BLANDFORD BOWLING CLUB

**Constitution and Rules**

1. **Name**

The name of the Association is the Blandford Bowling Club, herein after called ‘The Club’.

1. **Address**

The Club premises shall be situated at Milldown Road, Blandford Forum, Dorset, DT11 7DD or such other address, as the Club shall, in general meeting, determine.

1. **Administration**

Subject to the matters set out below, the Club and its property shall be administered and managed in accordance with this Constitution by the members of the Club Committee, constituted by Clause 12 of this Constitution, (‘The Club Committee’). As far as is reasonably possible, the Club will be a fully integrated Club with all members having equal status, and all can be nominated for officer or committee member as constituted in Clauses 12 and 13.

1. **Objectives**

The Club’s objectives are:

1. To play the level green game of bowls.
2. To organise activities and events according to Bowls Dorset and the World Bowls Laws of the Sport of Bowls (Crystal Mark Edition 4) and any subsequent editions.
3. To organise appropriate social events designed to make full use of the Club resources and facilities for the enjoyment of all members.
4. **Qualifications for membership**

Application for membership shall be proposed and seconded by existing full playing members of the Club and shall not become members until their application is approved by a Club Committee. The Club Committee’s decision whether to accept the application shall be final.

Membership shall be granted under one of the following headings:

1. Full membership (male or female 18 years and over)
2. Social membership (non-playing, non-voting member)
3. Life membership (conferred by the Club)
4. Junior membership (between 5 and 17 years, non-voting member)
5. Associate Membership (conferred by the Club Executive Committee to Non-Playing Club Helpers. Non-voting)
6. Young Adult (18-25)

Age limitations are effective from 1 April of the season.

It is expected that all members will undertake a role that contributes to the smooth running of the Club.

1. **Terms of membership**

A subscription charge for each class of membership shall be recommended by the Club Committee for approval at an Annual General Meeting. The annual subscription shall be due payable on election and by the 1 March of each year, except that new members joining during the year shall pay such proportion of the annual subscription for that year as the Treasurer shall determine. The Club Committee may consider terminating the membership of any person who fails to pay the subscription before the specified date.

7. **Junior members**

Junior members may only use the clubhouse facilities and green when a full playing adult member is present. All Club equipment, including the green, must be always treated with respect; failure to do so will be discussed with the parent/carer concerned and the actions constituted in Clause 9 may be invoked.

Total junior membership will be limited to a percentage of the adult membership as shall be decided from time to time by the Club Committee.

1. **Safeguarding**

The Club shall adhere to the current Safeguarding Policy of Bowls England and will ensure that all the contents are communicated to members and clearly displayed within the Club premises for members and visitors. Information will also be available on the Club’s website.

1. **Conduct of members**

It is expected that all members will abide by the Laws of the Sport of Bowls (Crystal Mark Edition 4), and all subsequent editions.

If, in the opinion of the Club Committee, the conduct of any member either inside or outside the Club is such as to cause injury to the Club’s reputation or is against the interests of the members, it may invoke Bowls England Regulation No 9. This regulation details exact procedures to be followed regarding Evidence, Presentation, Witnesses, Penalties, Expulsion and Suspension, and Appeals. Appeals Procedure, Forming of Appeals Panel, Costs and Natural Justice. (Club Secretary has detailed documentation regarding the afore mentioned).

10. **Admission of guests of members**

Members may introduce guests to the Club, but no more than fourguests may be admitted at any one time by one member. Members are responsible for signing their guest(s) into the Visitors’ Book kept for the purpose behind the bar. The member is always responsible for any guest whilst on the Club premises and must ensure that the rules of the Club are strictly observed. No guest will be allowed to make any purchase of intoxicating liquor whilst on the Club premises. A person whose membership has ceased may be admitted as a guest. No person who has been suspended under Clause 9 shall be admitted as a guest.

11. **Admission of visitors**

The Club shall admit as visitors, members and supporters of visiting bowls teams who are playing matches against the Club, and officials concerned with the sporting occasion in question. These visitors may purchase intoxicating liquor whilst on Club premises, providing they are over the age of 18, in accordance with the appropriate Licensing Act.

12. **Club Committee**

The affairs of the Club shall be administered by an elected committee, which will meet at least 6 times per year, and whose prime function shall be to meet the objectives as constituted in Clause 4 and to make provision for the proper use, care and maintenance of all Club property, including the buildings, green, surrounds, fittings, furnishings, and all machines and equipment, together with the payment of rent and service charges.

