



## **Ashtead Bowsls Club**

### **CONSTITUTION AND RULES**

#### **1 TITLE**

The Club shall be known as "The Ashtead Bowsls Club" and the Club colours are Royal Blue and Gold.

#### **2 AFFILIATIONS**

Ashtead Bowsls Club shall be affiliated to Bowsls England and Bowsls Surrey which includes Surrey County Bowling Association and Surrey County Women's Bowling Association also affiliations to other bowling associations as shall be as determined by relevant Committee of the club

#### **3 OBJECTIVES**

- 3.1 The principal Objective of Ashtead Bowsls Club is to provide a sustainable, accessible and safe environment, including the green, clubhouse, changing rooms and other buildings (the Premises), to the benefit of members of the local community who wish to participate in the Sport of Bowsls.
  - 3.1.1 To promote the furtherance of the level green game of bowsls in the village of Ashtead.
  - 3.1.2 To provide coaching and training for all ages of both sexes to enable them to develop their bowling skills.
  - 3.1.3 To organise competitions between individuals and teams of Club members, and with members of Clubs affiliated to mutual Associations.
  - 3.1.4 To provide facilities for members to participate in appropriate social activities.
- 3.2 The Club shall adopt and conform to Bowsls England Rules & Regulations and the current Laws of the Sport of Bowsls.
- 3.3 The Club is a 'Not for Profit' enterprise.

#### **4 MEMBERSHIP**

Membership is open to all residents of Ashtead and the surrounding community.

There shall be three classes of membership available as follows:-

- 4.1 Full Playing Membership (FPM) — is accorded to a member who has been assessed and approved by one of the club coaches and will be granted access to all facilities of the club.

Junior Playing Membership (JPM) — Junior playing membership is open to persons below the age of 18 years at 1st January. A Junior member shall have the same rights as a Full member except they will not have the right to vote or serve on any committee

Associate Membership (AM) – Associate membership shall be restricted to partners of adult full playing members or persons with previous full playing membership.



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They shall have the right to vote at general meetings only on non-bowling matters affecting the Club.

- 4.1.1 All applications for playing membership shall first be subject to assessment by a Club Coach (Level 2). Once the Coach is satisfied that the applicant is competent to bowl unsupervised, an Application Form can be completed.
- 4.1.2 Applications for Membership shall be submitted to the Management Committee who shall have the power to offer any form of membership as it thinks fit in the best interest of the Club. Responsibility for the election of new members may be delegated to the Club Coach and Membership Secretary. The number of persons to be to membership in any category shall be at the discretion of the Management Committee considered in terms of capacity.
- 4.1.3 Honorary Life Membership may transfer to non-playing status.
- 4.1.4 Full playing membership is required for at least 3 years before downgrading to Associate membership. Downgrading within the 3 year period can only be for medical reasons or at the discretion of the Management Committee.
- 4.1.5 Visitors who meet club bowling standards (as at 4.1.1) and wish to bowl, receive coaching, or try out bowling will be made Temporary Members for the day on signing the Visitors Book and paying a Temporary Membership fee.
- 4.1.6 Visitors who do not wish to bowl will be made Temporary Members on signing the Visitors Book.
- 4.2 Associate Membership
  - 4.2.1 Associate Membership must not exceed 50% of the total Membership
  - 4.2.2 Associate members who wish to bowl can do so in 'Roll-Ups', Club Nights and Club events upon payment of the Associate Bowls Fee and providing their bowling ability is acceptable, up to a maximum of 10 times per season. Priority to bowl will be given to Full Playing Members.
  - 4.2.3 Associate Members may not play in Club matches or Competitions.
  - 4.2.4 Associate Members or Visitors who have not been approved by a Club Coach are only allowed on the Green when accompanied by a Full Playing member who will be responsible to ensure no damage is done to the Green.
  - 4.2.5 At Club Night suppers, priority will be given to those bowling.
  - 4.2.6 For 'Out of Season Events' all members shall have equal rights.
  - 4.2.7 However the Management Committee has further decided that where a finalist's partner is not an associate member he or she may stay for the post finals function, subject to payment of a one off "temporary membership fee" of £5.00 which is in addition to the cost of the function itself.



