



# Constitution

Amended 2025

# Contents

Title .....	3
Aims and Objectives .....	3
Membership.....	3
Honorary Life Membership .....	4
Membership Fees and Subscriptions.....	4
Team.....	4
Management .....	5
Annual General Meeting ( <b>AGM</b> ) .....	6
Extraordinary General Meeting ( <b>EGM</b> ) .....	6
Duties of Officers .....	7
Discipline and Appeals .....	8
Amendments to the Constitution.....	9
Dissolution .....	9
Child Protection and Vulnerable Person Act.....	10
Coaching.....	10
Transfer of Membership .....	10
Information.....	10
Additional(s). .....	11
Signatories.....	11

## Title

1. The Club shall be known as "Barry Central Bowling Club" (Hereinafter referred to as the "Club").

## Aims and Objectives

The Club shall have the following Aims and Objectives.

- 2.1 To Foster, Promote and Safeguard the game of bowls at the Club.
- 2.2 To adopt and enforce the laws of the game as laid down by World Bowls Ltd., in their Laws of the Sport of Bowls.
- 2.3 To offer Quality Coaching.
- 2.4 To be committed to the principal of Equality of Opportunity to all.
- 2.5 To abide with the policy of the Protection of Children and Vulnerable Persons Act as laid down by the National Governing Body.
- 2.6 To promote a pleasant and conducive environment for all.

## Membership

- 3.1 Membership shall be open to any person, regardless of Age, Race, Gender, Religious Belief, Sexual Orientation or Disability, who completes a Membership Form, and has that application approved by the management committee.
- 3.2 No one shall be considered a member of the Club until all fees and subscriptions have been paid.
- 3.3 In accepting membership to the Club a member agrees to abide by the constitution of the Club and to the rulings of the Management Committee.

## Honorary Life Membership

4.1 The Club members shall have the power to elect Honorary Life Members at the Annual General Meeting, the member being recommended by virtue of:

4.2 Outstanding Service to the Club.

4.3 Outstanding Service to the Game of Bowls.

## Membership Fees and Subscriptions

5.1 Every member shall pay annually (unless exempt).

5.2 Club membership fees to be agreed annually at **AGM**.

5.3 All membership fees to be paid annually by no later than 31st May, each year.

## Team

6.1 The Club shall have a playing membership sufficient enough to enable **4 rinks of 4 players** per our league games on Wednesday's and Saturday's.

6.2 The Club games shall be controlled by Club captain and vice-captain elected by members at the annual **AGM**. The team can consist of mixed players (Ladies, Gentlemen and juniors over the age of 12 years.)

6.3 The team shall be selected on **Monday(s)** or immediately after **Saturday's** matches by team captain, Secretary (to take notes), Fixture Secretary or co-opted paid-up members of the Club. Additional(s). With the council now withdrawing from the maintenance of the Club, sufficient volunteers need to be found to undertake this. The Club building should be checked daily throughout the year and a log in sheet signed to confirm this has been undertaken for insurance purposes

## Management

7.1 The Club shall be managed by the Management Committee made up of the Club Chair, Club Vice-chair, Honorary Secretary, Honorary Treasurer, Fixtures Secretary and two members of the Club (as voted for at the **AGM**). Their Term of Office shall be for 1 year and will cease at the end of the **AGM** of the following year.

7.2 A Quorum of 4 from the above members will be required for a Management Meeting to go ahead and must include either the Chair or Vice-Chair to chair the meeting.

7.3 Any Officer or member of a committee shall be eligible for re-election annually at the **AGM**.

7.4 In the event of any position on the Management Committee becoming vacant the remainder of the management committee will have the authority to Co-Opt from the membership of the Club to fill the vacancy until the next **AGM**.

7.5 Management Committee meetings will be convened at least Bi-Monthly or as deemed necessary by the Honorary Secretary. The dates of the meetings to be determined at the previous meeting.

7.6 The Management Committee will be responsible for implementing new policy, codes of practice or rules that affect the organisation of the Club.

7.7 The management Committee will have the power to appoint advisors or sub-committees to the management committee to help it fulfil its responsibilities to the Club.

