

# **FERNDOWN BOWLS CLUB**

## **CONSTITUTION AND RULES**

ADDRESS OF BOWLING GREEN

KING GEORGE V PLAYING FIELD  
PETER GRANT WAY  
FERNDOWN  
DORSET BH22 9EN

GREEN KEEPERS TELNo: 01202 897050

APRIL 2019



# **FERNDOWN BOWLS CLUB**

## **CONSTITUTION AND RULES**

### **CLUB OFFICIALS**

PRESIDENT  
VICE-PRESIDENT  
HONORARY SECRETARY  
HONORARY TREASURER  
HONORARY COMPETITION SECRETARY  
HONORARY SOCIAL ORGANISER

...

CLUB CAPTAINS & HONORARY SECRETARYS  
(LADIES & GENTLEMEN'S SECTIONS)

(The above two to represent the Club at County and  
B&D meetings as required).

## **LADIES SELECTION COMMITTEE**

President or Vice President  
Club Captain  
2<sup>nd</sup> Team Captain  
1 Club Member (without office)

## **MEN'S SELECTION COMMITTEE**

President or Vice President  
Club Captain  
Saturday Triples Captain  
BETA Tuesday Triples Organiser  
Percy Baker Organiser  
1 Club Member (without office)

### **OTHER ORGANISERS:**

Percy Baker Organiser  
Edna Paisley Organiser  
Club Triples Organiser  
BETA Team Organisers

# FERNDOWN BOWLS CLUB (“The Club”)

## CONSTITUTION AND RULES

1. The Club shall be named Ferndown Bowls Club comprising Ladies, Gentlemen’s Sections and a Junior Academy ( if formed), and shall be affiliated to Bowls England, Bowls Dorset, B&DBA and B&DWBA. The Club colours shall be Blue, Yellow and White and the headquarters shall be the Pavilion Kings Room, King George V Playing Field, Peter Grant Way, Ferndown, Dorset BH22 9EN.

### 2. Objects of the Bowls Club

2.1 To foster and promote the sport of bowls at all levels, providing opportunities for recreation and competition for people of all abilities. The Club shall conform to the rules and requirements of National, County and Local Bowling Associations and be subject to any domestic arrangements.

### 3. Membership

3.1 The Club shall be a Members Club consisting of Full Bowling Members, Honorary Life Members and Associate Members. Associate Members shall only be entitled to participate in social events, with full use of the Club premises. They will not be eligible to vote in Club ballots. Past full members who become Associate Members will be eligible to be voted Club Officers and be eligible to vote in Club ballots.

3.2 Every candidate for membership shall complete the Club application form and submit this to the Honorary Club Secretary. If approved, the applicant may be interviewed by that Honorary Secretary and or the appropriate Section Secretary. The full membership fee will be payable if application is successful and a trial test on the green has been passed, (or the applicant has requested coaching).

- 3.3 All members will be required to pay an annual subscription, the amounts of which will be set for the forthcoming year at the Annual General Meeting
4. Management of the Bowls Club
- 4.1 Management of the Bowls Club shall be the responsibility of a Management Committee. All positions shall be open for nomination from any full member and suitable Associate Members (see Clause 3.1) of the Club. Nominations for the Management Committee shall be proposed and seconded on a nomination sheet, which shall be displayed on the Notice Board in the Bowls Club House at least four weeks before the end of the outdoor bowling season. Elections shall take place at the Annual General Meeting held ~~in November~~ each year.
5. Management Committee
- 5.1 The Committee shall consist of the President, Vice President, Honorary Club Secretary, Honorary Treasurer, Men's Captain, Ladies Captain, Men's Honorary Section Secretary, Ladies Honorary Section Secretary, Honorary Competition Secretary, Saturday Triples Captain, BETA Tuesday Triples Captain and Honorary Social Secretary.
- A Committee member may hold more than one position, but have only one vote.
- 5.2 President to be Chairperson, and in his/her absence, the Vice President shall deputise. If both are absent, the meeting to vote in the Chairperson for that meeting. When necessary, the Chairperson to have the casting vote.
- 5.3 The Management Committee shall conduct all business of the Club except matters appertaining to the Selection Committees and external and domestic competitions of the Men's and Ladies Sections.

- 5.4 The Management Committee shall, if necessary, appoint Assistants to the Honorary Secretary and Honorary Treasurer, neither of whom shall have voting rights.
- 5.5 The Management Committee shall fill any vacancies that may occur and when necessary co-opt a member or members. Any member so appointed or co-opted shall hold office until the next Annual General Meeting of the Club with full voting rights.
- 5.6 The Management Committee shall appoint a sub-committee from amongst its own members or from full members of the Club for any special purpose.
- 5.7 The Management Committee has authority to recommend any proposal for Life Membership that it feels appropriate at the Annual General Meeting.
- 5.8 Prior to the Annual General Meeting, the Management Committee shall discuss the Subscription and Fees for the forthcoming season and agree the amounts to be recommended for acceptance at the AGM

## 6. Officers of the Club

### 6.1 President

6.1.1 The President shall hold office for one year, and shall be succeeded by the Vice President., The person undertaking the role of Vice President shall preferably be of the opposite gender to that of the President.

