



Stevenage Town Bowls Club

Rules and Constitution

Revised 6th November 2021

Rules and Constitution

A copy of these Rules and Constitution will be exhibited on the Club noticeboard. Every new member will receive a copy when joining.

1. Title

1.1 The Club will be called 'Stevenage Town Bowls Club', (hereinafter referred to within this constitution as the 'Club'). and will be affiliated to Bowls England, Hertfordshire Bowls, Letchworth & District Bowling Association, the East Hertfordshire Bowls League, North Hertfordshire Women's Bowling Association and the Stevenage & District Mixed Bowls Association.

2. Object of the Club

2.1 The objectives of the Club are to provide facilities for, and to promote participation in, the amateur sport of outdoor flat green bowls at all levels, providing opportunities for recreation and competition.

2.2 The Club shall adopt and conform to Bowls England Rules & Regulations and the current Laws of the Sport of Bowls.

3. Membership

3.1 Membership of the Club shall be open to anyone regardless of any of the following characteristics: sex, sexual orientation, gender reassignment, marital status, civil partnership, pregnancy, age, disability, nationality, race, colour, ethnicity, religion, political belief, or other beliefs

3.1.1 The Club is fully committed to the principles of equality of opportunity and is responsible for ensuring that no member, guest of a member, volunteer, employee or job applicant receives less favourable treatment on the grounds of any such characteristic

3.1.2 Any discriminatory conduct or harassment by any member against any other member or guest of a member, or against any volunteer, employee or job applicant on the grounds of any such characteristic may be treated by the Committee as gross misconduct resulting in immediate exclusion by it (from the Club's premises and activities) of the member guilty of such conduct or harassment and, in accordance with Clause 3.10, termination of his/her membership

3.2 Membership will consist of the following categories:

3.2.1 A FULL MEMBER – being a person who, at the date of election, shall have attained the age of eighteen years shall have one vote.

3.2.2 A JUNIOR MEMBER – being a person who, at the date of election, is under the age of eighteen shall have no vote.

3.2.3 AN HONORARY/LIFE MEMBER – who shall have one vote.

3.2.4 A SOCIAL MEMBER – who shall have no vote.

3.3 A member of the Club may be invited to become a Life Member at the discretion of the committee if they have long continuous service and have made an exceptional contribution to the Club.

3.4 The membership as at 3.2.4 will not exceed 49% of the total membership.

3.5.1 Applications for Membership are to be made in writing on the appropriate form, which contain the applicants name, address, date of birth and up to date contact details. This information shall be recorded in the Register of Members and any notice sent to such address(es) either by post or electronically shall be deemed to have been duly delivered.

3.5.2 Membership will commence once the applicant has paid the relevant subscription/joining fee as determined by the Club. That the applicant has been given and has read a copy of these rules, supports the object(s) of the club and undertakes to comply with, the Club Rules and any Bye-laws and Regulations of the Club, immediately upon admission to membership.

3.6 Persons other than those defined at 3.2 may be admitted to the Club's premises on the occasion of matches played at the Club or on the occasion of social events organised for or on behalf of the Club or for the benefit of the Club.

3.7 Any member wishing to resign from the Club is required to notify the Secretary in writing.

3.8.1 A member's interests in the Club and the Club's property will cease at the date of receipt of the member's written notice

3.8.2 On receipt of written notice from a member wishing to retire, the Secretary will place a notice on the Club noticeboard to that effect.

3.9 Limitation of Club liability

3.9.1 All references to the Club in this Section shall mean each and every individual member of the Club from time to time.

3.9.2 Members are bound by the following Rule which shall also be exhibited in a prominent place within the Club premises. Members of the Club may use the Club premises, and any other facilities of the Club, entirely at their own risk and impliedly accept:

(a) The Club will not accept any liability for any damage to or loss of property belonging to members.

(b) The Club will not accept any liability for personal injury arising out of the use of the Club premises, any other facilities of the Club either sustained by members or caused by the said members whether or not such damage or injury could have been attributed to or was occasioned by the neglect, default or negligence of any of them, the Officers, Committee, Trustees or Servants of the Club."

