

# Moordown Bowling Club – Constitution and Rules



## 1. Title

The Club shall be called the Moordown Bowling Club, and the headquarters address shall be The Bob Davies Bowls Pavilion, Endfield Road, Moordown, Bournemouth. The Club colours shall be royal blue and gold. The main purposes of the Club are to promote and provide facilities for the amateur sport of Lawn Bowls in Moordown and community participation in the same, and to further good fellowship amongst its members and to co-operate with kindred clubs.

## 2. Officers and Management

The management of the Club shall consist of a Committee comprising: The President, Vice President, Honorary Secretary, Honorary Assistant Secretary, Honorary Treasurer (“The Principal Officers”), Immediate past President, Honorary Match Secretary, Site Manager and three members who shall be elected at the Annual General Meeting [‘AGM’]. If any member should hold dual office additional members shall be elected, so that the Committee shall number ELEVEN in all. The management Committee, wherever possible, should be equally divided between ladies and men.

## 3. Membership

1. 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.
2. The Club may have different classes of membership, membership fee and subscription on a non-discriminatory and fair basis. The Club will keep membership fees and subscriptions at levels that will not pose a significant obstacle to people participating. The annual subscription will be determined in accordance with Rule 23 of these rules below.
3. The Management Committee may refuse membership for good cause such as conduct or character likely to bring the Club or sport into disrepute or suspend or remove it in accordance with Rule 22 of these rules below.

#### 4. Annual General Meetings

The AGM shall be held annually in the three-week period ending on fourteenth November. Fourteen days' notice of any General Meeting, in writing or by email, shall be given to each member by the Honorary Secretary. Twenty members present shall constitute a quorum. In the event of no quorum being present within half an hour of the time given in the notice convening the meeting, the same shall stand adjourned for not more than seven days.

Absent members shall be eligible for election to office provided the proposer has the authority of such member that he/she will serve if elected.

#### 5. Special General Meetings

A Special general Meeting may be convened at any time by the Management Committee or on receipt by the Honorary Secretary of a requisition signed by not less than FIFTEEN members, specifying the business to be submitted. Only the business specified to be discussed. Any number of members present shall constitute a quorum.

#### 6. Spring General Meetings

The Spring Meeting shall be held in March or April of each year, on or before the seventh of April. Fourteen days written or email notice shall be given to each member by the Honorary Secretary. Twenty members present shall constitute a quorum.

The Honorary Treasurer or his/her approved deputy shall attend to receive fees and subscriptions or to make arrangements for the later receipt thereof.

#### 7. Management Meetings

The President or Honorary Secretary shall at all times have the power to call a Management Committee meeting. Three Principal Officers and four other committee members shall constitute a quorum and the President or nominated Chairperson shall have the casting vote. In the event of there being no quorum within half an hour of the given time for the meeting, the meeting shall stand adjourned for not more than seven days. At the reconvened meeting any number of members present shall constitute a quorum.

Meetings shall be held when necessary and the Honorary Secretary shall issue notice of such meetings.

The Management Committee shall conduct all the business of the Club except matters appertaining to the Selection Committees.

Improper behaviour on the green, in the grounds or in the Club pavilion shall be dealt with by such of the Management Committee as shall be present and any such matter shall be reported in writing at the subsequent meeting of the Committee for consideration and action.

The Management Committee may from time to time fill any vacancies that might occur on the Committee and any such appointed member shall serve only until the next AGM.

The Committee may, when required, appoint any sub-committee to sit if it may deem necessary for any special purpose. The President, Vice President and Honorary Secretary shall be ex-officio members of the sub-committee and other members may be drawn from the Management Committee or ordinary members.

The Management Committee shall have the power to co-opt.

The Management Committee shall manage all Club Competitions, draw its own rules and publish the same, via the elected Competition Secretaries.

The Club at the AGM shall elect/appoint delegates to Bowls Hampshire, Bournemouth and District Bowling Association, and Bournemouth and District Women's Bowling Association to represent the Club at the meetings of those bodies.

## 8. Selection Committees

The Men's Selection Committee shall consist of all team captains and three members with each having been elected at the AGM.