7.8 **ALL** positions of the management committee will be up for election with a notice to be displayed in the month of **August**. A form will be placed on notice board for officers to be elected for the following year. The form will consist of 3 sections:

1. Position,
2. Nominated by, and
3. Seconded by.

## Annual General Meeting (**AGM**)

Once in every year, in the month of October, the Club shall convene an **AGM** which all Club members shall be entitled to attend, for the purpose of: -

8.1 Receiving the a) Annual Report of the Management Committee, b) Annual Report of the Audited Statement of Accounts.

8.2 To consider and approve, if sanctioned, any alteration to the Constitution.

8.3 To elect the Club officers and members of the Management Committee. The Club officers being, the Club Chair, Club Vice-Chair, Honorary Secretary, Honorary Treasurer and the Fixtures Secretary.

8.4 Notice to be displayed in the month of August on green pin board by bar or elsewhere showing a form for Officers to be elected for following year (Position, nominated by, Seconded by) [President, Chair, Vice Chair, Club Secretary, Club Treasurer, Fixture Secretary, Team Captain, Team Vice-Captain).

8.5 The Honorarium for the Secretary and Treasurer to be set and voted on the members at the **AGM**.

8.6 To elect 2 Auditors from the Club members. All members of the Club will be notified in writing at least 21 days before the **AGM**, giving the date and time of the meeting and the proposed agenda.

8.7 All members present, except the Chair, will have 1 vote and no proxy votes will be accepted. In the event of a tied vote the Club Chair will have a casting vote (In the event of the Club Chair not being present, Club Vice Chair will hold the casting vote).

8.8 The Quorum for the **AGM** will be 40% of Club members who would have been eligible to vote at that moment in time. A majority of 60% of members present will be required for a vote to be passed.

## Extraordinary General Meeting (**EGM**)

An Extraordinary General Meeting shall be convened at any time by the Management Committee, by giving 21 days' notice of the **EGM** or by the receipt of a requisition in writing signed by no less than 10 members specifying the objects of the meeting for any of the following purposes.

9.1 To consider and, if approved, sanction any duly made alteration to the Constitution.

9.2 To deal with any special matter which the Management Committee may desire to place before the members.

9.3 To receive the resignation, or to remove from office any officer of the Club or any member of the Management Committee and to fill any vacancy or vacancies caused thereby.

9.4 To deal with any special matter relating to the Club.

## Duties of Officers

10.1. **CLUB CHAIR** To chair all Club general and management meetings. If at any of the meetings a vote is tied the Club chair will have the casting vote.

10.2 **CLUB VICE-CHAIR** To take over the duties of the Club Chair if not available.

10.3 **CLUB HONORARY SECRETARY** To take minutes of all the business transacted at General and Management Meetings. To record in a minute's book a record of all proceedings and resolutions. To present any correspondence received. At the **AGM** shall present a report of the years' work.

10.4 **CLUB HONORARY TREASURER** To keep account of the Clubs income and expenditure. To present an account of the year's income and expenditure, duly audited, at the **AGM**. The accounts shall be made up to the 31<sup>st</sup> December in each year. Any cheques drawn against the Club bank accounts must be signed by 2 out of 4 signatories. The signatories being the Club Honorary Secretary, the Club Honorary Treasurer, and 2 other members of the Club who have applied to be signatories at the bank.

10.5 **FIXTURE SECRETARY** Prior to the start of the spring/summer season, nominated person is to arrange any friendlies and discuss with management committee dates and opponents, this should be done no later than 31<sup>st</sup> March each year. To inform management committee of **ALL** Club fixtures. To keep a record of **ALL** competitions, league fixtures, friendlies, and internal competitions. Is to liaise with **CLUB CAPTAIN** and **VICE CAPTAIN** on team selection for Wednesday and Saturday fixtures.

10.6 **CLUB CAPTAIN** Is responsible for the set-up of the green prior to home fixtures taking place. Is to liaise with **FIXTURE SECRETARY** and **VICE CAPTAIN** regarding team selection for Wednesday and Saturday fixtures. Is to carry out speeches prior to the start of games as well as at the end of games.

