

Smith's Dock Bowling Club Founded 1920

Constitution



Version 3

5th October 2024

1. THE CLUB

The club name will be Smith's Dock Bowling Club, hereafter called 'the Club'

The Club aims to foster, develop and promote the game of lawn bowls at all levels, providing all members with an opportunity to enjoy the sport and to develop individual skills in competitive and recreational bowls.

The Club will be affiliated to Bowls England, Yorkshire Bowls Association and Cleveland County Bowls Association.

Club members will conform to the rules applicable to the league or competition they are playing in.

2. CLUB MANAGEMENT

The Club will be run as a non-profit-making Community Group managed by a General Committee (GC) of volunteers comprising the Club Officers and other Club members as required, all with full voting rights.

The President will act as Chairperson at all meetings except for the election of GC members (see section 6). In their absence a Chairperson will be elected from the Officers attending the meeting.

The GC will usually meet once a month with a quorum of 6 or 66%, whichever is lower.

The GC members are appointed at the Annual General Meeting (AGM) and will stand down at the next AGM, immediately before the election of the new GC members.

GC members must be nominated, proposed and seconded in writing to the Secretary at least 10 days before the AGM. However, if there are still vacant posts at the AGM, the GC may allow members to be nominated, proposed and seconded by those attending the meeting.

If only one nomination is received for a post they will be elected automatically. If more than one nomination is received, a secret ballot will be held.

A GC member may hold more than one position on the GC.

The GC may co-opt a member to the GC if required, eg, if a member resigns mid-term.

Sub-committees will be set up to cover various aspects of the day-to day running of the Club. Each will appoint a representative to report to the GC who may also join the GC if they wish to.

The GC may appoint a group to run a specific project if deemed necessary.

The GC can make decisions regarding the running of the Club providing they are not inconsistent with the Club Constitution or Rules.

The GC is empowered to raise funds by any lawful means, except permanent trading, including accepting gifts and applying for grants. It may also lease or hire property or equipment.

The GC may expel a member found to be guilty of improper conduct likely to bring the Club or sport into disrepute. Any property belonging to the Club must be returned.

The Club should maintain a relationship with the Smith's Dock Park Trust due to the history between us. This would include us potentially have someone attend their committee meetings and them having someone attend ours, both non-voting.

3. MEMBERSHIP

Membership is open to any person who applies in writing to the Secretary. Members will be notified when an application is made and given at least 14 days to inform the GC if they have any concerns about the applicant joining the Club. After that time the application will be considered by the GC and no reason need be given in the event of rejection.

Junior members (aged under 17 years until the closing date of the current outdoor season) are not allowed to attend general meetings, vote or stand for any office. Juniors at the green must be accompanied by an adult member.

Dual membership of other clubs is accepted but no member will play for any other club against Smiths Dock in any league or club competition in which Smith's Dock participates.

The GC may recommend to an AGM that a member that has rendered outstanding service to the Club be granted Honorary Life Membership (full privileges but no membership fee). This would need to be agreed by a 60% majority vote of those present and voting.

The Secretary will be responsible for collecting fees and maintaining membership records for the purposes of administering the Club. Member details will not be passed on to third parties without a member's consent.

4. MEMBERSHIP FEES

Membership fees will be set at the AGM in October and become due on 1st February the following year. Members must renew by the end of February or their membership will be deemed to have lapsed and they will no longer be allowed to use the greens or other Club facilities.

Full fees apply up to the end of June and 50% thereafter.

Junior members will pay a reduced membership fee.

New members will be charged a reduced fee in their first year. Former members who return to the Club are not considered to be new members.

5. FINANCES

The Club's financial year will run from 1st October to 30th September.

The Treasurer will control and record all financial transactions made on behalf of the Club.

The GC will authorise the opening of a bank account or accounts.

The accounts will be presented for approval at the AGM where an auditor will be appointed. This should be a non-GC member.

