

# **MARLDON (MAPLE LEAF) BOWLING CLUB LTD.**

## **CONSTITUTION**

**1.** The club shall be known as Marldon (Maple Leaf) Bowling Club. Hereafter to be referred to as "The Club" and shall be affiliated to Bowls England and Bowls Devon. The bowling club was founded in 1987 and the company formed in 1994. The colours of the club shall be green, red and gold.

### **2. OBJECTS**

The objects of the club shall be to foster and promote the sport of flat green bowls at all levels, providing opportunities for recreation and competition.

### **3. MEMBERSHIP**

Membership of the club shall be available to any person, regardless of race, age, gender, sexual orientation, religious beliefs or ability, providing they complete a membership application form, which is approved by the management committee, and pay the relevant subscription fee as determined by the club. The following categories of membership shall exist and may be added to by the Management Committee from time to time.

**(a) Playing members:-**

- i) Full Adult (18 years of age or over as at the 1<sup>st</sup> of February Annually)
- ii) Junior (14 to 17 years of age inclusive as at the 1<sup>st</sup> of February Annually)
- iii) Juvenile (up to 13 years of age inclusive as at the 1<sup>st</sup> of February Annually)
- iv) Honorary Life Members.

**(b) Social members.**

- i) The number of social members cannot exceed 50% of the number of playing members.

**(c) The membership shall consist of, Playing Members and Social Members.**

Candidates applying for membership must do so by completing the appropriate form and must be proposed and seconded by existing club members of at least one year's standing. Completed forms must be returned to the Secretary, who will display them on the club notice board for a period of fourteen days. Any objection to the applying member by an existing member, must be made to the club Secretary in writing, giving good reason. The application and any written objections to the applicant being granted membership, must be considered by the Management Committee at the next Committee meeting for acceptance or rejection, subject to there being a vacancy. Should there be a membership limit imposed, the applicant will be placed on a waiting list and offered membership when a vacancy arises. Club subscriptions payable by such new members, will be proportionate to the time of joining. Social Members and Junior Members may attend General Meetings but are not

eligible to vote.

**(d)** The word Junior (except in subscriptions) shall be meant to include Juveniles. In addition to the main club rules, the following shall apply to juniors:-

- i) At 18 years of age to be offered full membership irrespective of any waiting list.
- ii) Have access to club facilities (excluding bar) and should be accompanied by a parent or guardian. Parents and guardians do not have automatic access to the club facilities.

**(e)** Membership shall cover a period of one year from April 1st to March 31st.

The committee can refuse to renew a membership on non-discriminatory grounds, where the renewed membership, of the person concerned would be likely to not be in the best interests of the sport or the good conduct and interests of the club. The rejected member will have the right to appeal through an independent appeals process.

**(f) Honorary Life Membership.**

The members may, on recommendation of the Directors and the Management Committee, recognise outstanding services to the club by electing such person(s) as Honorary life members of the club, at the AGM or Spring Meeting. Honorary life membership shall be treated the same as full membership.

#### **4. SUBSCRIPTIONS**

Subscriptions for the following season will be recommended by the Treasurer and decided on at the AGM. This to apply to all categories of membership. The annual subscription is due and payable by March 1<sup>st</sup>, prior to the commencement of the season. Any member whose subscription is in arrears on the 1<sup>st</sup> of April shall forfeit the privilege of membership and shall not be eligible for re-election until arrears are paid. He/she will accept the decision of the Management Committee as final.

All Playing members will be affiliated to Bowls Devon and Bowls England.

#### **5. RULES**

The playing rules of the Club shall be those of Bowls England and Bowls Devon with reference to the "Laws of The Sport of Bowls" (the current Crystal Mark edition) and any amendments thereto. Further Club Rules, including those covering the Dress Code, which may be amended from time to time, will be separately documented and displayed in the Captains' Office.

## **6. ELECTION OF OFFICERS**

All Officers of the club, except the Safeguarding Officer and Greenkeeper, shall be elected at the Annual General Meeting of The Club, from and by the members. The Safeguarding Officer and Greenkeeper will be appointed by the Management Committee.