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#### 5 ADMINISTRATION

- 5.1 The Club shall be administered by three Committees:-
- 5.1.1 The Management Committee (MC) shall be responsible for matters relevant to all members (e.g. membership, subscriptions, maintenance of buildings, green and surrounding area, catering, licensing etc).
- 5.1.2 The Men's Playing Committee (MPC) shall be responsible for the bowling affairs of all male playing members.
- 5.1.3 The Ladies' Playing Committee (LPC) shall be responsible for the bowling affairs of all female playing members.
- 5.1.4 The 2 Playing Committees shall form a Joint Playing Committee and nominate its members
- 5.1.5 A Mixed Captain shall be appointed by the Joint Playing Committee and may sit on either of the two playing Committees.
- 5.2 Any person elected or appointed may hold office until the next Annual General Meeting.

#### 6 MANAGEMENT

The Management Committee (MC):-

- 6.1 The non-playing affairs of the Club shall be managed by a Committee (5 to form a quorum) consisting of:-
- 6.1.1 The Executives
- The Chairman
  - The Secretary
  - The Treasurer
- 6.1.2 The Officers - to be confirmed at AGM
- The Men's Captain
  - The Ladies' Captain
  - The Mixed Captain
- 6.1.3 Plus the Chair Persons of the following Committees:-
- The Green
  - Catering
  - Social
  - Facilities
  - Bar
- 6.2 The above persons shall be elected or confirmed at the Annual General Meeting.
- 6.3 The President shall be nominated by the Management Committee and confirmed at the AGM and shall hold office for one year; this does not preclude re-election for



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one additional year. The President shall be an ex-officio member of the Management Committee, without any voting rights.

- 6.4 The Management Committee shall meet as and when necessary throughout the year, normally monthly, and any two Committee Members may call for a meeting to be held.
- 6.5 At all General and Management Committee meetings the Chairman shall take the chair; in his absence, a Chairman shall be appointed at the meeting. At Committee meetings, the Chairman shall have a casting vote.
- 6.6 The Management Committee shall have power to fill, for the remainder of the year, any vacancy which may arise during the year from among the Members of the club and to settle all questions which these rules do not accommodate.
- 6.7 The Match Secretary and The Competition Secretary will report to the M.C. as and when required either orally or by written report.
- 6.8 Not more than two of the above posts may be held by a member at the same time.
- 6.9 Any Committee shall have the right to co-opt members to assist with their duties with the prior approval of the Management Committee.

## **7 NOMINATIONS**

Management Committee:-

- 7.1 Nominations for all the above posts may be made by entry on a notice, after it has been placed on the Notice Board in the Club Pavilion by Finals Day or sent in writing to the Secretary at least 28 days before the Annual General Meeting. Members may be nominated by the Management Committee as Vice-Presidents or Life Members, as a mark of recognition of the services that they have rendered.
- 7.2 The notice calling the Annual General Meeting shall include the list of all nominations.

## **8 SUBSIDIARY LIMITED COMPANY**

- 8.1 All the interest of the Club in the Premises, including land and investments, shall be held in the name of Ashtead Bowls Club Limited (the Company) on trust for the use and benefit of the Club.
- 8.2 The directors of the Company will be the Chairman, the Secretary and the Treasurer of the Club and one other member. In the event of the death, resignation, or removal from office of the Chairman, the Secretary or the Treasurer, the Management Committee shall nominate a new director in his place and shall as soon as possible thereafter take all lawful and practicable steps to update the details at Companies House.
- 8.4 The directors must ensure that at all times, they update the details at Companies House and submit accounts as and when due. The directors must ensure that the limited Company is not struck off or closed or abandoned at Companies House.



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- 8.5 The Company shall in all respects act, in regard to any property of the Club held by them, in accordance with the directions of the Management Committee and shall have power to sell, lease, mortgage or pledge any Club property so held for the purpose of raising or borrowing money for the benefit of the Club in compliance with the Management Committee's directions (which shall be duly recorded in the Minutes of the proceedings of the Committee) but no purchaser, lessee or mortgagee shall be concerned to enquire whether any such direction has been given.
- 8.6 The directors shall be fully and effectually indemnified by the members of the Club out of the assets of the Club from and against any liability, costs, expenses and payments whatsoever which may be properly incurred or made by them in the exercise of their duties or relation to any property of the Club vested in them, or in relation to any legal proceedings, or which otherwise relate directly or indirectly to the performance of the functions of a Director of the Limited Company acting on instructions of the Management Committee.