All payments made by cheque will require the signatures of at least two nominated signatories. The Treasurer and at least two other Officers will be authorised to sign cheques on behalf of the Club.

Internet banking will be allowed provided the Club has authorised such transactions.

6. ANNUAL GENERAL MEETING

An Annual General Meeting (AGM) will be held each year in October for the purpose of receiving reports from the President, Secretary, Treasurer and Club Captain as well as electing Officers and other GC members and discussing any other business for which at least 10 days' written notice has been given to the Secretary and included in the agenda. The GC may bring other items of urgent business to the AGM.

Members will be given at least 28 days' notice of the meeting – by email and notices posted in the clubhouse. In the same way members will be notified of the agenda and GC nominations at least 7 days before the meeting.

The quorum will be 20 members entitled to vote or 33% of the full membership at the time, whichever is greater. If this is not achieved another meeting must be called.

In most cases voting will be by show of hands, the exception being if there is more than one nominee for an Officer post, in which case voting will be by secret ballot. Votes will be passed by a simple majority. The GC will nominate a Chairperson to preside over the election of GC members. They should not have been in the previous GC or have been nominated for any post in the new GC. The GC will also appoint two members to adjudicate any ballot (show of hands or secret) and report the results to the Chairperson. In all cases, if there is a tie, the Chairperson will have a second or casting vote.

7. PRE-SEASON MEETING

A meeting will be held in early April (before the greens open) to discuss any issues reference the coming bowling season and to agree fixtures.

8. SPECIAL GENERAL MEETINGS

The Secretary may call a Special General Meeting (SGM) at any time at the request of the GC, or by members of the Club if requested in writing and signed by not less than 10 members. At least 14 days' notice must be given, the notice specifying why the meeting has been called, which could be for one or more reasons, but no other business will be transacted at that meeting. Quorum and voting rules are as for the AGM.

9. LIABILITY

Neither the Club, nor any official or any member will be liable for personal injury to members or visitors, or loss, theft or damage to their property while on the Club premises or in the adjacent car park. A notice regarding this will be displayed in prominent positions on the Club premises.

Should an incident occur, no admission of liability should be made and the Secretary must be informed as soon as possible with full details of all those involved.

10. HEALTH & SAFETY

The GC will arrange an annual pre-season inspection of the premises and surroundings and existing measures to eliminate or control any risk areas, updating these as required. Records of the annual inspections and any actions taken will be kept.

A Health and Safety notice will be displayed in prominent positions on the Club premises which members are required to familiarise themselves with.

11. SAFEGUARDING

The Club fully accepts its legal and moral obligation to exercise its duty of care and to protect all children and vulnerable adults participating in its activities and to safeguard their welfare.

The Club will have a Safeguarding Policy which will be reviewed annually.

A responsible person will be appointed as a Safeguarding Officer to whom members can address any concerns.

12. AMENDMENTS TO THE CONSTITUTION

Proposals to amend this Constitution may only be considered at an AGM or SGM and must be submitted to the Secretary not less than 21 days before the meeting. Any changes must be approved by 66% of the members present and voting.

13. DISSOLUTION

A decision to dissolve the Club can be made at an AGM or SGM provided it is supported by at least 66% of those present. The GC would then be responsible for winding up the affairs of the Club. After payment of all debts and liabilities any remaining liquid assets and equipment would be handed over to either 1) Bowls England; 2) a similar bowling club in our area or 3) a local registered community amateur sports club, the decision to be made by the members at the said AGM or SGM.

14. ADOPTION OF THE CONSTITUTION

Complying with the rules in section 12, this Constitution was adopted at the AGM meeting held on:

_____ (date)

Confirmed by:

Position: **Name:** **Signed:** **Date:**

President: _____

Secretary: _____

15. REVISION HISTORY

Version	Date	Changes
1	15/4/23	Complete rewrite
2	10/2/24	Major changes
3	5/10/24	Change to when membership fees due – section 4