

# CONSTITUTION TISBURY BOWLS AND CROQUET CLUB

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### **1. Section 1: NAME AND OBJECTIVES OF THE CLUB:**

- 1.1. The title of the Club is **THE TISBURY BOWLS and CROQUET CLUB** (hereinafter referred to as 'The Club').
- 1.2. The Croquet element of the Club shall be affiliated to Croquet England
- 1.3. The objectives of the Club are to provide facilities for, and to promote participation in the amateur sports of flat green bowls and Association and Golf Croquet.

### **2. Section 2: MEMBERSHIP OF THE CLUB:**

- 2.1. Membership of the Club shall be open to anyone interested in the sports available, regardless of gender, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs, except as a necessary consequence of the requirements of the sports. The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will endeavour to keep subscriptions as low as possible to remain viable. The Club Committee may refuse membership or remove it only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to any of the members of the Committee.

### **3. Section 3: RIGHTS AND PRIVILEGES OF MEMBERS:**

- 3.1. A number of classes of membership of the Club are available. When annual subscriptions have been paid and a signature obtained agreeing to the Constitution of the Club, the following levels of Membership will be granted:
  - A **Member** shall pay the full subscription and shall be entitled to play Bowls or Croquet and to enjoy full use of the Club's facilities

- A **Working Member** shall pay a lower annual subscription to that of a Full Member but shall agree to complete a minimum of four hours per month of ground or equipment maintenance or of Club administration as determined by the Committee and agreed by the individual Working Member
- A **Junior Member** (Under 16 years of age) shall pay a lower subscription but must be accompanied by an adult member of the Club.
- **Members Guests:** Members may invite Guests to play with them at the Club at a charge of £5 per session per day, payable by the sponsoring member. Members are asked to enter guest names in the Visitors' Book in the Club House.
- **Visitors** are invited to come and play either bowls or croquet once for free and thereafter are expected to join as a member or come as a guest of a Member.

### 3.2. **Membership Application:**

1. Application for Membership must be made in the form prescribed by the Committee.
2. The Committee may only refuse membership with 'just-cause', which shall include the availability of vacancies for new memberships at the material time.
3. Members are obliged to provide up-to-date contact details that will be recorded in the register of Members and used only in accordance with data protection legislation.
4. Membership is nominally for one year (or part thereof depending on the date of joining). Failure to settle subsequent annual subscriptions after two written reminders will be deemed to mean that that Member has tendered their resignation from the Club. Membership can be reinstated upon immediate settlement of the outstanding subscription.

## 4. **Section 4: OFFICERS AND THE COMMITTEE OF THE CLUB:**

4.1. **The Officers of the Club** should be Full or Working members of the club and shall consist of:

1. The Chairman
2. Head of Bowls
3. Head of Croquet
4. Treasurer
5. Secretary
6. Greenkeeper

4.2. **The Committee** shall control the affairs of the Club and they shall meet at least four times per year. At its discretion, the Committee may appoint Sub-Committees that are answerable to the Committee.

4.2.1. A 'quorum' of the Committee will be achieved when five members of that committee are available to meet.

4.2.2. The Officers of the Club (all of whom must be over 18 years of age), shall be elected at the Annual General Meeting (AGM) and shall serve for a period of one year, at which point they must retire. All Committee Members shall be eligible for re-election to the same or different appointments at that AGM.

4.3. **The Committee** shall be responsible for:

4.3.1. The keeping of accurate, annually audited accounts of the Club's Finances.

4.3.2. The upkeep and oversight of the Club's maintenance equipment and other Club owned belongings to ensure that they are in a safe, secure and usable condition and are available for use.

4.3.3. Maintaining a Work Roster for Working Members of the Club.

4.3.4. The safe custody of personal data held on computers regarding the members together with the oversight of IT programmes designed to make maximum use of the Club's grounds and facilities.

4.3.5. Co-opting additional members of the Committee as may be required and agreed by the Officers of the Club.

4.3.6. Making decisions on the basis of a simple majority vote.

## 5. **Section 5: GENERAL ADMINISTRATION OF THE CLUB:**

### 5.1. **Official Club Meetings:**

5.1.1. The **Annual General Meeting (AGM)** of the Club shall be held not later than the end of November each year. Within a period of not less than 21 clear days before the scheduled AGM, written notice shall be given to Members of the forthcoming AGM by circulating a copy of the notice to every member by email or at their home address (when not on email); the notice of the forthcoming AGM will also be placed on the Club notice board. Members must advise the Secretary in writing of any business to be moved at the AGM at least 14 days before such a meeting. The Secretary shall circulate or give notice of the agenda for the meeting to Members not less than 7 days before the meeting.

5.1.2. **The business of the AGM** shall be to:

1. Confirm the minutes of the previous AGM and any other relevant General Meetings.
2. Receive the audited accounts.
3. Receive the annual report from the Head of Bowls and the Head of Croquet.

4. Elect an auditor.
5. Elect the Officers of the Club
6. Transact Any Other Business (AOB) received in writing by the Secretary from Members 14 days prior to the meeting for it to be included on the Agenda.
7. Nomination of candidates for election of Officers of the Committee shall be made in writing to the Secretary at least 14 days in advance of the scheduled AGM Meeting date. Nominations can only be made by Club Members and must be seconded by another Club Member.
  - a. In the absence of candidate nominations prior to the meeting, nominations may be taken from the floor. All nominations must have the consent of the nominee.
  - b. At all General Meetings the chair will be taken by the Chairperson, or, in their absence, by a deputy appointed by the Committee.
  - c. Decisions made at a General Meeting shall be by a simple majority of votes from those Club Members attending the meeting. In the event of equal votes, the Chairperson shall be entitled to an additional casting vote or alternatively in his/her discretion he/she may direct a written poll.

