

BROADSTAIRS AND ST PETER'S BOWLS CLUB

CONSTITUTION AND RULES

SECTION 1

1. TITLE

The Club shall be known as Broadstairs and St Peter's Bowls Club and shall be affiliated to Bowls England, Kent County Bowling Association, Isle of Thanet Bowling Association Isle of Thanet Ladies League, East Kent Bowling Association, English Short Mat Bowling Association, and registered as a Community Asset Sports Club.(CASC)

2. OBJECTS

- 2.1 The object of the club is to provide facilities and to promote participation by the local community in the sport of bowling in an environment which fosters opportunities for both social and sporting friendship.
- 2.2 The income and property of the Club shall be applied solely towards promoting the Club's objectives and no portion thereof shall be paid or transferred, directly or indirectly, to members of the Club.

3. CONSTITUTION

3.1 President

The President will be a leader of the Club and an ambassador for the Club and its members within the community.

- Promote the game of bowls within the community
- Represent the Club and its members in dealings with external bodies/organisations, such as Bowls England, Kent Bowls, Broadstairs & St. Peter's Town Council; and with the public
- May have a role in non-management committee appointments
- May attend MC meetings in a non-executive capacity, without voting rights.
- Chair the Annual General Meeting and any Special General Meetings

The Management Committee will informally canvas the views of the wider membership to suggest potential candidates for the role. The Management Committee will then propose a member for this position, to be approved at the AGM.

The President will serve for a 3-year period, which may be extended by approval at an AGM.

3.2 Chairperson

The Chairperson (Chair) will be the leader of the Management Committee (MC) and will serve for a 3-year term of office but shall be eligible for re-election.

- Chair MC meetings.
- Organise and manage the MC to ensure that all necessary duties are fulfilled

- Liaise with Club Secretary to ensure that all current issues are covered
- Liaise with Club Treasurer to ensure that accounts are up to date and that current financial issues are being addressed
- Liaise with Club Trustees to ensure that all current legal issues are being covered, and that new and current contracts (in particular the TDC lease) are being complied with

Appointments of the Chairperson shall be subject to nomination by members and election at an AGM.

Should the Chairperson not be available for a particular meeting, the MC will appoint a Chair for the duration of that meeting.

3.3 Other Officers and Committee

The other officers i.e **Hon Secretary** and **Hon Treasurer** will be elected at the AGM and serve for a 3-year term of office but shall be eligible for re-election.

All other Committee Members are elected for a period of one year but may be re-elected to the same office or another office the following year at the AGM.

3.4 The Club's financial year shall be 1st October to 30th September.

3.5 Copies of the Constitution and Rules will be displayed on the Club notice board along with related policies

3.6 On joining the Club, each member will be emailed a copy of the Constitution and Rules and shall be bound thereby.

MANAGEMENT

4.1 The Management of The Club shall be by a Management Committee (Thereafter MC), consisting of

- Chairperson
- Treasurer
- Secretary
- Men's Captain (elected annually)
- Ladies' Captain (elected annually)
- 5 Club Members (reflective of the gender makeup of the club and elected annually)

4.2 Five members of the MC are required to form a quorum, and at least two should be officers.

4.3 Vacancies occurring on the MC or other committees during the year shall be filled by the MC co-opting a full member with voting rights.

4.4 The MC shall meet on a regular basis (usually monthly but no less than 10 per annum).and Minutes of the meetings shall be published on the club notice board within 21 days.

4.5 The duties of the MC shall be:

4.5.1 To control the affairs of the Club on behalf of its members.

4.5.2 To consult with members on proposed expenditure of more than 10% of the total funds available, excluding any funds that have been received by way of a grant awarded for a specific purpose.

To canvass members views prior to any decision being made, for proposals on how any funds bequeathed of more than £5000 should be spent.

Any proposed expenditure in excess of £10,000 needs to be submitted to the Trustees for approval prior to any commitment of funds.

4.5.3 To keep accurate accounts of the finances of the Club through the Hon Treasurer. These accounts should be available for reasonable inspection and should be examined by two appointed account examiners prior to every AGM. Two account examiners shall be appointed at the AGM. The Club should maintain a bank current account.