## 9 GENERAL MEETINGS

Annual General Meeting:-

- 9.1. The Annual General Meeting, for which 14 days' notice shall be given, shall be held no later than November 30th for the purpose of:-
- 9.1.1 Receiving the Annual Reports and Audited Accounts.
- 9.1.2 Election of Executives, Officers and all other posts.
- 9.1.3 The election of Vice-President(s) and life members.
- 9.1.4 The appointment of an Auditor/ Independent Examiner
- 9.2 Voting by proxy will not be permitted.
- 9.3 Postal voting shall be permitted provided that the member has registered their request for a postal vote with the Honorary Secretary at least 7 days before that meeting.
- 9.4 Postal votes must be received by the Honorary Secretary at least 3 days prior to the meeting.
- 9.5 A simple majority is needed for the election of members holding responsibilities in the Club, but for other matters a two thirds majority is required.
- 9.6 All votes for the election of members should be by secret ballot, unless otherwise agreed by a majority of the members at the meeting.
- 9.7 Items to be included in the agenda shall be proposed, seconded and submitted to the Honorary Secretary 21 days prior to the AGM.

Special General Meeting:-

- 9.8 The Management Committee, or 20 members or not less than one-fifth of the total number of members of the Club, whichever is the less, on written application to the



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Secretary, may call a Special General Meeting at any time, provided that not less than 14 days' notice shall be given to all members, and only the business for which the Special General Meeting has been called shall be dealt with at such meeting.

- 9.9 A quorum at both the Annual General Meeting and for any Special General meeting shall be 30 full playing members.

#### **10 FINANCE**

- 10.1 The Financial Year shall be from the 1st October to the 30th September.
- 10.2 The Management of the Club funds shall be vested in hands of the Treasurer, subject to the control of the Management Committee. A Financial Statement will be published 14 days prior to the Annual General Meeting and an audited account shall be submitted by the Treasurer to the Annual General Meeting.
- 10.3 The Bankers shall be as the Management Committee shall determine. All cheques shall be signed by any two of the following; the Chairman, the Treasurer, the Secretary and the Green Ranger.
- 10.4 Upon acceptance for Playing Membership an Entrance Fee, the amount to be determined at the Annual General Meeting, shall become payable.
- 10.5 Any increase in fees will be at the recommendation of the Treasurer who will present this for approval to the Management Committee prior to the AGM.
- 10.6 All Annual Subscriptions are due for payment by the 31st December of the year prior to the season to which they relate or date of joining, if later.
- 10.7 The Management Committee shall have the power to terminate the membership of any members whose Annual Subscription remains unpaid.
- 10.8 The Club will indemnify Committee Members in the event of there being a legal action against them as individuals as a result of decisions taken in Committee.

#### **11 CAPITAL EXPENDITURE**

- 11.1 No member shall commit the Club to any capital expenditure except by prior approval of the Club's Treasurer.
- 11.2 Sums in excess of £200, require approval of the Management Committee.
- 11.3 Sums in excess of £5,000 require approval at a General Meeting.

#### **12 DISCIPLINARY PROCEDURES**

##### **12.1 Conduct of Members**

Every member, upon election and thereafter, is deemed to have notice of, and undertakes to comply with, the Club Rules and any Byelaws and Regulations of the Club.



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#### **12.2 Disciplinary action against members**

(a) All disciplinary matters will be dealt with in accordance with Bowls England Regulation 9 (Misconduct) "Conduct of Members".

(b) Should any member be expelled, the former member shall not be entitled to have any part of the annual membership fee refunded and must return any property belonging to the Club.

#### **13 BYE-LAWS**

13.1 The Management Committee may from time to time make, vary and revoke Bye-Laws for the regulation of all matters relating to the management of the Club not inconsistent with the rules of the Club and for the carrying out of any special object(s).

