



Baldock Town Bowls Club
Constitution & Rules
Adopted: January 2023 AGM

Conforms to Bowls England Model Constitution for Community Amateur Sports Clubs

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Section 1: Name and Objectives

- 1.1 The name of the Club is “Baldock Town Bowls Club” (The Club). The Club shall be affiliated to Bowls England (BE), Hertfordshire Bowls Association (HBA) and such other National and Local Associations that the General Committee feel would be beneficial to the well-being of the Club.
- 1.2 The Club shall be affiliated to Bowls England (BE), Hertfordshire Bowls Association (HBA) and such other National and Local Associations that the General Committee feel would be beneficial to the well-being of the Club
- 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 in the county of Hertfordshire and local area, providing opportunities for recreation and competition and community participation.
- 1.4 The address of the Club premises and green is “Avenue Park, West Avenue, Baldock, Herts, SG7 5AY.

Section 2: Membership

- 2.1 The club may have different classes of membership and subscription on a non-discriminatory and fair basis. Membership of the Club shall be open to any person wishing to play or participate in the support 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.
- 2.2 There shall be the following categories of membership with power to vote at all relevant meetings of the Club as indicated hereunder.
 - a) FULL MEMBER – being a person who, at the date of election, shall have attained the age of eighteen years (or 21 if still in any form of education) and 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 and/or between the age of 18 and 21 and in part/full time education and shall have one vote.
 - c) SOCIAL MEMBER – who shall have no vote.
- 2.3 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.
- 2.4 The General Committee may refuse membership and 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.

- 2.5 Any Member of the Club wishing to resign their membership must give notice of their intention to do so in writing to the Club & Membership Secretary
- 2.6 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.

Section 3: Officers and Committee

3.1 The Senior Officers of the Club shall be as follows:

- President, an Honorary position
- Chairperson
- Treasurer
- Club & Membership Secretary

3.2 The officers of the club shall be:

- Men's Secretary
- Ladies Secretary
- Fixture Secretary
- Club Competition Secretary

3.3 The Committee members shall be:

- Weekend Captain
- Midweek Captain
- Green Liaison Officer
- Green Ranger
- Social & Fundraising Officer
- Two general members, (preferably one of each gender)

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

Section 4: Election of Officers and Committee Members

- 4.1 All Officers and Committee Members shall be elected at the Annual General Meeting of the Club from, and by, Full Members of the Club.
- 4.2 Officers and General Committee Members (GCM) shall be elected at the Annual General Meeting and shall hold office for the period of election, retiring at the end of the that period. All Officers and GCM of the Club shall

be eligible for re-election to the same office or another office at the end of their current period of election, except for the President (see 4.4 below).

- 4.3 Men's, Ladies Team Managers and Vice Captains for each section may be elected at the AGM but they are not members of the General Committee.
- 4.4 No member shall hold the office of President for more than three consecutive years. Upon the expiration of tenure of the President the club should invite nominations for the position of President per clause 4.2 above.

Section 5: Club Affairs

- 5.1 The affairs of the Club shall be controlled by the General Committee. The General Committee shall meet monthly throughout the season and when deemed necessary at all other times. All such meetings shall be minuted. The General Committee will publish regular communications to ensure all members are kept up to date with decisions actions taken by the General Committee.
- 5.2 The duties of the General Committee are:
 - 5.2.1 To control the affairs of the Club on behalf of the Members.
 - 5.2.2 To keep accurate accounts of the finances of the Club through the Treasurer. These accounts will be presented at each meeting of the General 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 or with online banking access.
 - 5.2.3 To co-opt additional Members to the General Committee as necessary to fulfil certain tasks where that Member(s) has the required skills.
 - 5.2.4 To make decisions based on a simple majority vote. In the case of equal votes, the Chairperson shall be entitled to an additional casting vote.
 - 5.2.5 To promote the objectives of the Club.
- 5.3 Attendees at the General Committee shall be all the Officials listed in clause 3 above. The agenda shall follow a pre-defined agenda and additionally shall include:
 - 5.3.1 Organise friendly and competitive matches against other clubs
 - 5.3.2 Organise internal competitions for members.

- 5.3.3 Offer the green and facilities to other Associations and Counties.
 - 5.3.4 Establish a sub-committee that consists of Volunteers to assist on the upkeep and maintenance of the green and surrounds and other activities in the club.
 - 5.3.5 Source and promote social engagements for the members of the club that contribute to utilisation of the facilities at Avenue Park Sports Club and strive to build camaraderie within all members off the bowling green and in a social environment.
- 5.4 Vacancies which occur on the General Committee shall be offered to the highest unsuccessful candidate in order of votes cast at the AGM. Thereafter it will be by invitation from the Senior Officers of the club. Such appointments will continue until the next AGM.

