



## **1 Constitution**

### **1.1 Name**

The name of the Club shall be the St Margaret's Co-operative Bowling Club. The Club is affiliated to Bowls England and Bowls Leicestershire.

### **1.2 Purpose**

The Club was formed to provide facilities for the pursuit of the Game of Bowls to its members and to provide further facilities for social activities as defined by the Committee.

The Club is a non-profit organisation and any money raised is dedicated to the furtherance of the purposes of the Club and any Charity approved by the Committee.

The Club shall be managed such that the purposes of the Club can be met.

## **2 Management**

### **2.1 Governance**

The governance of the Club is carried out by a single committee known as the Management Team.

This Team will consist of Chairperson, Administrator, Treasurer, Safeguarding Officer, Bar Manager, Catering Co-ordinator, Development Officer, Maintenance Officer, Fixture Secretary (1), Greenkeeper, Welfare Officer, Ladies' Captain and one representative of the Men's Captains.

Some of the above posts may be amalgamated as a way of providing a more efficient and effective service to the Club.

It is recognised that members will continue to play separate Ladies' and Men's games.

### **2.2 Election**

With the exception of the Chairperson, Administrator and Treasurer, the members of the Management Committee shall retire after a 1 year period but may be eligible for re-election at the Club AGM. The Chairperson, Administrator and Treasurer will retire after a 3 year period but shall be eligible for re-election as above. Nominations shall be duly proposed and seconded and published 14 days prior to the Club AGM. Any vacancies with no nominees can be filled by late volunteers agreed by the Members at the AGM.

#### *2.2.1 Auditor and Accountant*

The Auditor and Accountant for the Club Accounts (if required) shall be elected at the Club AGM.

#### *2.2.2 Bowls Leicestershire Delegates*

Will consist of Administrator, and one other member.

#### *2.2.3 Co-opted Members*

The Management Committee may also co-opt members of the Club for a specific purpose on a temporary basis. The period of any such assignment shall not exceed the date of the next Club AGM.

### **2.3 Alterations**

Alterations to the Club Constitution shall only be made at the Club Annual General Meeting or any specifically convened Extra-Ordinary General Meeting. Proposed alterations must be displayed on the Club Notice Board 21 days prior to such meetings and must be proposed and seconded by Members of at least 3 years' standing. At such meetings there shall be greater than 1/3<sup>rd</sup> of eligible full members to form a quorum. For a motion to be passed, the vote in favour is to be greater than 2/3<sup>rd</sup> of those present eligible to vote. Postal and proxy votes will be available to members who are unable to attend the meeting owing to extenuating circumstances (eg. Holidays, illness, etc).

## **2.4 Meetings**

### *2.4.1 Annual General Meeting*

The Annual General Meeting normally shall be held within 3 months from the end of the financial year (30<sup>th</sup> September). Fourteen days' notice of such a meeting shall be sent to each Member, and fifteen months must not elapse without a Club AGM. The Chairperson of such meetings shall be the Chairperson of the Management Committee or, in the absence of the Chairperson, another member of the Management Committee shall take the Chair.

The business of the Annual General Meeting shall be to:

- Confirm the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting
- Receive the audited accounts for the year from the Treasurer
- Receive the annual report of the Management Committee from the Administrator and other relevant Officers
- Elect an auditor/accountant
- Elect the Officers and Committee Members of the Club
- Elect delegates to represent the Club with other bodies/organisations

Nominations of candidates for election of Officers shall be made in writing to the Secretary at least 14 days in advance of the Annual General Meeting date.

A quorum for such meetings shall be greater than 1/3<sup>rd</sup> of the eligible full members.

### *2.4.2 Extra-ordinary General Meeting*

The Committee may summon a Special or extra-ordinary General Meeting at any time on providing 21 days' notice of such a meeting. Any Member entitled to vote at an AGM may similarly summon or require to be summoned such a meeting, provided such a move is supported by 10 or not less than 20% of the total membership whichever is the lower.

A quorum for such meetings shall be greater than 1/3<sup>rd</sup> of the eligible full Members.

### *2.4.3 The Role of Chairperson*

The Chairperson shall have a casting vote where required.

### *2.4.4 Voting*

All bona-fide Members are entitled to vote at the meetings detailed above. Voting will be by show of hands or by secret ballot as required by the Chairperson or by request from the Members.

On matters of general interest, a simple majority is accepted except in the case of "Alteration to Rules" see 2.3.

## **3 Membership**

Membership of the Club shall be open to any person regardless of race, age, gender, sexual orientation, religious belief or ability.