6.1.2 The President will be proposed, seconded and confirmed at the Annual General Meeting.

6.1.3 The President shall preside at all General Meetings and Management Committee meetings. In his/her absence the position of Chairperson will be filled according to Section 5.2 above. Four members shall form a quorum of the Management Committee.

## 6.2. Honorary Secretary

6.2.1 The Honorary Secretary shall be responsible for the general correspondence and business of the Club, and for recording the minutes of all General and Management meetings Their home address will be the legal address of the Club.

6.2.2 A copy of the minutes of all meetings held by the Management Committee shall be available in a suitable area of the premises as soon as is practicable.

6.2.3 The Honorary Secretary shall keep a record of each member's private address or of some other address to which communications can be delivered, including telephone numbers and electronic addresses. Addresses will be retained exclusively for the Club's use and will not be circulated to non-members or other organisations of commercial interests. However, the Management Committee will have access to member's contact details to facilitate administration of the Club. .

6.2.4 All Friendly fixtures to be arranged by the Honorary Secretary.

## 6.3 Honorary Treasurer

6.3.1 The Honorary Treasurer shall receive all monies and pay all accounts and other financial outgoings and keep records of all income and expenditure and the main Club Bank Accounts. At each Annual General Meeting he/she shall present a financial statement and balance sheet for the year made up to 30<sup>th</sup> Sept. Such accounts to be independently checked prior to the meeting.

6.3.2 Appropriate expenses at rates previously agreed by the Management Committee will be paid to any member who carries out official duties or work on behalf of the Club.

6.3.3 All cheques shall be signed by any two of the designated cheque signatories stipulated in the Bank Mandate; these being the President, Honorary Secretary and Honorary Treasurer

6.3.4 The Management Committee (prior to purchase) shall approve all items of capital expenditure. Any new item of capital expenditure above £500.00 shall be referred to a General Meeting of Members.

## 7. Conduct of Members

7.1 Members shall observe the Club's Constitution and Rules. Best behaviour is expected from all Members at all times when attending Club matches and functions

7.2 The following are prohibited at any time:

7.2.1 The use of Mobile phones on the Green and between surrounding area,

7.2.2 Smoking on the Green and between the surrounding area

7.3 The Club has adopted a Dress Code which complies with the requirements of National, County and Local Bowls Associations. Members are expected to comply with this code. The Dress Code is displayed in the Clubhouse.

## 8. Meetings

8.1 There will be one Annual General Meeting for the whole membership a year. The Annual General Meeting will be held within 60 days of the end of the Bowling Season. The business of the AGM shall comprise

Reports from Club Officials  
Adoption of the Annual Accounts and agreement of the subscription for the coming year  
Reports on other matters affecting the Club

- 8.2 A Spring Meeting will be held in March of each year. At this Meeting, subscriptions will be payable and domestic competition forms together with competition fees (if not previously paid) handed to the Honorary Treasurer or if absent a designated committee member. Separate sessions then may be held for the Ladies and Gentlemen's Sections.
- 8.3 The President and/or Honorary Secretary shall have the authority, at any time, to call a Meeting of the Management Committee, giving fourteen days notice of such a meeting.
- 8.4 The Honorary Secretary shall call an Extraordinary General Meeting either at the discretion of the Management Committee or upon a written request signed by a minimum of ten Full Members of the Club stating the purpose of the meeting.
- 8.5 Members to receive Notice of an Extraordinary General Meeting not less than 14 days prior to the date of the Meeting sent to the last notified address of that Member. The President of the Club, or in his/her absence the Vice President will Chair the Meeting. If both are unavailable, the Honorary Secretary will propose a Chairperson, to be approved by a majority of the members present.

## 9. Complaints

- 9.1 All complaints either verbal or in writing shall be made to the Honorary Secretary within 7 days of the event, including the day of the event.
- 9.2 The Honorary Secretary, will either:-
  - (i) Deal with the complaint her/his-self if able to do so, and report the matter afterwards to the Management Committee, or
  - (ii) If unable to resolve the matter, report to the Management Committee for resolution.