4.5.4 Any cheques drawn against the Club funds should be signed by two authorised signatories who are members of the MC. Any electronic bank transfers will be audited on a monthly basis by the MC.

4.5.5 No money may be borrowed, or assets of the club used in anyway whatsoever as a form of security without the prior written consent of the Club's Trustees.

4.5.6 To make decisions based on a simple majority vote (provided there is a quorum). The Chair will have full voting rights and a casting vote.

4.5.7 To appoint sub-committees/Sections as necessary to fulfil Club business and to ask for reports to be made in writing and/or in person by the sub-committee representative to the MC as necessary.

4.5.8 To deal with any disputes as per the Code of Conduct and Disciplinary Procedure.

4.5.9 To comply with all Health and Safety requirements.

4.5.10 The MC may from time to time make, vary and revoke the rules for the management of the internal affairs of the club and the conduct of members. Any constitutional changes will be put to an EGM/AGM. The Constitution and Rules shall be binding upon the members.

4.5.11 To ensure sufficient and appropriate Insurances are in place for the buildings, surrounding land, contents, fixture and fittings.

5. TRUSTEES

- 5.1 There will be at **least two Trustees of the Club** who shall be appointed from time to time as necessary by the Club in a General Meeting from among ordinary or honorary or life members who are willing to be so appointed
- 5.2 A trustee shall hold office during his or her life or until he/she shall resign by notice given to the MC or until a resolution removing him/her from office shall be passed at a General Meeting of the Club by a majority comprising of two-thirds of the members present and entitled to vote.
- 5.3 All property of the Club, including lands and investments including leases shall be held by the Trustees for the time being for the use and benefit of the Club.
- 5.4 On the death, resignation or removal from office of a Trustee the MC shall take steps to procure the appointment by the Club in a General Meeting of a new Trustee in his/her place and shall as soon as possible thereafter take all practicable steps to procure the vesting of all Club property into the names of the Trustees as substituted after the said appointment.
- 5.5 The Trustees shall in all respects act, in regard to any property of the Club held by them, after having fully considered the directions of the MC.
- 5.6 Any loans sought by the MC shall be agree with and negotiated by the Trustees.
- 5.7 A Trustee may attend MC meetings but only as a visitor in a non-voting, non-participatory role. The main purpose being to update the MC on actions taken or to be taken by the Trustees.
- 5.8 The names of the Trustees shall be confirmed at each AGM.
- 5.9 A trustee shall also be eligible for election as an Officer, Member of the Management Committee or as Captain. They will have full voting rights at MC meetings in their MC member capacity.

6.0 OTHER APPOINTMENTS

- 6.1 Other Non Management Committee appointments may also be presented to the membership for approval at each Annual General Meeting . These include
- Fixtures Secretary
 - Health and Safety Officer
 - Safe Guarding and Welfare Officer
 - Bar Committee
 - Social Committee
 - Selection Committee (1 man and 1 woman)
 - Competition Secretaries (Mens and Ladies)

Publicity Officer (including website maintenance and upkeep)

Account Examiners x 2

6.2 Full, Associate and Life Members are eligible for appointment to any of these positions.

7. INDEMNITY

The Club shall, at all times, hold such insurances as are necessary to appropriately indemnify the Club's Trustees, Officers and MC members.

8 ANNUAL GENERAL MEETING

- 8.1 The AGM shall be completed by the end of January each year.
- 8.2 Nominations for Officers and committee and section members shall be made during the month of August on an official form posted on the club notice board.
- 8.3 All nominations must be proposed, seconded and countersigned by the nominee, who must be all be full members of the club.
- 8.4 No more than four members of the committee may be cohabiting or related to each other, who are also from the same household or family.
- 8.5 All nominations for Officers and Committee and other positions detailed in paragraph 6, as well as the MC's proposed candidates for President, shall be submitted for approval by those members present at the AGM. In the case of more nominations than required for a position, then a secret ballot will be held.
- 8.6 Should there be insufficient nominations by the end of August, then these will be put to the AGM for nomination.
- 8.7 The meeting can be attended by all members, but associate members will not be allowed to vote.
- 8.8 One third of the total full, life and youth membership have to be present to form a quorum.
- 8.9 Voting can only be by those present (postal voting is not allowed) with the President having the casting vote.
- 8.10 Voting shall be by a show of hands or secret ballot at the AGM.
- 8.11 All proposals by members for adoption at the AGM must be made in writing to the Hon Secretary at least one month prior to the AGM.
- 8.12 Formal Notice of the Annual General Meeting shall be notified to members no later than 21 days before the meeting date via email.
- 8.13 All papers reports and proposals for the Annual General Meeting to be notified to members no later than 14 days before the date of the meeting., via email.