The membership of the Club will be divided into the following categories:

### **3.1 Full Member**

Full Members are entitled to the full use of the Club facilities and associate membership of the Co-operative Sports and Social Club and have full voting rights. Members having at least two years' consecutive "full membership" and being unable to play by reason of ill-health may apply to the Management Committee for Associate Membership at a reduced cost. Such membership shall enable the member to roll up 6 times during the Season and play up to 3 friendly matches only. Associate members are not permitted to play in any Club or County competition and do not have any voting rights.

### **3.2 Social Member**

Social (non-bowling) Membership shall be granted to anyone submitting an application to the Management Committee subject to their discretion and payment of an annual subscription, such subscription to be agreed at the Annual General Meeting. Social Membership does not carry any voting rights.

### **3.3 Junior Member**

A Junior Member category will be open to bowlers under the age of 18. Guidance for this bylaw being taken from “BDA Safeguarding Bowls Policy (Oct 2014)” and “Disclosure and Barring Service (DBS)”.

### **3.4 Junior Member (undertaking full-time education)**

The Committee will agree a suitable membership fee as and when appropriate.

### **3.5 Honorary Life Member**

Honorary Life Membership may be awarded to an existing Club Member who will continue to have the rights of a full Member but who will not pay a subscription. The Committee may recommend a member for the honour of a life membership in recognition of long membership and/or services to the Club. This recognition must be approved at the AGM.

Honorary members shall be entitled to the use of all the Club facilities and retain full voting rights.

### **3.6 Temporary Membership**

Any member leaving the district or any person residing temporarily in the district may be elected by the Committee for a period of less than one year on payment, in advance, of a subscription to be determined by the Committee. Such members shall have no voting powers on the management of the Club.

### **3.7 Election**

Every Candidate for election to the Club must make an application in writing, proposed and seconded by two members of the Club of at least 2 years' standing each, to the Club Secretary.

Newly elected members shall not be allowed the privileges of the Club until the Annual subscription has been paid to the Club Treasurer. These subscriptions must be paid within 28 days of the notification of acceptance or else the application for membership lapses.

After the new member has paid their first subscription they shall receive a copy of the Club Constitution and Rules and shall not be liable for any further financial liability by reason of their membership.

### **3.8 Subscriptions**

The annual subscriptions shall be fixed by the Management Committee and approved for all classes of Membership at the AGM. The last date for payment shall be 14 days after the Club's pre Season Meeting. Any membership not renewed by that time will be deemed to have lapsed and reapplication may be necessary. Any new member elected after 15<sup>th</sup> July in any year shall pay a proportion of the requisite subscription.

### **3.9 Limitations to Membership**

No person under the age of 18 shall be accepted for membership except under the cover of Junior Membership regulation.

### **3.10 Resignations**

Any Member intending to resign shall give notice in writing to the Club Secretary and should return any club keys in their possession immediately to the Treasurer or, in their absence, a member of the Management Committee. Only in extenuating circumstances will a refund be considered by the Committee.

### **3.11 Suspensions and Expulsions**

The conduct of members which is considered unbecoming or likely to impact on the standards expected within the Club or on the Green (and including visiting other Clubs or organisations), may be subject of review by the Committee and could lead to the suspension and/or expulsion of that member. The right of appeal to the Committee, in the first instance, shall be available (see powers of the Committee in the appendix). Subsequently, should it be necessary, the Appeals procedure, as identified in the Bowls England Handbook, may be invoked. Any person subsequently ceasing to be a member of the Club shall forfeit all rights and claim upon the Club, its property and funds. Subject to the establishment of Bowls England, then the appropriate regulations shall apply.

### **3.12 Liability**

3.12.1 The Club shall conduct its business within the regulations concerning Health & Safety and other legal requirements that may be placed upon the Club.

3.12.2 Neither the Club, any Trustee, Officer or Members of any Committee, shall be liable for any loss or damage to the property of any Member occurring on the Club premises, neither shall it be liable for any injury.

3.12.3 The Club shall indemnify and keep indemnified every Trustee, Officer or Member of the Committee from and against all claims, demands and proceedings (and all costs and expenses in connection therewith or arising thereof) made or brought against the Club or the Member alone or jointly with the Club or otherwise arising out of or in connection with the maintenance and repair of the Club's premises and property, the Game of Bowls or the equipment or materials provided in connection therewith or any part thereof by any persons.

