

## **MEON VALLEY BOWLING CLUB CONSTITUTION**

- Notes: i) Words implying one gender are to be interpreted as being of either gender, or words importing the singular include the plural and vice versa unless otherwise stated.  
ii) Wherever voting is restricted to "Playing Members", Social Members are excluded from voting.  
iii) A "Playing Member" is one who has paid the required subscription for Full Membership, Indoor Membership, or holds a Life Membership.

### **1. NAME**

- 1.1 The Club is named "MEON VALLEY BOWLING CLUB" (hereinafter referred to as the Club).

### **2. PREMISES**

- 2.1 The premises of the Club are the Arthur Howard Pavilion and the Green, Priory Park, Elizabeth Way, Bishops Waltham or such other place as the Club may in a General Meeting determine.

**Note:** The premises are held on a 30 yr lease from the Bishops Waltham Parish Council which began in August 1995 after which MVBC will have the option to extend the lease for a further period of 30 yrs.

### **3. AFFILIATION**

- 3.1 The Club is affiliated to Bowls England, Bowls Hampshire and Southampton and District Bowling Associations. All Club Members must abide by the rules of these Associations.

### **4. OBJECTS**

- 4.1 The object of the Club is to provide, encourage and develop both INDOOR and OUTDOOR bowling and ancillary facilities including social activities for the benefit of Members and guests. The Club recognises that its single most important asset, after the Members, is the Bowling Green.
- 4.2 The Club will encourage schoolchildren and persons with disabilities to play bowls and provide facilities and coaching to this end.
- 4.3 The Club is committed to promoting a safe environment in which children and vulnerable adults can enjoy taking part in games of bowls. It will seek to underpin this commitment by following and promoting the joint Child Protection Policy and Procedures of the National Governing Bodies.

### **5. MEMBERSHIP**

- 5.1 Membership of the Club is open to anyone interested in the sport of bowling, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.

- 5.2 The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.
- 5.3. The Club Management 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. Members have the right of appeal to the Management Committee against refusal or removal.

## **6. MANAGEMENT OF THE CLUB**

- 6.1 The affairs of the Club in all matters will be managed by the Management Committee (hereinafter referred to as the MC) consisting of the elected, Chief Officers other Officers, and the immediate Past President in conformity with this Constitution and with the Rules.

### **Officers and Managers**

- 6.2 The elected Chief Officers of the Club are the President for the time being in office, the Club Secretary and the Club Treasurer

- 6.3 The elected Officers are as follows:

Senior Vice-President; Junior Vice-President; Men's Match Secretary; Ladies' Match Secretary; Outdoor Friendly Match Secretary; Indoor Friendly Match Secretary; Social Secretary.

- 6.4 All elected Officers will hold office until the following Annual General Meeting

- 6.5 The Managers will normally be the Green Manager, Pavilion Manager and Bar Manager. These Managers will be appointed by the MC, who may appoint other Managers for aspects of Club activities as the need arises. On appointment Managers will be MC members with full voting rights.

### **Elections**

- 6.6 The Chief Officers and Officers will be nominated and seconded by any two Members and elected at the Annual or other General Meeting with the exception that the Men's and Ladies' Match Secretaries will be nominated and elected only by their respective genders.

- 6.7 One (Ordinary) Member, who will not be standing for election as an Officer, will be nominated and seconded by any two Members and elected at the Annual or other General Meeting to serve on the Management Committee.

- 6.8 Men's, and Ladies' Subcommittees of up to four members will be nominated and seconded by any two playing members, and elected by the playing members of their respective genders at the Annual or other General Meeting.

- 6.9 Mixed Friendly Indoor and Outdoor Subcommittee of up to four members will be nominated, seconded and elected by the playing members at the Annual or other General Meeting. Members should be reminded that if possible these SCs should consist of two men and two ladies.

