

CHALFONT ST GILES BOWLING CLUB

CONSTITUTION AND RULES

**Approved at Club EGM
27th March 2010**

**Amended at Club EGM
26th March 2011
(Section 5.3 amended and new section 5.3(1) added)**

**Amended at Club AGM
4th November 2012
(New sentence added to Section 6.8)**

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(Section 6.11 amended)**

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4th November 2017
(Section 5.3 amended)**

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24th March 2018
(Section 6.2 amended)**

CHALFONT ST GILES BOWLING CLUB

CONSTITUTION AND RULES

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1. CLUB NAME

- 1.1 The Club shall be called “Chalfont St Giles Bowling Club”, hereinafter referred to as “The Club”.
- 1.2 The bowls green and clubhouse are located at:
The Playing Fields
Crossleys
Chalfont St Giles
Bucks
- 1.3 “The Club” shall be composed of sections for:
- Flat Green Bowling
 - Short Mat Bowling

2. CLUB OBJECTIVES

- 2.1 To promote & foster the game of bowls in Chalfont St Giles & district.
- 2.2 Encourage all members to fully participate in club activities.
- 2.3 Provide social and recreational opportunities to our members and the wider local community.
- 2.4 Ensure all club members are treated equitably.

3. MANAGEMENT OF “THE CLUB”

- 3.1 All aspects of the management of “The Club” shall be the responsibility of the Management Committee.
- 3.2 The Management Committee shall consist of full members elected to the following positions for a period of one year:

Chairman
Vice Chairman
Treasurer
Club Secretary
Social Secretary
Fixture Secretary
Club Captain
Club Vice Captain
Captain – Midweek Matches
Captain – Ladies Matches
Two members

3.3 At the first meeting of the Management Committee following the AGM, Committee members will be identified as the primary link with the following key responsibilities and others that may be identified from time to time.

Finance	Administration
Membership	Green & Surrounds
Fundraising	Social Events
Bar & Licence	Short Mat
Local Council & Lease	Insurance Issues
Club House Maintenance & Security	Fixtures
Weekend Matches	Midweek Matches
Ladies Matches	Bowls Competitions
Constitution/Rules	Website/Internet
Catering, including Food Hygiene	Health & Safety
Press/Publicity/PR	Cleaning
Coaching	Children & Vulnerable Adults

3.4 The Management Committee will meet at least six times per year between AGMs.

3.5 At all Management Committee Meetings, six members shall form a Quorum. The Quorum shall include the Chairman and/or the Vice Chairman.

3.6 Management Committee Decisions shall be by Resolution approved by a majority of committee members present & will be minuted.

3.7 The Chairman of a Management Committee meeting shall have only a casting vote.

3.8 The Chairman or any three members of the Management Committee shall have the authority to instruct the Club Secretary to convene a Management Committee Meeting at any time with a minimum of four days' notice.

3.9 A committee member being absent from two consecutive meetings without notifying the Club Secretary shall be declared "resigned".

3.10 Any vacancy arising on the Management Committee during the year may be filled by appointment by the Committee, and such person(s) shall serve until the next AGM. Any such member will have full voting rights.

3.11 The Management Committee shall have the power to appoint, for special purposes, such Sub-Committees as deemed appropriate. Any full member of "The Club" shall be eligible to join an appointed Sub-Committee.

3.12 The Management Committee has the authority to co-opt members to assist with any aspect of "The Club's" affairs. Co-opted members will not be entitled to vote at Management Committee meetings.

3.13 "The Club", in relation to our lease with Chalfont St Giles Parish Council, will be represented by the Chairman, Treasurer and Club Secretary from "The Club" Management Committee, or otherwise as agreed by the Parish Council.

3.14 The Club Secretary shall be responsible for recording and circulating the Minutes of all Management Committee meetings to committee members.

3.15 A copy of the approved Minutes of the Management Committee meetings will be available, on request, for Club members to read at a time and place agreed with the Club Secretary. The Management Committee reserve the right to redact any Minute prior to publication to members where they judge it to be appropriate.