- 8.14 A copy of the Notice of AGM and the papers shall also be posted on the Club Notice Board for those without email.
- 8.15 Each officer will give a written report to be presented at the AGM plus any other reports that may be deemed necessary by the MC.
- 8.16 The Hon Treasurer will present the year's accounts signed by the account examiners and a budget for the following year at the AGM, which will be voted on by the members present.
- 8.17 "Any other Business" will **NOT** be an agenda item at the AGM.
- 8.18 Should an emergency occur then a meeting of the emergency committee will be called consisting of the Chairperson, Hon Secretary and Hon Treasurer. The emergency committee have the right to invite other attendees, if the circumstances deem it appropriate.

9. CONSTITUTION AMENDMENTS

The constitution shall only be altered at the AGM, or an Extraordinary General Meeting called for this purpose. Any Notice of Motion in respect of this must be in writing, proposed and seconded by full members and received by the Hon Secretary no later than one month prior to the date of the AGM.

10. SPECIAL GENERAL MEETING

A Special General Meeting shall be called when required by the MC or when the Hon Secretary receives a requisition signed by the minimum of twenty (20) Full Members of the Club.

Any requisition should specify the subject for which such a meeting is to be called and the outcome being sought, with the signatories below.

Not less than 7 days or more than 21 days shall elapse between the date of notice and the Special General Meeting.

11.0 MEMBERSHIP

- 11.1 Application for membership of the Club shall be open to any person, regardless of race, age, gender, sexual orientation, religious beliefs or ability, who completes a membership application form and duly signed by the candidate and pays the relevant subscription/joining fee as determined by the Club.
- 11.2 Acceptance of membership will involve the applicant being invited to render service in the interest of the Club as may be required by the MC. All members are required to abide by the rules of the club.
- 11.3 Membership may be revoked if the applicant does not meet the requirements of national and/or county regulations. The MC may refuse membership or expel from membership only for good and sufficient cause, such as conduct or character likely to

bring the Club or sport into disrepute. Any appeal against such a decision must be made to the MC, through the President, in writing.

11.4 The Hon Secretary shall advise the candidate of acceptance and issue a membership card on receipt of the appropriate fee.

11.5 New members who have little or no experience of bowling outdoors, must have instruction/coaching on the green from a club coach prior to them being allowed on the greens without supervision from a club coach.

11.6 Classes of membership:

Full Member

Youth Member (aged 16 or under)

Associate Member

An Associate Member is not entitled to make use of the bowls facilities except by paying the concessionary green hire charge but is otherwise entitled to the full use of the club's facilities except they will not be entitled to vote at an AGM or sign a requisition for an Extraordinary General Meeting of the Club. Associate Members cannot represent the Club in matches.

Life Member

The MC have the sole power to nominate as an Honorary Life Member of the Club, any member or other person who has rendered special or outstanding service to the Club. The number of Life Members should not exceed seven (7) at any one time. Hon Life Members are not required to pay an annual subscription but are entitled to vote at the Annual General Meetings or Extraordinary General Meetings.

11.7 The Hon Secretary shall keep a register of members and enter in it the names, home and email addresses, mobile and landline telephone numbers of all persons who become members, subject to the Club's GDPR policy.

11.8 The level of the annual membership subscription will be set at the AGM and will be due annually on 1st April of each year.

11.9 Any new member who joins after 1st July will have their fee reduced by 1/3rd.

12. RIGHTS OF MEMBERS

12.1 Every member shall, subject to the rules, be entitled in common with other members to use and enjoy the Club premises and amenities.