- 6.10 A Social Sub-Committee of up to four members will be nominated, seconded and elected at the Annual or other General Meeting

**Note:** All Secretaries will also be members of the relevant subcommittee

### **Management Committee (MC)**

- 6.11 The MC will comprise the Club Officers, the Club Managers, and the Ordinary Member (referred to in 6.7 above).
- 6.12 The duties of the MC will be the efficient and economical running of the Club in accordance with the Constitution and the Club Rules for the time being in force. The MC will be responsible to the Annual or other General Meeting.
- 6.13 In the exercise of these duties and responsibilities the MC may:
- 6.13.1 enforce the Rules of the Club and the Code of Discipline and may impose the appropriate penalty up to and including expulsion of the person or persons concerned;
  - 6.13.2 co-opt any other Member or person to its numbers. Co-opted Members will not have right to vote in Committee;
  - 6.13.3 appoint subcommittees (SCs) for such purposes as it deems appropriate;
  - 6.13.4 engage or dismiss managers; servants, staff or agents;
  - 6.13.5 determine green and match fees;
  - 6.13.6 at any time consider proposals for the award of Life Memberships.
- 6.14 Any casual vacancies arising on the MC may be filled by the Chief Officers pending the next MC meeting when the Committee may elect a replacement who will serve until the next elections and will have the right to vote at MC meetings.
- 6.15 The quorum for the MC will be six members, which must include one Chief Officer. Any person serving on the MC in two roles will count as only one for the purpose of the quorum and will be entitled to only one vote. In the case of equality of votes the Chair of the Meeting will only have a casting vote.
- 6.16.1 There will be a minimum of four MC meetings each Club year, but additional meetings may be called at the request of any Chief Officer or any four other Officers submitted in writing or by email to the Club Secretary.
- 6.16.2 An Executive Committee, comprising the President, the Vice President, the Treasurer, the Secretary and the Ordinary Member, may be called by the President to meet in the event of an emergency. If any of the five named members is unavailable, the President may call any other member of the Management Committee to attend in order to ensure a group of five. In the event that the President is unavailable the Vice President will deputise.

### **Subcommittees (SC)**

6.17 All SCs elected or appointed will elect from their own number a Deputy who will not be the Secretary responsible for the SC's business. The Deputy will assist and deputise for the relevant Secretary as necessary and will therefore be, or become, familiar with the business of the SC.

### **Duties and responsibilities of Officers**

6.18 The President; Club Secretary and Club Treasurer are responsible to General Meetings. All other Officers are responsible in the first instance to the MC.

6.19 The President will preside for one year over the organisation and management of the Club and will normally chair General Meetings and MC meetings. If the President is not present the Chair will be taken by the Senior or Junior Vice President or the Immediate Past President. The President is an ex-officio member of all SCs.

6.20 The Club Secretary will be responsible for:

6.20.1 calling all General Meetings and all MC meetings; publishing Nomination Forms and issuing agendas; and recording the Minutes

6.20.2 maintaining current copies of the Constitution, Rules and Membership list.

6.20.3 dealing with all correspondence except that which pertains to the President, Club Treasurer, Friendly Match Secretaries and the Men's and Ladies' Match Secretaries;

6.21 The Club Treasurer will be responsible for:

6.21.1 keeping all accounts and financial records of the Club;

6.21.2 banking all money received and payment of all due accounts;

6.21.3 preparing income and expenditure accounts for each financial year ending 31<sup>st</sup> March, to be examined and presented for adoption at a General Meeting;

6.21.4 presenting to a General Meeting a budgetary recommendation of the Annual Subscription for the forthcoming year;

6.21.5 submitting details to the MC of all income and expenditure, etc. as and when required.

6.22 The Senior Vice President will deputise whenever appropriate for the President for internal Club matters.

6.23 The Junior Vice President will deputise for internal Club matters whenever necessary for the Senior Vice-President and, in the latter's absence, for the President.

6.24 The Immediate Past President will deputise whenever necessary for the President at formal external events and provide advice and support to the Presidential role as appropriate.

6.25 The Friendly Match Secretaries will be members of their respective SCs, and with these SCs, be responsible for:

6.25.1 co-ordinating and compiling the Outdoor and Indoor Friendly Match Fixture Lists;

6.25.2 all matters relating to Mixed Friendly match playing arrangements

6.25.3 overall management of all playing arrangements for mixed Club bowling events in their respective seasons

6.25.4 liaising with the Men's and Ladies Match Secretaries for the co-ordination and compilation of the Match Fixture List; and liaising with the Social Secretary about catering aspects.