3.16 The Club membership can only rescind any Minute passed at a Management Committee Meeting at a General Meeting called for that purpose, and only by the approval of at least two thirds of those members present and entitled to vote.

- 3.17 Any member of “The Club” behaving in a manner prejudicial to the best interests of “The Club” and its members, may, as a result of the disciplinary procedure set out below, forfeit the right to be a member, without the refund of any fees paid.
- 3.18 An initial Disciplinary Hearing will be held and adjudicated by a Sub-Committee of three Management Committee members, specially appointed by the full Management Committee for that Hearing, in accordance with the provisions of Bowls England Disciplinary Regulation No 9.
- 3.19 Any appeal against the decision of the appointed Sub-Committee will be heard by the full Management Committee.
- 3.20 All disciplinary decisions will be taken by a simple majority vote of those attending
- 3.21 The decision of the full Management Committee on any disciplinary issue will be final
- 3.22 The Management Committee may not authorise or spend more than £8,000 in total on capital expenditure/loan repayments in any one financial year without prior approval from the club membership at a General Meeting.

4. FINANCIAL MANAGEMENT

- 4.1 “The Club” is a non-profit making organisation. All profits and surpluses to be used to maintain and improve the Club.
- 4.2 “The Club” financial year shall end on the 30th September.
- 4.3 The Treasurer shall be responsible for maintaining the financial books and records of “The Club” and reporting the up-to-date position in writing to each meeting of the Management Committee.
- 4.4 The Treasurer will present the Auditor’s Report and audited accounts for the financial year at the Annual General Meeting (AGM).
- 4.5 The AGM will approve the accounts and appoint the Auditors for the next financial year.
- 4.6 All Club funds shall be lodged in the name of “The Club” at bank(s) and/or building society(ies) agreed by the Management Committee and reviewed every six months.
- 4.7 Cheques on these accounts are to be signed jointly by any two signatories from the list approved and minuted by the Management Committee at the first Management Committee meeting following the AGM. Blank cheques will not be pre-signed by any approved signatory.
- 4.8 Annual subscriptions from existing members shall be paid by 30th April. Membership will lapse if subscriptions are not paid by the 14th May.
- 4.9 “The Club” shall bear the reasonable expenses of members carrying out their duties on behalf of “The Club”. All expenses to be approved jointly by any two from the Chairman, Treasurer and Club Secretary.
- 4.10 Expenses for the Chairman, Treasurer or Secretary will be approved by the other two signatories i.e. Chairman’s expenses to be approved by Treasurer and Secretary and endorsed at the next meeting of the Management Committee.

5. MEMBERSHIP

- 5.1 “The Club” is a members’ club.
- 5.2 Membership will be limited to 120 full members.

5.3 **Categories of membership:**

Full Members:

Adult Flat Green Playing Members
Honorary Life Members

Associate Members:

Junior Flat Green Playing Members (under 21 years)
Social Members (non-playing)
Short Mat Playing Members
Adult Flat Green – Restricted Playing Members*

*Restricted Playing Members will be entitled to play in all Club Night Events and all Weekend/Bank Holiday Fun Competitions as designated by the Management Committee. Restricted Playing Members will pay the appropriate annual subscription as agreed at the AGM and the same “event fees” as Full Members. New Club Members joining as Restricted Playing Members will be existing members who no longer can or want to bowl in matches or practice, apart from what is allowed as above.

- 5.3 (1) Playing guests of Full Members will be allowed use of the green and clubhouse subject to: Full members introducing all guests via the “Playing Guest Book”.
Payment of the session fee for each playing guest as agreed at the AGM.
Guests shall be limited to five playing visits.

- 5.4 Residents of the Parish of Chalfont St Giles shall be entitled to have their membership applications assessed at the earliest opportunity.

- 5.5 Potential members applying to play Flat Green Bowls will be required to undertake and pass a Bowls Coaching Assessment determined by the Management Committee before their application will be considered.

- 5.6 All new applicants for Flat Green playing membership shall be expected to pay the joining fee and appropriate pro-rata subscription within 21 days of notification of acceptance. Pro-rata calculation of subscriptions will be based on a nominal playing season of 24 weeks. After payment has been received, the new member will be entitled to the full privileges of “The Club”.

