

THE HONITON BOWLING CLUB CONSTITUTION AND RULES

Adopted at the AGMs held on 3rd March 1976 and further amended on 23rd November 1983, 12th December 1988, 21st May 1990, 2nd August 1993, 22nd November 2002, 19th November 2004, 29th March 2005, August 2008, 11th February 2011, 9th November 2018, 19th January 2019, May 2022, 10 November 2023

1.0 Name and Address

The Club shall be called "The Honiton Bowling Club", hereinafter referred to as "the Club", situated at Bowling Green Lane, Streamers Meadows, Honiton, Devon. EX14 2DP

2.0 Affiliation

The Club shall be affiliated to the following organisations:

- Bowls England
- Bowls Devon
- English Indoor Bowling Association
- Devon County Indoor Bowling Association
- Devon County Ladies Indoor Bowling Association

3.0 Objectives

The objectives of the Club shall be:

- 3.1 That play on the greens shall be in accordance with the laws of the game as laid down by the respective International Bowling Boards. The Playing Committee of the respective section shall have the power to vary conditions of play to meet local requirements.
- 3.2 The encouragement of the amateur sport of bowls and of social activities between members.
- 3.3 The maintenance of all property and equipment at Bowling Green Lane, Honiton
- 3.4 To provide a safe environment for all members and visitors.
- 3.5 To hold Championship and Club Competitions, League and representative matches and other games as required.

4.0 Membership

- 4.1 Membership shall be open to all persons. No application for membership shall be refused other than on reasonable grounds. There shall be no discrimination.
- 4.2 Membership
 - Playing Members — paying an annual subscription(s) - with new adult members paying a joining fee.

- Life Members — (who are not required to pay an annual subscription). The Management Committee may elect as a life member, any Club member who has given outstanding service to the Club.
 - Non-playing Members — paying an annual subscription. Provided that the proportion of non-playing members does not exceed 10% of the total membership of the Club.
- 4.3 Candidates will be required to attend a session with the Club Coach to ensure that their participation will not be injurious to themselves, other members or the playing surfaces. If necessary candidates will be offered help to achieve this requirement.
- 4.4 All candidates whose applications are approved shall, on payment of the joining fee and the first annual subscription shall become members.
- 4.5 Membership Sub-Committee may refuse membership only for good cause such as conduct likely to bring the Club or sport into disrepute. Appeal against refusal may be made to the Management Committee using the procedure described in Section 22 of this Constitution.
- 4.6 A successful applicant shall be so informed of membership by the Club Secretary. Payment of the joining fee and annual subscription shall be deemed to signify acceptance of the club rules, which are published on the clubhouse notice board

5.0 Subscriptions

- 5.1 The amount of the joining fee, annual or other subscription for each category of membership shall be decided by the members at an Annual or Special General Meeting of the Club, to which meeting the recommendations of the Management Committee shall be submitted.
- 5.2 Subscriptions shall be due and payable to the Club on a date fixed by the Management Committee. If any member fails to pay the subscription by the set date, his/her membership shall be deemed to have ceased. If at any time a person whose membership has ceased, (who shall be so notified), gives an acceptable explanation to the Management Committee, such person may, at the discretion of the Management Committee and upon payment of any arrears, be re-admitted to membership without payment of a joining fee.
- 5.3 A newly elected member joining during the season shall pay the full joining fee and the proportion of the subscription agreed by the Management Committee.
- 5.4 Should a member leave the club and join another bowling club, then a joining fee will be payable upon subsequent reapplication to join the club.

6.0 Trustees

- 6.1 There shall be at least three but not be more than four Trustees of the Club, who shall be nominated by members at a General Meeting and shall respectively hold office until death, resignation or removal from office by a resolution of the members.
- 6.2 All property of the Club (including land and investments) shall be held by the Trustees for the time being in their own names so far as necessary and practicable for the use and benefit of the Club.

- 6.3 Upon death, resignation or removal from office of a Trustee, the Management Committee shall take steps to procure the appointment, by the Club in General Meeting, of a new Trustee in his/her place; and shall as soon as possible thereafter take all lawful and practicable steps to procure the vesting of all Club property into the names of the Trustees as constituted after the said appointment.
- 6.4 The Trustees 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 pledge any Club property for the purpose of raising or borrowing money for the benefit of the Club in compliance with the Management Committee's directions. No purchaser, lessee, mortgagee shall be concerned to enquire whether any direction has been given.
- 6.5 The Trustees shall be indemnified against all claims, losses, damages or expense incurred by them in their capacity as Trustees of the Club. In the event of the assets of the Club being insufficient to meet any such liability, then the Club members at the time of the said liability arising will jointly and severally indemnify the Trustees.