3.10 If the Committee concludes that any member is in breach of any of the Rules or has behaved in a manner it considers unsociable or detrimental to the enjoyment and safety of other members, or likely to bring the Club into disrepute or cause substantial prejudice to it, the Committee may at a regular Committee meeting resolve to suspend or withdraw membership from that member. Any such member will be given at least 7 days prior notice of the intent of the Committee, the date and time of the meeting, and the complaints against him/her, so that he/she may attend if he/she wishes to explain his/her conduct or speak in his/her own defence. No appeal against any such resolution to suspend or withdraw membership will be considered

4. Membership fees

4.1 The annual subscription and match fees will be proposed by the committee. Such subscriptions and fees will be agreed on at a meeting held prior to the start of the season. Any proposed changes shall be approved by a majority of those present and entitled to vote, which will be by a simple majority from those members attending.

In the event of a local disaster or a wider situation preventing a physical Pre Season Meeting from being held, a reduced meeting where only a quorum of members will officiate. The agenda shall be altered to allow proxy voting to decide agenda items. Documentation concerning the meeting shall be distributed to the membership twenty-one clear days prior. Such a meeting will be bound by recording and voting procedures in place as for a physical meeting providing a quorum is present and communicating freely.

4.2 In the case of Life Members, as defined at 3.2.3, no subscription fees will apply.

5. Officers and their Duties

5.1 The club has the following officers, who shall be Full Members of the Club, are elected by the membership for one year terms retiring at the end of the period of election. All Officers of the Club shall be eligible for re-election to the same office or another office at the end of their current period of election.

The president who chairs all General Meetings and all General Committee Meetings when present.

The Secretary who is responsible for the keeping of all books and records of the Club, including the Members Register (containing the name and address of every member and such other contact details as the member supplies) and the taking of minutes of all General Meetings and General committee Meetings.

The Treasurer who ensures that the financial affairs of the Club are kept in good order and that annual accounts and a financial report are submitted to the General Committee for it to place before members at the Annual General Meeting

5.2 The supervision and day to day running of the Club is under the control of the General Committee, which consists of: The President, The Vice-President, The Secretary, The Assistant Secretary, The Treasurer, The Assistant Treasurer, The Clubhouse Chairman, The Fixtures Secretary, The Assistant Fixtures Secretary, The Men's Captain, The Ladies Captain, The Men's Vice-Captain, The Ladies Vice-Captain, The Mid Week Captain, The Welfare Officer, The Competitions Secretary, one Committee Member who is not an office holder as described above and a Webmaster tasked with web site management.

6. Financial year, accounts and auditors

6.1 The Club financial year runs to the 30th September each year. An income and expenditure account will be made for that year and the balance sheet struck at that date.

6.2 Two Independent Accounts Examiners will be appointed, each to be a member of the Club, but not of the General Committee.

7. Trustees

7.1 There shall be at least three Trustees of the Club namely, The President, The Secretary and The Treasurer. Trustees of the Club can be appointed from time to time as necessary by the Committee of the Club from among Full or Honorary Members who are willing to be so appointed.

7.2 A Trustee shall hold office until they resign by notice in writing given to the Committee or until a resolution removing them from office be passed at a meeting of the Committee by a majority comprising two-thirds of the members present and entitled to vote.

7.3 All the property of the Club, including land and investments, shall be held by the Trustees for the time being, in their own names so far as it is necessary and practicable, on trust for the use and benefit of the Club. In the event of the death, resignation, or removal from office of a Trustee, the Committee shall nominate a new Trustee in his place, and shall as soon as possible thereafter take all lawful and practicable steps to procure the vesting of all Club property into the names of the Trustees as constituted after such nomination.

7.4 The Trustees shall in all respects act, in regard to any property of the Club held by them, in accordance with the directions of the Committee and shall have power to sell, lease, mortgage or pledge any Club property so held for the purpose of raising or borrowing money for the benefit of the Club in compliance with the Committee's directions (which shall be duly recorded in the Minutes of the proceedings of the Committee) but no purchaser, lessee or mortgagee shall be concerned to enquire whether any such direction has been given.

7.5 The Trustees shall be effectually indemnified by the members of the Club out of the assets of the Club from and against any liability, costs, expenses and payments whatsoever which may be properly incurred or made by them in the exercise of their duties or relation to any property of the Club vested in them, or in relation to any legal proceedings, or which otherwise relate directly or indirectly to the performance of the functions of a Trustee of the Club.