3.12.4 The Management Committee and each and every member of its sub committees or members acting under delegated powers from such committees/sub committees will, except in the case of wilful default or fraudulent acts or admissions, be indemnified by and out of the Club's funds against any loss, damage, expense or liability incurred by reasons of or in connection with any legal proceedings instituted against them or any of them for any act done, admitted or suffered in relation to the performance of any of their duties in respect of the Club or committees thereof.

3.12.5 The Management Committee will effect any appropriate insurance cover in respect of the indemnity provision in this clause at the expense of the Club.

### **3.13 Dissolution**

In the event of the agreement, at an extra-ordinary or Annual General Meeting, by the Membership that the Club be dissolved and, subsequent to the clearance of all debts and obligations, the remaining assets shall be donated by the Management Committee to the Bowls Leicestershire Benevolent Fund.

### **3.14 Children/Vulnerable Adults**

The Club shall display a Safeguarding Bowls Policy and have an action plan which is reviewed annually by the Management Committee. This is to be shared with all of the membership.

## **4 Disciplinary & Appeals**

The Management Committee shall follow the Bowls England Regulation 9 on all matters of discipline and misconduct.

## **5 Complaints and Comments**

All complaints ***of any kind*** must be made in writing to "The Management Committee" via the Administrator.

## 6 Club Bylaws

The following Club bylaws do not fall within the scope of the formal approval of the Club Members at an AGM/EGM. Amendments and additions to the Club bylaws which may be required over time are within the remit of the Management Committee acting on behalf of the Club Members.

### 6.1 Club Opening Times

The Club will be open at such times to meet the needs of the Club and its membership including games, events and functions.

### 6.2 Visitors

#### 6.2.1 From Other Clubs

All bona-fide members of Clubs affiliated to the National and/or International Bowling Associations shall be honorary members of the Club when visiting for any game/competition.

#### 6.2.2 Potential New Members

Visitors who are invited to the Club with the intention of joining as a member are allowed to have up to 3 sessions in which to make up their mind as to whether to join or not; after that a decision must be made.

#### 6.2.3 Guests

Each Full Member shall have the privilege of inviting a guest/friend to the Club. The member shall ensure that the guest signs the 'Visitors' Book' and shall be responsible for all expenses incurred by the Visitor during the period they are on the premises. Guests who sign the Club's Visitors' book will be classed as temporary members for the duration of their stay at the Club

Each Full Member shall have the privilege of inviting their partner and children (aged 18 and over) to the Club without limit as an addition to the guest/friend conditions in the previous paragraph without the need to be entered in the Visitors' Book. Casual visitors, vetted and approved on entry and having signed the Visitors' Book, may make purchases from the bar via a Full Member.

### 6.3 Bar Facilities

The permitted hours for the supply of intoxicating liquor on the Club premises are in accordance with current licensing regulations.

Intoxicating liquor etc. shall only be supplied to Members for consumption on the premises.

Only refreshments supplied by the Club may be consumed on the premises.

### 6.4 Green Facilities & Dress Code

- All persons must wear flat rubber soled bowling shoes when on the Green.
- Grey attire below the waist, with white above the waist, is the expected form of dress for all games at Club level unless otherwise stated by the Captains. Greys are expected, with Club shirts, for all representative matches and galas except where stated by the respective Captains. Also the Captains of the Day shall ensure conformity in the dress code in Club matches. On special/formal occasions there may be additional requirement for members to wear full Club uniform.
- For roll-ups, although the Club preference is for greys, members are permitted to wear casual clothing provided the choice of attire does not cause offense to fellow members.

*Club Competitions:* grey attire with Club shirt

*Matches:* grey attire with Club shirt

*County Competitions:* as specified by Bowls Leicestershire

*Markers/Match Officials:* to wear the dress appropriate to the occasion/competition

*Coaching:* Grey attire below the waist, with white above.

## St Margaret's Co-operative Bowling Club – Joint Constitution and Rules

- The decision as to the fitness of the Green for play shall rest with the Greenkeeper or the Captains where applicable. The Green must be treated properly at all times by the members.
- All games shall be played according to the Laws of the Game as identified by the respective governing bodies.

### 6.5 Club Facilities

#### *Club House Letting*

The main Club House shall be let to suitable, vetted third parties and members who must make their application in writing to the Booking Officer, and will be responsible for the activities involved in the application, eg. conduct and cleanliness, etc. The application will be presented to the Committee for ratification.

### 6.6 Conduct

The Club facilities are provided for the enjoyment by the Members and their Guests and hence it is expected that each member should always consider and respect the rights of fellow members. Aggressive and intolerant behaviour will not be allowed at any time.

