LEIGH PARK BOWLS CLUB

Founded 1965

## **CONSTITUTION**

**AND**

## **RULES**

# Revised February 2019

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* 1. Name and Objective

The Club shall be called the LEIGH PARK BOWLS CLUB and shall have for its objective the promotion and encouragement of the game of bowls.

* 1. Affiliation

The club shall be affiliated to:

1. Bowls England
2. Bowls Hampshire
3. Portsmouth and District Bowling Association
4. Portsmouth & District Women’s Bowling Association
	1. Rules of Play

A All games of bowls shall be played under the laws of Bowls England and the International Bowling Board, and in accordance with the rules of the Associations with whom the Club is affiliated.

B Club Competitions shall be played in accordance with the rules set out in Appendix A of these Constitution and Rules.

* 1. Management

A Management of the Club shall be vested in the Executive Committee who shall have full rights in respect of the general conduct of the Club and its finances.

B The Executive Committee shall comprise the Officers of the Club.

C The President, Vice President and Lady President shall be ex-officio members of the Committee.

D The Officers of the Club shall be the Secretary, Treasurer, Assistant Treasurer, Club Captain, Club Vice-Captain, Ladies’ Captain, Ladies’ Secretary, Competition Secretary, Bar Manager, Two Elected Committee Members and Three Trustees of the Lease with Havant Borough Council.

E The Executive Committee shall have the right to co-opt from time to time such additional members as it thinks fit, to assist in the execution of Club business.

F The Executive Committee shall have the right to appoint Sub-Committees and to co-opt thereon members of the Club who are not members of the General Committee. The President, Secretary and Treasurer shall be ex-officio members of all Sub-committees.

G The Executive Committee shall have the right to fill casual vacancies not otherwise provided for in these Constitution and Rules

H The functions of the Executive Committee shall be:

(i) To meet at least once a month during the playing season and as necessary during the close season. The dates and venues of such meetings to be agreed by the Executive Committee, ideally on a fixed day of the month and as long as there is a quorum the meeting to take place.

* 1. To consider and deal with matters of administration, applications for membership, and any other matters affecting the welfare and interest of the Club members.
	2. To deal with all matters of emergency.

I Four members of the Executive Committee shall form a quorum.

J Members nominated for a Committee position shall not hold a similar position in any other Bowling Club.

* 1. Elections

A The following elections shall take place at the Annual General Meeting of the Club by a majority vote by ballot of the full members present, including any postal votes received by the Secretary before the A.G.M. except when the sender is present at the meeting. Gentlemen shall not vote for the Ladies Captain.

**Executive Committee**

Ex-Officio Members:

President

Vice President

Ladies’ President

Officers of the Club

Secretary

Treasurer

Assistant Treasurer

Club Captain

Club Vice-Captain

Ladies’ Captain

Ladies’ Secretary

Competition Secretary

Bar Manager

Fund Raising Officer

Maintenance Manager

Two elected committee members

Three Trustees of the Lease with Havant Borough Council

**Other Positions**

Social Secretary

Assistant Bar Manager

Two Independent Auditors

Club Coach

Match Secretary

B Members may hold two (or more) positions if no other volunteers are available to fill a vacant post.

C Any two full members of the Club shall be entitled to nominate candidates for any position in this rule 1.5. All nominations must be in writing and received by the Secretary at least 14 clear days before the Annual General Meeting. If there is more than one nomination for such a position a ballot shall be taken at the Annual General Meeting on official ballot papers. Each full member of the Club shall be entitled to one vote in respect of each position to be filled. If any position is not subject to nominations made prior to the Annual General Meeting, then nominations may be accepted from the floor of the meeting.

D No member may be nominated for any office or position or committee in his or her absence, unless he or she notifies the Secretary in writing of his or her willingness.

E In the event of a vacancy occurring in any office or position described in this rule 1.5, the Executive Committee shall have the right to appoint a full member to fill the vacancy, until such time as the vacancy is put up for re-election.

F No member under the age of 18 can be elected onto the Committee.

* 1. Selection Committee

A The Selection Committee shall be responsible for selecting teams for all club matches, and shall comprise of the following:-

1. For all Men’s League/Cup matches: the Club Captain and Club Vice- Captain
2. For Ladies League matches: Ladies’ President and Ladies’ Captain
3. Mixed: i.e. Reflex and Friendly Matches: Club Captain, Club Vice-Captain and Ladies’ Captain

B The Selection Committee shall have the right to co-opt any member of the Club to act in an advisory capacity. Such co-opted persons shall have no right to vote.