- 5.7 Full membership shall require an acceptance to participate in the duty rotas at “The Club”. i.e. Preparation of teas
Clubhouse cleaning
or Green Maintenance.

- 5.8 Honorary Life Membership can be granted to members who have rendered special services to “The Club”. This honour will be determined by a simple majority vote on a Resolution presented by the Management Committee at a General Meeting of “The Club”

- 5.9 The number of Honorary Life Memberships shall not exceed 10% of the total number of full members. A full list of current Honorary Life Members shall be maintained by the Club Secretary and included in the annual list of members.

- 5.10 It shall be within the power of “The Club” to elect a President at the AGM. The President is an ex-officio member of the Management Committee without voting rights.

- 5.11 All members will be bound by the Constitution & Rules of “The Club.”

- 5.12 Membership of “The Club” shall include an obligation to indemnify the Management Committee of & from all liabilities incurred by them on behalf of the members (see 9.3).

- 5.13 Communication with members can include electronic methods where the member has made their email address available to “The Club.”

6. GENERAL MEETINGS OF “THE CLUB”

6.1 The Club Annual General Meeting (AGM) shall be held not later than the end of November each year.

6.2 The AGM will be the forum for:

- The election of the Management Committee members and President for the following year.
- The presentation and approval of the Auditor’s Report and audited accounts for the past year ended 30th September.
- Determination of subscriptions for all categories of membership for the following year.

6.3 All Club members shall be entitled to attend General Meetings but only full members may vote.

6.4 Notice of any Resolutions, including proposals to amend, delete or add to the Constitution/Rules shall be submitted in writing to the Club Secretary not later than 28 days prior to a General Meeting. All relevant paperwork for the General Meeting shall be communicated to all members at least 14 days prior to the meeting.

6.5 At any General Meeting, a Quorum shall be deemed to be not less than one third of the current full membership.

6.6 An Extra-Ordinary General Meeting (EGM) may be convened at any time by the Club Secretary at the request of the Management Committee or within 28 days of the receipt of a request in writing signed by at least ten members, specifying the purpose of the meeting. All members shall be given at least 14 days notice of date, time and place of the meeting and details of Resolutions to be discussed. During the playing season, sufficient notice shall be deemed to have been given by posting the appropriate notice on the Club notice board at least 14 days prior to the meeting.

6.7 Nominations for the following year’s Management Committee and President will be made via a notice posted in the Clubhouse no later than 1st September.

6.8 Each nomination will require the support of a Proposer and Secunder and signed agreement by the nominee. All to be full members of “The Club”. In any one election to the Management Committee, a Club member can be nominated to one position only.

6.9 All voting required for members of the Management Committee and President shall be by Secret Ballot. The meeting shall appoint two Scrutinisers who shall be responsible for counting the ballot papers and for destroying them after the announcement of the result. Postal votes will be allowed for the election of members to the Management Committee. All postal votes must be returned to the Club Secretary no later than 4 days prior to the AGM.

6.10 All votes at a General Meeting shall be decided by a simple majority of those present and entitled to vote, with the exception of those motions :-

- To rescind a Management Committee Minute
- To amend the Constitution/Rules
- To dissolve “The Club”

which will require the approval of at least two thirds of those members present and entitled to vote.

6.11 Voting at General Meetings will be by either secret ballot or a show of hands, at the discretion of the Management Committee, except as in 6.9 above. *(amended Nov 2016)*