The Chairperson shall be elected at the Annual General Meeting with the option to remain in office at the pleasure of the Club or for a period of not more than three years; all other officers will be elected each year and their term in office shall be one year. Retiring officers shall be available for re-election. The following will form the Club Committee.

* Chairperson
* President
* Treasurer
* Club Secretary
* Men’s Captain
* Ladies Captain
* Green Manager
* Men’s Secretary (May also be Club Secretary)
* Ladies Secretary (May also be Club Secretary)
* Bar Manager
* Catering Manager
* Social Secretary
* Competition Secretary
* Fixtures Secretary
* Coaching Coordinator
* Youth Manager
* Safeguarding Officer x 2 (Minimum) (refer to Clause 8 above)
* Publicity Manager
* Cleaning Co-ordinator

If a vacancy occurs on the Club Committee or with existing committee members by virtue of the death, resignation, suspension, or expulsion of a member, then the Club Committee shall have the power to appoint a person from among the Club membership to fill the vacancy until the next Annual General Meeting.

Where necessary, the Chairperson may have the casting vote on issues where there is an equality of voting, in addition to the ability to vote in his/her own right.

Should the Chairperson not attend a Club Committee meeting the members present will elect a chairperson, before the start of business, for that meeting only.

An Emergency Committee may be formed to deal with specific topics and shall consist of the Chairperson, Club Secretary and three others as required.

It is intended that these rules, under the heading ‘Club Committee’, shall in all respects conform to the requirements of the appropriate Licensing Act, and in the event of any conflict between these rules and the provisions of the said Act, the latter shall be deemed to take precedence.

13. **Sub-committees**

The Club Committee shall have the power to appoint sub-committees as necessary to deal with specific topics, empowering them with the ability to co-opt club members as may be prudent.

The Chairperson, Treasurer and Secretary shall be ex-officio members of all sub-committees.

14**. Finance**

All monies raised by or on behalf of the Club shall be used to further the objectives of the Club and for no other purpose.

Cheques up to, but not exceeding £600, drawn on Club finances may be presented by the Treasurer; cheques over this amount shall be forwarded to the Club Committee for approval and recorded in the minutes.

All cheques drawn on Club finances shall have two signatures. Only the Chairperson, Treasurer and Secretary will be approved signatories for cheques drawn on Club finances.

The Treasurer shall have the authority to settle accounts by Bank Credit Transfer up to £600.

No member may be nominated for the position of Treasurer without three years’ continuous membership of the club.

An Accounts Examiner will be nominated by the Treasurer and appointed by the Club Committee.

15. **General meetings**

There shall be an Annual General Meeting of the Club within one month of the end of the financial year. The purpose of the meeting shall be for the election of officers of the Club Committee and committee members, the presentation of accounts and reports from the officers and those committee members where reports are desirable, and to deal with any accepted motions, specific points, and announcements.

At least one calendar month before the date fixed for the Annual General Meeting, the Club Secretary shall post on the Club notice board details stating the date, place, and time of the meeting, and requesting nominations for vacancies of officers and committee members to be completed on the nomination sheets. Should nominations exceed vacancies, election shall be by ballot. Motions for the agenda, with a proposer and seconder, must also be received in writing at least two weeks before the meeting.

The Club’s Pre-Season meeting will be held within four weeks of the start of the outdoor bowling season.

**16. Special General Meetings**

The Club Committee may summon a Special General Meeting at any time on giving reasonable notice.

A Special General Meeting may also be called by the Club Secretary if required to do so by a requisition signed by not less than eight full playing members of the Club as detailed in Clause 5 (a).

These meetings will be held within a reasonable timescale.

17. **Voting**

At a General Meeting, the voting shall be confined to full members of the Club attending, each of whom shall have one vote. In the case of an equality of votes, the Chairperson shall have the casting vote. A simple majority shall be sufficient for ordinary motions put to the meeting, but alterations to the rules or amendments to the Constitution must receive the votes of not less than two-thirds of the members present. Members entitled to vote but not attending such a General Meeting shall be bound by the decision of that meeting.

18. **Quorum**

The quorum for a General Meeting, including men’s/ladies meetings shall be 25% of the voting membership. No motion shall be put to the meeting attended by fewer than that number. The quorum for Club Committee meetings shall be no less than ten committee members.

19**. Byelaws**. (**Rules)**

The Club Committee may from time to time, make/amend Byelaws for the conduct of members and the governing of the affairs of the Club. Such Byelaws will be posted on the notice board, and it shall be the responsibility of all members to read such Byelaws and to be aware of the contents of the Constitution.

