



BRIDLINGTON ALEXANDRA BOWLING CLUB

Club Constitutional Rules

Agreed at the SGM on 29/03/2014

Includes approved amendments made

at 2014 AGM on 22/11/2014,

at 2015 AGM on 14/11/2015 and at

2016 AGM on 26/11/2016

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1) INTRODUCTION

This is a legal document. It is not intended to address, specify or cover any of the rules of the game of outdoor Flat Green Bowling. It is intended as an administrative document describing the operation and running of the Club and is provided as a reference document for all Club members.

2) TITLE

The name of the Club shall be Bridlington Alexandra Bowling Club.

3) HEADQUARTERS

Bridlington Alexandra Bowling Club is located at the corner of Trafalgar Crescent and South Marine Drive, Bridlington, YO15 3LT.

4) AIMS AND OBJECTIVES

- To promote the game of outdoor Flat Green Bowling in Bridlington and district.
- To play all games of bowls according to the rules/laws laid down by Bowls England.
- To offer recreation, coaching and competitive opportunities in outdoor Flat Green Bowling.
- To ensure the green is open from mid-April to mid-September. The exact dates to be decided by the Management Committee each year.

5) CLUB MANAGEMENT

A) THE MANAGEMENT COMMITTEE

The Club shall be managed by a Management Committee comprising the Officers of Chairperson, Captain, Treasurer and Secretary plus five Club members. These shall be elected from Full Club members at the Annual General Meeting (A.G.M.). The Management Committee shall hold monthly meetings during the bowling season and as necessary during the non-bowling season and must consist of a quorum of at least 5 (five) members. All decisions concerning management of the Club must be taken by the Management Committee. At all meetings if the Chairperson is absent the Captain will take the Chair.

The duties of the Management Committee shall be:-

- To control the affairs of the Club on behalf of the Club members.
- To make decisions on the basis of a simple majority vote by all Management Committee members except the Chairperson. In the case of equal votes, the Chairperson shall be entitled to a casting vote.
- To keep accurate accounts of the finances of the Club through the Treasurer. These should be available for reasonable inspection by Club members and should be examined by the appointed Accounts Examiner before every A.G.M. An account will be held at a recognised bank or building society, as determined by the Management Committee, into which all monies belonging to the Club shall be deposited. Monies are for paying all expenses of the Club, maintaining the fabric of the buildings and the standard of the green and to improve the facilities where possible.
- The Treasurer, the Secretary and the Chairperson shall be the authorised signatories for the Club; any two of these will form a valid authority for the signing of cheques and other banking documents. NB Those appointed as authorised signatories must be independent i.e. no two shall be from the same

family or live at the same address. If this situation arises another Management Committee member will be appointed as an authorised signatory.

- To co-opt additional members onto the Management Committee as the Management Committee feels necessary. Co-opted members shall not be entitled to vote on the Management Committee.
- To appoint Sub-Committees and Working Parties as necessary to fulfil the Club's business.

All complaints, queries, suggestions shall be made to the Secretary in writing. Any such items received will be brought to the attention of the Management Committee at the earliest, appropriate opportunity. The outcome of any discussions with the Management Committee will be detailed in a written response to the originator within a week of those discussions.

B) OFFICERS – ROLES AND RESPONSIBILITIES

A document detailing the Officer Roles and Responsibilities will be displayed on the Club notice board.

6) ACCOUNTS EXAMINER

The Accounts Examiner shall not be a member of the Management Committee and need not be a member of the Club. He/she shall audit and certify the accounts and balance sheet of the Club.

7) MEMBERSHIP

Membership of the Club shall be open to those interested in the game of outdoor Flat Green Bowling willing to abide by the Constitutional Rules of the Club.

Membership application forms can be obtained from the clubhouse or the Secretary.

All membership details will be retained by the Secretary, amendments being made by the Secretary, as and when necessary.

A) NEW MEMBERS

- Every candidate for membership must be proposed by one Full Club member and seconded by another Full Club member.
- The name and address of every candidate along with the names of proposer and seconder shall be posted in the clubhouse for at least 14 days.
- The Management Committee shall consider each application. The Management Committee may refuse membership, or remove it, only for good reason such as misconduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made by the applicant.
- Any new Club member joining after 30th June will pay half the Annual Subscription.

B) EXISTING MEMBERS

- Each Club member shall pay an Annual Subscription to the Club the amount to be recommended by the Management Committee for approval at the A.G.M.
- All membership subscriptions shall be due by 1st April each year.
- Any Club member who has not paid the due subscription will be notified that failure to pay within 14 days could result in cancellation of their membership, after which they will not be entitled to use the facilities of the Club as a member or play in Club matches or competitions.
- Membership will continue to be offered unless the Secretary receives written notice of resignation from the Club member.