6.25.5 regularly reporting to the MC the actions and decisions made by their SCs.

6.26 The Men's and Ladies' Match Secretaries will be members of their respective SCs, and with these SCs, be responsible for:

6.26.1 all County and District League Matches;

6.26.2 acting as delegate to County and District Associations and liaising with appropriate colleagues;

6.26.3 all Outdoor Competitions and Friendly Matches for their respective genders;

6.26.4 liaising with the Friendly Match Secretaries for the co-ordination and compilation of the Match Fixture List

6.26.5 regularly reporting to the MC the actions and decisions made by their SCs.

6.27 The Social Secretary will be a member of the Social SC, and with the SC, is responsible for:

6.27.1 the planning and organisation of social activities for the benefit of Members and their guests;

6.27.2 the raising of funds, through social and other activities, for Club facilities and development.

6.27.3 the social and catering aspects of Club outdoor social bowling events in liaison with the bowling organiser.

6.27.4 regularly reporting to the MC the actions and decisions made by their SCs.

#### **Duties and responsibilities of Managers**

6.28 Managers will be responsible to the MC and will report at regular intervals on their area of responsibility. They will carry out their duties in accordance with MC

instructions and within approved budgets.

6.29 Managers will ensure that adequately trained named deputies (whose appointment has been agreed by the MC) are in place to assist with their duties and responsibilities as the need arises

6.30 The Green Manager will be responsible for:

6.30.1 the care and maintenance of the Green and its surroundings to ensure its suitability for all outdoor bowling;

6.30.2 the appointment (subject to MC approval) of such outside contractors as may be required;

6.30.3 the documentation of all regular activities in the care and maintenance of the Green (such documentation will be subject to MC approval).

6.31 The Pavilion Manager will be responsible for:

6.31.1 the care and maintenance of the Pavilion and its surroundings to ensure its suitability for all indoor bowling and other activities;

6.31.2 the purchase and management of supplies and services needed for the Club activities within the Pavilion,

6.31.3 the documentation, in liaison with the Club Treasurer, of cash flow, purchases and receipts.

6.31.4 the appointment (subject to MC approval) of such outside contractors as may be required;

6.31.5 the documentation of all regular activities in the care and maintenance of the Pavilion (such documentation will be subject to MC approval).

6.32 The Bar Manager will be responsible for:

6.32.1 the care and cleanliness of the Bar equipment to ensure its compliance with statutory and MC requirements;

6.32.2 the appointment and management of such staff as may be required;

6.32.3 the purchase of stock and its proposed pricing;

6.32.4 documentation of all regular activities in the care and maintenance of the Bar.

(such documentation will be subject to MC approval)

## **7. CLUB TRUSTEES**

7.1 There will not be less than four Trustees.

7.2 The Trustees will be nominated by the Management Committee for approval by the Members at a General Meeting. In the event of a death, resignation or removal of a Trustee, a new Trustee will similarly be approved. The current

Trustees will then undertake to complete and sign a 'Deed of Confirmation of Appointment and Retirement of Trustees' to confirm the appointments or changes approved at a General Meeting.

7.3 The Trustees will hold office until death or resignation or until removed from office by a resolution of the MC.

7.4 A Trustee will always be a Member of the Club, and may also be a member of the MC.

7.5 The Trustees will have responsibility to hold on to any assets or leasehold.

7.5.1 The Trustees are the leaseholders of the MVBC assets and are held accountable in law for:

- a. Complying with the terms of the lease.
- b. Negotiating and agreeing to the terms of any variation or amendment
- c. Negotiating the renewal or termination of the lease.

7.5.2 The Trustees are required to bring to the attention of the Management Committee any activities which may conflict with the terms of the lease.

7.5.3 Where changes to the lease are called for either by the Management Committee or the Landlord, the Trustees are required to conduct an appropriate investigation including professional advice where they consider it necessary.

7.6 Trustees may attend any MC meeting only to observe

7.7 The Trustees will be indemnified out of the fund on account of all costs, charges and expenses; no Trustee will be liable for anything whatever against risk.