12.2.1 The MC shall, after investigation, have the power to issue formal or informal warning (which will be confirmed in writing) to suspend or cancel the membership of any member whose conduct is contrary to the interests of the Club or injurious to its reputation. The member has the right to appeal by writing to the Club President who may then arrange a meeting with the individual concerned, their witnesses (if required) and the MC to hear the individual's reasons for appeal. (The full code of Conduct/Disciplinary Procedure is available from the club house)

- 12.2.2 The Club will follow all procedures set in Bowls England Regulations 9,9A and 9B. and will abide with all sanctions, recommendations and or decisions from the case management or National Disciplinary Panel.
- 12.3 Any member may resign their membership at any time by giving notice in writing to the Hon Secretary. Any reimbursement of subscription will be at the sole discretion of the MC.
- 12.4 A member shall cease to be a member should they fail to pay any subscription within one month after the due date of payment.

13 MEMBERS DUTIES

- 13.1 Members should act in such a manner both on and off the bowling greens so as not to bring the Club's name or reputation into disrepute and will abide by the Club's Code of Conduct and Disciplinary Procedure held in the clubhouse.
- 13.2 Members should endeavour to encourage both new and existing bowlers.
- 13.3 A full member will be invited to undertake a stipulated number of office days each year during which certain duties are expected. Such duties would also include (but not restricted to) set up of rinks and prepare, serve and clear away tea and refreshments at a stipulated number of matches.
- 13.4 Members will be advised of the date and times of these duties at the start of the season. ALL information is displayed on the notice board.
- 13.5 In addition, all members are encouraged to help the Club by giving some time to perform various duties for the Club such as, but by no means limited to, gardening, greenkeeping, cleaning and general maintenance etc.
- 13.6 All members have a duty to ensure that the Club House facilities are properly opened (including all fire exit doors and shutters to those doors), and all facilities are properly, locked, secured and alarmed if they are last to leave the building and grounds.

14. GUESTS AND CLUB FACILITIES

- 14.1 Members may introduce and entertain up to six friends/guests at the Club at any one time and there shall be kept at the Club premises a Visitors Book in which both the members and friends shall sign. The introducing members shall be responsible for their guests strictly observing the Club rules and must not leave the Club premises before any of his or her guests.
- 14.2 The hiring of Club facilities can only be by a full member and at the MC discretion.
- 14.3 The MC may suspend any member who takes undue advantage of this privilege to the detriment of the club.
- 14.4 For the avoidance of doubt, any bona fide club visiting the premises for match play or competitors in the Broadstairs Open Tournament shall be deemed to be guests of the

MC or the Broadstairs Open Tournament Committee and those members present at such time shall be responsible for the conduct of visitors whilst they remain on club premises.

- 14.5 No person whose application for membership has been rejected, not former member whose membership has been suspended or terminated, may be introduced as a guest.

15. FIXTURES

Fixtures will be arranged by the Fixtures Secretary in conjunction with the Captains.

16. COMPETITIONS

Playing rules for Club competitions are posted separately in the Clubhouse and will be binding.

The Competition Secretaries shall be responsible for collecting all entry forms, allocating handicaps, arranging the draws, recording of results and organising the finals days.

17 STATUTORY REQUIREMENTS AND POLICIES

- 17.1 The Club adheres to the requirements of the following items of legislation and policies:

Anti-Doping

Children and Vulnerable Adults

Equality, Diversity and Inclusion

Health and Safety

Fire safety

Misconduct, suspension and Exclusion of Members

Anti Bullying Policy

General Data Protection Regulations 2018 and 2021

- 17.2 The Club adopts and follows all policies and guidelines approved by Bowls England and UK Anti- Doping.

- 17.3 The Club also abides by the Conditions of the appropriate Licensing Act and the Premises Certificate issues to the Club.

- 17.4 As a registered member of CASC, the Club will adhere to the requirements of this association.

