

BALDOCK TOWN BOWLS CLUB

CONSTITUTION

1. NAME

The name of the Club is “Baldock Town Bowls Club” (The Club). The Club shall be affiliated to Bowls England, Hertfordshire Bowls and such other National and Local Associations that the General Committee feel would be beneficial to the well-being of the Club.

2. ADDRESS

The address of the Club premises and green is “Avenue Park, West Avenue, Baldock, Herts, SG7 5AY”

3. OBJECTS OF THE CLUB

To foster and promote the sport of flat green bowls in the North Hertfordshire area at all levels, providing opportunities for recreation and competition and community participation.

4. MEMBERSHIP

- 4.1 Membership of the Club shall be open to any person wishing to play or participate in the sport of flat green bowls irrespective of race, sex, creed or colour providing that such a person is properly proposed and seconded in accordance with the provisions of this Constitution.
- 4.2 There shall be three classes of membership available, namely Full, Full Junior (under 18 or under 21 if in full-time education), and Social. Social members do not have voting rights.
- 4.3 Every candidate for membership shall be proposed and seconded by existing Full Members to both of whom the candidate is personally known. Applications for membership will be accepted or rejected by the General Committee and the result communicated to the candidate in writing.
- 4.4 The General Committee may refuse membership and also has the power to expel any member whose conduct is considered detrimental to the interests of the Club, both on and off the green. Any member thus affected shall have the right to appeal the expulsion to the General Committee.
- 4.5 Any Member of the Club wishing to resign his membership must give notice in writing of their intention to do so in writing to the relevant Secretary
- .4.6 Honorary Life Members may be elected by an AGM, normally as recognition for services to the Club, and shall be regarded as Full Members. Honorary Life Members are not required to pay the annual subscription but are still liable for match fees, competition fees, etc.

5. OFFICERS & COMMITTEE

- 5.1 The Officers of the Club shall be as follows:
 - President, an Honorary position
 - Vice President
 - Chairperson
 - Treasurer
 - Club Secretary
 - Mens Secretary
 - Ladies Secretary
 - Fixture Secretary

- 5.2 The Committee members shall be:
- Mens Captain
 - Ladies Captain
 - Midweek Captain
 - Greenranger
 - Competition Secretary
 - Two general members, one of each gender

5.3 The above Officers and Committee members shall form the General Committee.

6. ELECTION OF OFFICERS AND COMMITTEE MEMBERS

- 6.1 All Officers and Committee Members shall be elected at the Annual General Meeting of the Club from, and by, Full Members of the Club.
- 6.2 All Officers and Committee Members are elected for a period of one year but may be re-elected to the same office or elected to another office in subsequent years.
- 6.3 If a new Fixture Secretary is elected at the AGM they shall not take office until immediately following the Spring Meeting.
- 6.4 Vice Captains for each section may be elected at the AGM but they are not members of the Executive or the General Committee.
- 6.5 The AGM shall also appoint a Press Officer responsible for all matters concerning local newspapers, press releases to bowls associations, etc. Press Officer is not a committee member.

7. COMMITTEES

7.1 The affairs of the Club shall be controlled by an Executive Committee comprising the President, Vice President, Chairperson, Club, Men's and Ladies Secretaries and Treasurer. The Executive Committee shall meet monthly throughout the year. All such meetings shall be minuted and copies given to all members of the General Committee and posted for inspection by members.

7.2 The duties of the Executive Committee are:

- 7.2.1 To control the affairs of the Club on behalf of the Members.
- 7.2.2 To keep accurate accounts of the finances of the Club through the Treasurer. These accounts will be presented at each meeting of the Executive Committee and will be available for reasonable inspection by members. The accounts will be verified by an independent person prior to presentation to the Annual General Meeting. The Club will maintain a bank account with two from Treasurer, Chairperson and either Secretary as authorised signatories.
- 7.2.3 To co-opt additional Members to the Committee as necessary to fulfil certain tasks where that Member(s) has the required skills.
- 7.2.4 To make decisions on the basis of a simple majority vote. In the case of equal votes the Chairperson shall be entitled to an additional casting vote.
- 7.2.5 To promote the sport, the Club and the facilities so as to increase the membership of the Club.

The Executive Committee may invite members of the General Committee to attend a meeting of the Executive Committee where a topic relevant to that member is to be discussed. Similarly a member of the General Committee may request to attend a meeting where he/she has a relevant topic to raise.

7.3 The General Committee shall meet with the Executive Committee in alternate months. Attendees shall be all the Officials listed in clause 5 above. The agenda shall follow the agenda for the Executive Meetings and additionally shall include:

- Organise friendly and competitive matches against other clubs
- Organise internal competitions for members..
- Offer the green and facilities to other Associations and Counties.
- Volunteers to assist on the green and surrounds and other activities in the club.

7.4 Vacancies which occur on the General Committee shall be offered to the highest unsuccessful candidate in order of votes cast. Thereafter it will be by invitation from the Officers and General Committee. Such appointments will continue until the next AGM.

