

Langtoft Bowls Club Constitution

1. Name of Club

The club will be called LANGTOFT BOWLS CLUB (hereinafter referred to as 'the Club') and will be affiliated to the England Bowls Federation, via the Northants Bowling Federation.

Up to date copies of the Club's Constitution, rules and regulations will be displayed on the website and held in the clubhouse.

2. Aims and Objectives

The aims and objectives of the Club and its management committee (hereafter referred to as 'the Committee') will be to:

- a) Promote the sport of Flat Green Bowls.
- b) To ensure membership of appropriate leagues for the purpose of establishing regular competitive play for members of all abilities.
- c) Offer coaching, leisure and competitive opportunities in Flat Green Bowls.
- d) Promote the Club within the local community and introduce new participants.
- e) Manage the Club for the benefit of the members.
- f) Ensure a duty of care to and from all members of the Club.
- g) Provide all its services in a way that is fair to everyone.
- h) Promote and encourage the game of Flat Green Bowls to persons of diverse abilities
- i) Provide a safe environment for members and visitors to play bowls.

3. Membership

- a) Membership of the Club is open to anyone interested in promoting, coaching, volunteering or participating in Flat Green Bowls, regardless of gender, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
- b) The membership will consist of the following categories:
 - Full Member
 - Junior Member (open to those aged between 10yrs and 17 yrs)
 - Life/Honorary member including Honorary President
 - Social Member

Junior members must always be accompanied by one of their parents, a recognised guardian or a member of the Club who has the required Child Protection accreditation.

If a full member wishes to bring a guest to play bowls, they may do so provided the appropriate green fee is made per session. All guests must be accompanied by a full member of the club.

- c) All members, guests and visitors will be subject to the Constitution and by joining the Club will be deemed to accept it and any Codes of Practice or procedures that the Club has adopted.
- d) Members will pay membership fees, as determined by the Annual General Meeting following proposals by the Committee. The subscription year will run from 1 April to 31 March each year.
- e) Membership shall be for one year (or part year if joining after 1 April). Membership may be renewed without the need for re-approval by the Committee. The Committee will notify members of the Club of the fees each year and fees must be paid one month after the notification date.
- f) Full members will be eligible to take part in the business of the Club, vote at general meetings and be eligible for selection to play for any Club team unless the applicable subscription has not been paid by the due date and/or membership has not been agreed by the Committee.
- g) Social members can play with a member at the applicable rink fee. Social members can play in any friendly matches, the Langtoft Club 19 competition and any internal one-day events. Social members can attend the AGM/EGM but shall not be entitled to vote. Social members may not hold any Club office.
- h) No member of the Club may incur any expenditure on behalf of the Club without the prior consent of the Committee.
- i) New members are only admitted following completion of an application form which will be submitted to the Committee for approval. Membership does not become valid until the application is approved and confirmed by the Club Secretary and the fee has been received by the Treasurer. Rejection of an application for membership will preclude a candidate from reapplying until the start of the following season.
- j) The Committee may revoke or cancel the membership of an individual in the event it finds that member's behaviour to be damaging to the spirit and ethos of the club. A person's membership may be cancelled by the Committee through a vote at a Committee meeting with a two thirds majority of those present.
- k) Membership may be limited to a maximum as determined by the Committee.

4. **Policies, Rules, Procedures**

- a) The Club is committed to ensuring that all policies covered within the Club rules are adhered to across all aspects of its operations.
- b) All Club policies shall conform with UK legislation.
- c) The Committee may amend policies rules and procedures as it deems appropriate or is required by law.