7.0 Management Committee

- 7.1 The management of the Club shall be vested in the Management Committee. Responsibilities shall include:
- Formation and implementation of the Club policy.
 - Financial Control.
 - Maintenance of property.
 - Co-ordination of the Club's committees.
 - Ensuring the effective administration of the Club.
- 7.2 Membership shall consist of:
- Club President
 - Club Chairman
 - Club Secretary
 - Club Treasurer
 - Green Keeper
 - Property Manager
 - Chairman of the Bar Committee
 - Chairman of the Catering Committee
 - Secretaries of the two Playing Committees
 - Four elected members.
- 7.3 The Management Committee shall have the power to fill vacancies from amongst its members and co-opt other persons for purposes.
- 7.4 Nine members present at a Management Committee meeting shall constitute a quorum.
- 7.5 Proceedings of the Committee shall be decided by a simple majority vote. The Club Chairman shall have the casting vote.
- 7.6 The Committee shall have regard to the wishes of club members as agreed at a General Meeting of the Club.

- 7.7 Any five members of the Committee may requisition the Club Secretary to call a special meeting of the Committee, specifying the business to be transacted.
- 7.8 The Management Committee shall devolve responsibilities to the following:
- Greens Sub-Committee
 - Property Management Sub-Committee
 - Bar Sub-Committee
 - Catering Sub-Committee
 - Membership Sub-Committee
- 7.9 The Management Committee may make, amend, or rescind regulations or bylaws for the administration and control of the sections; including the power to delegate to the sections such duties or undertakings as may be considered desirable and proper for the administration by the sections.
- 7.10 The Management Committee shall appoint a Fire Officer, Health and Safety Officer, Safeguarding Officer and Club Coach who shall be co-opted onto the Management Committee, if not already serving on the Committee.
- 7.11 All those named above in 7.2, (with the exception of the two playing Section Secretaries) shall be elected at the Annual General Meeting of the Club or at a Special General Meeting called for such appointments.
- 7.12 Except in the case of the Club President, Treasurer and Secretary, any vacancy on any committee during the year may be filled by the Management Committee.
- 7.13 Any member wishing to resign from the Management Committee shall give the Club Secretary not less than seven days' notice in writing.
- 7.14 Any member of any committee who is absent from three consecutive meetings of the committee concerned, without reasonable explanation, shall be deemed to have resigned.

8.0 Playing Section Committees

- 8.1 The management of all playing matters shall be vested in a Section Committee for each of the sections, Outdoors and Indoors
- 8.1.1 Each Section Committee shall consist of the Captain, (who shall be in the chair), Vice-Captain, Section Secretary, Match Secretary and Assistant, Competitions Secretary and three elected members. These posts shall be filled annually at the respective section AGM.
- 8.1.2 Each Section Committee shall organise its own bowling activities and ensure that members abide by the rules of the Club.
- 8.2 Match fixtures shall be arranged mutually between sections.
- 8.3 Selection Committee(s) structure to be as shown on the Structure Plan.

9.0 Sub-Committees

9.1 Greens Sub-Committee

The maintenance of the greens, shall be under the control of the Greens Committee consisting of the Green Keeper who shall be the chairman and two other elected members, The Greens Sub-Committee shall be subject to such directions as may be given to it by the Management Committee.

9.2 Property Management Committee

The improvement and maintenance of the fabric of the club, excluding the outdoor green, shall be under the control of the Property Management Committee, consisting of the Property Manager, who shall be chairman, two other elected members and the co-opted Health and Safety Officer and Fire Officer.

The Property Management Sub-Committee shall be subject to such directions as may be given to it by the Management Committee

9.3 Bar Sub-Committee

Responsibility for the purchase of and the supply of intoxicating liquors and non-intoxicating beverages by the Club shall be under the control of the Bar Sub-Committee, consisting of a chairman and three elected members.

It is also the responsibility of the Bar Sub-Committee to

- Keep full and accurate records of all purchases and sales.
- Give to the Management Committee such information as may be required by the Management Committee.
- Comply with all requirements of the Licensing Authority for the time being in force.

9.4 Catering Sub- Committee

The provision of catering at the Club shall be under the control of the Catering Sub-Committee, which shall be subject to such directions as may be given to it by the Management Committee and shall consist of a chairman and at least three elected members.

9.5 Membership Sub-Committee

Applications for membership under section 4.0 shall be determined by the Membership Sub-Committee, which shall consist of the Club President, Chairman and Secretary.

9.6 Selection Sub-Committees

Team selections shall be under the control of the appropriate Selection Sub-Committee as listed in the Structure Plan.