* 1. General Meetings

A The Annual General Meeting of the Club shall be held in November each year**.**

B The Club shall meet at least once a year in addition to the Annual General Meeting. This meeting known as “The Pre-Season General Meeting” will be held the last Sunday in February – all fees to have been paid by the end of this meeting.

C A Special General Meeting may be called at the discretion of the Executive Committee or at any time within 14 days of the receipt by the Secretary of a requisition in writing for such a meeting, provided the requisition bears at least ten signatures of bona fide members of the Club.

D Not less than seven clear days’ notice of a General Meeting shall be given to each member of the Club.

E The quorum of a General Meeting of the Club shall be 25% of its membership.

 F General Meetings of the Club shall be conducted in accordance with the Standing Orders set out in Appendix B of these Constitution and Rules.

* 1. Financial Year

The financial year of the Club shall be the period commencing the first day of November and ending on the last day of October in the ensuing year.

* 1. Dissolution

A The Club may be dissolved by resolution passed at a General Meeting, provided that:-

1. At least 28 days’ notice is given by the Secretary to each member of the Club, and
2. At least 75% of the full members present at the meeting vote in favour of the dissolution.

B Where the Club is dissolved; all net assets of the Club shall be donated to a Sports charity of the members’ choice.

* 1. Rules

A New rules, revocation of existing rules, or amendments to existing rules, may only be made at a General Meeting of the Club, provided at least two-thirds of the full members present vote in favour.

B The Notice convening the General Meeting shall set out the terms of the proposal in respect of the rules.

C All proposals regarding the rules of the Club shall be forwarded in writing to the Secretary at least 14 days before the meeting.

1.11 Electronic Communications

 A Club information may be conveyed to Members and the Public by means of electronic communications, website, social media etc.

2.1 Membership

A Candidates for membership of the Club shall not be deemed to have been accepted unless the nominations are approved by the Executive Committee.

B Completed application forms should be given to the Club Secretary who will publish the name on the Notice Board and bring the application to Committee for approval at the next meeting.

C Where the nomination of a candidate is rejected by the Executive Committee, the aggrieved person may appeal to a General Meeting of the Club whose decision shall be final.

D The Executive Committee may suspend, or terminate without recompense, the membership of any member in circumstances that, in the opinion of the Committee, a member has acted in a manner detrimental or prejudicial to the interests of the Club, or its members, if all the conditions of Bowls England Rules No. 9 have been followed. Such a member shall have the right of appeal to a General Meeting of the Club whose decision shall be final.

E Membership is on the understanding that all members should participate in one, or more, of the following duties: maintenance of the clubhouse and surrounds and green; unlocking or locking up the clubhouse; bar stewards; Duty Stewards. Should any member have a justifiable reason for not participating in these duties (ill-health, etc) approval may be sought in writing to the Executive Committee.

F Membership of the Club shall consist of:

1. FULL MEMBERS who shall enjoy full privileges and may take part in all activities of the Club. The number of Full Members shall be limited to 140. New members shall pay **75% of the membership fee on joining for the first year only to include provision of a club shirt and enjoy the same full privileges. For completely new novice bowlers: a £10 Taster Membership for a 30-day period as Associate members is allowable and if they then take up Full membership this amount will be deducted from the subscription of 75% of the Full members’ rate (or pro rata thereof) plus to include provision of a club shirt, for the first year only.**  Any Full member who is incapacitated either through illness or disability may also be a Full member on a 50% fee basis, they will need to inform the Executive Committee of any incapacity and each individual case will be assessed by the committee.
2. HONORARY MEMBERS who may be granted membership for one year by the Executive Committee in recognition of services rendered to the Club. They shall enjoy the privileges of full membership and have the right to vote and hold office. They shall not be required to pay a subscription.
3. SOCIAL MEMBERSwho shall be non-playing spouses of full members or former members who are now non-bowlers and friends and family introduced by club members, to be proposed and seconded by 2 Full members. They may attend General Meetings but may make no comments. They shall not be entitled to vote and may not hold office. They will only be allowed to play in the Drive and any Social Events run by the club committee.
4. ASSOCIATE MEMBERS will pay a lower rate of subscription (50% of Full members’ rate). They may attend meetings and comment but may not hold office or vote. They will be required to comply with 2.1E by participating in duties. They will be eligible to play in Club Friendlies and Competitions (but not the Ladies and Gents 4 Wood Singles) and will be unable to play in any P&D & Bowls Hampshire League games and Competitions. They will pay the same rink fees as Full members.

