

FARLEY HILL BOWLS CLUB

CONSTITUTION AND RULES

Revised 8th November 2018

1. The club shall be known as 'Farley Hill Bowls Club' (the Club)
2. The objectives of the Club shall be the playing of flat green bowls and the social recreation of its members and guests.
3. The Club shall be affiliated to the English Bowling Association, the English Womens Bowling Association, the Berkshire County Bowling Association, the Berkshire County Womens Bowling Association, and any other organisation approved by the Club's management committee. The Club shall be guided by the rules of the said organisations, and shall consist of mens and ladies sections for the purpose of playing mens matches, ladies matches and mixed matches.
4. Membership of the Club shall be open to any person regardless of race, age, gender, sexual orientation, religious belief or ability. Application forms shall be passed to the Honorary Secretary, and shall be considered by the management committee who shall be empowered to refuse any such request.
 - 4.1 The Club fully accepts its obligations under the Equality Act 2010 and all applications for all classes of membership will be treated equally.
 - 4.2 Classes of membership

Full member.	Playing member over 18 years with fully paid up fees.
Life member.	Member nominated for services to the Club
Junior member.	Playing member under 18 years on 1 st April
Social member.	Non-playing member
5. The officers of the Club shall comprise:

President	Club Captain
Vice Captain	Ladies Captain
Ladies Vice Captain	Hon. Secretary
Hon. Ladies Secretary	Hon. Treasurer
Greenkeeper	Social Secretary
6. The Club shall be administered by a management committee consisting of the officers of the Club. The Club Captain shall act as chairman. In his absence the meeting will appoint a chairman for that meeting only. This management committee will be responsible for managing all affairs of the Club in the best interests of its members and any decisions shall be final.
 - 6.1 All members of the management committee shall be elected annually at the Club's annual general meeting, with the Ladies Captain, Ladies Vice Captain and Ladies Hon. Secretary being elected by the lady members of the Club only. All officers may be re-elected to the same office or another office the following year.
 - 6.2 The quorum for a management committee meeting shall be 5 members of the committee present at the meeting.

- 6.3 In the event of any officer or committee member being unable to continue in office, the management committee may at its discretion appoint another club member for the remainder of the term of office.
- 6.4 The management committee shall meet as and when necessary, but not less than four times a year.
- 6.5 The duties of the management committee shall be:-
 - 6.5.1 To control the affairs of the Club on behalf of the members.
 - 6.5.2 To keep accurate accounts of the finances of the Club through the Hon. Treasurer. These should be available for reasonable inspection by members, and shall be examined by the appointed accounts examiner before every A.G.M. The Club shall maintain a current bank account. Any cheques drawn against Club funds should be signed by any two of the President, the Hon. Treasurer, the Club Captain, the Hon. Secretary and the Greenkeeper.
 - 6.5.3 To maintain appropriate insurance cover as may be deemed necessary to adequately protect all members of the Club and visitors.
 - 6.5.4 To ensure that the green and surrounding areas are safe for all members and visitors to use. A member of the management committee shall be appointed to periodically check for health and safety issues.
 - 6.5.5 The management committee accepts its legal and moral obligation to exercise its duty of care to protect all children and vulnerable adults participating in the Club's activities and to safeguard their welfare.
 - 6.5.6 To ensure, to the best of their knowledge and ability, that there is no misuse of prohibited substances by Club members. Any member found to be using such substances will be dealt with under rule 12.
 - 6.5.7 To co-opt members, for special purposes as necessary, on to the committee to serve during its term of office.
 - 6.5.8 To make decisions on the basis of a simple majority vote. In the event of an equality of votes, the chairman of the meeting shall be entitled to a second and casting vote.

7. General meetings

- 7.1 The annual general meeting (A.G.M) of the Club shall be held no later than 31st October each year, and no more than 15 months shall elapse between one A.G.M. and the next. 21 clear days written notice shall be given to members of the A.G.M. Members must advise the hon. secretary in writing, signed and seconded, of any business to be considered at the A.G.M at least 14 days before the meeting. The Hon. Secretary shall circulate the agenda not less than 7 days before the meeting. At all general meetings the chair shall be taken by the President or, in his/her absence, by a deputy appointed by the members present.
- 7.2 The business of the A.G.M shall be to:-
 - 7.2.1 To confirm the minutes of the previous A.G.M. and any EGM held since the last A.G.M.