- 9.3 Where the Complaint represents a disciplinary rather than a management issue, the Management Committee shall appoint 3 of its members to form a Disciplinary Committee to review the complaint

A Disciplinary Meeting will be promptly convened where the matter will be reviewed. The member who is the subject of the complaint shall be offered the right to be present or represented to put forward evidence. Minutes of the meeting to be recorded

- 9.4 The Disciplinary Committee shall adjourn and agree what action is to be taken i.e.
- i) No further action
  - ii) Verbal warning as to future conduct
  - iii) Suspension of Membership

Any decision shall take into account the effect on the interests of the Club or whether it has been injurious to its reputation; such decision to be ratified by the Management Committee and then provided in writing to the subject of the Complaint.

- 9.5 The suspended member may appeal this decision in writing to the Management Committee. The Management Committee must hold a meeting within 14 days of the date of the appeal. Notice shall be given to the suspended member at their address as last notified to the Honorary Secretary that if they wish they may be accompanied by a friend or colleague at this meeting. The Management Committee shall adjourn and decide whether to confirm the suspension or reinstate the member and write accordingly to them.

## 10. Statutory Compliance

### 10.1 Data Protection

To comply with the General Data Provision Regulation ("GDPR"), the Club has adopted a Privacy Notice which sets

out its reasons for obtaining, using and securely holding the items of personal data of its members.

The Privacy Notice is displayed in the Clubhouse.

## 10.2 Safeguarding & Child Protection

The Club has adopted a Safeguarding & Child Protection Policy which sets out how it will provide young people with appropriate safety and protection whilst in the care of the Club and also help them to enjoy their experience of the sport of bowls. The Safeguarding & Child Protection Policy is displayed in the Clubhouse.

The Club endorses that the welfare of young people is paramount and that all young people, whatever their age, culture, disability, gender, language, ethnic origin and religious beliefs have the right to protection from abuse.

There is a Member appointed as the Safeguarding Officer and in addition there is a Section Welfare Officer to look after the well-being of its section members

## 11. Alterations to Constitution Rules

11.1 No rule shall be revoked, added to, or altered unless approved by a majority comprising two thirds or more of the members present who are entitled to vote at any General Meeting of the Club of which notice has been duly given specifying the intention to propose particulars thereof.

11.2 Full members wishing to propose an alteration or addition to the rules shall submit the proposed amendment in writing, signed by the proposer and seconder, to the Honorary Secretary at least 14 days prior to the Annual General Meeting. The member putting forward the proposal must attend the meeting.

## 12. General Meeting Notices

- 12.1 No Notice may be posted without the prior authorisation of the Honorary Secretary.
- 12.2 Only the Honorary Secretary or nominated person by the Management Committee shall send Notice of Meetings to Members.

## 13. Exclusion of Liability

- 13.1 Neither the Club nor any Officer shall be liable to any member or guest of a member for any loss of, or damage to, any property occurring in or about the Club Premises, or in the absence of negligence on behalf of the Club for any injury sustained by any member. A notice to this effect shall at all times be displayed in a prominent position on the premises.

## 14. Suggestions and Complaints

- 14.1 All suggestions or complaints must in the first instance be made to one of the members of the Management Committee. If he/she is unable to solve the problem, the member may then contact the Honorary Secretary in writing. The Honorary Secretary shall then bring the matter to the Management Committee for consideration.

## 15. Dissolution

- 15.1 If in the opinion of the Management Committee the number of full members of the Club falls to a level which is unsustainable financially, an Extraordinary General Meeting will be called to present the facts to the Full Members with proposals on action that may be taken. Those present will vote on each proposal. Members wishing to put their own proposals before the meeting must do so in writing to the Honorary Secretary at least 7 days before the meeting. The Chairperson may take proposals from the floor if a majority of the Members present vote to do so.

- 15.2 The Honorary Secretary shall send a copy of the Notice convening any Extraordinary General Meeting under this Rule by post to every member at his/her last notified address not less than 14 days before the date of the Meeting. Any accidental omission to send a copy or the non-receipt of it shall not invalidate any proceedings or resolution.
- 15.3 If a motion to dissolve the Club is put at an Annual General Meeting or Extraordinary General Meeting other than by the Management Committee, a majority of 90% of those Full Members present shall be required to agree such a motion.
- 15.4 If a motion to dissolve the Club is carried by the required majority, the Full Members present will determine how any “surplus” funds will be dispersed, or how any potential “shortfall” will be recovered. Following the meeting the Management Committee shall take immediate steps to convert into monies all property of the Club and shall discharge all debts and liabilities. Any “surplus” or “shortfall” will be dealt with as agreed at the Meeting unless the amount involved is, in the opinion of the Management Committee, significantly greater than that envisaged at the Meeting. In this latter instance a further Extraordinary General Meeting will be called.

16. General

- 16.1 All members shall receive a copy of the annual fixture book.
- 16.1 All members shall be entitled to receive a copy of the agreed Constitution and Rule Book electronically. A copy will be posted on the notice board and on the Club’s Website.
- 16.2 The Management Committee shall decide what action shall be taken in any circumstances not covered by this Constitution and Rules.