18 HEALTH AND SAFETY

- 18.1 The Club recognises its responsibilities for health and safety.
- 18.2 All members, visitors, guests and employees must observe health and safety requirements and understand that each has responsibility for their own and others safety.
- 18.3 Health and safety regulations will be strictly monitored by the MC. This subject is included as an Agenda item at all MC monthly meetings.
- 18.4 The Clubs health and safety statement and policy is displayed on the noticeboard.
- 18.5 An Annual Fire Risk Assessment will be carried out, and any Action Plan developed as a result will be available from the Hon Secretary on request.
- 18.6 All members and guests are required to sign in and out of the Club House. A book for this purpose can be found inside the Club House by the entrance door.

19 SAFEGUARDING POLICY

- 19.1 The Club has a safeguarding policy for the protection of children and young persons and vulnerable adults.
- 19.2 A Club Safeguarding and Welfare Officer is appointed to ensure the Club's adherence.
- 19.3 A copy of this detailed policy is displayed in the clubhouse for the use of all members.

20 GDPR

- 20.1 The Club is mindful of and will adhere to all relevant aspects of the General Data Protection Regulations 2018 and 2021. The Club's GDPR policy is on display at the clubhouse and available to all members. All members are required to complete the Clubs data consent form.
- 20.2 In general The Club will:
 - Only collect information that is needed for a specific purpose.
 - Ensure that all such information is kept secure.
 - Ensure information is relevant and up to date.
 - Only hold as much information as is needed and only for as long as is needed.
 - Allow all members to see their information on request.

21 DISSOLUTION OF THE CLUB

- 21.1 Should the question arise that the Broadstairs and St Peter' Bowl Club be wound up and its assets disposed of, the voting on such a question shall be by ballot of all Club Members. The process will be managed, by the Trustees.

- 21.2 A ballot shall be completed within 28 days and shall need a majority of at least 75% to succeed. Should such a motion be passed any assets remaining after preferential creditors have been paid, will be distributed to Charity as determined by the Trustees only after taking appropriate legal advice.

COMMITTEES/SECTIONS RULES AND RESPONSIBILITIES

SECTION 2

1 BAR COMMITTEE/BAR

- 1.1 The Bar Committee shall consist of a maximum of four (4) Members of the Club who shall be appointed by the MC-three (3) to form a quorum.
- 1.2 The Bar Committee shall arrange the supply of intoxicating liquor to Members at such prices as shall, as far as possible, involve the Club in no financial loss (after paying excise duty and VAT) and in particular:
 - a) no person shall be paid at the expense of the Club, any commission, percentage or similar payment on or with reference to the purchasing of intoxicating liquor by the Club.
 - b) nor shall any person directly or indirectly derive any pecuniary benefit from the supply by, or on behalf of the Club to members or guests, apart from any benefit to the Club as a whole. A notice shall be posted in the Club showing all prices charged for the intoxicating liquors.
 - c) the MC shall cause proper accounts to be kept by the Hon General Treasurer and shall be presented at every AGM of the Club, a report and financial statement for the preceding year.
 - d) the times for the supply of intoxicating liquor in the Club premises shall be permitted as per the licence.
- 1.3 General duties of the Bar Committee shall include, but not be limited to:
 - Adequate staffing of the bar as and when required by the Club.
 - General cleanliness of the bar area.
 - Appointment and training of bar staff.
 - Security of bar area and supplies.
 - Purchasing of supplies.
 - Bar prices recommendations.
 - The health and safety of those working in the bar area.
- 1.4 Intoxicating liquor shall not be sold to any person who is not a member of the Club as subject to any condition imposed by the licence. This shall not forbid the sale of intoxicating liquor to any guest properly introduced under Rule 12.
- 1.5 The operation of the bar is subject to the appropriate Licensing Act and relevant amendments thereof, and also according to any conditions issued by the appropriate licensing authority.

2 SOCIAL COMMITTEE

- 2.1 A Social Committee normally consisting of a maximum of six (6) club members will be responsible for running and coordinating all club social events on behalf of the MC for the benefit of the Club.
- 2.2 Accounts from social events will be posted on the noticeboard following social events by the Treasurer.