5. **The Committee**

- a) The affairs of the Club shall be conducted by a voluntary Committee (referred to in the Constitution as the Committee) which shall be a maximum of ten full members of the Club all of whom will be elected at the Annual General Meeting. All fully paid members of the Club are eligible for election to serve on the Club's Committee, each of whom do so on a voluntary basis.
- b) The Committee will consist of three Officers, namely Chair, Treasurer and Secretary. In addition, the Committee will also have up to seven other ordinary members.
- c) The Committee can appoint people to positions within the Club, including but not limited to Deputy Chair, Green Manager, Facilities Manager, Health and Safety Manager and Social Manager. These positions can be held by members of the Committee, other Club members and outside contractors (if required).
- d) Members of the Committee shall be elected/re-elected at the AGM to serve for a maximum of three years, after which they can then seek re-election.
- e) The Committee may grant privileges (such as Honorary membership) subject to the approval of the Club membership at an Annual General Meeting.
- f) If the post of any officer or ordinary Committee member should fall vacant after election, the Committee shall have the power to fill the vacancy until the succeeding Annual General Meeting. A single individual can hold more than one position of officer of the Club on a temporary basis until the next AGM.
- g) The Committee will be responsible for adopting new policy, codes of practice, rules and procedures that affect the organisation and running of the Club.
- h) The Committee will have powers to appoint advisors to the Committee as necessary to fulfil its business.
- i) The Committee may invite non-Committee members to take part in all or part of a Committee meeting, or present reports as they deem appropriate.
- j) The Committee will be responsible for disciplinary hearings of members who may have infringed the Club rules/regulations/constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.

- k) The Committee meetings will be convened by the Secretary of the Club and be held no fewer than four times per year (including virtual meetings where necessary).
- l) Minutes of each meeting of the Committee will be kept, recording the decisions and actions agreed arising from each meeting. These will be reviewed and agreed as being complete and accurate at the subsequent Committee meeting and signed by the Chair (or acting Chair).
- m) Only Committee members will have the right to vote at Committee meetings, but any full Club member will be able to attend and observe except where confidential items are being discussed.
- n) The quorum required for business to be agreed at Committee meetings will be four Committee members, of which two will be officers of the Club.
- o) In the event of any point of order not being clearly defined by the Club Rules or the Constitution, the Chair or acting Chair shall decide the issue, until such time as the matter concerned can be considered by the Committee and, if appropriate, brought before the Club members at an Annual General Meeting.
- p) In the event that a member of the Committee is behaving in a way that the majority of the appointed Committee believe is not in the best interests of the Club, the Chairman has the power to suspend that individual from the Committee until the next AGM, where the members can vote on that individuals continued participation on the Committee regardless of the term remaining.

6. **Finances**

- a) The Club shall be a not-for-profit organisation. Any surplus of income over expenditure generated in a financial year shall be held in reserve for future years' expenditure.
- b) The Committee shall have the power to commit the Club to financial obligation, including any leases necessary for the running of the Club.
- c) The Committee shall have the power to apply for grants and any other funding it deems appropriate to the achievement of the Club's objectives.
- d) The Club Treasurer (or acting Treasurer, or any other person authorised by the Committee) will be responsible for managing and controlling the financial affairs of the Club, as directed by the Committee.
- e) The financial year of the Club will run from 1st January and end on 31st December (or any period as agreed at a General Meeting).
- f) All Club bank accounts shall be operated by the Treasurer (or acting Treasurer, or any other full member of the Club as determined by the Committee). All monies will be deposited in the account at the Bank/ Building Society as agreed by the Committee.

- g) A statement of Annual Accounts will be presented or caused to be presented by the Treasurer (or acting Treasurer, or other person directed by the Committee) at the Annual General Meeting. The Committee shall appoint an independent examiner to report on the same annual accounts.
- h) Any cheques or bank transfers (BACS) drawn against Club funds should be made by the Treasurer or in their absence by any authorised signatories. In respect of the collection and banking of cash and transaction of electronic bank transfers, these are to be carried out by the Treasurer or acting Treasurer, or in their absence by other full members of the Club, as directed by the Committee.
- i) The Committee may agree with an individual given responsibility for any part of the Club's operations a budget to work with and agree appropriate levels of review and expenditure that may be carried out by that individual. The budget and level of discretionary expenditure on an individual item will be noted in the Committee minutes and communicated by the Treasurer in writing (or e-mail) to the individual.
- j) The Treasurer shall present (or cause to be presented) an update of the current financial state of the Club at each meeting of the Committee.
- k) The Committee shall ensure that the Club has taken out what it deems to be an appropriate level of insurance to cover its Public and Organisational liabilities.

