

HEMEL HEMPSTEAD BOWLS CLUB

CONSTITUTION

1. Name

The Club shall be the Hemel Hempstead Bowls Club.

2. Definitions

"Club" means the Hemel Hempstead Bowls Club. "Council" means the Dacorum Borough Council. "AGM" means Annual General Meeting.

3. Purposes and Object

The main purposes of the Club are to provide facilities for and to promote participation in the amateur sport of bowls in the Hemel Hempstead area.

4. Aims

- a) To observe and perform such agreements as may be made with the Council in regard to the use of the green and the pavilion and to co-operate with the Greenkeeper to ensure proper use of the green.
- b) To arrange matches and competitions and join with other clubs in such leagues and associations as may be decided from time to time.
- c) To perform social and other functions.
- d) To institute and maintain a Youth Policy.
- e) To affiliate to both Hertfordshire Bowls and Bowls England.

5. Non-profit Making

All surplus income or profits are to be reinvested in the Club. No surpluses or assets will be distributed to members or third parties.

6. Management and Control

The ultimate direction and control of the Club shall be vested in members at the AGM. Subject to this, the management, administration and financial control shall be conducted by the Executive Committee.

6.1 The Executive Committee shall consist of five Officers of the Club plus Six Committee Members (3 men, 3 ladies). The Officers serving on the Executive shall be: Club President, Club Secretary, Club Treasurer, Men's Captain and Ladies Captain.

6.2 The Officers of the Club are three Trustees, Club President, Club Treasurer, Club Secretary, Men's Captain, Men's Vice-Captain, Ladies Captain, Ladies Vice-Captain, Men's Match Secretary, Ladies Match Secretary and Competition Secretary.

6.3 The Trustees shall be appointed only at a General Meeting by the resolution of the majority of members present and voting and shall remain in office at the pleasure of the Club. Candidates for Trustee must have been a full member of the Club for a minimum of seven consecutive years. Their responsibilities are to maintain a general oversight on the Club's affairs and financial status and to assist in those responsibilities. They shall be provided with copies of all agenda and minutes of the Executive Committee. They have a duty to bring any matter which either individually or collectively they believe needs attention for consideration by the Executive Committee. Any Trustee who is a Lessee under the Council's Lease cannot be removed from office without a replacement being appointed and taking over the obligations under the Lease. The personal liability of an individual Tenant (i.e. Trustee) under the tenant's covenants contained in the Lease shall cease when such Tenant ceases to be a Trustee and notice that he or she has ceased to be a Trustee has

been given to the Council. The Club shall indemnify a Trustee to any personal liability he or she may suffer under the terms of the Lease.

6.4 The President, Captains and Vice-Captains shall be elected annually, by ballot, at the AGM. Candidates for President must have been a full member of the Club for five consecutive years and must have served in an official Executive Committee position.

6.5 Other Officers (Club Treasurer, Club Secretary, Match Secretaries, Competition Secretary and Committee Members) shall be elected annually, by ballot, at the AGM. The names of the Trustees shall be ratified at every AGM.

6.6 Quorum - A quorum of Executive Committee shall be five, one of whom shall be Club President, Club Secretary or Club Treasurer.

6.7 Vacancies and Co-options - The Executive Committee has the power to co-opt members for specific purposes and to fill vacancies which occur between AGM's. In the event of the Club President's post, the Club Secretary's post or the Club Treasurer's post becoming vacant, the Executive Committee may fill vacancy until a General Meeting of members, when the vacancy will be filled by ballot. When other posts become vacant, the Executive Committee have the power to fill the vacancy.

6.8 Communication with the Committee - An approach by a member to the Executive Committee should normally be made in writing to the Club Secretary.

7. Annual General Meeting

The AGM shall be held in December each year and fourteen days notice shall be given to all members. A written notice displayed in the Pavilion at least fourteen days before the last match of the season shall be deemed to have given notice to all members. Motions for determination must be submitted in writing to the Club Secretary by 31st October each year. The quorum for an AGM is 25 members.

8. Nomination for Election

Nominations for election shall be made on the notice exhibited in the Pavilion or made in writing to the Club Secretary by 31st October each year. Voting will be by ballot for contested vacant positions. All full members may vote and the President shall have a casting vote where there is equality in votes cast. Where the post is specifically identified by gender, only members of that gender may vote in that election.