Election of Officers

8.1 All Officers, the one lay committee member and the two Independent Accounts Examiners will be elected at the Annual General Meeting of the Club, from, and by, the members.

8.2 All those shown at 5.2 will be nominated and seconded by Club members.

8.3 All those shown at 5.2 will be elected for a period of one year, but may be re-elected to the same office or another office the following year.

8.4 No member will be eligible for election to office before having completed two continuous years of membership.

8.5 All members as defined at 3.2.1 and 3.2.3 will be eligible to vote at any general meeting convened in accordance with these rules.

8.6 Associate Members as defined at 3.2.4 may attend general meetings but will not be allowed to vote.

9. General Committee

9.1 The affairs of the Club will be controlled by a General Committee as defined at 5.2. The General Committee will meet at agreed intervals and not less than four times a year.

9.1.1 In the event of a local disaster or a wider situation preventing a physical General Committee Meeting from being held, a virtual meeting using communication media will be substituted. Such a meeting will be bound by recording and voting procedures in place as for a physical meeting providing a quorum is present and communicating freely.

9.2 The President will act as Chairman at all meetings of the committee. In the absence of the President, the Vice-President will chair. In the event of both Officers being unavailable, the meeting will be chaired by the next senior Officer.

9.3 The duties of the General Committee will be:

9.3.1 The Committee shall manage the affairs of the Club according to the Rules and shall cause the funds of the Club to be applied solely to the objects of the Club. In particular the Committee shall ensure that the property and funds of the Club will not be used for the direct or indirect private benefit of Members other than as reasonably allowed by the Rules. No surpluses or assets will be distributed to members or third parties and all surplus income or profits will be re-invested in the Club.

9.3.2 To keep accurate accounts of the finances of the Club through the Treasurer. These should be available for reasonable inspection by members and should be examined by the appointed independent accounts examiners before every Annual General Meeting. The Club will maintain a bank current account. Any cheques drawn against Club funds should be signed by the Treasurer and countersigned by either the President or the Secretary

9.3.3 To co-opt additional members of the committee as the committee feels necessary. Co-opted members will not be entitled to vote on the committee

9.3.4 To make decisions on the basis of a simple majority vote. In the case of equal votes, the Chairman will be entitled to a second and casting vote

9.3.5 To appoint sub-committees as necessary to fulfil the Club's business

9.3.6 Minutes of meetings are to be recorded. They will be read out at subsequent meetings, approved by the committee and signed by the Chairman. A copy of any such Minutes will be made available to any Club members on request. Where confidential matters are recorded, the committee will instruct the Secretary to make such redactions as are necessary

9.3.7 A quorum for any meeting of the committee will be at least six

9.3.8 By affiliating to Bowls England, the Club takes note of, and will be bound by, advice and legislation in respect of Anti-Doping; Children and Vulnerable Adults; Discrimination, Equal Opportunities and Human Rights; Health and Safety; Insurance and Indemnification; Misconduct, Suspension and Exclusion of Members

9.3.9 Management of the clubhouse, except as otherwise provided by these rules, will be deputed to a Management Committee as provided in 11.

9.3.10 The General Committee may introduce bye-laws and regulations in connection with the maintenance and regulation of the green and the clubhouse facilities. Such bye-laws and regulations

will be expedient to the management of the Club and will not be inconsistent with the Club Rules and Constitution. All such bye-laws and regulations shall be binding on all members until such times as they are set aside at a general meeting of the Club held in accordance with Rule 9.

10. General Meetings

10.1 The Annual General Meeting will be held in the month of October each year and not more than fifty-four weeks from the date of the previous Annual General Meeting. In the event of a local disaster or a wider situation preventing a physical Annual General Meeting from being held, current officers shall have the power to postpone or cancel the Annual Meeting for that year. All current appointments will continue until the next Annual Meeting, unless altered before then by resignation, casual vacancy in the office or in accordance with the existing provisions of the Constitution.