13.2 Such Bye-Laws, variation or revocation shall be exhibited on the Club Notice Board.

#### **14 COMPETITION RULES**

14.1 The Club Competitions shall be governed by the Laws of the Game adopted by Bowls England unless otherwise agreed by the Management Committee.

14.2 Club Competitions are confined to those Playing Members who have paid their subscriptions for the current year. Competition entrance fees must be paid not later than the opening day of the season, or as defined by the Competition Secretary.

14.3 The competitions shall be controlled by the Competitions Secretary assisted by the three Captains and their decision on any matters referred by players shall be final.

14.4 Bowls used in Competitions must conform to current Bowls England rules.

14.5 Members playing in Club Competitions must comply with the terms of the relevant Club Bye-Laws.

#### **15 BAR FACILITIES**

15.1 Intoxicating liquor may be served to Members, their guests and visitors during permitted hours authorised in terms of Section 62 of the Licensing Act, 1964 and amendments thereto.

15.2 Guests:-

A Member may introduce not more than four guests on any one occasion. Guests may purchase intoxicating liquor to be consumed on the premises provided that they have signed the Visitors Book retained at the Bar.

15.3 Visitors:-

Members of visiting clubs and their guests may, on the occasion of their visit, purchase and consume intoxicating liquor on the Club premises.



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15.4 Consumption of intoxicating liquor:-

No person under the age of 18 years shall be supplied with or consume intoxicating liquor on the Club premises.

#### **16 THE MEN'S PLAYING COMMITTEE (MPC)**

- 16.1 The bowling affairs of male playing members shall be managed by a Men's Playing committee (MPC).
- 16.2 The MPC shall consist of the Captain, who shall be the Chairman, the Vice-Captain(s), the Immediate Past Captain, the Match Secretary, the MPC Secretary and any member who is an elected member of the Council of the SCBA.
- 16.3 The committee members shall be Officers of the Men's Section.
- 16.4 The Captain shall serve on the Management Committee.
- 16.5 All Committee Members shall be elected at the Annual Men's Section Meeting.
- 16.6 The MPC shall meet as and when necessary throughout the year.
- 16.7 The Captain shall take the Chair at all MPC and General Meetings, but, if absent, a Chairman shall be appointed at the Meeting. At MPC meetings, the Chairman shall have a casting vote.
- 16.8 The MPC shall have power to fill any vacancy which may arise during the year from among Members.
- 16.8 The Committee shall have the power to establish sub-committees chaired by a MPC member to assist with the administration of the game.
- 16.10 On matters of common concern, close liaison shall be maintained with the LPC via the Joint Playing Committee which shall also include the Mixed captain as a Member. Any matters unresolved shall be referred to the MC, whose decision shall be binding.
- 16.11 The Captain shall submit a report on all relevant matters to the MC meetings.

#### **17 THE LADIES' PLAYING COMMITTEE (LPC)**

- 17.1 The bowling affairs of female playing members shall be managed by the Ladies Playing Committee (LPC).
- 17.2 The Committee shall consist of the Captain, who shall be the Chairman, the Vice-Captain(s), the Immediate Past Captain, the Match Secretary, the LPC. Secretary and the SCWBA Delegate.
- 17.3 The committee members shall be Officers of the Ladies' Section.
- 17.4 The Captain shall serve on the Management Committee.
- 17.5 All Committee Members shall be elected at the Annual Ladies' Section Meeting.
- 17.6 LPC shall meet as and when necessary throughout the year.





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- 17.7 The Captain shall take the Chair at all LPC and General Meetings, but, if absent, a Chairman shall be appointed at the Meeting. At LPC meetings, the Chairman shall have a casting vote.
- 17.8 LPC. shall have power to fill any vacancy which may arise during the year from among Members.
- 17.9 The Committee shall have the power to establish sub-committees chaired by a LPC member to assist with the administration of the game.
- 17.10 On matters of common concern, close liaison shall be maintained with the MPC via the Joint Playing Committee which shall also include the Mixed captain as a Member. Any matter unresolved shall be referred to the MC whose decision shall be binding.
- 17.11 The Captain shall submit a report on all relevant matters to the MC meetings

### 18 NOMINATIONS

Ladies' & Men's Playing Committees:-

- 18.1 Nominations for the Section Captains, Vice-Captains, Match Secretaries and Section Secretaries, plus the SCWBA Delegate, may be made by entry on separate notices, after they have been placed on the Notice Board in the Club Pavilion by Finals Day, or sent in writing to the relevant Section Secretary at least 28 days before the Annual Section Meeting.
- 18.2 The notices calling the Annual Section Meetings shall include the nominations for all Members of the Committee.

