

AMPTHILL BOWLS CLUB CONSTITUTION

1: The Club shall be called the Ampthill Bowls Club (hereinafter called the Club) and shall be affiliated to Bowls Bedfordshire and Bowls England

2: MEMBERSHIP

Membership of the Club shall be open to anyone interested in the sport of outdoor flat green bowls on application regardless of gender, age, disability, ethnicity, religion, nationality or sexual orientation. Membership may however be limited according to available facilities on a non-discriminatory basis.

An application for membership shall be made using the form prescribed by the Committee and shall include the name, address and contact details of the candidate. Applications shall be forwarded to the Honorary Secretary. The election of all classes of members is vested in the Committee and shall be a simple majority vote of those on the Committee. The Committee may refuse applications only for good cause such as conduct likely to bring the Club into disrepute. The Honorary Secretary shall inform each candidate in writing of the candidate's election or non-election, shall provide the elected candidate with a copy of the Constitution and Rules of the Club and make request for such payments as are necessary.

A candidate shall pay, within one calendar month, fees as shall be requested. In default of such payment, the application shall be void unless sufficient cause for delay be shown.

Every member, upon election and thereafter, is deemed to have notice of, and undertakes to comply with, the Club Constitution and Rules. Membership may be withdrawn from any Member who, in the opinion of the Committee, contravenes the rules or aims of the Club. Any disciplinary matters shall be dealt with in accordance with Bowls England Regulation 9 (Misconduct)

The Committee may cancel, without notice being given, the membership of any member whose annual subscription and other annual fees are more than one month in arrears provided that the Committee may, at its absolute discretion, re-instate such member upon payment of arrears. No member whose annual payment is in arrears may use the Club premises or vote at any meeting.

A member wishing to resign their membership shall give notice in writing to the Honorary Secretary before 1 April and shall not then be liable to pay the subscription for the following season. A member who resigns after paying the annual membership fee and/or any other fees shall not be entitled to have any part of these fees refunded.

3: ANNUAL GENERAL MEETING The Annual General Meeting shall be held in the month of November on a date fixed by the Committee. Any business items that a Member wishes to discuss at the AGM shall be submitted to the Honorary Secretary by the Member and seconded by another Member at least twenty eight (28) days before the meeting. A copy of the Agenda together with any business items raised by Members for discussion at the AGM and a copy of the previous Annual General Meeting Minutes shall be supplied to each Member by the Honorary Secretary twenty one (21) days before the meeting. At such Annual General Meeting the President and Officers shall present their reports for the past

year. The Treasurer shall present the Annual Club statement of accounts that have been checked by the Financial Examiner, for the year ending the previous 30th September.

The President, Officers and Committee of the Club, shall be elected for the following year. A Financial Examiner shall be appointed at the Annual General Meeting for the ensuing year. A quorum shall consist of fifteen (15) members.

Propositions for additions or alterations to the existing Constitution and Rules shall be decided by a resolution passed by two-thirds of the Membership present who vote. Other propositions shall be decided by a simple majority of the Members present who vote, In all cases of equality of votes, the President shall have an additional casting vote.

Minutes of the AGM shall be circulated to all Members and shall be displayed on the Club noticeboard within twenty one (21) days of the AGM.

4: AMOUNT OF SUBSCRIPTION The Annual subscription shall be an amount laid down by the Committee from time to time and approved by the Annual General Meeting. The Annual subscription shall be paid on or before the opening date of each season (Sign-on day) and shall be non-refundable.