C) CATEGORIES OF MEMBERSHIP

- **Full Club member**

Shall have full use of the green, clubhouse and its facilities

Shall be eligible to play in League Games, Club Competitions and Friendly Games

May speak and vote at any general meeting

- **Social Club member**

Shall have use of the clubhouse and its facilities and may play on the green at the rate set by the Management Committee

Shall not be eligible to play in League Games and Club Competitions

May play in Friendly Games by invitation

May speak at any general meeting but not vote

- **Junior Club member**

Persons under the age of 16 years under their parent's or guardian's or carer's supervision

Shall have full use of the green, clubhouse and its facilities

Shall be eligible to play in League Games, Club Competitions and Friendly Games

May speak at any general meeting but not vote

- **Honorary Life Member**

Recommendations for this class of membership shall be made by the Management Committee and confirmed at the A.G.M.

A Club member so elected in recognition of services, past or present, to the Club shall be entitled to the same

membership privileges as a Full Club member but without subscription.

It is expected that all Full Club members will participate in sharing the duties of the Club, which includes staffing of the clubhouse (full details of which will be displayed in the clubhouse in Clubhouse Duties) on days when the Club is open for bowling for Club members and the public. The Management Committee may consider requests for exemptions.

8) DRESS CODE

Dress on the Green for Club Matches and Competitions shall be grey trousers or skirts with white tops. Only flat soled/regulation bowling shoes will be allowed on the green.

9) TEAM SELECTION

Team selection is the Captain's responsibility and/or, where appropriate, his/her nominated Team Captain's responsibility.

10) MANAGEMENT COMMITTEE NOMINATIONS

- Positions on the Management Committee can only be held by Full Club members.
- Nominations for all positions on the Management Committee shall be entered on the Nomination Sheet which shall be displayed on the Club notice board by the 1st August and taken down by the 1st September.
- Nominations should only be made with the nominees consent.
- Nominees should be proposed and seconded by Full Club members.
- Voting to elect the new Management Committee will only need to take place if there is more than 1 (one) nomination for an Officer position and/ or more than 5 (five) nominations for Club member positions.
- Voting for the new Management Committee will be by ballot.

- Each Full Club member has 1 (one) vote per Officer position and 5 (five) votes when voting for Club member positions.
- If required, ballot papers will be prepared based on the nominations made on the Nominations Sheet.

11) ANNUAL GENERAL MEETING (A.G.M.)

An A.G.M. shall be held in the month of November each year.

The meeting must consist of a quorum of at least 25% of the Full membership of the Club.

If required, 2 (two) tellers shall be appointed to assist with the counting of ballot papers.

A) BUSINESS OF THE A.G.M.

- To confirm the minutes of the previous A.G.M. and any Extraordinary General Meetings (E.G.M.) held since the last A.G.M.
- To receive the audited accounts for the year from the Treasurer.
- To receive the annual reports of the other Officers – the Chairperson, the Captain and the Secretary.
- To elect/agree an Accounts Examiner.
- To elect the Management Committee.
- To confirm the Club Annual Subscription fees as recommended by the Management Committee for the next season.
- To transact such other business received by the Secretary from Club members 21 (twenty one) days prior to the meeting and included on the agenda.

B) NOTICE OF MEETING

- Notice of such a meeting shall be given at least 28 (twenty eight) days before the date of the meeting to all Club members.
- Final agenda details will be sent to Club members at least 14 (fourteen) days prior to the A.G.M.

C) NOTICE OF MOTION

- Notice of motions must be submitted in writing, properly seconded and be received by the Secretary not later than 21 (twenty one) days prior to the A.G.M. The proposers and seconders will be noted on the A.G.M. agenda alongside the relevant motion.
- Voting on motions shall be by show of hand. The Chairperson shall have a casting vote only and this will be used in the event of an equality of votes.
- Recorded votes are those cast in favour and those cast against. Abstentions shall not count as a recorded vote.
- An amendment to the wording of a motion is strictly limited to: an addition or deletion of certain words but such alterations must not change the intention of the original motion.

D) FINANCES

- The Financial Year of the Club shall be from 1st October until 30th September the following year.
- The accounts rendered by the Treasurer at the A.G.M. shall have been audited and signed by the Accounts Examiner.

E) NEW MANAGEMENT COMMITTEE

The Management Committee and the Accounts Examiner shall, subject to termination of office by resignation or otherwise, remain in office until the A.G.M. next following their election, when they shall retire but shall be eligible for re-election.

F) ABSENTEE VOTING FOR COMMITTEE NOMINATIONS

- Full Club members who are unable to attend the A.G.M. for good reason, will be allowed to submit a vote via an 'absentee' ballot paper, to the Secretary, in advance of the A.G.M.
- Requests to receive an 'absentee' ballot paper prior to the A.G.M. must be submitted, in writing, to the Secretary by 1st September for consideration by the Management Committee.

- ‘Absentee’ ballot papers will be issued before the end of September.
- Completed ‘absentee’ ballot papers must be returned to the Secretary in a sealed envelope marked ‘Ballot Paper’ and received by the Secretary, before the date of the A.G.M.
- Envelopes containing ‘absentee’ ballot papers will be retained by the Secretary then passed, unopened, to the tellers at the A.G.M.