All Officers are elected for a period of one year but may be re-elected to the same office or another office the following year. No member to hold more than one Office unless it proves impossible to recruit a different member to fill one of the roles. Officers may stand for the Vice-Captain and Captain position without relinquishing long term roles.

## **7. OFFICERS**

The Officers of The Club will be: -

### **Management (6)**

Chairperson, Club Secretary, Treasurer, Communications Manager, Site Manager, and Safeguarding Officer.

### **Non-Management**

President, Men's Captain, Ladies Captain, Men's Vice Captain, Ladies Vice Captain, Greenkeeper, Competition Secretary, Bar Manager, Catering Manager, Men's Delegate, Ladies Delegate, & Fixture Secretary,

## **8. MANAGEMENT**

The affairs of The Club shall be controlled by the (6) Management members and the Directors of the Company. Non-Management members are entitled to attend the Management Meetings, but would not be eligible to vote.

The Management Committee will meet at agreed intervals and not less than six times a year. A quorum of at least five voting members will be required in order for a meeting to be valid.

**(a)** Any category of member is eligible to stand for any position or office on the Management Committee after one full year as a member; with the exception of junior members. **Five** years must elapse before any member is eligible to be a Director.

**(b)** The Vice Captains are to be elected at the AGM and will automatically become Captains the year following their role as Vice-Captain. Should the Vice-Captain decide not to become Captain, the post of Captain and Vice-Captain will be voted for at the AGM.

**(c)** The post of Club President is an Honorary position recommended by the Management Committee to the members at the AGM for formal acceptance, this position is to be held for one year and ideally be rotated annually between male and female candidates.

**(d)** The Bar Manager shall be elected at the AGM and will be responsible for stock control and correct legal operation of the bar and cellar as laid down by the licensing authority. A Bar committee shall be selected by the bar manager from members voted for at the AGM. One Bar Committee member to be present at all times the bar is open.

## 9. DUTIES OF THE MANAGEMENT COMMITTEE.

***Note: All Management/Officers positions will have their key responsibilities defined in a profiles document held by the secretary. (This document may be updated from time to time, with the authority of the management committee)***

- (a) To control the affairs of The Club on behalf of the Members.
- (b) To keep accurate accounts of the finances of The Club through the Treasurer. These should be available for reasonable inspection by Members and should be examined by the appointed Accountant before every Annual General Meeting. The Club should maintain a bank current account. Any cheque drawn against Club funds, must be signed by the Treasurer or one Director. The Treasurer may also conduct business via the BACS system.
- (c) To co-opt additional members onto the Management Committee as the Management Committee feels necessary. Co-opted members shall not be entitled to vote at Committee meetings, unless they have been co-opted into a vacant Management committee role.
- (d) To make decisions on the basis of a simple majority vote. In the case of equal votes, the Chairperson shall be entitled to a (second) casting vote.
- (e) To appoint Sub-Committees as necessary to fulfil the Clubs business.
- (f) To ensure that members do not vote on matters where there may be a potential conflict of interest, ie where subject under discussion related to a connected person (family member or Business associate).

## 10. SELECTION COMMITTEES

The Management Committee will advise on the format of Selection Committees, to choose players for various types of matches. Each Selection Committee will include at least two players who are not Club Officers wherever possible. Such members to be chosen by voting at the Annual General Meeting.

Selection Committees, once chosen, will be displayed on the notice board in the Captain's Office.

## 11. GENERAL MEETINGS

The Annual General Meeting shall be held not later than the end of October each year. 21 clear days written notice shall be given to Members of the Annual General Meeting by either circulating a copy of the notice to every member at their home address, or posting the notice on the Club notice board, the website and the Facebook Members group.

Members must advise the Secretary in writing of any business to be considered at the AGM, at least 14 days before the meeting.

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The Secretary shall circulate or give notice of the Agenda for the meeting to the Members, not less than 7 days before the meeting. Any other matters handed to the Chairperson before the meeting can be discussed at chairperson's discretion or will be held over until next committee meeting.