10.1.1 Twenty-one clear days written notice will be given to Members of the Annual General Meeting either by circulating a copy of the notice to every Member at their home address or by posting the notice on the Club noticeboard

10.1.2 No business, except the passing of the Accounts and the election of the Officers, Committee, Trustees and Honorary Auditors, and any business that the Committee may order to be inserted in the notice convening the meeting shall be discussed at such meeting unless notice thereof be given in writing by a member entitled to vote to the [Honorary] Secretary at least 14 days before the date of the Annual General Meeting.

10.1.3 The Secretary will circulate or give notice of the agenda for the meeting at least seven days before the meeting.

10.2 The business of the Annual General Meeting will be to:

10.2.1 Confirm the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting

10.2.2 Receive the examined accounts for the year from the Treasurer

10.2.3 Receive the annual report of the committee from the Secretary

10.2.4 Elect the independent accounts examiners

10.2.5 Elect the Officers and committee members of the Club

10.2.6 Transact such other business received in writing by the Secretary from members fourteen days prior to the meeting and included on the agenda

10.2.7 At the discretion of the Chairman, to discuss any other business.

10.3 Nomination of candidates for election of Officers will be made in writing to the Secretary at least fourteen days in advance of the Annual General Meeting.

10.4 A Special General Meeting for a specific topic may be called by a Member at any time, provided that:

10.4.1 The member has the written support of at least 50% of the membership as defined at 3.2

10.4.2 All rules regarding notice of such a meeting will be as for those for the Annual General Meeting.

10.5 A Special General Meeting will be permitted to discuss only the specified topic for which the meeting has been called.

10.6 For any Annual or Special General Meeting a quorum will consist of 35% of the membership as defined at 3.2.1, 3.2.3 and 3.2.4 unless superseded by definition as at 10.1.

10.7 At all General Meetings, the Chair will be taken by the President or, in their absence, by a deputy appointed by the members attending the meeting.

10.8 Decisions made at a General Meeting will be by a simple majority of votes from those eligible members either attending the meeting or accumulation of proxy votes received.

10.9 In the event of equal votes, the Chairman will be entitled to a second and additional casting vote.

10.10 Each eligible member will be entitled to one vote at General Meetings.

11. Management Committee

11.1 The responsibility for clubhouse affairs is delegated to the Management Committee, which will act as a sub committee and report to the General Committee.

11.2 The Management Committee Chairman will be responsible for:

11.2.1 The selection, training and supervision of bar stewards.

11.2.2 Ensuring compliance with health and safety legislation and licensing laws.

11.2.3 The setting and displaying the hours permitted for the sale of alcohol.

11.2.4 The handling of bar accounts, stock-taking and re-stocking the bar as required by the Treasurer.

11.2.5 Liaising with members, suppliers, licensing authorities, sales representatives and the police.

11.2.6 Organising and promoting social events such as skittles, race nights, live music and live comedy.

11.2.7 And any other duties as the General Committee may from time to time require.

12. Use of the Green and Clubhouse

12.1 Members will be able to use the green at all times except when the green keeper is carrying out maintenance work or when the green is required for use in Club matches or competitions or for use in connection with any of the affiliations shown at 1.1.

12.2 Members must obtain the permission of an Officer of the Club for guests to use the green.

12.3 A rink booking chart will be displayed on the noticeboard for members to book rinks as required and subject to 12.1.

12.4 Members may bring guests into the Club premises. Names of any and all such guests should be entered in the visitors' book for each visit.

13. Club Dress Code

13.1 Club Matches - Dress code will be defined on the match selection sheets as Whites, Greys or Casual.

13.1.1 Whites: White trousers, skirts, cropped trousers, tailored shorts with club top or white shirt/blouse with sleeves (long or short) and club coloured clothing

13.1.2 Greys: Grey trousers, skirts, cropped trousers, tailored shorts with club top or white shirt/blouse with sleeves (long or short) and club coloured clothing.

13.1.3 Casual: Trousers, skirts, tailored shorts, cropped trousers of choice with a top either T-Shirt, shirt/blouse or jumper.

13.1.4 Themed events may also take place for those wishing to take part on an *ad hoc* basis – members to be informed via notice board or fixture sheet.

13.2 Club competitions up to the finals Greys as defined in 13.1.2

13.2.1 Club Finals as defined in 13.1.1.

13.3 Roll ups – Day time up till 5.30pm may be casual or greys. After 5.30pm as defined in 13.1.2.

13.4 National, County and District competitions and matches - members shall abide by the governing bodies defined at 1.1, rules and regulations to be found in the appropriate current handbooks.