The Ladies' Selection Committee shall consist of the Ladies Club Captain and four members with each having been elected at the AGM.

The respective vice-captains are to attend in the absence of the team captains.

The Selection Committees shall select all players to appear in the matches as follows:

- **Ladies** – All matches as scheduled by the B&DWBA.
- **Men's** – All matches as scheduled by the B&DBA. (Except Bournemouth Evening Triples)

It shall be the duty of the Selection Committees to post teams, not less than four days before the date of a match, on the Club notice board, except in the case of postponed or re-arranged fixtures compelled to be played at short notice. Once the team has been selected and posted on the board it shall not be altered, except by reason of the unavailability of a selected player. It shall be the duty of the respective Captains to secure the confirmation of all the player's availability not less than forty-eight hours preceding a match, and to find any necessary replacement.

**The Bournemouth Evening Triples teams** will be selected by the individual Captains as elected at the AGM.

Three members shall constitute a quorum for Selection Committee meetings.

The President and Honorary Secretary/Assistant Secretary may attend ex-officio.

## 9. The President

He/she shall be the Principal Officer of the Club and shall preside as Chairperson at all General and Management Committee meetings. He/she shall, at all times, preserve the prestige of the club and shall maintain an impartial balance between all other members.

A lady or gentleman shall be elected alternately, subject to availability.

He/she shall, in conjunction with the Honorary Treasurer or Honorary Secretary, sign all cheques paid on behalf of the Club

## 10. The Vice President

He/she shall be the efficient deputy in the absence of the President. In the President's absence the Vice President will take on all his/her normal duties.

The Vice President may, during his/her period in office, organise a collection of funds towards his/her chosen charity/organisation.

## 11. Honorary Secretary

He/she shall conduct all the correspondence of the Club and is able to attend any Committee or sub-committee meeting. The Honorary Secretary shall be automatically elected to the Management Committee.

Shall give fourteen days' notice of any General Meetings, except adjourned General meetings.

Shall give seven days' notice of any Committee Meeting.

May call emergency Committee meetings at short notice or without prior notice.

Shall ensure that all eligible and relevant club members are registered with the Bournemouth & District Bowling Association and/or the Bournemouth & District Women's Bowling Association annually and in accordance with the timeframe set by those Associations.

The Secretary may, along with the Club's elected delegates, attend meetings of Bowls Hampshire, the Bournemouth and District Bowling Association, the Bournemouth and District Women's Bowling Association and the Bournemouth Evening Triples League General Meetings.

He/she shall prepare and publish the Club Handbook.

He/she shall keep the Club Diary.

He/she shall, in conjunction with the Honorary Treasurer or President, sign all cheques paid on behalf of the Club.

He/she shall receive all entries and fees in respect of Bournemouth and District and County Competitions and shall pay such monies to the Honorary Treasurer.

Shall perform all other duties required by these Rules.

### 12. Honorary Assistant Secretary

Shall attend all Management Committee Meetings. He/she shall take detailed notes and be responsible for preparing the minutes.

He/she shall deputise in the absence of the Honorary Secretary at any Club or relevant Association meeting.

### 13. Honorary Treasurer

Shall receive all monies of The Club and pay the same into the Club banking account with the exception of a balance which shall be retained as a petty cash account.

Shall sign all cheques which must be countersigned by the Honorary Secretary or President.

Shall submit accounts to the appointed examiner/auditor for checking before presentation of the balance sheet to the AGM.

Shall submit to the AGM a revenue and expense account made up to the 30<sup>th</sup> September each year.

Shall receive all Club fees due from all members.

Shall effect insurance of the Club property at the direction of the Management Committee.

Shall perform all other duties which may be required by these rules.

### 14. Honorary Competition Secretaries

They shall receive all entries and fees in respect of Club Competitions

They shall confer with the Management Committee on all competition matters.

They shall enforce all rules appertaining to competitions under the guidance of the Management Committee.

They shall prepare charts, post all competition fixtures in a place visible to all members, shall record all competition results and publish challenge by and closing dates for all rounds.

