

# BRENTWOOD BOWLING CLUB

## (Incorporating Central Essex Bowling Club)

### CONSTITUTION & RULES 2024

#### **1. Name & Objectives**

- 1.1 The name of the Club shall be BRENTWOOD BOWLING CLUB (incorporating CENTRAL ESSEX BOWLING CLUB) (hereinafter referred to within this Constitution as the "Club").
- 1.2 The Club shall be affiliated to Bowls England and Essex County Bowls Association and the various bowling Associations as deemed appropriate.
- 1.3 The objectives of the Club are to provide facilities for, and to promote participation in, the amateur sport of outdoor flat green bowls and the social activities relating thereto, whilst fostering the spirit of Sportsmanship.
- 1.4 The Club shall adopt and conform to Bowls England Rules & Regulations and the current Laws of the Sport of Bowls.

#### **2. Membership**

Membership of the Club shall be open to anyone interested in the sport of outdoor flat green bowls on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.

Membership may, however, be limited according to available facilities on a non- discriminatory basis.

- 2.1 Application for Membership- Applications for Membership, sponsored by two playing Members, to be submitted.
  - (a) Full Playing Member- being a person who, at the date of election, shall have attained the age of eighteen years, shall have one vote.
  - (b) Junior Member- being a person who, at the date of election, is under the age of eighteen shall have no vote. Such a member must have the approval of that person's parent or guardian.
  - (c) Honorary/Life Member- who shall not be liable to pay any subscription. This person will be elected by the General Committee, and may have this status removed or withdrawn by them.
  - (d) Social Member- Admission as a Social (Non-Playing) member, will be at the discretion of the Committee. They may attend the Annual General Meeting but have no vote.
- 2.2 Every candidate for Membership, except Honorary/Life Member, must be proposed by a Member of the Club and seconded by another Member, both the proposer and seconder being full Members. Election to Membership shall be by the General Committee of the Club and shall be by simple majority of the members of the committee present.
- 2.3 No Full Member may be a playing Member of another outdoor club.
- 2.4 No person shall be admitted to Full, Junior or Social Membership until having been elected and having paid to the Treasurer a Joining Fee (if appropriate) and their first annual subscription as determined at a General Meeting. A Member shall pay their first annual subscription to the Treasurer within thirty days of being elected.

2.5 Every Member shall furnish the Secretary with up-to-date contact details, including any e-mail addresses, and these shall be recorded in the Register of Members; and any notice sent to such addressee(s) either by post or electronically shall be deemed to have been duly delivered.

### 3. Officers of the Club and Committee

3.1 The Officers of the Club shall be Full Members and shall consist of :- President, Chairperson, Vice-chairperson, Captain (Ladies & Men), Ladies Secretary, Club Secretary, Treasurer, Match Secretary, Internal Competitions Secretary, Membership Secretary, Bar Manager, Development Officer and Committee Members (Three).

In addition there will be a Facilities Manager, and a Welfare Officer who is also the Club's Safeguarding Officer in accord with Bowls England regulations. These posts will not be part of the General Committee, but will report to it on relevant issues, and ensure the club remains compliant. The Chairperson or Vice- Chair will chair the Pavilion Management Sub –Committee(PMC).

With the exception of the President they shall all go out of office every year at the Annual General Meeting but shall be eligible for re-election. The President shall serve for a period of up to five years but shall be eligible for re-election.

3.2 The Captains shall appoint the Vice-captains, and thus the Selection sub-committee shall consist of the Captains, Vice-captains, and other members to be responsible for all teams (excluding matters that are the responsibility of the Match and Competition Secretaries).

3.3 The affairs of the Club shall be managed by the General Committee of the Club, which shall consist of the those officers designated in section 3.1. Seven attending members shall constitute a quorum of the General Committee. Voting will be by majority of those present, and in the event of a tied vote the chairperson will cast a second deciding vote.