20. **Intoxicating liquor**

The purchase for the Club, and supply by the Club, of intoxicating liquor shall at the discretion of the Bar Management. No person shall at any time be entitled to receive at the expense of the Club any commission, percentage or similar payment on or with reference to purchases of intoxicating liquor by the Club. Nor shall any person directly or indirectly derive any pecuniary benefit from the supply of intoxicating liquor by or on behalf of the Club to members or guests apart from any benefit accruing to the Club as a whole and apart also from any benefit which a person derives indirectly by reason of the supply giving rise or contributing to a general gain from the carrying on of the Club. Refer to the byelaws for opening hours.

21. **Alteration of the Constitution**

The Constitution of the Club may at any time be amended, repealed or replaced by resolution at a General Meeting of the Club, provided that any resolution concerning these rules receive a majority of at least two-thirds of the members present and entitled to vote.

22. **Dissolution**

A motion for the winding-up of the Club may be put to a Special General Meeting called for this purpose, on reasonable notice in writing to all members on the register. At such a meeting, a majority of three-quarters of the members present and entitled to vote shall be required. The assets of the Club, after payment of all debts and liabilities, shall be devoted to a purpose designated by the meeting. The Club Committee will ensure that there are no outstanding responsibilities, and that the relevant authorities are informed of the closure. **Byelaws (Rules)**

These Byelaws have been constituted in accordance with Clause 19 of the Constitution and Rules of the Club.

It is the responsibility of all members to ensure that they are aware of the Byelaws, and any additions, deletions or amendments that may, from time to time, be made to them.

1. **Club Opening Hours**

The Club will normally be open between the hours of 9.00am and 11.00pm on each day, provided that the Club Committee shall have the power by resolution to extend or reduce these hours on any specific occasion(s).

2. **Bar Opening Times**

The maximum bar opening times are as follows:

1. Weekdays 10.00am to 11.00pm
2. Sundays (except Christmas Day and Good Friday) 12 noon to 10.00pm

These times may be reduced at the Bar Management’s discretion.

3. **Club Colours**

The Club colours for adult members shall be blue and white. The Junior Section will wear ‘Junior Club Attire’ as registered with and approved by Bowls England and Bowls Dorset.

4. **Joining fee**

New Adult and Young adult full members will be expected to pay a joining fee of 25% of the annual subscription rate.

5. **Dogs**

Dogs shall be permitted on the Club premises providing they are kept on a leash and are well behaved.

6. **Section Meetings**

Annual and Special General:

(a) The Men’s Annual General Meeting, if called shall be held no later than two weeks prior to the Club Annual General Meeting.

(b) The Ladies Annual General Meeting, if called shall be held no later than two weeks prior to the Club Annual General Meeting.

(c) Pre-Season: A unified pre-season meeting, and/or Men’s and Ladies pre-season meetings will be held at convenient dates prior to the Club pre-season meeting.

7. **Team selection sub-committees.**

(a) Men’s Selection sub-committee will consist of the Captain, Vice-captain and Third Team Captain. Other men may be co-opted as required by the Captain and Vice-Captain to share the workload and facilitate the smooth and efficient running of the men’s section.

(b) Ladies’ Selection sub-committee will consist of the Captain and Vice-Captain. Other ladies may be co-opted as required by the Captain and Vice-Captain to share the workload and facilitate the smooth and efficient running of the ladies’ section.

8. **Dress**

Apart from Roll-ups, all clothing worn should be manufactured for the purpose of bowls.

The dress code for the Club shall be as follows:

1. Roll-ups: Smart casual with bowling shoes for members.
2. Finals matches, and Friendly matches: Club shirts, white below the waist.
3. Dress for all League matches must conform, both for men and ladies, with the requirements as laid down in the applicable Year Books or Competition Rules.
4. Other Club events as specified by the organising personnel.

9. **Financial year**

The Club financial year will run from 1st October until 30th September of the following year.

1. **Private use of Club premises**

Members may hire the clubroom for private use providing prior approval has been given by the Club Committee.

1. **Job Descriptions. (Appendix A)**

Job descriptions will be maintained for Officers of the Club forming the Club Committee and for all Committee members - these will form an attachment to this Constitution. Any changes to the content of individual job descriptions, or deviations from the requirements as laid down within them shall only be carried out with the express agreement of the Club Committee.

1. **Damage to the Green**

It will be the Green Manager, a member of the Green Team, Team Captain, Skip or a bowler who is only rolling up, who makes the decision on the laying of protection mats, if they consider there is a risk of damage to the green caused by either poor delivery technique or wet/damp/soft playing surface. The protection mats MUST stay down until the completion of the game or roll-up.