual General Meeting shall consist of one-third of the total subscription, or of the members of the Club, who would be eligible to vote. No matters of policy shall be agreed at an Annual or Extraordinary General Meeting or at a Committee Meeting unless a quorum is present.

7.4 If a Full Member is unable to attend a General Meeting, then he/she may appoint the Chairman of the Meeting as a proxy to vote as instructed by him/her. The appointment of a proxy must be in and deposited with the Secretary prior to the day of the meeting.

7.5 The Chairman shall preside at any General Meeting of the Club. The Chairman may not participate in the initial voting for any motion put to the meeting but in the event of a voting tie the Chairman shall have the casting vote.

Article 8. EXTRAORDINARY GENERAL MEETING

8.1 An Extraordinary General Meeting may be called by the Management Committee at any time by circulating details of the matters to be discussed to all members giving at least 28 days' notice of the date of the meeting. A minimum six members who are eligible to vote at the meeting may also request the calling of an Extraordinary General Meeting by giving notice in writing to the Secretary of the matters to be discussed. The Secretary shall within 14 days of receiving such notice circulate to all members of the Club the date of the meeting and details to be discussed as aforesaid.

8.2 No matters other than those included on the agenda or notified to the Secretary as aforesaid may be discussed at an Extraordinary General Meeting.

8.3 A quorum at an Extraordinary General Meeting shall be the same as that required at an Annual General Meeting.

Article 9. RESIGNATION

9.1 Any member of the Club ceasing to be a member shall forfeit all rights to any claim upon the Club, its property, or funds.

9.2 If any of the elected members of the Management Committee should die or resign before the expiration of their term of office the Management Committee may fill the vacancy if they see fit.

Article 10. SUBSCRIPTIONS & CLUB FUNDS

10.1 Life Members shall not be required to pay any subscription.

10.2 The annual subscriptions for all other Members shall be as agreed at the Annual General Meeting,

10.3 Subscriptions shall be payable before 15th May. On payment a membership card will be issued which will be proof of membership to the Club.

10.4 Notwithstanding the Club Rules the Management Committee may, at its discretion and in particular circumstances, extend time for payment of a subscription or waive payment of all or part of a subscription.

10.5 All subscriptions and other monies shall be passed to Treasurer who shall be responsible for all the Club funds, for keeping accounting records and presenting the accounts at the end of the financial year.

- 10.6 All sums received by the Treasurer shall be paid into the Club's bank accounts and all cheques drawn on those accounts shall be signed by any two nominated Officers, one of whom shall be the Treasurer.
- 10.7 The funds shall be used solely for furthering the objects of the Club and only in ways sanctioned by the Committee.
- 10.8 In the event of an equipment breakdown or other similar circumstance, two from the Chairman, Secretary and Treasurer shall have the power to authorise expenditure to enable bowling activities to continue safely and unhindered. Such expenditure shall be reported to the next meeting of the Management Committee.

Article 11. TRUSTEES

- 11.1 Four Trustees (who shall be Full Members) shall be appointed to hold the Freehold Land on behalf of Members of the Club.
- 11.2 If a vacancy for Trustee occurs, the remaining Trustees shall recommend another Full Member to fill the vacancy, subject to the approval of the Management Committee.

Article 12. ALTERATIONS TO THE CONSTITUTION

- 12.1 This Constitution and every part thereof may only be amended, altered, or revoked by a majority of members entitled to vote and present at an Annual General Meeting of the Club, of which due notice of the resolution to amend, alter or revoke the Constitution or any part thereof has been given to the members.
- 12.2 The Constitution shall be subject to a full review every five years or sooner should the need arise.

Article 13. DISSOLUTION OF THE CLUB

- 13.1 A decision to wind up the club shall only be taken at an Annual or Extraordinary General Meeting which is attended by a minimum of the total number of members of the Club, who would be eligible to vote. There must be a majority vote in favour of the proposal to wind up the Club's affairs by those attending the meeting.
- 13.2 In the event that the proposal to wind up the Club's affairs is agreed, the meeting shall then appoint a Dissolving Committee of not less than three nor more than six individuals to oversee the winding up.
- 13.3 The Dissolving Committee shall proceed to realise the property of the Club and after discharge of all liabilities, the remaining assets shall not be paid to nor distributed among the members of the Club but shall be given or transferred to some other voluntary organisation having objects similar to the Club, or to another Community Amateur Sports Club (CASC) or the sport's governing body and on completion thereof the Club shall be dissolved.

Article 14. DISCIPLINE (including CHILD PROTECTION)

- 14.1 Management Committee members and sub-committee members shall be responsible for the enforcement of discipline which they may think is required and have the light to exert any reasonable discipline over any other members when serving the Club, whether they be on or off Club premises. This must be made clear to all members before joining the Club.
- 14.2 Members shall not use the name of the Club to gain advantage without prior authorisation from a member of the Management Committee. Failure to do so and to bring the Club into disrepute will be result in a disciplinary hearing in accordance with Club Rules.
- 14.3 All concerns, allegations and 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 Child Protection policy of the Club. The Club Child Protection Officer is the lead contact for all Members in the event of any child protection concerns.

Article 15. VERSION CONTROL & CIRCULATION OF THE CONSTITUTION

- 15.1 A copy of this Constitution shall be given to all members, together with a copy of any amendments or alterations thereto.
- 15.2 The Secretary shall retain the original and update of the Constitution of the Club by date and version number, so as to identify draft and ratified versions. The Secretary shall distribute the latest ratified version to all Members.

Article 16. STATUTORY PROVISIONS & INSURANCE

- 16.1 The Club, the Management Committee and its members shall at all time conduct business pertaining to the Club in accordance with English law. The Management Committee shall also ensure that the assets of the Club are adequately insured and public liability maintained.
- 16.2 The Management Committee shall have ultimate responsibility for ensuring that the Club's assets are protected and its liabilities are lawfully and properly discharged.

Article 17. COMMUNICATION

- 17.1 Communication will be deemed to include speech (direct or telephone), post, electronic message and e-mail.

Article 18. MATTERS NOT PROVIDED FOR

- 18.1 The Management Committee shall have full power of dealing with all matters or questions, which may arise and which are not provided for by the Constitution for the time being in force, but a report of any matter or questions so dealt with shall be given at the next General Meeting of the Club for approval.