The General Committee may create one or more sub-committees, in addition to the sub-committees already designated herein, for such purposes as it may deem appropriate of which two members must be Officers of the Club. Three sub-committee members shall constitute a quorum.

All sub-committees shall be responsible to the General Committee.

The General Committee shall have the power to co-opt additional members and to create, vary or annul executive posts as it considers fit, for the efficient administration, organisation and representation of the Club.

3.4 Annual General Meetings, for which not less than 28 days written notice must be given to Members, at which the Committee will officiate, under the Chair or Vice-Chair or Treasurer of the Club, through whom all questions and comments from the members present must be addressed.

Proposals for the Annual General Meeting, duly seconded, must be submitted in writing to the Club Secretary 21 days before the Meeting.

The quorum for an Annual General Meeting will be 25 full Members including Officers of the Club.

3.5 A Special General Meeting may be summoned at any time upon a request received by the Secretary, from a group of 10 full members or more, signed and seconded. Notice of such a Meeting must be either, published on the Notice Board if such a meeting is called for during the playing season, or must be given in writing to all members, not less than fourteen days prior to the date of the meeting, during the closed season.

The quorum for a Special General Meeting will be 30% of the club's current full Members including Officers of the Club.

- 3.6 The Pavilion Management Sub-Committee (PMC) comprises up to 9 Full Members to maintain the Pavilion and decide on matters relevant to its security, equipment, insurance use and cleanliness. This is a sub-committee of the GC, not a decision making body. Its ambit includes responsibility for the kitchen and bar equipment and common use items on the green. The Chairperson, Facilities Manager, Welfare Officer, Treasurer and Bar Manager and up to 4 other Full Members, will be Members of this sub-committee.

The PMC's Chair, usually the club Chairperson, will report back to the General Committee after their meeting. The PMC will meet quarterly, and report back to the GC with a copy of its minutes and recommendations to the GC. Any urgent matters of safety or regulations will be shared with the GC.

#### 4. Officer's Responsibilities

- 4.1 The Treasurer shall have responsibility for the overall financial control of the Club, subject to the direction of the General Committee, and policy established at General Meetings, and for the receipt and payment of all monies on account of the Club. The Treasurer will keep such proper books of accounts as will enable him/her to present at every Annual General Meeting of the Club or at any other time if required (on reasonable notice to him/her) by the General Committee an accurate report and statement concerning the finances of the Club. Only the General Committee may authorise such expenditure as it considers necessary for the efficient organisation and representation of the Club. Emergency expenditure up to £500.00 can be incurred with the agreement of the Chairperson, or Treasurer, or Bar Manager. The Treasurer shall be the person nominated as the primary user to have full access to all the functions within the business Internet banking service.

- 4.2.1 Independent auditors, can be elected annually at the Annual General Meeting as Examiners and they shall examine the annual accounts of the Club, such audited accounts to be in the hands of all members prior to the Annual General Meeting

- 4.3 A member of the club can be elected annually to the position of Welfare Administrator. The remit for this position will become defined on a needs basis.

#### 5. Subscription/ Membership Fee payable to the club

- 5.1 The fees payable shall be a joining fee and an annual subscription at the rate from time to time determined by the Club in a General Meeting. The sum will be published annually. The subscription shall consist of a basic amount payable by all playing members. The subscription payable by Social Members shall be reviewed annually.

Junior Members will be entitled to use the facilities of the Club with the exception of being able to purchase intoxicating liquor or vote at any Annual General Meeting. All subscriptions shall be paid to the Treasurer by the end of March each year. New members who join during the season will be expected to pay within 30 days of being billed by the Treasurer.

- 5.2 A Member who has not paid the annual subscription by 31<sup>st</sup> March shall be deemed to have resigned from the Club.

- 5.3 The annual subscription shall fall due on 1st February each year and shall expire on 31st January the following year.