6.12 Additional rules related to General Meetings of “The Club” are set out in Section 10, Appendix 2.

7. BAR

- 7.1 The bar shall be run by a Bar Committee appointed by the Management Committee.
- 7.2 A member of the Management Committee will be appointed to act as the primary link with the Bar Committee.
- 7.3 The opening times for the bar will be determined by the Bar Committee, compatible with our agreement with the Licensing Authority.
- 7.4 No person under the age of 18 years shall buy or consume intoxicating liquor on “The Club” premises.
- 7.5 No Club member shall derive any pecuniary benefit from bar transactions.
- 7.6 No Club member shall be entitled to introduce more than three bona fide guests, on any single occasion, into “The Club” to make purchases from the bar.
- 7.7 A list of the names and addresses of all members must be kept on “The Club” premises.
- 7.8 Intoxicating liquor may also be supplied at the Clubhouse to non-members on special social occasions which may in number be not more than 12 in any one calendar year. Each occasion to be authorised by the Management Committee.
- 7.9 No one under the age of 16 years shall be permitted in the Clubhouse while the bar is open, unless accompanied by a member over 18 years old.
- 7.10 Off sales of intoxicating liquor shall be limited to members only, in person.
- 7.11 Intoxicating liquor shall only be supplied to:
- A member of “The Club” who has been a member for at least two days.
 - A guest of a member.
 - Members and officials of other Clubs visiting the Clubhouse for the purpose of playing a match.
- 7.12 The Bar Committee shall ensure that the bar is run at all times in compliance with all relevant legislation/licences.

8. PERSONAL LIABILITY

- 8.1 “The Club”, the Management Committee and members do not accept any personal liability for loss or damage to any property or persons using “The Club” facilities or for any injury however caused.

9. DISSOLUTION OF “THE CLUB”

- 9.1 “The Club” may be dissolved by a Resolution approved by at least two thirds of members present and entitled to vote at a General Meeting called for that purpose.
- 9.2 Any remaining assets of “The Club” following the settlement of all debts and liabilities of “The Club”, shall be disposed of by the Management Committee, in accordance with the direction given by members present at the General Meeting called to dissolve “The Club”.
- 9.3 In the event of liabilities exceeding assets, the deficit shall be borne in equal shares by members registered as at the date of the notice convening the General Meeting to discuss the dissolution of “The Club”.

10. APPENDIX 1

Flat Green Bowls

- (a) The playing season shall generally be from April to September. Specific dates will be determined each year by the Management Committee in the light of playing conditions.
- (b) The game shall be governed by the Rules of Bowls England.
- (c) Players and officials must adhere to the Rules and etiquette of the game.
- (d) Smooth soled boots or shoes, without heels, must be worn by all players and officials on the green.
- (e) When playing bowls, members must abide by the dress code determined by “The Club”.
- (f) No animals, except guide dogs, shall be brought within the enclosure of the green.
- (g) Young children who are not junior playing members shall be accompanied by an adult and kept off the green.

10. APPENDIX 2

Rules Governing General Meetings of “The Club”

- (a) These rules shall govern the proceedings at General Meetings of “The Club”.
- (b) At Annual General Meetings (AGMs) the normal order of business shall be as follows:
- Minutes of previous AGM and any relevant Extra-Ordinary General Meeting (EGM)
 - Matters Arising
 - Chairman’s Report
 - Treasurer’s/Auditor’s Report and Audited Accounts
 - Appointment of Auditor
 - Captain’s Reports
 - Fixture Secretary’s Report
 - Social Secretary’s Report
 - Election of President
 - Election of the Management Committee
 - Resolutions
 - Any Other Business
- (c) The Chairman of the meeting shall have the discretion as to the acceptance of Resolutions which have not been given with appropriate notice.
- (d) Amendments to Resolutions must not directly negate the original Resolution.
- (e) If an amendment to a Resolution is carried it shall form part of the Substantive Resolution
- (f) Only one amendment to a Resolution may be considered at a time.
- (g) A Resolution or amendment must be seconded immediately after the mover’s remarks. If there is no Secunder, the Resolution/amendment falls.
- (h) A speaker must confine his remarks to the proposal under discussion & address the Chair.
- (i) The Chairman’s ruling on any question under these rules or on points of order may only be challenged by a Resolution “that the Chairman leave the Chair until the conclusion of the meeting.” The Vice Chairman, or another member of the Management Committee will take the Chair while this Resolution is being resolved. This Resolution will require the support of at least two thirds of those present and entitled to vote. If this Resolution fails, the Chairman will return to the Chair.
- (j) Any of these rules may be suspended, provided that an appropriate Resolution be accepted by the Chairman and supported by at least two thirds of those present and entitled to vote.