### 6.7 Dress

The dress requirements for play on the Green are covered in Rule 4.4 and dress requirements in the Club is that respectable and acceptable dress shall be worn at all times.

### 6.8 Pets

Dogs and/or other pets are not allowed on the Club premises unless under strict control. Under no circumstances will pets be allowed in any of the Club buildings (and parts thereof). Assistance dogs (ie. guide dogs, etc.) are exempt from this rule with the exception of the kitchen area.

### 6.9 Use of Mobile Phones Etc.

The use of mobile phones and such devices is not permitted on the bowling green or in the surrounding areas where distraction or annoyance may be caused to anyone on the Green.

### 6.10 No Smoking

In accordance with legal requirements, St Margaret's Co-operative Bowling Club operates a No Smoking Policy in all Club buildings (and parts thereof); this also includes e-cigarettes and vaporizers. Smoking is also prohibited on the green and outside areas surrounding the green. **Smoking is allowed in the designated area only.**

### 6.11 Keys

All members will be issued with a key which opens the Club gate, changing rooms and washrooms. Keys to the Clubhouse will be issued on a 'need' basis only. **Any key issued is for the personal use of the member only and the member is responsible for its safekeeping.** Please refer to paragraph 3.10 in respect of member resignations.

### 6.12 General

The Clubhouse, changing rooms and other areas of the Clubhouse, green and grounds will be kept clean and tidy at all times. At no time shall the buildings and entrance gate be left unlocked after use.

### 6.13 Bar Charges

## St Margaret's Co-operative Bowling Club – Joint Constitution and Rules

The charges to be made for bar products shall be fixed by the Management Committee in accordance with the recommendations from the Bar Manager and Treasurer. Members and their guests must pay all such charges prior to leaving the Club premises, internal and external.

### **6.14 Rink Reservation**

When match fixtures have been made, the necessary rinks shall be reserved for the dates and times fixed or any substituted dates and times by being recorded in the diary provided specifically for this purpose. Order of preference for rink bookings is: National – County – Club – Coaching – Casual Play.

### **6.15 Play on Match Days**

Members playing on spare rinks during afternoon Club matches are required to confirm to the dress code on the rink in Rule 6.4. Matches and Competitions will take precedence on the rink selection and any “informal roll-up” may be required to change rinks, subject to a decision by the Captain of the day.

### **6.16 Casual Play**

Casual play outside of competitions and matches may take place on the green when it is available with the consent of the Green Ranger and President.

In practise games, if any rink consists of less than 8 players, any member wishing to play shall have the right to join such incomplete rinks if no other rinks are available.

### **6.17 Bowls Leicestershire/Bowls England Guidance**

The Committee will take guidance, as required, from Bowls Leicestershire/Bowls England, on the preparation of this Constitution and Rules Handbook, including, where necessary, any of their new reports.

### **6.18 New Bowlers**

New Bowlers (first year) who have not been members of the Club before shall have the right to bowl and their subscription, for that year, will be decided by the Committee.

### **6.19 Guest Players**

From time to time it may be necessary or desirable to invite guest players from other Bowls England affiliated Clubs to play for the Club in representative or commemorative games. This by-law enables the Club Captain to invite such players to participate and to offer the facilities of the Club. A record of such events shall be recorded.



## **Appendix 1**

### **Terms of Reference and Responsibilities**

#### **1.1 The Management Committee**

*1.1.1 The Committee shall be responsible for the governance of the Club covering:*

- Constitution and Rules
- Club Management (inc. Forward Planning)
- Club finances (inc. Budgetary Control)
- Legal Requirements (inc. Health & Safety/Employment, Licensing etc.)
- Membership matters (inc. Subscriptions/complaints/comments/expulsions/appeals etc.)
- Personnel management

*1.1.2 Operation of the Committee*

- The requirements, frequency and subjects to discuss, will be controlled through the prompt issue of the agenda by the Administrator as authorised by the Chairperson.
- A quorum for such meetings shall be greater than 50% of the Committee members.
- The Committee shall meet on a regular basis but the frequency may change subject to matters arising, in particular, for emergencies or Membership applications. The start time of meetings will reflect the availability of the Committee Members.
- The agenda for the Committee shall be based upon:
  - Club administration matters, including Constitution and Rules
  - Financial administration, reports, accounts, budgets etc.
  - Membership matters, applications etc.
  - Correspondence submitted to the Administrator
  - Reports/representations by function Committee Members and Officers
  - Matters arising from the Ladies' and Men's sub-committees
  - Matters arising from the Membership
  - Any Other Business
- The Committee shall maintain formal minutes of all Committee meetings which members may view upon request. Also the Committee shall maintain all necessary records commensurate with any legal requirements. Where necessary, reports shall be made available concerning any special projects or activities.