14. Purchase and supply of excisable goods

14.1 The purchase for the Club of excisable goods and the supply of the same upon Club premises shall be exclusively and solely under the control of the Management Committee.

14.2 Intoxicating liquor may only be sold for consumption on the Club premises to persons over the age of eighteen who are entitled to the use of the Club premises in pursuance of the Rules, Bye-laws and Regulations for the time being in force. No Junior Member under the age of eighteen may purchase or attempt to purchase intoxicating liquor within the Club premises nor may a Junior Member under the legal age purchase or attempt to purchase tobacco or cigarettes within the Club premises.

14.3 The Management Committee shall cause the Club bar to be opened (subject to terms of the Club premises certificate) at convenient times (and such times shall be prominently exhibited in the Club premises) for the sale of excisable goods to persons who are entitled to the use of the premises of the Club in pursuance of these Rules (except Junior Members as aforesaid) PROVIDED THAT visitors' names and addresses and the name of their introducer shall have been entered in the Visitor's Book upon entry to Club premises.

14.4 No person shall take a commission, percentage or other such payment in connection with the purchase of excisable goods for the Club. Any profit deriving from the supply of such goods shall (after deduction of the costs of providing such goods for the benefit of the Club) be applied to the provision of additional amenities or the purchase of property to be held in trust for the benefit of the Club.

14.5 Proper accounts of all purchases and receipts from excisable goods shall be kept and presented at the Annual General Meeting in each year and such information as the [Honorary] Secretary or [Honorary] Auditors may require shall be furnished to enable any statutory return or statement and the payment of excise or other duty or tax to be made.

15. Misconduct

15.1 If the Committee concludes that any member is in breach of any of the Rules or has behaved in a manner it considers unsociable or detrimental to the enjoyment and safety of other members, or likely to bring the Club into disrepute or cause substantial prejudice to it, the Committee may at a regular Committee meeting resolve to suspend or withdraw membership from that member.

15.2 All such matters will be dealt with under the terms of Bowls England Rule 9 and in accordance with rule 9.3.8.

16. Alterations to the Constitution and Rules

16.1 Any proposed alteration to the Club's Rules and Constitution may only be considered at an Annual or Special General Meeting convened with the required written notice of the proposal. Any alteration or amendment must be duly proposed and seconded. Such alterations will be passed if supported by not less than two thirds of those members eligible to vote at the meeting, assuming that a quorum has been reached.

17. Indemnity Clause

17.1 Each member of the Club will (to the extent that such person is not entitled to recover under any policy of insurance) be entitled to be indemnified out of all funds available to the Club which may lawfully be so applied against all costs, expenses, liabilities whatsoever reasonably incurred by such person in the proper execution and discharge of duties undertaken on behalf of the Club arising therefrom, or incurred in good faith in the purported discharge of such duties, save in any such case where any such costs, expenses and liabilities arise in connection with any negligence, default, breach of duty or breach of trust; provided that any such member so indemnified has been properly authorised in relation to the duties undertaken on behalf of the Club by the General Committee.

18. Dissolution

18.1 If, at any General Meeting of the Club, a resolution be passed calling for the dissolution of the Club, the Secretary will immediately convene a Special General Meeting to be held not less than six weeks or more than eight weeks thereafter to discuss and vote on the resolution.

18.2 If, at that Special General Meeting, the resolution is carried by at least two thirds of the eligible voting members present, the committee will thereupon, or at such date as will have been specified in the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities of the Club.

18.3 After discharging all debts and liabilities of the Club, the committee will divide the proceeds from assets equally amongst the members as defined at 3.2.1, 3.2.3 and 3.2.4 or as determined by the Special General Meeting and upon the completion of such division, the Club will be dissolved

18.4 Upon dissolution of the Club the Committee shall give or transfer the net assets remaining to one or more of the following:

18.4.1 To another Club with similar sports purposes.

18.4.2 To another Club with similar sports purposes which is a registered CASE.

18.4.3 To Bowls England for use by them in related community sports.

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Stevenage Town Bowls Club

King George V Playing Fields

Sish Lane

Stevenage

SG13LS