### 15. Honorary Match Secretary

Shall in consultation with other Officers arrange friendly fixtures.

Shall record all friendly fixtures in the Club Diary.

Shall be responsible for placing members' availability sheets for friendly fixtures on the notice board.

May organise bowls tours as approved by the Management Committee and be responsible for the collection of tour fees from members attending and payment of the associated expenses, in liaison with the Honorary Treasurer.

## 16. Members

Shall abide by these Rules and co-operate fully with the Management Committee and Selection committees at all times. In return, they shall be entitled to receive every consideration and benefit from the Club as far as may be expedient, having regard to the best interests of the Club.

Associate Members shall also be accepted and pay a reduced annual subscription. They must however, pay the appropriate green fee each time they play.

- a) They may enter Club Competitions, except for the Club Singles Championships, and play in friendly matches. They may attend social functions. They may attend the AGM and Spring Meeting - but may not vote.
- b) Associate Members are not permitted to play in any match in which they would represent the club, i.e. Bournemouth & District Leagues, Bournemouth Evening triples, Bournemouth & District representative matches, Bournemouth & District or County Competitions and Bowls Hampshire or Hampshire Presidential games, unless the rules of those leagues/competitions allow for the participation of Associate Members.

Junior members must be under eighteen years old on the first day of the season. They will conform to the same rules of the Club and shall pay a reduced Annual Subscription.

## 17. Dress Code

The Dress Code for all members will be as displayed in the Annual Club Handbook.

## 18. Honorary Life Vice Presidents and Life Members

These are recommended and elected by the Committee for loyalty and service to the Club. They are to be fully paid up members for life and have a vote at any meeting they are allowed to attend.

## 19. Election of Officers

Election of Officers and Committee Members shall be by ballot. Members must not vote for more than the required number. Prior to any vote, two scrutineers (not candidates) must be appointed.

## 20. New Club Members

New Club members will be asked to attend an introduction to the Club with members of the committee, when Club Rules and an outline of the club's activities will be explained to them. Members' obligations regarding stewarding will be emphasised.

## 21. Rejoining Members

Rejoining members will be interviewed by three officers of the club prior to the acceptance of their application for membership. The officers will explain the current club rules and emphasise members' obligation regarding stewarding.

## 22. Conduct, Suspension and Expulsion of Members

Any member acting in a way which can be considered detrimental to the interest of the Club, or which can be considered a breach of these rules, or can be considered likely to endanger the welfare or good order of the Club, or whose conduct is, in the opinion of the Management Committee, such that it is prejudicial to the interests of the Club or injurious to its reputation, that member shall:

- a) Be sent a letter outlining the complaint against him/her and invited to appear before a Tribunal comprising of: President, Honorary Secretary and nominated Committee member to account for their alleged action. The Honorary Secretary will give at least seven clear days' notice in writing or by email to the member concerned.
- b) Subsequently be notified of the result of such meeting and, in the event of the complaint being upheld, receive a written warning, a copy of which will be passed to the Management Committee. If, in the opinion of the Tribunal (or the majority of them) the offence is one of such severity that it warrants penalty in excess of a written warning, the member involved will be placed in temporary suspension and the matter referred to the full Management Committee for a decision. Once a decision has been reached he or she will be so notified in writing or by email.
- c) Should the member concerned fail to appear, without giving an acceptable reason for his/her absence, the appropriate committee will deal with the case and the member informed of the Committee's decision.
- d) In the event of a further complaint being made against a member who has previously been penalised for any offence, he or she will be asked to appear before the full Management Committee, having again been given at least seven days' notice. If the Management Committee upholds the complaint, the Committee may suspend the individual's membership for a period they decide or notify the member that their membership has been terminated. Such notifications will be in writing or by email.

e) In all cases, such members shall have the right of appeal to a Special Meeting of the Management Committee within fourteen days of so being notified.

### 23. Fees and Subscriptions

The club's annual subscription will be decided by the Management Committee and then confirmed at the Spring Meeting. Payment should be made to the Honorary Treasurer who will issue a receipt. Payment will entitle members to all facilities and privileges of the Club.