**11.1** The business of the Annual General Meeting shall be to: -

**11.1.1** Confirm the minutes of the previous AGM and any General Meetings held since the last AGM.

**11.1.2** Receive and approve the examined accounts for the previous year from the Treasurer.

**11.1.3** Receive the annual report of the Management Committee from the Secretary.

**11.1.4** Elect an Accounts Examiner

**11.1.5** Elect the Officers and Management Committee Members of the Club.

**11.1.6** Transact such other business received in writing by the Secretary from the Members 14 days prior to the meeting and included on the agenda. Any Other Business is entirely at the discretion of the Chairperson.

**11.2** Special General Meetings and Extraordinary General Meetings may be convened by the Management Committee, or on receipt by the Secretary of a request in writing from not less than 21 Members of the Club. At least 21 days' notice of the meeting must be given.

**11.3** At all General Meetings, the Chair will be taken by the Chairperson, or in their absence, by a deputy appointed by the Management Committee.

**11.4** The Club Secretary shall display on the Club notice board, at least eight weeks before the AGM, a form requesting nominations for positions within the club, to be voted for at the AGM. All candidates for these positions, must be proposed and seconded by two full club members. The proposer and seconder must enter their names on the form, which must be signed by the candidate to indicate his/her acceptance of the nomination. This form will be removed by the Secretary, two weeks before the AGM.

**11.5** One vote per full member for a committee/management position by way of secret ballot. For those full members not able to attend the AGM they will be able to send their completed voting slips in a sealed envelope to the secretary, or by a named person to act as their proxy, the name of whom must be advised to the secretary prior to the AGM.

**11.6** Decisions made at a General Meeting shall be by a simple majority of votes from those Full Members attending. In the event of equal votes, the Chairperson shall be entitled to a second and additional casting vote.

**11.7** A quorum for a General Meeting shall be a minimum of 25% of the voting Membership.

## **12. ALTERATIONS TO THE CONSTITUTION**

Any proposed alterations to the Club's Constitution, may only be considered at an Annual or Special General Meeting convened with the required written notice of the proposal. Any alteration or amendment must be duly proposed and seconded. 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.

## **13. CONDUCT**

Members must abide by the Rules and Constitution of the club and take care not to bring the club's name into disrepute. In the event of a complaint or disciplinary action being raised/taken against any member, the matter will be dealt with in accordance with Bowls England Regulation No 9.

## **14. DISSOLUTION**

If at any General Meeting of the Club, which is a Company limited by guarantee and not having a share capital, a resolution calling for the dissolution of the Club be put forward, this resolution will need to be in writing and signed by at least 25 of the eligible membership.

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.

**14.1** If at that Special General Meeting, the resolution is carried by at least two thirds of the total voting membership, the Management 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.

**14.2** 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 given to or transferred to some other voluntary organisation having similar objects.

## **15. CHILDREN AND VULNERABLE ADULTS**

The Club fully accepts its legal and moral obligation to exercise its Duty of Care to protect all children and vulnerable adults participating in its activities, and to safeguard their welfare. A Safeguarding Officer will be appointed by the Committee each year.

## **16. EQUAL OPPORTUNITIES, DISCRIMINATION & HEALTH AND SAFETY**

The Club fully acknowledges The Equality Act 2010 and operates a policy of non-discrimination in terms of Age, Race, Religious Beliefs, Sexual Orientation, Gender or disability. The Club also acknowledges its legal requirements to observe and implement all Health and Safety Regulations.

**17.** Members working voluntarily at the club are subject to the authority of the Management Committee and must conduct themselves so there exists minimal risk of injury to persons or damage to property. Members must be familiar with their own responsibilities under Health and Safety at Work act and subsequent regulations.

**18.** Notices may be sent to members by hand, post or by means of a phone call or by suitable electronic means. (subject to members having signed the appropriate Data Protection boxes on the membership application/renewal forms). Notices are assumed to be received two days after posting or 24 hours after electronic delivery. Members are reminded of their obligation to inform the secretary of any change of address, email or phone number.

Updated and approved at AGM on Date ...      14<sup>th</sup> October 2023

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