- 5.4 New full members joining after 30 June and before the end of the playing season will be liable to pay 50% of the club subscription for the full season. New members starting after the season ends (ie. October to March period) will pay a fee equal to the social membership annual fee.
- 5.5 Potential new members who attend roll-up/ coaching taster sessions, are allowed to attend up to 4 sessions before becoming full members and paying the subscription fee. There may be a small charge for participating in these sessions, as determined by the General Committee.

#### 6. Brentwood Borough Council Season Ticket

- 6.1 All playing Members must obtain a season ticket from the Council before being eligible to play. Council forms for season tickets will be available at the club or on line before commencement of the bowling season.
- 6.2 If a member does not hold both a Council season ticket, and a club current subscription has been paid, then they are not eligible to play on the greens.

#### 7. Trustees

- 7.1 There shall be two (2) Trustees of the Club who shall be appointed from time to time as necessary by the Club in General Meeting from amongst Full or Honorary/Life Members who are willing to be so appointed. Trustees shall hold office during their life or until they shall resign by notice in writing to the General Committee, or until resolution removing them from office shall be passed at a General Meeting of the Club by a majority comprising of two-thirds of the Members present and entitled to vote.
- 7.2 All property of the Club, including land and investments, shall be held by the Trustees for time being, in their own names so far as is necessary and practicable, for the use and benefit of the Club. On the death, resignation or removal from office of a Trustee, the General Committee shall take steps to procure the appointment by the Club in General Meeting of a new Trustee in their place, and shall as soon as possible thereafter take all lawful and practical steps to procure the vesting of all Club property in the names of the Trustees as constituted after the said appointment. The Trustees in all respects act, in regard to any property of the Club held by them, in accordance with the direction of the General Committee and shall have the power to sell, lease, mortgage or pledge any Club property for the purpose of raising or borrowing money for the benefit of the Club in compliance with the General Committee's directions. No purchase, lessee or mortgagee shall be concerned to enquire whether any such direction has been given. The Club shall indemnify the Trustees against all expenses and costs the Trustees are put to in the execution of the duly authorised duties heretofore.

## 8. Conduct of Members

- 8.1 The General Committee may suspend the membership of any member ( all categories of membership)whose conduct whether on the Club premises or elsewhere, is or has been in the opinion of the Committee contrary to the interest of the Club or injurious to its reputation.
- 8.2 Immediately upon the suspension of the Membership of any member, the General Committee shall :
- (i) cause a Special Meeting of the Club to be summoned for a day not later than the twenty-first day following suspension.
  - (ii) give notice to the suspended member at their address, as last notified to the Secretary, of their suspension and inform them that if they so desire they may be present at the said meeting.
- 8.3 At any such meeting any allegations against the suspended member shall be related (in their presence if they attend) to the meeting by a member of the General Committee and the suspended member shall (if they desire) be heard in answer, a reasonable adjournment to enable them to prepare their answer being allowed him/her at the discretion of the meeting. The quorum for a Special Meeting will be 25 full Members including Officers of the Club.
- 8.4 The decision of the Club at the said meeting or at any adjourned meeting whether to reinstate the suspended member or to terminate their membership shall be taken by a simple majority vote of all those current full members present at the meeting, and shall be final and conclusive.

## 9. Licensing Act

- 9.1 Intoxicating liquor may only be sold for consumption on the Club premises to persons over the age of eighteen who are entitled to the use of the Club premises. No Junior Member under the age of eighteen may purchase or attempt to purchase, or consume intoxicating liquor within the Club.
- 9.2 The Committee shall cause the Club bar to be opened (subject to terms of the Club premises certificate) for the sale of excisable goods, at times convenient, to persons who are entitled to the use of the premises of the Club (except Junior Members as aforesaid) provided that the names of the visitor and introducer have been entered in the Visitor's Book upon entry to Club premises.
- 9.3 No person shall take a commission, percentage or other such payment in connection with the purchase of excisable goods for the Club. Any profit deriving from the supply of such goods shall (after deduction of the costs of providing such goods for the benefit of the Club) be applied to the provision of additional amenities for the benefit of the Club.
- 9.4 Proper accounts of all purchases and receipts from excisable goods shall be kept and presented at the Annual General Meeting.