Section 6: Annual General Meeting

- 6.1 The Annual General Meeting (AGM) of the Club shall be held in January of 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.
- 6.2 The business of the AGM shall be to:
- 6.2.1 Confirm the minutes of the previous AGM and any Extraordinary Meetings held since the last AGM.
 - 6.2.2 Receive the verified accounts from the Treasurer
 - 6.2.3 Receive the annual reports from the Secretaries.
 - 6.2.4 Adopt the fixture list for the forthcoming season
 - 6.2.5 Receive such other reports as are deemed important to Members.
 - 6.2.6 Elect the Officers and Committee Members for the forthcoming season
 - 6.2.7 Transact such other business received in writing by the Secretary as per clause 6.1 above.
 - 6.2.8 Elect Vice Captains as required. Vice Captains will not be Committee members
 - 6.2.9 Elect delegates to the Associations to which the Club is affiliated.

- 6.2.10 Elect two delegates to represent the Club at meetings of the Avenue Park Sports Club, one of which should be the Social & Fundraising Officer.
- 6.3 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.
- 6.4 Where no written nominations have been received the Chairperson has the discretion to accept nominations during the meeting. Vacancies which occur on the General Committee shall be offered to the highest unsuccessful candidate in order of votes cast at the AGM. Thereafter it will be by invitation from the Senior Officers of the club. Such appointments will continue until the next AGM.
- 6.5 Decisions at Annual General Meeting shall be by a simple majority of votes from those Full Members attending the meeting. In the event of equal vote the Chairperson shall have the casting vote.

Section 7: Other General Meetings

- 7.1 A Spring General Meeting shall be held in March or April prior to the start of the playing season (unless Government Guidance prevents). The agenda for this Meeting shall include:
- 7.1.1 Chairperson's Report on activities since the AGM
 - 7.1.2 Treasurer's Report on subscriptions and other financial matters for the forthcoming season.
 - 7.1.3 Greenrangers report on activities on and around the green.
 - 7.1.4 Report on recruitment, retention and related matters
 - 7.1.5 Any other reports deemed important to Members
 - 7.1.6 Entries to the Club competitions
 - 7.1.7 Any other relevant business
- 7.2 An Extraordinary General Meeting may be called on the written request of ten (10) Full Members or called by the General Committee stating the business to be discussed. Notice of such a meeting shall be given to Members as for an AGM.

Section 8: Quorum

- 8.1 At all Annual, Spring and Extraordinary Meetings twenty (20) Full Members shall form a quorum.
- 8.2 At all General Committee Meetings six (6) shall form the quorum.

Section 9: Subscriptions

- 9.1 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, unless they are paying via the club payment plan.
- 9.2 The club payment plan will be a formal direct debit/standing order scheme, whereby members will need to pay 40% of the annual Subscription at the Spring General Meeting and the remaining 60% during the following three months of the season. All subscriptions should be paid in full by the end of each July.

Section 10: Disciplinary Procedure

- 10.1 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.
- 10.2 The Senior Officers will sit as the Panel/Hearing Officers for any Disciplinary matter.

Section 11: Safeguarding

- 11.1 The Club will appoint a Club Welfare Officer (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.

Section 12: Alterations to the Constitution

- 12.1 Any proposed alterations to the Club Constitution and/or the club rules may only be considered at an Annual or Extraordinary General 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.

Section 13: Dissolution

- 13.1 If, at any Annual or Extraordinary General 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.
- 13.2 If, at that subsequent 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
- 13.3 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. 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.

Section 14: Indemnity

- 14.1 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.

Appendix A: Club Rules

A1. Applicability

The Constitution of the Club defines the legal requirements of the Club. These rules define the day-to-day operation of the Club and associated activities. Changes to these rules can only be made at an Annual or Extraordinary Meeting of the Club.

A2. Standards

These Rules adopt and enforce the Laws of the Sport as laid down by the World Bowls Board and the Rules of Bowls England. Members shall be deemed to be conversant with these Rules and to hold themselves subject to disciplinary measures for breaches thereof.

Where there is any apparent discrepancy between these Rules and the Rules of Bowls England or the Constitution of the Club the latter will take precedence.

A3. The Green

3.1 The green will normally be open from 2pm on weekdays and 10am at weekends. For play outside these times approval must be sought from the Greenranger

3.2 In accordance with Bowls England Rules there will be no smoking, including electronic devices, on the green.

A4. Bookings

A file will be available for provisional and definite bookings to be made. Provisional bookings must be made in pencil and definite bookings in ink stating name, competition and start time. Provisional bookings can only be held for three days.

Members should only make provisional and/or definite rink bookings for the actual round they are currently at and not block book for all rounds within a competition.

The booking file will contain the rules defining precedence on bookings e.g. national matches have precedence over county matches etc.