G Except in the case of Honorary members, membership shall be renewable annually. Members who pay their Annual Subscriptions at the Annual General Meeting may renew at the previous season’s subscription rate. Other members will be required to pay the new rate as agreed at the A.G.M. In the event of late payment, i.e. after the date of the Pre-Season Meeting a levy of 10% will be added to cover costs of late registration. This rule will not apply to New Members.

2.2 Life Members

A LIFE MEMBERS shall not exceed three in number, must be recommended to the Executive Committee and elected at a General Meeting of the Club. They shall not be required to pay subscriptions.

B LIFE VICE PRESIDENTS of the Club shall not exceed three in number at any time and a vacancy occurring may be filled at the next General Meeting of the Club. They shall not be required to pay subscriptions.

2.3 Visitors and Guests

A ADMISSION OF VISITORS: At the discretion of the Executive Committee members of visiting clubs or teams and their travelling guests will be afforded the facilities of the Club for the day of their visit. They are entitled to avail themselves of the provisions of the current Licensing Laws, and to purchase intoxicating liquor for consumption on the Club premises.

B GUESTS: On any one occasion, any FullClub member may introduce up to three guests, whose name and address, together with the name of the member introducing, shall be entered in the visitors’ book kept on the Club premises for the purposeand a fee of £1 per guest be paid. The number of occasions on which a named guest may be introduced is limited to six in any one year. Members introducing guests are responsible that the rules are complied with and the guest or guests may not purchase excisable liquor.

2.4 Subscriptions

The annual subscription for membership shall be recommended by the Executive Committee and determined at the Annual General Meeting of the Club.

2.5 Finances

A The Treasurer shall ensure the funds of the Club are deposited in one or more Bank accounts approved by the Executive Committee, and that no financial liabilities are incurred or payment made except as authorised by the Executive Committee or by a General Meeting of the Club. No investments of Club funds shall be made without similar authority.

B The Treasurer shall receive all monies payable to the Club and shall issue receipts for all payments, subscriptions and donations. He or she shall make all out-going payments on behalf of the Club. He or she shall keep a debit and credit account and prepare the annual financial report and statement of the Club immediately after the end of the Club’s financial year.

C The Treasurer shall collect all fees for entry to the County and District competitions, which shall be payable prior to the closing date for entries.

D All cheques drawn on behalf of the Club shall be signed by the Treasurer and any other ONE of two named Club officers or Ex officers or Committee members.

E The Treasurer shall submit to the Annual General Meeting of the Club a duly audited statement of finances, and a copy shall be made available to each member of the Club.

F There may be paid out of Club funds the travelling and other expenses necessarily incurred by members when attending meetings on behalf of the Club in a representative capacity. However, the Treasurer will not pay such expenses unless the claimant produces bona fide proof of the attendance or expenses that have been paid.

G The Club Independent Auditors shall examine the Club accounts and financial position and shall report to the Annual General Meeting whether they are correct and in accordance with the Club policy.

H The Club Independent Auditors shall have the right to examine all Club Accounts and minutes of meetings at any reasonable time.

I The Club accounts shall be made available for inspection to any member of the Club upon request to the President or Secretary.

J On retiring from office the Treasurer shall hand over to his or her successor, or to the Secretary, all up-dated books, monies and papers belonging to the Club. The Club Independent Auditors will then examine the accounts, etc.

K The Assistant Treasurer shall understudy the Treasurer and render assistance when required. He or she may deputize for the Treasurer in his or her absence.

2.6 Secretary

A The Secretary shall convene, attend and take minutes of all General meetings of the Club, and all meetings of the Executive Committee.

B The Secretary shall conduct the correspondence of the Club.

C The Secretary shall attend Bowls Hampshire and P&D Meetings

D The Secretary shall send in men’s and ladies’ affiliation fees and competition entry fees to Bowls Hampshire and shall send in the men’s affiliation fees and competition entry fees for P&D.

E On his or her retirement from office the Secretary shall hand over to his or her successor, or to the President, all books and papers appertaining to the office.

2.7 Captains

A The Captains shall be in complete charge of the conduct of members on the green and will act as arbiter in the case of any dispute brought to their notice, subject to the members’ right of appeal to the Executive Committee.

B The Captains shall be responsible for ensuring the standard of dress required in the rules is maintained.

C The Club Captain will take the Chair in meetings of the Selection Committee.

D The Captains shall be responsible for collecting the appropriate match fees from the team members and shall hand them to the Treasurer or his agent. This will also include the collection of green fees from the opposing team when the occasion demands.