5 MANAGEMENT AND ADMINISTRATION The affairs of the Club shall be conducted by a Committee consisting of the following:- President, Vice President, Hon. Treasurer, Hon. Secretary, Club Development Officer, Social Secretary, Fixtures Secretaries, Captains, Greenkeeper and three other Members.. Meetings of the Committee shall be as necessary, with a minimum of four (4) in one year, to be called by the Honorary Secretary in consultation with the President or by the written request of four (4) Committee members. The Chair shall be taken by the President but in his or her absence, a deputy shall be elected from those Members present. A quorum shall be six (6) Committee Members. If there is a need for a vote, there shall be one vote per Committee Member and in the event of a tie, an additional casting vote shall be made by the Chairman. Page 2 of 3 The Committee may appoint sub-committees and representatives, also co-opting an Ordinary Member when a casual vacancy occurs during the year. In cases of extreme urgency, a group consisting of the President, assisted by a minimum of 2 other Committee Officers shall decide any immediate action to be taken. The results of such actions shall be circulated to all Committee Members within 48 hours. The Hon. Secretary shall keep minutes of the proceedings of Committee meetings which shall be confirmed at the next meeting. Minutes of Committee meetings shall be circulated to all Members and shall be displayed on the Club noticeboard within twenty one (21) days of the Committee meeting. The Committee shall establish rules consistent with this constitution for the running of the Club. The Committee shall exercise the powers of this constitution and the Rules as and when required. It shall have the power to adjudicate upon playing disputes arising between members in the Club and its decision shall be final and binding upon all members of the Club. If the matter cannot be resolved, it shall be referred to Bowls Bedfordshire (see also Rule 22 – Complaints & Discipline

6: EXTRAORDINARY GENERAL MEETING An Extraordinary General Meeting of the Club may be called by the Committee at any time and may also be called on written request by five (5) members of the Club, such request to state the object of the meeting. Rule 3 referring to the Annual General Meeting detailing the period of notice, quorum, casting vote of the President and circulation of the minutes shall also apply. The notice of the meeting

shall specify the business of the meeting and no business other than that stated on the notice shall be brought forward.

7. COPIES OF THE CONSTITUTION AND RULES A copy of The Constitution and Rules of the Club shall be provided to each Member on their election and shall be binding on each Member of the Club. The Club Constitution and Rules and any subsequent amendments shall be displayed on the Club noticeboard.

8. GREEN COMMITTEE The maintenance and upkeep of the green shall be administered by a Green Committee, which shall consist of the Greenkeeper and two (2) other Members elected at the Annual General Meeting

9. BAR COMMITTEE Purchases for the Club and the supply of intoxicating liquor shall be managed by a Bar Committee which shall consist of the Hon Treasurer and two other Members of at least Two (2) years standing in the Club, elected at the Annual General Meeting,

10. SOCIAL COMMITTEE The organisation of social events shall be administered by a Social Committee which shall consist of the Social Secretary and a minimum of two other Members, elected at the Annual General Meeting.

11. LAWS OF THE GAME All games, including Club fixtures and Club competitions, shall be played in accordance with the Rules of Bowls England

12. CHILDREN AND VULNERABLE ADULTS The Club shall have a "Child & Vulnerable Adults Safeguarding Policy" which shall be displayed on the Clubhouse notice board along with the names of the Safeguarding Officers who shall be appointed at the AGM.

13. HEALTH & SAFETY Page 3 of 3 The Club recognises its responsibilities in providing a safe environment and works to meet the requirements of the "Health & Safety at Work Act 1974". The Club shall have a "Health & Safety Policy" displayed on the Clubhouse notice board along with the name of the Committee Member with responsibility for Health and Safety,

14. EQUALITY The Club shall ensure that everyone has equal opportunities to participate in the sport of bowls and shall not discriminate on the grounds of ethnicity, colour, religion, gender, disability, age or sexual orientation. Membership shall be open to all sections of the community.

15. COMPLAINTS and DISCIPLINE including MISCONDUCT All complaints shall be made in writing to the Hon. Secretary for consideration by the Committee. If these cannot be resolved, they shall be referred to Bowls Bedfordshire who should follow the Disciplinary Procedures laid down in Bowls England Regulation 9 and in any amendments made to the current Regulation 9.

16. DISSOLUTION If at any General Meeting a resolution is passed to dissolve the Club, a Special General Meeting shall be convened within one (1) month. If the resolution is passed by at least two thirds of the Membership present, the Club's assets, after discharging all debts and liabilities, shall be transferred to a nominated charity or charities.