7. **Annual General Meetings and Extraordinary General Meetings**

- a) General Meetings are the means whereby the members of the Club exercise their democratic rights in conducting the Club's affairs.
- b) The Club shall hold the Annual General Meeting (AGM) annually to:
 - i. Approve the minutes of the previous year's AGM
 - ii. Receive reports from the Chair
 - iii. Receive a report from the Treasurer (or acting Treasurer or any other person directed by the Committee) and approve the Annual Accounts
 - iv. Receive a report from the Club's independent examiner, which shall include the approval or otherwise of said Annual Accounts.
 - v. Elect the members of the Committee. (Individual roles will be agreed by the Committee members at the first Committee meeting after the AGM).
 - vi. Agree the membership fees for the following year.
 - vii. Consider and approve any proposed changes to the Constitution.
 - viii. Deal with other proposed business agreed by the Committee.
- c) All Motions to be debated at the AGM require a Proposer and a Seconder and must have been submitted in writing (or e-mail) to the Club Secretary at least 21 days prior to the meeting.
- d) The date of the AGM shall be determined by the Committee and shall be held after the end of the Financial Year but before the 1st March of the following year.

- e) 28 days' notice of the AGM will be given to all full members by the Club Secretary and an Agenda will be published 14 days prior to the AGM.
- f) Nominations for persons wishing to join the Committee must be sent to the Secretary at least 14 days prior to the date of the AGM.
- g) All Full, Lifetime and Honorary members have the right to attend and vote at the AGM.
- h) The quorum for the AGM will be 20% of the full voting membership.
- i) All matters requiring a vote will be decided by a simple majority provided there is a quorum for the meeting.
- j) The Chair of the Club (or the acting Chair) shall hold a deliberative as well as a casting vote at General and Committee meetings, except when the vote is for election to the Committee. In the event of a tie for the final place, a second ballot will take place for that final position.
- k) Any duly convened Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary, supported by at least 30% of the full members of the Club. The Committee shall also have the power to call an EGM by decision of a simple majority of the Committee members.
- l) The notice period required for an EGM to be given to members is 14 days.
- m) Voting procedures for an EGM will follow those outlined above for AGMs.
- n) Notice of an AGM or EGM shall be deemed to be effective from the date on which it is issued by the Club Secretary either by e-mail, or publication on the Club website or notice board.

8. The Constitution

- a) The Constitution of the Club must be reviewed at least every 3 years.
- b) The Constitution can only be changed through agreement by simple majority vote at an AGM or EGM.
- c) Proposed changes to the Constitution will be sent to the Secretary prior to the AGM and in line with the AGM process.

9. Discipline and Appeals

- a) All concerns, allegations or reports of poor practice/abuse relating to the welfare of children, young people and vulnerable adults will be recorded and responded to swiftly and appropriately.
- b) All complaints regarding the behaviour of members should be presented and submitted in writing to the Club Secretary.

- c) The Chair and three Committee members will meet to hear complaints within 21 days of the complaint being lodged and taking full account of the Club's Code of Conduct. This group will have the power to take appropriate disciplinary action including the termination of membership.
- d) The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within seven days of the hearing.
- e) There will be the right of appeal to the full Committee following disciplinary action or refusal of membership being announced. The Committee will consider the appeal within 14 days of the Club Secretary receiving notice of the appeal.
- f) Both the complainant and member whose behaviour/actions are under investigation will be afforded the opportunity to attend and address any initial hearing or appeal.
- g) Notwithstanding the above a member shall have the right of appeal to the full Committee if they feel that they have been unfairly treated by the Club. Any appeal shall be formally submitted to the Club Secretary.

10. Dissolution

- a) If at any special General meeting of the Club a resolution be passed calling for the dissolution of the Club the Club Secretary shall immediately convene a General meeting of the Club to be held not less than one month thereafter to discuss and vote on the resolution.
- b) If at that special meeting the resolution is carried by at least two thirds of the full members present at that meeting, 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.
- c) 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 voluntary organisation having similar objectives to that of the Club.
- d) The quorum for a special meeting to dissolve the Club shall be 50% of the full members. In the event that a special Meeting is convened which does not meet that threshold, a further meeting shall be convened with a quorum set by the Committee.