E The Captains will be responsible for telephoning or e-mailing results for home games and also send in the score cards within 3 days. .

2.8 Fund Raising Officer

A The Fund Raising Officer shall be responsible for organising Fund Raising activities.

B The Fund Raising Officer shall incur no financial liabilities nor make any payment or investment except as authorised by the Executive Committee.

2.9 Social Secretary

A The Social Secretary shall, with helpers, be responsible for organising social functions, friendly teas and the raffle.

B He/She will supply only tea, coffee and biscuits for league games as required and coffee mornings.

C He/She will ensure cleaning materials are available.

2.10 Competition Secretary

A The Competition Secretary shall organise and supervise the running of all approved Club competitions, in accordance with the Competition rules.

B He/she shall be responsible for the engraving of all Club trophies and to ensure they are ready for presentation when required. He/she shall ensure the Honours Boards are kept up-to-date.

2.11 Bar Manager

 A The Bar Manager is responsible to the Executive Committee for the overall running of the bar.

 B He/she is responsible for the purchasing, stocking and pricing at his discretion.

 C He/she will bank all takings and will liaise with the Treasurer on a regular basis, i.e. once a month.

 D He/she will draw up a Duty Bar Person rota from volunteers to ensure the bar is manned whenever it is required.

 E He/she and all bar staff are to ensure that the bar is run in accordance with all licensing laws covered by our club licence as exhibited.

2.12 Ladies’ Secretary

 A The Ladies’ Secretary shall attend Bowls Hampshire, P&D WBA and Executive Committee meetings, reporting back as necessary.

 B Send in Ladies’ P & DCompetition entries & affiliation fees and provide information for Year Book, etc.

2.13 Match Secretary

 A The Match Secretary shall compile the Fixture List of matches to be played by all Club teams.

 B He/she shall draw up the Fixture Book, for the printer, including current list of members’ names and telephone numbers as supplied by the Secretary.

2.14 Maintenance Manager

 A The Maintenance Manager is responsible to the Executive Committee for the general maintenance of the club and surrounding areas.

 B Compile a maintenance log of all defects.

 C Responsible for all annual maintenance schedules.

 D He shall be given a float for emergency expenditure for repairs/maintenance and will account to the Treasurer for monies paid.

2.15 Club Coach

A The Club Coach shall give advice and instruction to members of the Club as required on all aspects of the game of bowls, in accordance with the Bowls England Coaching Scheme.

B He or she shall, whenever possible, be a member of the Club qualified by examination under the Bowls England Coaching Scheme.

C The Club Coach shall be responsible to the Club Captain.

2.16 Dress

A The Dress to be worn for matches and competitions shall be of the recognised standard or as published in the team selection sheet.

Men “Whites”: Club shirt, white trousers; or white shorts with the “Bowls England” logo.

 “Greys”: Club shirt, grey trousers, or grey shorts with the “Bowls England” logo.

 Optional: Blazer with club badge, white shirt and club tie for functions.

Ladies “Whites”: Club shirt, white trousers; regulation skirt; crops; or white shorts with the Bowls England” Logo

 “Greys”: Club shirts, grey trousers; regulation skirt; crops; or grey shorts with the “Bowls England” Logo.

Club competitions – For players and markers: “Greys” for the rounds, “Whites” for Finals.

Footwear: Players, umpires and markers shall wear flat-soled (“heel-less”) footwear when they play on the green or act as umpires or markers. Sandals may be worn at own risk.

2.17 Bar

A The management of the bar of the Club shall be vested in the Bar Manager and Assistant elected at the Annual General Meeting. The President, Vice President, Secretary and Treasurer shall be ex-officio members of the Bar Committee.

B BAR OPENING HOURS: The permitted hours for the supply of intoxicating liquor shall be those fixed from time to time by the Executive Committee of the Club in accordance with the provisions of the current Licensing Laws as exhibited.

C No person under 18 years of age may purchase or consume intoxicants in the Club.

D The Executive Committee or Bar staff has the right to refuse to sell or supply to anyone at their discretion.

##### 2.18 Complaints

A The Club has adopted Bowls England Regulation No. 9, and that will be the basis for handling all Disciplinary matters” - (if anyone wants to check this out it will be in the Bowls England Handbook)

**Appendix A – Club Competition Rules**

1 A The Club Competitions for the ensuing year shall be decided at the Annual General Meeting.

 B The Executive Committee shall have the right to include in the Club’s bowling season any further competitions as they see fit in order to secure the enjoyment of the members. The rules for each additional competition shall be decided by the Executive Committee and promulgated on the Club notice board.