- 7.2.2 To receive the examined accounts for the year from the Hon. Treasurer.
 - 7.2.3 To receive the Captain's report.
 - 7.2.4 To elect the officers of the Club. Nominations, signed and seconded, of candidates for election shall be made either in writing to the Hon. Secretary or be recorded on-line via the Club website at least 14 days in advance of the AGM date.
 - 7.2.5 To propose the subscription and match fees for the following season.
 - 7.2.6 To transact any other business as detailed on the agenda and deal with questions from the members.
- 7.3 An extraordinary general meeting (EGM) shall be convened as and when required by the management committee. An EGM shall also be convened upon the written application to the hon. secretary signed by, not less than one quarter of the full members (includes life members) of the Club. Such application shall state the business of the proposed meeting. The meeting shall be convened within 21 days of the receipt of the application. The hon. secretary shall give all members at least 7 days notice of the meeting.
- 7.4 A quorum for an AGM or EGM shall be a minimum of 40% of full members at the time of the meeting. All full members attending an AGM or EGM meeting shall be entitled to one vote. In the event of equal votes the chairman of the meeting, shall be entitled to a second casting vote. No alteration of the Club rules shall be made except at an AGM or EGM and approved by a minimum of two thirds of those full members present.
- 7.5 The Hon. Secretary shall be responsible for recording business transacted at all AGMs and EGMs.
8. The Hon. Secretary shall be responsible for recording business transacted at committee meetings, dealing with correspondence, and carrying out all duties appertaining to the office of secretary. The Hon. Secretary may also be required to act as the fixture secretary.
9. Annual subscriptions shall be payable by members no later than the end of April. The amount of the annual subscription and match fees shall be proposed at the A.G.M. and be fixed at a Pre-season Meeting, which is to be held during the first two weeks of April each year.
10. Each officer 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 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 arising therefrom, or in good faith in the discharge of such duties. The maximum costs that can be incurred, without prior reference to the management committee is £50.00, except for the greenkeeper who may commit up to £250.00.
11. If, at any general meeting of the Club, a resolution be passed calling for the dissolution of the Club, the hon. secretary shall immediately convene an EGM to be held not less than one month thereafter to discuss and vote on the resolution.
- 11.1 If, at that special general meeting, the resolution is carried by at least two thirds of the members present, 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 to discharge all debts and liabilities of the Club.

11.2 After discharging all debts and liabilities of the Club, the remaining assets shall be distributed amongst the members of the Club in proportion to their years of membership.

12. If, in the opinion of the management committee, any member whose conduct on the green or elsewhere shall be deemed to have brought the Club into disrepute, the member may forfeit the right to remain a member of the Club. The member shall have the right to appeal to an EGM of the Club called for that purpose.
13. Any complaint made by a member shall be made in writing to the Hon. Secretary who will present the matter to the management committee for discussion. The member may attend the management committee meeting to present his or her case.
14. Dress for all matches and competitions shall be specified by the management committee. No person shall enter the bowling green unless wearing regulation bowling footwear (i.e. flat shoes without heels). No unauthorised person shall be allowed on the green at any time.
15. Team selection shall be agreed by the Club captain and the vice captain, except for ladies matches where team selection shall be agreed by the Club Ladies Captain and the Ladies Vice Captain.
16. Members are expected to protect the Club's interests and property, and to conform to such directions as may be communicated to them by the Club's duly authorised officers.
17. No member shall also be a member of another outdoor bowls club without the approval of the management committee.
18. A list of all Club members contact details shall be kept by the Hon. Secretary. This will be distributed to all members in digital form, solely to facilitate communications between them and nobody else.
19. All members of the Club shall be provided with a copy of the Club's constitution and rules.
20. The Club shall run various competitions. A member of the management committee shall be appointed to run competitions each year. The novice's competition shall only be open to members who have not previously won any Club singles competition during their membership of any bowls club. The rules of each competition shall be displayed on the notice board. The management committee shall have the right to fix the entry fee and settle any dispute in the competitions. The management committee's decision is final.