3 TOURNAMENT COMMITTEE

- 3.1 A Committee normally consisting of a maximum of 8 members will be responsible for running and coordinating the annual Broadstairs and St Peters Bowls Club Open Tournament.
- 3.2 The Committee will appoint a Chair, Secretary and Treasurer and will hold a separate bank account to that of the Club.
- 3.3 The Accounts will be examined and signed off annually by a full member of the Club who is independent of the Tournament Committee, and/or one of the Club Account Examiners.
- 3.4 The Tournament Committee will liaise regularly with the Management Committee and a report and the accounts for the Tournament will be presented each year at the Annual General Meeting of the Bowls Club.

4 SELECTION COMMITTEE

- 4.1 A Selection Committee consisting of Mens and Ladies Captains, Mens and Ladies Vice Captains and two (2) other members representing men's and ladies' members, shall meet to select teams.

5. SHORT MAT SECTION

- 5.1 During the winter months social short mat bowling may be arranged in the Clubhouse for members. The Sessions will be organised by volunteers from the full membership of the club.
- 5.2 Broadstairs and St Peters Bowls Club may also enter the East Kent Short Mat League, and members wishing to play in the league will pay a small additional subscription to cover costs of affiliation to the English Short Mat Bowling Association.
- 5.3 The Team shall be known as the Broadstairs Buzzards, and a report from the Section will be presented to each Annual General Meeting of the Broadstairs and St Peter's Bowls Club

6 MAINTENANCE SECTION

- 6.1 The Maintenance section will be made up of volunteers from the general membership of the club, responsible for general maintenance and upkeep of the building and surrounding lands and organising repairs.

- 6.2 If possible, a lead member will volunteer to coordinate the other volunteers in the maintenance work to be undertaken, and with Contractors.
- 6.3 The Section will report to the Management Committee on a regular basis especially where expenditure is likely to be incurred, for which MC approval must be received prior to order/purchase.

7 GREENS TEAM

- 7.1 The Greens Section will be made up of volunteers from the general membership of the club, responsible for the upkeep of the playing areas.
- 7.2 If possible, a lead member will volunteer to liaise with the appointed Contractor, and coordinate the other volunteers in the work to be undertaken, to support the Contractor,
- 7.3 The Section will report to the Management Committee on a regular basis especially where expenditure is likely to be incurred, for which MC approval must be received prior to order/purchase.

GENERAL REGULATIONS AND CONDITIONS

SECTION 3

1.0 GENERAL REGULATIONS

- 1.1 No member shall take away from the Club premises any property of the Club without the permission of the MC.
- 1.2 Any breakages or damage to the Club's property should be reported to the Hon General Secretary. At the discretion of the MC, those involved may be required to make good such damage or breakage.
- 1.3 Any suggestion, complaints or communications to the MC by members must be made in writing to the Hon General Secretary.
- 1.4 All belongings not marked and left in the club premises will be placed in store and may be disposed of, if not claimed, within three (3) months.
- 1.5 Members and visitors are requested not to leave money or articles of value in the changing rooms. The Club accepts no responsibility or liability for any belongings left on the premises.
- 1.6 The Club accepts no responsibility or liability for any motor vehicle or any other vehicle including bicycles, or any property left on or within such vehicles, whether such vehicles are parked on or outside the club premises.
- 1.7 No form of notice, placard, banner or such like, written or printed shall be posted on the premises or surrounds, nor existing information interfered with, without the prior sanction of the MC.
- 1.8 Lockers are available to full members subject to availability. Any locker allocated shall be given up or changed at the reasonable request of the MC and the key returned.

2 GENERAL CONDITIONS AND REGULATIONS OF PLAY

- 2.1 The conditions of play and the mode of attire shall be laid down by the MC from time to time and shall be displayed in the Clubhouse. Appropriate footwear must be worn at all times when on the greens.
- 2.2 Playing members may be permitted to use the greens at all reasonable times within the current Club opening times, subject to availability due to maintenance and providing County matches, League matches, Club matches and Club competitions take precedence in that order. In the event of dissent, the Captain, Vice-Captain or if they are unavailable any other MC member, their decision shall be final.
- 2.3 There will be no running on the greens, nor bowling in such a manner that it causes damage to the greens. Any such persistent inappropriate use of the greens should be reported to the Management Committee.