### 19 SECTION MEETINGS

The Annual Ladies' & Men's Section Meetings:-

- 19.1 The Annual Ladies' & Men's Section Meetings, for which 14 days' notice shall be given, shall be held no later than the 31st October for the purpose of:-
- 19.1.1 Receiving the Captain's Report.
- 19.1.2 Election of Captain, Vice-Captains, Immediate Past Captain, Mixed Captain, Match Secretary, Section Secretary and, for the Ladies' Section the SCWBA Delegate.
- 19.2 All full playing members shall be entitled to vote.
- 19.3 Voting by proxy shall not be permitted. A simple majority is needed for the election of members holding responsibilities in the Club, but for other matters a two thirds majority is required.
- 19.4 Postal voting shall be permitted provided that the member has registered their request for a postal vote with the Section Secretary at least 7 days before that meeting.
- 19.5 Postal votes must be received by the Section Secretary at least 3 days prior to the meeting.



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- 19.6 All votes for the election of members should be by secret ballot. Unless otherwise agreed by a majority of the members at the meeting.
- 19.7 Items to be included in the agenda shall be proposed, seconded and submitted to the Section Secretary 21 days prior to the section AGM.
- 19.8 The Spring Ladies' & Men's Section Meetings, of which 14 days' notice shall be given, shall be held prior to the opening of the Bowling Season, for the purpose of:
- 19.8.1 Receiving the Captain's Report.
- 19.8.2 Consideration of any other relevant business.

### **20 MATCHES**

- 20.1 The selection Committees for all matches shall be the responsibility of the respective playing Committees.
- 20.2 The Club Fixture Card shall always include at least five designated Club Events. The organisation of Club Events is the responsibility of the Management Committee.
- 20.3 All mixed matches will be organised jointly by the Men's and Ladies' Match Secretaries.

### **21 GENERAL**

- 21.1 No member shall take away any article belonging to or held in trust by the Club except on the authority of a member of the Management Committee.
- 21.2 Any complaints for the attention of the Committee shall be made in writing to the relevant Secretary.
- 21.3 Amendments to these Rules may only be made at a General Meeting. Details of any proposed amendments must be given in writing to the Secretary of the Management Committee at least 28 days before such General Meeting is held.

### **22 PROTECTION OF CHILDREN AND VULNERABLE ADULTS**

- 22.1 Ashtead Bowls Club fully accepts its legal and moral obligations to exercise its duty of care and to protect all children and vulnerable adults participating in its activities and to safeguard their welfare.

### **23 DISSOLUTION OF THE CLUB**

- 23.1 If, at any General Meeting of the Club, a resolution be passed calling for the dissolution of the Club, the Secretary shall immediately convene a Special General Meeting to be held not less than one month thereafter to discuss and vote on the resolution.
- 23.2 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 discharge all debts and liabilities of the Club.



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- 23.3 If, upon the winding up or dissolution of the Club, there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed amongst the members of the Club.
- 23.4 Upon dissolution of the Club the Management Committee shall give or transfer the net assets and divert the company to give or transfer its assets remaining to one or more of the following:-
- to another Club with similar sports purposes which is a charity and/or
  - to another Club with similar sports purposes which is a registered CASC
  - and/or
  - to Bowls England for use by them in related community sports.

#### 24 CHANGES TO THIS CONSTITUTION

- 24.1 Changes to these Rules and Constitution were adopted by the membership at the Annual General Meeting held In the Ashtead Bowling Club Clubhouse on Thursday 15th November 2019 and replace those previously in use.
- 24.2 A copy of the Constitution will be held on the ABC website and a copy will be held on the Secretaries Notice board in the Clubhouse.

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Chairman, Ashtead Bowls Club

6 February 2020