10.0 Club Annual and Special General Meetings

10.1 An Annual General Meeting, (A.G.M.), of the Club shall be held as soon as practicable after the end of the financial year and fifteen months shall not elapse without a General Meeting. At an A.G.M. the following business shall be conducted:

- Receiving the reports of the Club Secretary, Treasurer, Green Keeper and Property Manager.
- Adopting the Club's accounts for the year ending 30th September
- Electing the Management Committee (except the two section secretaries).
- Appointing the Club's Financial Auditors (2).
- Transacting other business specified in the agenda for the meeting.
- Such other business as shall have been communicated to the Club Secretary and included in a notice convening the meeting.
- There shall be no other business.

10.2 A notice advertising that an Annual General Meeting is to be held together with the appropriate Nomination Forms shall be posted on the club notice board at least forty-two days prior to the meeting date.

10.3 At least fourteen days' notice of the Annual General Meeting shall be given by the Club Secretary to every member qualified to vote, stating the business to be transacted. Any member desiring to bring forward any matter for discussion at the Annual General Meeting must give written notice of the motion to the Club Secretary at least twenty-one days before the meeting, save that in the case of any matter of urgent importance or in the general interest of the Club, the Chairman at any such meeting may dispense with such notice.

Nominations for election must be made on the official form provided for the nomination of members for all positions enumerated in the Structure Plan.

The nomination form shall be signed by the proposer, the seconder and the nominee, (all of whom shall be members who are entitled to vote at a General Meeting), before the closing date, which shall be fourteen clear days before the date of the Annual General Meeting or seven clear days in the case of a Special General Meeting called for the purpose of the election.

Nominations shall not be accepted after the date stipulated except that if, at any such meeting there are insufficient nominations to fill all vacancies, additional nominations may be accepted by the Chairman at the meeting, with the consent of the nominee.

Where nominations for any position exceed the number required, election shall be by secret, paper ballot of members present at the meeting who are entitled to vote.

10.4 A Special General Meeting of the Club, giving at least seven days notice to all members qualified to vote, shall be called by the Club Secretary, either on a resolution of the Management Committee or a requisition signed by ten members or one-fifth of the total number of members, (being members who are entitled to attend and vote), whichever is the less. The requisition made by members as aforesaid for a Special General Meeting shall

be in writing and shall set out the matters to be discussed and/or the motions to be proposed at such meeting.

10.5 Only playing and life members shall be entitled to hold office or vote at an Annual General Meeting or Special General Meeting.

10.6 Playing Section Committees' AGMs shall adhere to the above format and timescales described.

11.0 Management Committee and Sub-Committees

11.1 The Management Committee shall have power to appoint and disband such subcommittees as are necessary to assist in the carrying on of the affairs of the Club. Members who are entitled to vote at any General Meeting shall be eligible for election to such subcommittees.

11.2 The Management Committee shall have the power to make regulations and byelaws for the guidance of members of the Club or any section of the Club. These however shall not enlarge, abridge or conflict with the Constitution and Rules and may be varied or annulled by the Management Committee or by members of the Club at any Annual or Special General Meeting of the Club.

11.3 The Chair of each committee shall have a casting vote, in addition to his/her ordinary vote, if the voting is equal.

12.0 Club Premises

The Club premises shall be open during such hours and on such days as the Management Committee decide.

13.0 Guests

Subject to such restrictions as the Management Committee may impose, any member may occasionally bring and entertain not more than four guests at the Club premises, but such guests shall only remain whilst the members introducing them are present. Members shall be responsible for the due observance of the Constitution and Rules of the Club by their guests and shall their names in a book kept for the purpose. No guest shall attend the Club premises more than six times in any one year.

14.0 Intoxicating Liquors

14.1 Intoxicating liquor shall not be sold or supplied to persons under the age of eighteen, nor shall any member obtain intoxicating liquor for such persons.

14.2 New members are not permitted to purchase intoxicating liquor until a period of two days has elapsed from the date upon which they obtained membership of the Club.

14.3 The sale and supply of intoxicating liquor may be permitted on such days and during such hours as the Management Committee may from time to time decide but will not extend beyond the days and hours shown on the Club Premises Certificate issued by East Devon District Council under the Licensing Act 2003 and displayed in the Clubhouse.

14.4 On any day that the Club Premises are open for any match, County or other competition for which the Club is constituted, visiting players taking part in such game together with their officials and supporters, shall be entitled to use the Club premises and to purchase intoxicating liquor for consumption therein, subject to the control of any member of the Management, Bar Committee or Bar Steward who may, at their absolute discretion, refuse admission or the right to purchase or to be supplied with intoxicating liquor.