 C Any member entering Club Competitions must enter a minimum of 2 Competitions.

 In order for this to be adhered to it is suggested that all competitions must be entered by a certain date, say, by 1st May. New members can enter up to the draw date. The list of competitions must go up all at once with a closing date.

1. The draw for Club competitions shall be made by the Competition Secretary in the presence of any committee member, and they shall alter the format when necessary on the day.

3 A The closing date by which each round must be completed must be shown on the notice of the draw on the Club notice board.

 B Failure to comply with the closing date will entail disqualification from further participation in the competition. Such disqualification shall be at the discretion and instigation of the Competition Secretary, subject to confirmation by the Club Captain.

 C Requests for extension of completion dates for rounds (except Semi-Finals and Finals) must be in writing and signed by both competitors/teams and lodged with the Competition Secretary at least seven days before the completion date.

4 A The first named in the draw shall be the Challenger and shall have the choice of rink.

 B The Challenger must communicate with his or her opponent as early as possible and offer three dates for the round to be played. Such dates must avoid County and District competition dates and Club Match dates.

 C When arranging any Competition fixtures, notice should be taken of the Club Fixtures Book in order to ensure a rink is available and to avoid Club commitments. If it is necessary to play on such dates, rinks cannot be booked without prior arrangements being made with the Captain of the Day.

 D The opponent must accept one of the dates offered by the Challenger or come to a mutual agreement for the round to be played on an alternative date. Failure will result in the tie being awarded to the Challenger, provided the facts are reported to the Competition Secretary.

 E If the Challenger shall fail to offer dates as required, his opponent shall, with the consent of the Competition Secretary, assume the role of Challenger.

 F In all singles competitions, the Challenger will be responsible for supplying a marker.

5 Any competitor failing to appear on the green within thirty minutes of the agreed time for the commencement of the game will forfeit his right to further participation in the competition, unless adequate reasons for his or her failure are given to the Competition Secretary within 24 hours of the date fixed for the match.

6 In the event of a competitor being unable to play, other than in a singles match, a substitute may be allowed provided he or she has not previously played in the competition. Only one substitute per team is permitted, although the same substitute may play in ensuing rounds if necessary. The substitute may not play as skip.

7 The scorecards must be signed by both players in singles matches, and by the skips in team matches, at the conclusion of the match. They will then be deposited with the Competition Secretary who will record the result on the competition sheet on the Club notice board.

8 A The Finals of all Competitions will be played on a day and at a time decided by the Executive Committee, unless undue hardship is caused when an alternative date will be arranged if possible.

 B The President or Vice President will mark the finals of all singles competitions.

 C Whites will be the dress for all competitors and markers over the club finals weekend.

9 Winners of perpetual trophies belonging to the Club will be responsible for the safe-keeping and return of the trophies at least one month prior to the closing date of the season.

**Appendix B - Standing Orders for General Meetings**

1 Meetings shall commence at the time published in the Notice of the Meeting and shall not exceed two and a half hours. An extension of time may be allowed subject to a majority vote of the full members present.

2. The Chair at General Meetings of the Club shall be taken by the President, Vice President, or by a Chairman elected by the full members present.

1. The agenda shall have priority over all other business. The Chairman shall exercise his discretion in admitting new business.
2. The ruling of the Chairman shall be final on all questions under these Standing Orders unless challenged by no less than four full members or two-thirds of the meeting vote to the contrary.
3. Any of these Standing Orders may be suspended on a proposition that is supported by a majority of full members present.
4. No proposition shall be discussed unless it is seconded.
5. The mover of a proposition shall be allowed five minutes to speak on the same, and other speakers shall also be allowed five minutes.
6. Speakers may speak only once on a proposition or amendment except the mover who has a right of reply.
7. No member shall interrupt another whilst speaking, except on a point of order.
8. To any proposition any number of amendments may be put, but not more than one amendment may be put before the meeting at one time.
9. An amendment if carried as a substantive proposition may have an addendum proposed to further amend it.
10. The Chairman shall take no part in discussion except he or she vacates the Chair, as is his or her right as an ordinary member, when he or she may then voice a personal opinion.
11. Except where otherwise stated in these Constitution and Rules, voting may be by show of hands, voice or ballot.
12. No proposition once carried may be further discussed, amended and or altered at the same meeting.
13. No vote shall be taken on any proposition moved under Any Other Business until it has been published in the Agenda of a future Meeting.