*1.1.3 Meetings*

It is expected that there will be a Pre-Season meeting and end-of-Season AGM at which a quorum of at least 1/3<sup>rd</sup> of the eligible members shall be necessary to make formal recommendations.

## **Appendix 2**

### **Duties and Responsibilities (Management Committee)**

#### **1 Club Chairperson**

- Shall chair the Committee and shall be responsible for the conduct of this Committee.
- Will have the right to call for reports/representation from the other Committee Members and Officers and may also ask for any reports or minutes on behalf of the Committee.
- Will be responsible to the Club membership for the work carried out in Committee and shall make formal reports.
- Shall chair any extra-ordinary and Annual General Meetings as required.
- Shall ensure that the membership is kept informed of Committee/Club activities by notices/newsletters or summaries of meeting minutes being placed on the Club notice board.
- Shall be able to vote on any item and shall have an additional and casting vote should it be required.

#### **2 Club Administrator/Legal & Compliance Officer**

- Shall be responsible to the Committee for the general administration of the Club in accordance with any legal requirements and the wishes of the Club. This will include general Club correspondence and matters arising from the day-to-day administration of the Club.
- Will respond to formal Club correspondence from outside Organisations.
- Will take and issue formal Club meeting minutes.
- An Assistant may be appointed, as required, whose duties will be allocated by the Club Secretary.

#### **3 Club Treasurer**

- Will be responsible to the Committee for the financial management of the Club in accordance with legal requirements and accountancy best practises. This will include:
  - Advise and manage all Club funds with the Committee approval.
  - Payment of all agreed bills and invoices on behalf of the Club.
  - Presentation and management of the Club Accounts as required.
- An Assistant Treasurer may be appointed as required, whose duties shall be allocated and agreed with the Club Treasurer.

#### **4 Fixture Secretary**

- Will liaise with other Bowls Club Secretaries to compile and maintain the annual list of fixtures throughout the Season.
- Will maintain a listing of all Bowls Club Captains and circulate to SMCBC Captains.
- Will be responsible for producing the Fixture Handbook and circulating copies to the members.

#### **5 Bar Manager**

- Will ensure the bar operates smoothly with sufficient stock.
- Will ensure that sufficient bar staff is available to provide cover for both internal and external functions.
- Will monitor stock control and requisition purchases as needed.
- Will oversee the cleanliness of the bar area paying attention to possible health hazards.
- Will review periodically sales and drinks' costs in conjunction with the Treasurer.
- Will ensure proper cash management.
- Will oversee the preparation of drinks and ensure quality of product served.
- Will balance till receipts against cash received on a regular basis.

**6. Catering Co-ordinator**

- Will purchase janitorial and sanitary items.
- Will replace items of crockery, cutlery, kitchen equipment etc. as required.
- Will ensure salt and detergent in the dishwasher are kept topped up on a regular basis.
- Will ensure the kitchen and its equipment are cleaned regularly.
- Will purchase certain food and beverage items for use by catering members, eg. tea, coffee, sugar, custard mix, gravy granules, salt, pepper, sauces, mayonnaise, butter and/or spread.
- Will organise members to cater for Special Events, ie. County Matches, President's Day, Finals' Day, Memorial Day and Social Occasions when applicable.
- Will undertake any other duties which might be deemed necessary by the Management Team.

**7. Safeguarding Officer**

- Will work within the Club to create a positive, child-centred environment within the Sport.
- Will play a lead role in developing and establishing the Club's approach to safeguarding children and young people.
- Will manage cases of poor practice and abuse reported to the Club and maintain appropriate records.
- Will be the central point of contact for all Club members.
- Will ensure that safeguarding standards are met and maintained.
- Will represent the Club at any County Safeguarding Meetings.

**8. Development Officer**

- Will be responsible for recruiting and arranging Open Days with appropriate publicity.
- Will liaise with local media in an attempt to raise the profile of the Club and reach out to the local community.
- Will liaise with Bowls Development Alliance and other Bodies in respect of monetary grants.
- Will liaise with Club Coaches in respect of any new member(s) and their development, ensuring that they are taught the game in the correct way.
- Will represent the Club at any County Development Meetings.

*All of the above positions will be elected at the Club's AGM.*