## 10. Visitors

- 10.1 Ordinary, Honorary/Life Members may introduce and entertain guests at the Club and there shall be kept at the Club premises a Visitors Book which both the member and their guest shall sign. The member introducing their guest shall be responsible for their guest strictly observing the Rules and By-laws of the Club and shall not leave the Club premises before their guest. No member whose membership has been terminated or is for the time being suspended or whose application for membership has at any time been rejected shall be introduced as a guest nor shall any member entertain more than two guests at anyone time, nor introduce as a guest the same person on more than two occasions in anyone calendar month. Members of visiting Bowling Clubs, competitors and their guests shall have the use of the Club premises and may purchase intoxicating liquor from the bar for the duration of their visit, provided that they have signed as

such in the Visitors Book. Visiting Bowls Clubs, participating in a match, the person in charge will be allowed to sign the Visitors Book on behalf of the visiting team.

10.2 Visitors wishing to bowl with club members on a public rink, must pay their green fee to the Member, who will pass on the fees to the Treasurer. The General Committee will set the amount of Visitor's green fee payable each year.

## 11. Notices

11.1 It is the duty of each Member to provide the Secretary with their up-to-date contact details (including their current e-mail addresses). Notices to Members can be sent by post or electronically or by being affixed in a prominent position on the Club premises, in a part of the Club which is frequented by Members. All information will be held confidentially by the membership secretary in accord with GDPR national rules.

## 12. Alteration of Rules

12.1 These Rules may be revoked, added to or altered by a majority comprising two thirds or more of the Members present and entitled to vote at any General Meeting of the Club of which 21 days notice has been duly given specifying the intention to propose the revocation, addition or alteration together with full particulars thereof.

## 13. Exclusion of Liability

13.1 Neither the Club nor any Officer thereof shall be liable to any member or guest of a member for any loss or damage to any property occurring from whatever cause, in or about the Club premises nor for any injury sustained by any member or guest whilst on or entering or leaving the Club premises and a notice to this effect shall at all times be displayed in a prominent position on the Club premises.

13.2 Membership of the Club and acceptance of these Rules by the member will be deemed to constitute consent to the holding of relevant personal data for the purposes of the Data Protection Act.

## 14. Dissolution of the Club

14.1 If, at any General Meeting of the Club, a resolution is passed calling for the dissolution of the Club, the 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 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.

14.3 If, upon the winding up or dissolution of the Club, there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed amongst the members of the Club.

14.4 Upon dissolution of the Club the General Committee shall give or transfer the assets remaining to one or more of the following :

(a) to another Club with similar sports purposes which is a charity and/or

(b) to another Club with similar sports purposes which is a registered Community Amateur Sports Club (CASC) and for

(c) To Bowls England for use by them in related community sports.

15. Competitions

- 15.1 The draw and date of the Club competitions shall be arranged by the General Committee. No Member will be permitted to play in any Club competition until his/her competition fees have been paid. All Club competitions shall be played under Bowls England rules.
- 15.2 Dates fixed for all rounds should be strictly adhered to. Both parties (Challengers and Opponents) are responsible for completing the tie by the specified date. Ties not completed by the closing date shall be referred to the Competition Secretary plus Captains, who shall decide whether an extension, only in exceptional circumstances, be granted or p1ayer(s) disqualified.
- 15.3 The decision of the Competition Secretary on all matters relating to club Internal Competitions shall be final.

16. Correct Dress

- 16.1 Correct dress will depend on the regulations in force for each match/competition.
- 16.2 The General Committee will consider and advise the membership of the appropriate dress code for both internal club games(including roll-ups), external matches(including friendlies), and league matches on at least an annual basis.

Adopted at the AGM (2/12/2023)

Signed-----

Print-----

Position-----