Annual fees are payable from the Spring Meeting to 1<sup>st</sup> May. Any member in default shall be reminded by the Secretary, Assistant Secretary or Treasurer, and if still in default will have his/her name removed from the Club Membership records, and would have to re-apply for membership as a Rejoining Member.

Any member in default will not be able to participate in any league game, Club Competition or receive any Club prize.

On payment of the annual subscription, full members will be issued with a season ticket. This should be carried at all times as members can be asked to show it to the duty steward or a Committee Member.

The Management Committee shall have the authority to approve at their discretion discounted annual subscriptions for agreed Club officers; to reflect the time, effort and personal costs those officers expend in performing their Club duties.

### 24. Stewarding

A list will be drawn up of all members and each one will be allocated periods of stewarding throughout the designated outdoor bowling season. All members will sign at the beginning of each new season to agree they will perform their allotted periods of Stewarding. Members should be able to agreeably arrange exchange of sessions and notify the person responsible or the rota. It may be possible to pre-arrange a member's preferred time and day session in advance.

The duties of a Steward may vary and will be formulated by the Management Committee elected at the time.

Members must not play or mark competitions during their period of stewarding duty.

### 25. Complaints

All complaints shall be made in writing to the Honorary Secretary, who, if he/she is unable to deal with the matter, shall submit the complaint to the Management Committee.

## 26. Examiner/Auditor of the Club Accounts

An independent examiner or auditor may be appointed by the Committee.

## 27. Rules of Play

The Rules of Play published by Bowls England shall be the Rules of Play for the Club.

## 28. Alteration of Rules

No rule of the Club shall be repealed or altered and no new rule shall be made, except by a majority of the members present at an AGM/Spring General Meeting, where fourteen days written notice and full details of proposed changes in Rules shall have been given to Club members for their prior perusal and deliberation.

## 29. Exclusion of Liability

Neither Moordown Bowling Club, or any Officer thereof, shall be liable to any member or any Club or Association, or their members, for any loss or damage to property, occurring from whatever cause, in or about the Club premises, nor for any injury sustained by any member, or to any Club or Association, or their members, whilst on or entering or leaving the Club premises. A notice to this effect will be displayed in a prominent position in the Club.

## 30. Closure of the Club

The Club may be dissolved by a resolution passed by a two-thirds majority of those present and voting at a Special General Meeting convened specially for that purpose. Twenty-one days written notice shall have been given to all members. Such resolution to give the instructions for the disposal of any assets held by or in the name of the Club, provided that any property remaining after the satisfaction of any/all debts and liabilities shall be given or transferred to one or more of the following:

- a) Another registered Community Amateur Sports Club with similar sports purposes, and/or
- b) Another club with similar sports purposes that is a registered charity, and/or
- c) The Club's governing body for use by them in related community sports.

## 31. Closure in relation to Self-Management Lease/Agreement

The club has the right to terminate the Lease /Agreement with Bournemouth Borough Council, and *vice a versa*, with 60 days' notice.

### 32. All profits and surpluses

Moordown Bowling Club is a non-profit making organisation. All profits and surpluses will be used to maintain or improve the Club facilities. No assets or surpluses will be distributed to members or third parties other than in accordance with Rule 30 above on closure or dissolution of the Club.

### 33. Sale and consumption of intoxicating liquor

The Club shall, having obtained the necessary authority, sell liquor for consumption within the Club boundaries.

All revenues from such sale shall be passed to the Honorary Treasurer to be added to Club funds.

No person under the age of 18 shall be permitted to purchase or consume liquor.

Members of visiting teams may purchase and consume liquor on the Club premises.

Guests of Club members may purchase and consume liquor on the Club premises.

Members of the public, unless they are visitors to the club or guests of Club members, may not purchase or consume liquor on the Club premises.

### **REVISIONS.**

#### **2024**

- Rule 17 - Dress Code updated.
- Rule 22 – Conduct, Suspension and Expulsion of Members revised.

#### **2025**

- Rule 8 - Selection Committees revised

#### **2026**

- Rule 3 - References to other rules in 3.2 and 3.3 amended.