10.7 **VICE CAPTAIN** In the absence of the **CLUB CAPTAIN** is to carry out duties as set out for the **CLUB CAPTAIN**. Is to liaise with **CLUB CAPTAIN** and **FIXTURE SECRETARY** regarding team selection for Wednesday and Saturday fixtures.

10.8 **CATERING ADVISOR** Is to liaise with management committee regarding **ALL** events that require catering. Is to follow **ALL** relevant safety procedures relating to food hygiene and ensuring that standards are met at all times. To consult management committee regarding any and all purchases.

10.9 **BAR MANAGEMENT** Is to liaise with **CLUB HONORARY SECRETARY** on **ALL** purchases. In the absence of the **CLUB HONORARY SECRETARY** is to liaise with **CLUB HONORARY TREASURER** regarding purchases. In the absence of **BAR MANAGEMENT** any person within the Club can be appointed to carry out **BAR DUTIES** at home fixtures.

## Discipline and Appeals

11.1 All complaints regarding the behaviour and conduct of members should be presented in writing to the Club Secretary.

11.2 The Secretary will inform the members against whom the complaint has been made in writing within 7 days of receiving the written complaint.

11.3 The Management Committee will meet to hear complaints with 14 days of the complaint being lodged.

11.4 The member against whom the complaint has been made can request to be present at the hearing together with 1 member of the Club to act on his/her behalf.

11.5 Club members are responsible for their guests. Any behaviour deemed unacceptable by either member or guest, face being excluded from the Club and not permitted to attend any events.

11.6 The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and to the member against whom the complaint was made **within 7 days** of the hearing.

11.7 There will be the Right of Appeal to the Management Committee following the outcome of the hearing being announced. On this announcement the member against whom the decision was made can request to appear before the Management Committee together with 1 other member of the Club to act on his behalf, **within 14 days** of receiving the disciplinary hearing outcome.

11.8 The decision the Management Committee is Final.

## Amendments to the Constitution

12.1 Amendments to the Constitution can only be made at an **AGM** or **EGM** specially convened to amend the constitution.

12.2 Any proposal to amend the constitution must be made in writing to the Club secretary, not less than **21 days** before and **AGM** or **EGM**.

12.3 Any proposal to amend the Constitution will require a 60% majority of those present and entitled to vote.

## Dissolution

If the Committee, by a simple majority decide at any time that on the grounds of expense or otherwise it is necessary or advisable to dissolve the Club, it shall call a meeting of all members of the Club who have the power to vote. Notice of this Special General Meeting, giving details of the proposal for consideration will be posted to members giving not less than **21 (twenty-one) days'** notice. If the proposal is passed by a two-fifths majority of those present and voting, the committee shall have the power to dispose of any assets held by, or in the name of the Club. All proceeds shall be applied towards such purposes as the Committee may decide and as agreed by a majority of the membership. Registered letters sent to appropriate council department (see lease documents).

## Child Protection and Vulnerable Person Act

The Club shall adopt the Protection Policies of the National Governing Body.

## Coaching

All sessions regarding coaching must be under the direction of those persons who have gained a qualification via the Welsh Bowling Association (WBCA) and who have attended the Sports Coach UK Child and Vulnerable Persons Protection Workshop. Persons who have three years or more bowling experience may introduce new members to the practice of bowling.

## Transfer of Membership

A member cannot play for his/her new Club in the WBA/WWBA or county matches and competitions until the transfer procedure is completed on the correct form (copies available from the respective Club secretaries).

## Information

- A) Members are reminded that Club matches, Club competitions, etc., are to take precedence over internally organised events.
- B) Trophies: All trophies belonging to the Club must be returned to the Competition Secretaries prior to Competition Finals Week.
- C) **ALL INTERNAL** and **COUNTY** fixtures are to be placed on the notice board located in the main foyer stating date and time of games taking place.

## Additional(s).

With the council now withdrawing from the maintenance of the Club, sufficient volunteers need to be found to undertake this. The Club building should be checked daily throughout the year and a log in sheet signed to confirm this has been undertaken for insurance purposes.

## Signatories

Chair / Vice Chair .....

Signed off on date: .....

Secretary or Club Captain .....

Signed off on date: .....