9. Special General Meeting

A Special General Meeting of members, for which fourteen days' notice shall be given, shall be summoned:

- a) If the Executive Committee shall at any time consider there be cause for such a meeting.
- b) If a written requisition is received by the Club Secretary from at least twelve members to consider the business set out in the requisition.

The quorum for such a meeting shall be 25.

10. Membership

- a) Membership of the Club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.

- b) The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.
- c) The Club Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the members.
- d) Full and social membership shall be subject to a proper application being made and signed and the approval of the Executive Committee. All applicants for membership shall be required to sign a membership application form wherein they will undertake to observe the Constitution of the Club and Rules made thereunder.
- e) Social membership shall include the right to participate in the social and other amenities of the Club, including the use of the bar, but shall not include the right to play on the green.
- f) Candidates shall not be entitled to any privileges of membership without an interval of at least two days between their application or nomination and admission.
- g) Day membership shall be available to non-playing visitors to the Club, subject to the introduction by a member and payment of a visitor's fee to be fixed by the Executive Committee. These individuals must be properly signed in and out as "Day" members, to ensure that they are covered by the Club's public/civil liability insurance during their visit.
- h) Players and supporters of visiting clubs shall be recognised as day members without a visitor's fee being payable.
- i) New full members will be known as "Member Designate" until membership is approved at the next scheduled Executive Committee meeting.

11. Subscriptions

All full and social members are required as a condition of membership to pay an annual subscription determined annually by the Executive Committee (the exception to this is life and honorary members). All subscriptions shall be paid in advance not later than 15th April each year.

12. Life Membership

The Club at a General Meeting, on recommendation of the Executive Committee, or otherwise, may, in recognition of that member's services to the Club, award Life Membership to a full member of the Club, who has been in membership for the minimum of ten years. A Life Member is not liable to pay an annual membership subscription.

13. Honorary Membership

A member of the Club, who has been a full member for ten years or more and who has ceased to be a playing member, either by decision of a general meeting or by decision of the Executive Committee, may be awarded Honorary Membership. Honorary Membership shall confer the same rights and privileges as that of Social Membership without the liability to pay an annual subscription or roll-up fees.

14. Termination of Membership

- a) A member may resign at any time by letter to the Club Secretary. Any member resigning after 1st July shall be liable for the full subscription for that year, subject to the Executive Committee's discretion.
- b) Any member in arrears of subscription shall cease to be a member if he or she fails to pay the subscription within 14 days of dispatch of a reminder letter from the Club Secretary requesting payment.

15. Discipline

The President may act immediately to suspend a member in the case of inappropriate behaviour, when it is understood to be in the best interests of the club. The suspension to be confirmed or otherwise by the Executive Committee as soon as possible'. The executive committee will investigate any disciplinary matter and conclude the matter as efficiently and quickly as possible. Where this is deemed to be a very serious matter such as theft or damage to club property the procedures as set out in Bowls England Regulation 9 (Disciplinary Rules in Relation to Misconduct at Club Level) shall be applied subject to final appeal to members as set out in Clause 10 c) of this Constitution.

16. Accounts and Property

The Club Treasurer shall receive all monies due to the Club and make all payments due from the Club under the direction of the Executive Committee and shall keep accounts and act in all financial matters in accordance with the direction of the Executive Committee. The Club Treasurer shall prepare and submit a balance sheet and statement of accounts, duly checked by the Club's Independent Financial Examiner, to the AGM. The financial year shall end on 31st October. All property of the Club shall be vested in the Trustees representing and acting for the whole membership of the Club. No personal liability shall attach to any Trustees except to the extent of such funds or property as may be received by him.

17. Dissolution

If at any General Meeting of the Club a resolution is passed calling for the dissolution of the Club, the Club Secretary shall immediately convene a Special General Meeting of the Club to be held not less than one month thereafter to discuss and vote on the resolution. If at any Special General Meeting the resolution is carried by at least two-thirds of full members present at the Meeting, the Executive Committee shall thereupon, or at such date as shall be specified in the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities of the Club and proceed to dissolution of the Club. Upon dissolution of the Club any remaining assets shall be given or transferred to another registered CASC, a registered charity or the sport's governing body for use by them in related community sports.

18. Alterations to the Constitution

Alterations, deletions or additions to the Constitution shall only be made at the AGM or a Special General Meeting called for that purpose. All details of the proposals to alter the Constitution shall be set out on the Agenda for the Meeting and shall only be agreed on a decision of a two-thirds majority of those present and voting at the meeting.