**NOTE:** The agenda could provide for AOB but Members should be encouraged to refer other items to the Committee and give the required notice for important AGM business.

**5.1.3. Emergency General Meeting (EGM):** When required for Dissolution (see details below), or when other forms of meetings are considered, by the Committee, to be inappropriate, an EGM may be called and a Chairperson shall be appointed with such other members as the Committee consider being appropriate to the circumstances.

**5.1.3.1. DISSOLUTION:**

- If at any General Meeting of the Club, a resolution be passed calling for the dissolution of the Club, the Secretary shall immediately convene an EGM of the Club to be held not less than one month thereafter to discuss and vote on the resolution.
- If, at that EGM, the resolution is carried by at least two thirds of the voting Members present at the meeting 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.
- Abstentions shall be recorded but shall not count as a vote.

- After discharging all debts and liabilities of the Club, the remaining assets shall not be paid or distributed amongst the Members of the Club, but shall be divided between two appropriate charities as defined by a majority of the Committee.

**5.1.4.**When a **Special General Meeting** is called to consider a disciplinary matter as defined at **Note 1 (Definitions of Misconduct)** (below), expulsion from the Club will require that:

- The resolution must be carried by 4/5ths of those attending and voting.
- This shall be the only business at the meeting.
- Before putting the motion to the vote, the member shall have a full opportunity to address the meeting.
- The member expelled may appeal by notice in writing sent to the Secretary of the Committee within 14 clear days who shall within 14 days thereafter convene a meeting of the Chairperson (or in their absence the Vice-chairperson) of the Council and two members who shall decide the appeal and shall not be required to give reasons.

**5.1.5.**A quorum for a Committee Meeting shall be five Members of the Committee.

**5.1.6.**Each Member of the Club shall be entitled to one vote on any separate issue at General Meetings.

#### **5.1.7. ALTERATIONS TO THE CONSTITUTION**

Any proposed alterations to the Club Constitution may only be considered at an Annual General Meeting, convened with the required written notice of the proposal. Any alteration or amendment must be proposed by a Member of the Club and seconded by another Member. Such alterations shall be passed if supported by not less than two thirds of those voting Members present at the meeting, assuming that a quorum has been achieved.

An abstention shall be recorded but shall not count as a vote.

#### **5.2. DRESS:**

**5.2.1.**Shoes to be worn on the playing area must be completely flat so as to avoid damage to the playing surface.

#### **6. FINANCE:**

- 6.1. The membership and accounting year shall run from 1 January to 31 December. The Committee will recommend adjustment to annual subscriptions to the AGM.
- 6.2. The Treasurer shall provide a financial report to the Committee at each of their meetings. Should any serious financial problems be revealed during the year, they will be brought to the attention of Members by calling an EGM.
- 6.3. Specific Club bank accounts shall be opened and maintained for all financial transactions made by the Club. All cheques shall, for the time being, be signed by the Treasurer and by an alternative Club Member authorised by members of the Committee and duly certified to do so by the Club's bank.

## **7. MISCELLANEOUS:**

- 7.1. Opening of Club Premises: The Club Premises shall be opened and secured at the end of each day by the first and last member (respectively) to require access to these facilities.
- 7.2. Visitors: All visitors to the Club who are not Members must always be accompanied by a Member and are required to sign the Visitors' Book.
- 7.3. Accidents: All personal accidents must be recorded in the Accident Book. All such incidents should be investigated by the Committee to ensure that all risks are kept to an absolute minimum. It is the responsibility of all Members of the Club to bring to the notice of a Member of the Committee, any matter which might be a danger to Club Members or other visitors to the Club.
- 7.4. Alcohol: No alcohol may be sold on the Club Premises.
- 7.5. Playing Members and Members scheduling work on the green are required to reserve the space in advance by using the online booking system.
- 7.6. The Members acknowledge that this document constitutes a legally binding contract to regulate the relationship between the Members with each other and with the Club.

### **NOTE 1: Definitions of Misconduct**

For the purposes of this Regulation, the definition of 'misconduct' shall include but shall not be restricted to:

1. A breach of National Safeguarding or Safeguarding Adults Policy;
2. Any conduct which is prejudicial to the best interests of the Club.
3. Deliberately losing or attempting to lose or otherwise being guilty of unfair play in an official match involving the Club.
4. The wilful use of any profane, indecent, or improper language whilst upon the property of the Club;
5. Any violent, indecent, disorderly, threatening, intimidating or offensive behaviour at any time whilst on Club grounds or whilst representing the Club at away matches.
6. Sexual, religious, disability or racial harassment of any person whilst on Club property or whilst representing the Club on 'away' fixtures.

7. Any drug abuse on Club Property or whilst representing the Club on away fixtures.
8. Any conduct which constitutes a criminal offence;
9. Any fraud, deceit, deception or dishonesty in relation to the Club's affairs.
10. The unauthorised use or misuse of the Club's premises.