14.5 Intoxicating liquor will not be sold or supplied to members of the general public.

15.0 Finance

15.1 All monies received on behalf of the Club shall be paid to the Club Treasurer or designated official who shall pay the same into the appropriate account of the Club's bankers. The Club Accounts shall be made up to the 30th day of September each year. All cheques, drafts and negotiable instruments shall be drawn on the appropriate banking accounts and shall be signed, drawn, endorsed or otherwise executed in such manner as the Management Committee shall from time to time determine.

15.2 No money or property of the Club shall be applied otherwise than for the benefit of the Club as a whole, for some charitable purpose approved by the Management Committee, or for purposes authorised by resolution of a General Meeting.

15.3 The members may at a General Meeting empower the Management Committee to borrow money upon such terms, upon such security and subject to such conditions as shall be specified in a resolution duly passed at such meeting. All members of the Club whether voting for such a resolution or not and all such persons become members of the Club after the passing of such resolutions shall be deemed to have assented to the same as if they had voted in favour of such resolution.

16.0 Alteration of Constitution and Rules

No alteration of the Constitution and Rules shall be made except at an Annual or Special General Meeting. Motions for alterations, additions or deletions shall be deemed to be passed on a simple majority vote.

17.0 Matters Not Provided For

If any matter shall arise which in the opinion of the Management Committee is not provided for in the Constitution and Rules, then the same may be determined by the Management Committee in such matter as it deems fit and every such determination shall be binding upon members, unless and until set aside by a resolution of a General Meeting.

18.0 Interpretation of Rules

The Management Committee shall be the sole authority for the interpretation of the Rules and any Byelaws made by that Committee and, the decisions of the Management Committee upon any question of interpretation and upon all matters not provided for by the Constitution and Rules or Byelaws shall be final and binding on all members.

19.0 Dissolution of the Club

In the event of the dissolution of the Club, any assets remaining after the satisfaction of all debt and liabilities shall not be paid to or distributed amongst members of the Club, but shall be given or transferred to one or more of the following approved sporting or charitable bodies.

- A registered charitable organisation(s).
- Another club which is a registered Community Amateur Sports Club.
- The sport's national governing body for use by them for related community sports.

20.0 Indemnity

20.1 Each member of the Club shall (to the extent that such person is not entitled to recover under any policy of insurance) be entitled to be indemnified out of any and all funds available to the Club, which may lawfully be so applied, against all costs, expenses and liabilities whatsoever incurred by such person in the proper execution and discharge of duties undertaken on behalf of the Club or arising therefrom, or incurred in good faith in the purported discharge of such duties

20.2 All elected officers of the Club shall be indemnified against all losses, claims, damages or expenses by the Club. In the event of the Club property being insufficient to meet any such liability then the members of the Club, defined in Rule 4.1 and 4.2, at the date the said liability occurred shall be jointly and severally liable to indemnify the Officers of the Club.

21.0 Code of Conduct

It is the responsibility of all members to read, and be aware of, and follow the Club Byelaws, which along with this Constitution comprises the code of conduct expected of all members. Acceptance of Membership of the club is deemed to be acceptance of the Code. A copy of the Club Constitution and the Club Byelaws shall be made available to club members through the Club Manual.

21.1 The Code of Conduct covers: -

- The behaviour and conduct of members before, during and after events.
- Any action likely to bring the game of bowls or Honiton Bowling Club into disrepute or is contrary to Bowls England, EIBA Ltd, Bowls Devon, DCIBA or DCLIBA Rules or misconduct.
- Failure to observe the Club's Constitution and Rules and Byelaws.
- Failure to comply with the dress code.

21.2 Allegations of breaches of the Code shall be made to the Club Secretary, in writing, giving full details.

21.3 A member who is subject to an alleged breach of the Code must be advised by the Club Secretary in writing of the nature of the complaint and advised that an enquiry is to take place.

21.4 The Management Committee shall investigate alleged breaches of the Code and decide the appropriate action and impose such penalty as it sees fit.
All Disciplinary meetings will be carried out in accordance with Bowls England Rules 9 and 9a.

21.5 A member aggrieved by the Management Committees decision may appeal the decision by notifying the Club Secretary in writing of wish to so appeal.

- 21.6 The appellant shall be invited to attend the hearing and may bring witnesses to support the appeal.
- 21.7 Any member dissatisfied with the outcome of the proceedings may appeal to the appropriate national body by the procedure set in their rules.
- 21.8 No member shall be expelled without at least 75% of the Management Committee present at the meeting voting in favour of expulsion.

22.0 Cessation of Membership

Any person shall, upon ceasing to become a member of the Club for any reason, forfeit the right to claim upon the Club and its property and funds and shall be indemnified by the Club against any debt or other liability of the Club.

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