A5. Dress Code

5.1 Regulation dress on the green for all midweek, SDML and weekend friendly matches will be Club Colours (i.e. club shirt/blouse and black trousers, skirts and/or shorts) as specified on the match sheet.

5.2 For District, County, National team, and Individual competitions the dress code will be Club Colours (i.e. club shirt/blouse with black Trousers, skirts and/or shorts).

5.3 In all matches and competitions all competitors must wear the same code.

5.4 Dress code for club member roll-ups and for non-members wishing to try the sport is optional provided bowls / flat shoes are worn on the green.

A6. Selection Committees

The Captain and/or Vice Captain will select the teams for SDML / friendly matches. Team Managers will be appointed to select and manage the teams in all County and National competitions. Team Managers may request assistance from other club members in these selections.

A7. Club Competitions

The Club will run such competitions as the members require. These will be managed by a Competition Secretary appointed by the General Committee and the decision of this Secretary on dates, elimination, etc are final. Competition Rules will be posted on the notice board at the start of each season.

A8. Trophies

All trophies are the property of the Club and are insured by the Club. Previous winners must return trophies before the end of the following season.

A9. Changes to Rules

Changes to these rules may only be made at an Annual or Extraordinary General Meeting. Details of the proposed change must be made in writing with the names of the proposer and seconder to the Club Secretary giving at least 21 days notice to allow circulation to members.

Appendix B: Responsibilities of Officers and Committees

This appendix gives a brief outline of the duties entrusted to the Officers of the Club and of the sub-committees with delegated powers from the Senior Officers and/or the General Committee to run specific areas of the club's activities.

President

- To represent the Club on match days and other special events;

Chairperson

- To Chair all relevant meetings of the Club committee and the AGM or any EGM;
- To have the casting vote at all relevant meetings of the Club in the event of equality;

Club & Membership Secretary

- To conduct the correspondence of the Club;
- To keep custody of all Club documents;
- To keep full minutes of all meetings of the Club, the Committee and Sub-Committees;
- To administer such insurance policy or policies as may be needed to fully protect the interests of the Club, its Officers and its members;
- Represent the Club at County meetings
- To keep a register of Club members' contact details and membership status
- To submit new applications for membership to the Committee

Honorary Treasurer

- To collect all relevant fees from Club members;
- To make all relevant payments on behalf of the Club;
- To prepare Annual Balance Sheet for examination;
- To present Accounts for approval at the Annual General Meeting

Honorary Fixture/Match Secretary

- To arrange matches as relevant with other clubs and seek GCM approval of the full program prior to publishing
- To confirm arrangements with other clubs at least a week before match takes place

Midweek & Weekend Captains

- To select relevant representative teams from nomination sheets
- To manage matches on the day

Competitions Secretary

- To chair the Club Competitions
- To ensure a fair draw for internal Club competitions
- To manage Club competitions, ensuring matches are completed in good time
- To make arrangements for Finals Day(s)

Green Ranger / Liaison Officer

- Upkeep of the green and its surroundings and of equipment required to maintain the green

- Oversight of Maintenance and repair of all Club buildings and property.
- Supervision of the Green working parties and volunteers.
- Decision in consultation with Green ranger on whether green is fit for play

Social & Fund Raising Officer

- Organizing and publicizing Club social functions
- Solicit Sponsorship and Fundraising activities for the benefit of BTBC
- Act as the Bowls Club Delegate on the Avenue Sports Club Committee

General Committee Member

- To act as representative of the BTBC Members and a conduit for feedback between the Club Officers and its members.

Team Managers

- Selection of all Club competitive teams.

Welfare/Safeguarding Officer

- To ensure the club complies with BE Safeguarding Bowls policy
- To act as a point of contact for Junior Bowlers
- To ensure compliance with relevant Health & Safety regulations

District/County Delegate (elected by Committee)

- To act as a liaison between the Club and other relevant associations
- To report back to the Committee on any issues which may affect the Club

Press Officer

- To publicise the Club in local media, website and social media as relevant

Appendix C: Banking Arrangements

- C1. The club shall hold a current account with a recognised high street clearing bank.
- C2. The club authorises the use of Internet Banking Services on this current account. It acknowledges that using Internet Banking Services means that a named individual, which should normally be the Club Treasurer, must operate such an account and will have access to and be able to make payments from this account solely. The Treasurer must delegate the authority to access and make payments on the account to the Club Chairperson.
- C3. All cheque payments will require 2 signatories from those authorised by mandate from the bank. Authorised signatories will include the Treasurer and the Chairperson.
- C4. An 'offline' authority, approved by the authorised list as above, will be required prior to any payments being made via Internet Banking Services (e.g. BACS). The Treasurer must retain evidence of this authority, which will be made available for audit purposes.

Appendix D: Amendment History

1. Revision1 December 2022 for Proposal and Acceptance at the January 2023 AGM