

# **NORTHAW & CUFFLEY BOWLING CLUB CONSTITUTION**

(As last amended at A.G.M. 20<sup>th</sup> November 2015)

## **1. TITLE**

1.1 The Club shall be known as "Northaw & Cuffley Bowling Club", hereafter to be referred to as "the Club".

## **2. GENERAL**

2.1 The Rules and Regulations of the Northaw Parish Council, applicable to the bowling green, are hereby incorporated with these rules.

2.2 The Playing Rules of the Club shall be in accordance with the 'Laws of the Sport of Bowls' as adopted by Bowls England.

2.3 The Club will follow Bowls England regulations in dealing with any matter of member misconduct.

## **3. OBJECTS**

3.1 To foster and promote the sport of flat green bowls at all levels, providing opportunities for recreation and competition, and to operate on an equal opportunities basis whenever possible.

## **4. MEMBERSHIP**

4.1 Membership of the club shall be open to all interested persons completing a membership application and paying the relevant subscription/joining fee as determined by the Annual General Meeting of the Club Members.

4.2 There shall be four categories of membership: -

4.2.1 FULL MEMBERS - these will have full playing and voting rights.

4.2.2 LIFE MEMBERS - these are FULL MEMBERS but do not pay an annual subscription.

Life Membership is awarded on the recommendation of the Committee and agreed at the Annual General Meeting of the Club Members

4.2.3 JUNIOR MEMBERS, these are persons under the age of 18 at the beginning of the season who have limited playing rights as may be decided by the committee, but no voting rights and may not stand for office.

4.2.4 NON PLAYING MEMBERS, these are persons paying a reduced subscription who, not being playing members, shall be entitled to participate in the social activities of the Club but have no playing or voting rights and may not stand for office.

4.3 The Annual Subscription for each class of Membership will be agreed at the Annual General Meeting of the Club Members and will become due at the time designated in the Club Bye Laws.

4.4 Candidates for membership may be proposed and seconded by two Club Members or make written application to the Secretary. Acceptance will be decided at a meeting of the Committee.

All new applications for Membership should be exhibited for all existing members to see for at least 14 days prior to consideration by the Committee. If an objection is made the Committee may refuse the application in accordance with such terms and conditions, as the Committee shall from time to time decide.

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## **NORTHAW & CUFFLEY BOWLING CLUB CONSTITUTION**

### **4. MEMBERSHIP** cont'd

4.5 The committee can resolve to restrict overall numbers commensurate with available facilities. If numbers are restricted, additional applicants will be placed on a waiting list and considered in sequence when vacancies occur.

### **5. OFFICERS**

5.1 The Officers of the Club shall be as follows: -

President	
Vice President	
Club Secretary	Executive Officer
Assistant Club Secretary	
Treasurer	Executive Officer
Men's Captain	Executive Officer
Men's Vice Captain	
Ladies Captain	Executive Officer
Ladies Vice Captain	
Ladies Secretary	Executive Officer
Ladies Assistant Secretary	
Fixture Secretary	Executive Officer
Bar Officer	Executive Officer
Assistant Bar Officer	
Catering Officer	Executive Officer
Assistant Catering Officer	
Maintenance Officer	Executive Officer
Green Ranger	Executive Officer
Competitions Secretary	Executive Officer
Assistant Competitions Secretary	
Association Delegates (Hertfordshire Bowls, E.H.B.A., E.H.D.W.B.A., E.H.B.L.)	

5.2 The Offices of President and Vice President will be in recognition of past service to the club and on the recommendation of the Committee. The Offices may generally not be held for more than three continuous years. The President may preside at formal and social functions, if he/she so wishes, but may not preside at Club matches unless requested to do so. He/she may also act as non-executive Chairman at the Annual General Meeting and at any Extraordinary General Meeting called in accordance with Item 8.3 and at General Committee Meetings.

5.3 The Club Secretary, with the aid of the Assistant Club Secretary, shall conduct the general business of the Club, as directed by the Committee. He/she shall keep all records; minutes etc. consistent with the secretarial duties and either shall be ex officio members of all sub-committees.

5.4 The Treasurer shall receive and account for all monies due to the Club, pay accounts as directed by the Committee and shall present the Annual Statement of Accounts up to the end of the Financial Year. The Accounts shall be audited by an honorary Auditor who shall be elected each year at the Annual General Meeting.

5.5 The Offices of Men's Captain and Ladies Captain may generally not be held for more than three continuous years.

## **NORTHAW & CUFFLEY BOWLING CLUB CONSTITUTION**

### **6. ELECTION OF OFFICERS**

- 6.1 All Officers and additional members of the Committee and Sub-Committees shall be elected at a General Meeting of the Club, from, and by, the Full Members of the Club.
- 6.2 All Officers and additional members of the Committee and Sub-Committees are elected for a period of one year, but may be re-elected to the same office or another office the following year.