8. ANNUAL GENERAL MEETING

8.1 The Annual General Meeting (AGM) of the Club shall be held in January each year (Unless Government regulations prevent in which case the AGM will be held at the earliest possible opportunity) . 21 days written notice shall be given to each Member at their home or e-mail address. Members must advise the Secretary in writing of any business to be moved at the AGM at least 14 days before the Meeting.

8.2 The business of the AGM shall be to:

8.2.1 Confirm the minutes of the previous AGM and any Extraordinary Meetings held since the last AGM.

8.2.2 Receive the verified accounts from the Treasurer

8.2.3 Receive the annual reports from the Secretaries.

8.2.4 Adopt the fixture list for the forthcoming season

8.2.5 Receive such other reports as are deemed important to Members.

8.2.6 Elect the Officers and Committee Members for the forthcoming season

8.2.7 Transact such other business received in writing by the Secretary as per clause 8.1 above.

8.2.8 Elect Vice Captains as required. Vice Captains will not be Committee members

8.2.9 Elect delegates to the Associations to which the Club is affiliated.

8.2.10 Elect a Press Officer.

8.3 Nominations of candidates for election of Officers and Committee shall be made in writing to the Secretary at least 14 days prior to the AGM. Nominations can only be made and seconded by Full Members. A Member who has been nominated but not elected for a particular position may be proposed during the meeting for any other position not filled.

8.4 Where no written nominations have been received the Chairman has the discretion to accept nominations during the meeting.

8.4 Decisions at General Meetings shall be by a simple majority of votes from those Full Members attending the meeting. In the event of equal votes the Chairperson shall have the casting vote.

8.5 Each Full Member shall be entitled to one vote at General Meetings.

9. OTHER GENERAL MEETINGS

9.1 A Spring General Meeting shall be held in March or April prior to the start of the playing season. The agenda for this Meeting shall include:

9.1.1 Chairperson's Report on activities since the AGM.

9.1.2 Treasurer's Report on subscriptions and other financial matters for the forthcoming season.

9.1.3 Greenrangers report on activities on and around the green.

9.1.4 Report on recruitment, retention and related matters

9.1.5 Any other reports deemed important to Members

9.1.6 Entries to the Club competitions

9.1.6 Any other relevant business

9.2 An Extraordinary General Meeting may be called on the written request of ten (10) Full Members stating the business to be discussed. Notice of such a meeting shall be given to Members as for an AGM.

10. QUORUM

10.1 At all Annual, Spring and Extraordinary Meetings twenty (20) Full Members shall form a quorum.

10.2 At all General Committee Meetings eight (8) shall form the quorum. At Executive Meetings four (4) shall be the quorum.

11. SUBSCRIPTIONS

11.1 Subscriptions shall be due at the Spring Meeting. Any Member who has not paid the subscription by the start of the playing season will be considered to be in default and not allowed to play until the subscription has been paid.

11.2 The Treasurer may in their absolute discretion, where extenuating circumstances exist, agree to accept the annual subscription at such time and terms agreed with the Member.

12. DISCIPLINARY PROCEDURE

12.1 The Club will adopt in its entirety the Bowls England Regulation No 9 as the procedure for any disciplinary or misconduct matters at or affecting the Club.

13. SAFEGUARDING

13.1 The Club will appoint two (2) Club Welfare Officers (CWO) whose role is to safeguard children and vulnerable adults. A child is defined as any young person under the age of 18. A vulnerable adult is defined as a person over the age of 18 who may be in need of community care services by reason of mental or other disability, age or illness or who is unable to take care of him or her self. In carrying out this role the CWOs will abide by the principles laid down and enforced by Bowls England and the Bowls Development Alliance.

14. ALTERATIONS TO THE CONSTITUTION

14.1 Any proposed alterations to the Club Constitution may only be considered at an Annual or Extraordinary Meeting convened with the required written notice of the proposal. Any alteration or amendment must be proposed and seconded by Full Members. Such alterations shall be passed if supported by not less than two-thirds of those Full Members present at the Meeting, assuming a quorum has been achieved.

15. DISSOLUTION

15.1 If, at any Annual or Extraordinary Meeting of the Club, a resolution be passed calling for the dissolution of the Club, a further Extraordinary General Meeting shall be held not less than one month thereafter to discuss and vote on the resolution.

15.2 If, at that Extraordinary General Meeting, the resolution is carried by at least two-thirds of the Full Members present the General Committee shall thereupon, or at such date specified in the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities of the Club.

15.3 After discharging all debts and liabilities of the Club, the remaining assets shall not be paid or distributed amongst the Full Members but shall be given or transferred to some other voluntary organisation having objects similar to those of the Club.

16. INDEMNITY

16.1 Each Member of the Club shall (to the extent that such person is not entitled to recover under any policy of insurance) be entitled to be indemnified out of any and all funds available to the Club, which may lawfully be so applied, against all costs, expenses and liabilities whatsoever incurred by such person in the proper execution and discharge of duties undertaken on behalf of the Club or arising therefrom, or incurred in good faith in the purported discharge of such duties.