7.8 If at any time the Club passes a resolution of its intention to dissolve and distribute its assets, the Management Committee, or failing them, the trustees will take immediate steps to discharge all debts and liabilities of the Club, including the cost of such discharge.

## **8. FINANCE**

8.1 All payments drawn on the Club's bank account will be signed or authorised by any two of the following: President; Senior Vice President; Club Secretary; Club Treasurer; Immediate Past President.

8.2 No Officer or MC member may commit the Club to any expenditure over and above their approved budget, unless authorised by the MC.

8.3 The Club will be non profit making. All surplus income and profits are to be re-invested in the Club. No surpluses or assets will be distributed to Members or third parties.

8.4 MC members may draw from the club's assets in case a claim is made against the club; this will only protect them to the extent of the club's assets.

## 9. ANNUAL AND SPECIAL GENERAL MEETINGS

9.1 An Annual General Meeting (AGM) will be held not later than the thirtieth day of November each year.

9.2 Members will receive at least **four** week's notice of the AGM by posting the notice on the club notice board. Members must advise the Club Secretary in writing of any business to be moved at the AGM at least **twenty one** days beforehand. The agenda and associated papers will be made available to all Members at least **fourteen** days in advance of the AGM date.

9.3 The agenda of the AGM will include

- minutes of the previous AGM
- reports by the President, Club Secretary, Club Treasurer, both Friendly Match Secretaries, Men's and Ladies' Match Secretaries and Club Trustees
- presentation of examined accounts for adoption, and subscription proposals
- election of Officers, Match Secretaries and Trustees (when required)
- the appointment of an Accounts Examiner
- the transaction of such other business of which proper notice has been given and included on the agenda

9.4 The Accounts Examiner need not be a Member and must not be a member of the MC or a Trustee.

9.5 Members attending General Meetings have the right to be heard on any matter arising and will have **one** vote on each and every proposition.

9.6 A Special General Meeting (SGM) may be summoned at any time by the President or the Club Secretary or in response to a written request from any **ten** Members delivered to the Club Secretary, giving the reason for calling such a Meeting. At least **fourteen** days notice of such a Meeting will be given, but exceptionally this period may be revised at the discretion of the MC if they consider the business to be sufficiently urgent.

9.7 **Motions** for a SGM may be raised by not less than **six** Members handing a copy of the proposed motion signed by them to the Club Secretary not less than **seven** days before the Meeting.

9.8 The **quorum** of any General Meeting will be 25% of the Members.

9.9 At all General Meetings **voting** will be by show of hands unless a ballot is demanded. The result will be determined by a **simple majority** of those present and voting unless otherwise specified. In the case of equality of votes the Chair of the Meeting will only have a casting vote.

9.10 A Member may authorise another Member to vote as his **proxy** at a General



Meeting. Such authorisation in written or email form will be lodged with the Club Secretary before the Meeting or will be submitted to the Chair of the Meeting.

## **10. ALTERATIONS TO CONSTITUTION AND RULES.**

10.1 The **Constitution** may be revoked, added to or altered by a majority of **two-thirds** of the Members present and entitled to vote at any General Meeting of which notice has been given under Clause 9 specifying the intention to propose the revocation, addition or alteration together with full details thereof.

10.2 The Management Committee may from time to time make, vary and revoke **Rules** (not inconsistent with the Constitution) for the regulation of the internal affairs of the Club and conduct of Members, and Rules for the time being in force will be binding on all Members.

## **11. DISSOLUTION.**

11.1 A copy of the Notice convening a General Meeting to consider dissolution of the Club will be circulated by the Club Secretary to every Member at the address last notified not less than **twenty-eight** days before the date appointed for the Meeting. Any accidental omission to send such Notice or non-receipt of the same will not invalidate any proceedings or resolution.

11.2 At least **one-half** of the Membership must be in attendance and the proposal to dissolve will be determined by a **two-thirds** majority of those Members present and voting. If at any time the Club passes a resolution of its intention to dissolve and distribute its assets, the MC, or failing them, the Trustees, will take immediate steps to discharge all debts and liabilities of the Club, including the cost of such discharge.

11.3 Upon dissolution of the Club any remaining assets will be given or transferred to another registered CASC (Community Amateur Sports Club), a registered charity or the sport's governing body.