### **7. GENERAL COMMITTEE**

- 7.1 The Club shall be managed by a General Committee comprising of the Executive Officers of the Club. Within the Constitution the General Committee will be referred to as "the Committee".  
The Committee shall normally be chaired by the President, or in his absence the Vice President. In the case of neither being present, a chairperson will be selected from those present.  
The Committee shall meet at agreed intervals and not less than four times per year. The minutes of each meeting shall be displayed on the Secretary's notice board prior to the subsequent meeting.
- 7.2 The duties of the Committee shall be:
  - 7.2.1 To control the affairs of the Club on behalf of the Members.
  - 7.2.2 To keep accurate accounts of the finances of the Club through the Treasurer.  
The Club shall maintain a bank current account for which at least two signatories are required for Club cheques, those signatories being Executive Officers authorised by the Committee to sign.
  - 7.2.3 To co-opt members of the Committee as necessary to fill a vacancy  
Co-opted members shall be entitled to a vote if the position is that of an Executive Officer.
  - 7.2.4 To deal with all matters relating to the Club not provided for in these Rules and to co-opt additional members of the Committee as the Committee feels this is necessary. Co-opted members shall not be entitled to a vote on the Committee.
  - 7.2.5 To make decisions on the basis of a simple majority vote.  
An assistant to an Executive Officer may attend General Committee meetings but not vote unless the Executive Officer is absent.
- 7.3 At least five members of the Committee must attend any meeting to form a quorum.
- 7.4 Committee decisions may be reached by the use of Electronic Mail (e-mail) voting without the calling of a full Committee meeting provided that no one member of the Committee objects to this for the matter under consideration and provided that non e-mail users are consulted appropriately.  
Any such decisions reached must be ratified at the next full Committee meeting.

## **NORTHAW & CUFFLEY BOWLING CLUB CONSTITUTION**

### **8. GENERAL MEETINGS**

- 8.1 The Annual General Meeting of the Club shall be held not later than two Months after the end of the Accounting year.  
Two calendar months written notice shall be given to Members of the date of the Annual General Meeting by posting the notice on the Club notice board. Members must advise the Secretary in writing of any business to be moved at the Annual General Meeting at least 21 days before a meeting. The Secretary shall circulate or give notice of the agenda for the meeting to Members not less than 7 days before the meeting.
- 8.2 The business of the Annual General Meeting shall be to:
- 8.2.1 Confirm the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting.
  - 8.2.2 Receive the audited accounts for the year from the Treasurer.
  - 8.2.3 Review Club subscription rates and agree them for the forthcoming year.
  - 8.2.4 Receive the annual report of the Committee from the Secretary.
  - 8.2.5 Receive reports from other Officers of the Club.
  - 8.2.6 Elect the Officers of the Club, Auditor and other Committee Members.
  - 8.2.7 Transact such other business received in writing by the Secretary from Members 21 days prior to the meeting and included on the agenda.
- 8.3 Extraordinary General Meetings may be convened by the Committee or on receipt by the Secretary of a request in writing from not less than one quarter of Full Members of the Club.  
A request for an EGM must be acted upon within 14 days and 14 days notice of the meeting and its agenda shall be given to full members.
- 8.4 Forms to receive nominations for Officers shall be displayed in the clubhouse by mid August and should remain in position until at least the end of the playing season. If the nomination forms are no longer available, nominations of candidates for election of Officers should be made in writing to the Secretary at least 14 days prior of the date of the Annual General Meeting. Nominations can only be made by Full Members, must be seconded by another Full Member and must be confirmed by the nominee.
- 8.5 At all General Meetings, the chair may be taken by the President or Vice President, or, if neither wish to take the chair, by a deputy appointed by the Committee, or by the Full Members attending the meeting.
- 8.6 Decisions made at a General Meeting shall be by a simple majority of votes from those Full Members attending the meeting.
- 8.7 A quorum for a General Meeting shall be 25% of the Full Members of the Club.

## **NORTHAW & CUFFLEY BOWLING CLUB CONSTITUTION**

### **9. ALTERATIONS TO THE CONSTITUTION & BYE-LAWS**

- 9.1 Any proposed alterations to the Club Constitution may only be considered at an Annual or Extraordinary General Meeting convened with the required written notice of the proposal. Any alteration or amendment must be proposed by a Full Member of the Club and seconded by another Full Member. Such alterations shall be passed if supported by not less than two-thirds of those Full Members present at the meeting, assuming that a quorum has been achieved.
- 9.2 Alterations to the Club Bye-Laws may be made and implemented during the year by the Committee. Details of any alterations must be prominently displayed in the Clubhouse as soon as they are made, and must be ratified at the next General Meeting.

### **10. DISSOLUTION**

- 10.1 If at any General Meeting of the Club, a resolution be passed calling for the dissolution of the Club, the Secretary shall immediately convene an Extraordinary General Meeting of the Club in accordance with item 8.3 above to discuss and vote on the resolution.
- 10.2 If at that Extraordinary General Meeting, the resolution is carried by at least two-thirds of the Full Members present at the meeting, the 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.
- 10.3 After discharging all debts and liabilities of the Club, the remaining assets shall not be paid or distributed amongst the Full Members of the Club, but shall be given or transferred to some other voluntary organisation(s) as may be decided at the meeting.

### **11. INDEMNITY**

- 11.1 Each Member of the Club shall (to the extent that such person is not entitled to recover under any policy of insurance) be entitled to be indemnified out of any and all funds available to the Club, which may lawfully be so applied, against all costs, expenses and liabilities whatsoever incurred by such person in the proper execution and discharge of duties undertaken on behalf of the Club or arising there from, 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.