G) HONORARY LIFE MEMBERSHIP

Outstanding service to the Club may be recognised by the granting of honorary life membership upon the recommendation of the Management Committee. The Management Committee may also award honorary life membership to other persons they deem appropriate.

12) EXTRAORDINARY GENERAL MEETING (E.G.M.)

- An Extraordinary General Meeting may be called at any time by the Management Committee or upon requisition signed by at least 25% of the Full Club membership.
- 21 (twenty one) days’ notice of such meetings and the business to be transacted there must be given to all Club members.
- No other business shall be transacted at such meetings.
- An amendment to wording of motions put forward as business is strictly limited to: an addition or deletion of certain words but such alterations must not change the intention of the original business.
- Voting on business shall be by show of hand. The Chairperson shall have a casting vote only and this will be used in the event of an equality of votes.
- Recorded votes are those cast in favour and those cast against. Abstentions shall not count as a recorded vote.

13) DISCIPLINE AND APPEALS

The Management Committee will take action against any Club member whose conduct, whether on the Club premises or when representing the Club elsewhere, may result in a breach of the Club Constitutional Rules, or is or has been, in the opinion of the Management Committee, contrary to the interests of the Club. Any action will take the form of a warning, verbal or written, temporary suspension or expulsion from the Club.

- An initial hearing shall be held by the Management Committee to establish whether or not there has been a problem.
- If the initial hearing determines that there is a case to answer, the alleged offender shall be advised in writing of the allegations together with any supporting evidence. The alleged offender shall be informed that he/she has the right to bring a colleague to the hearing.
- At the hearing the alleged offender may be asked questions.
- The alleged offender may question the witnesses and anyone on the Management Committee and may also present their own witnesses.
- The Management Committee shall determine whether the alleged offender is guilty or not and determine what action, if any, is to be taken. This shall be communicated to the offender, in writing, within 48 hours of the hearing.
- The offender has the right of appeal. An appeal must be lodged within 14 (fourteen) days of the receipt of the Management Committee decision.

Any person shall on ceasing to be a Club member forfeit all right to claim upon the Club, its property and its funds.

14) DISSOLUTION

If, at any A.G.M. or E.G.M of the Club, a resolution be passed calling for the dissolution of the Club, the Secretary shall immediately convene a further E.G.M. to be held not less than one month thereafter to discuss and vote on the resolution.

If, at that E.G.M., the resolution is carried by at least two-thirds of the Full Club members present, the Management Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities of the Club.

After discharging all debts and liabilities of the Club, the remaining assets shall not be paid or distributed amongst the Members of the Club, but shall be given or transferred to some other voluntary organisation having similar objectives. This will be managed by the Trustees.

15) TRUSTEES

- The trustees must be elected by the Management Committee to hold office until death or resignation unless removed from office by resolution of the Management Committee.
- The number of trustees must 3 or 4.
- The property of the Club must be vested in the trustees except for cash which must be under the control of the Treasurer.
- The trustees must deal with the property of the Club as directed by resolution of the Management Committee (of which an entry in the E.G.M. minutes is conclusive evidence of a resolution).
- The trustees may be indemnified against risk and expense out of the Club property.
- If it becomes necessary for a new trustee or trustees to be appointed, the Management Committee shall nominate the person or persons to be appointed. Within the meaning of the Trustee Act 1925 (Section 36) the Secretary is nominated as the person to appoint the new trustee(s) and he/she must by deed appoint the person or persons nominated by the Management Committee.

16) CHANGES TO THE CONSTITUTION

None of these rules shall be added to, changed or deleted except at an A.G.M. or E.G.M.

A) APPROVED AMENDMENT NO. 1

At the A.G.M. on 22nd November 2014 the following change was approved:

Section 7 Membership – Part C Categories of Membership. The following text is added to the closing paragraph.

Full Club members that have paid the ‘Exempt from Clubhouse Duty’ subscription will naturally be exempt from Clubhouse Duty. Full Membership Subscription without Clubhouse Duties to be available to no more than 5 members, decided at the discretion of the Management Committee.

B) APPROVED AMENDMENT NO. 2

At the A.G.M. on 14th November 2015 the following change was approved:

Section 5 A The Management Committee – the first sentence is changed to read:

The Club shall be managed by a Management Committee comprising the Officers of Chairperson, Captain, Treasurer and Secretary plus at least three and not more than five Club members.

C) APPROVED AMENDMENT NO. 3

At the A.G.M. on 26th November 2016 the following changes were approved:

Section 7 Membership

– Part A New Members – the bullet list is replaced as follows:

- Every candidate for membership must complete a Membership application form and pay the Annual Subscription.
- The Management Committee shall consider each application at its earliest opportunity.
- Any new Club member joining after 30th June will pay half the Annual Subscription.

– Part C Categories of Membership - the following text is added as the final paragraph:

Full Club Members will be eligible for Senior Full Membership if they are 80 or over at their renewal date (1st April). Proof of eligibility will be required by the Secretary.

