



**HARPERBURY BOWLS CLUB
CLUB CONSTITUTION AND RULES**

Version 1.0

2022

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FOR REVIEW

Section 1: Name and Objectives

- 1.1 The name of the Club shall be 'Harperbury Bowls Club (hereinafter referred to within this constitution as the 'Club').
- 1.2 The Club shall be affiliated to Bowls England, Hertfordshire County Association, St Albans & District Bowls Association, St Albans & District Ladies Bowls Association & Watford & District Bowls Association
- 1.3 The objectives of the Club are to provide facilities for, and to promote participation in, the amateur sport of outdoor flat green bowls in areas of London Colney St Albans and surrounding districts including the civil parish of St Stephens, Shenley, Radlett and Borehamwood,
- 1.4 The objectives of the Club, as far as is practicable, are to improve the conditions of life and mental health of all persons who take part in the amateur sport of outdoor flat green bowls
- 1.5 The Club shall adopt and conform to Bowls England Rules & Regulations and the current Laws of the Sport of Bowls.

FOR REVIEW

Section 2: Officers of the Club and Elected Representatives

- 2.1 The Officers of the Club shall be Full or Associate Members of the Club and shall consist of
- President
 - Chairman
 - Secretary
 - Treasurer
 - Club Captain
 - Ladies County Delegate
 - Mens County Delegate
 - St Albans & District Ladies Delegate
 - St Albans & District Mens Delegate
 - Watford & District Delegate
 - Green Ranger

Officers shall be elected at the Annual General Meeting and shall hold office for the period of election, retiring at the end of the period of election. All Officers of the Club shall be eligible for re-election to the same office or another office at the end of their current period of election. Full or Associate Members may hold more than one Officer position but not more than two Officer positions at any one time. Officers of the Club shall take a position on the committee of the Club

The Elected Representatives of the Club shall be Full or Associate Members of the Club and shall consist of

- Vice Captain
- Health & Safety Officer
- Membership Secretary
- Competition Secretary
- Fixture Secretary
- Ladies Team Selector
- Mens Team Selector
- Welfare Officer
- Bar Manger/ess

Elected Representatives shall be elected at the Annual General Meeting and shall hold office for the period of election, retiring at the end of the period of election. All Elected Representatives of the Club shall be eligible for re-election to the same office or another office at the end of their current period of election. Full or Associate Members may hold more than one Elected Representative position but not more than three in total Officer or Elected Representative positions. Elected Representatives may not take a position on the committee of the Club but shall submit reports to the committee on the required date and attend by invitation from the Chairman of the committee or by request from themselves

Section 3: Membership

3.1 Categories and votes of Membership

- 3.1.1 The club may have different classes of membership and subscription on a non-discriminatory and fair basis.

Refer to Appendix F: Bowls England CASC Guidance Note

There shall be the following categories of membership with power to vote at all relevant meetings of the Club as indicated hereunder.

- (a) A FULL MEMBER – being a person who, at the date of election, shall have attained the age of eighteen years shall have one vote.
- (b) A JUNIOR MEMBER – being a person who, at the date of election, is under the age of eighteen and/or be in full time education shall have no vote. Such a member shall be one who at the commencement of the subscription year joins the Club other than as a full member or a family member.
- (c) AN HONORARY/LIFE MEMBER – who shall have one vote
- (d) AN ASSOCIATE MEMBER – being a person who at the date of election, shall have attained the age of eighteen years
An ASSOCIATE MEMBER who in previous years was a FULL MEMBER or was an ASSOCIATE MEMBER only prior to 3rd March 2015, shall have one vote, other than this no other ASSOCIATE MEMBER shall qualify for a vote

- 3.1.2 No member may use the Club premises, or any of the facilities of the Club, until forty-eight hours have elapsed from the date of posting of notice of election.

3.2 Rights and privileges of members

- 3.2.1 The rights and privileges of each category of membership shall be as follows:-

- (a) A FULL MEMBER shall have the full use of all Club facilities. Affiliation Fees shall be payable to Hertfordshire County Association and Bowls England.
- (b) A JUNIOR MEMBER shall have the full use of all Club facilities subject only to 8.4 of this Constitution. Affiliation Fees shall be payable to Hertfordshire County Association and Bowls England.
- (c) AN HONORARY/LIFE MEMBER shall have the full use of all the Club facilities. Affiliation Fees shall be payable to Hertfordshire County Association and Bowls England.
- (d) An ASSOCIATE MEMBER shall have full use of the Club-house facilities and may at the discretion of the Club Captain or Vice Captain play in no more than four friendly matches or club competitions per season

- 3.2.2 Candidates for membership shall have no privileges whatsoever in relation to the use of the Club or premises until they have become a member.

3.3 Membership Joining Fee & Subscription Fee

3.3.1 The rate of Joining Fee (if any) and Subscription Fee for each category of Membership shall be proposed by the Committee to the members at the Annual General Meeting in each year. Any proposed changes shall be approved by a majority of those present and entitled to vote and shall become operative from 1st day of April. The current rate of Joining Fee (if any) and Subscription Fee shall be prominently displayed in the Club premises.

(a) Membership of the Club shall be open to anyone interested in the sport of outdoor flat green bowls on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. Membership may however be limited according to available facilities on a non-discriminatory basis.

(b) Membership subscriptions will be kept at levels that will not pose a significant obstacle to people participating.

Refer to Appendix F: Bowls England CASC Guidance Note

(c) The Club Committee may refuse membership or remove it, only for good cause such as conduct likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the members. If consideration of removal of membership is as a result of a disciplinary issue, the procedure to be adopted shall be that as set out at point 3.6.2 of this Constitution.

Refer to Appendix F: Bowls England CASC Guidance Note

3.3.2 All members shall pay the Joining Fee (if applicable) and their first annual subscription fee upon election to the Club and thereafter by 1st day of April each year

3.4 Members' duty to provide contact details

3.4.1 Every member shall furnish the [Honorary] Secretary with up-to-date contact details that shall be recorded in the Register of Members and any notice sent to such address/es either by post or electronically shall be deemed to have been duly delivered.

3.5 Election and retirement of members

3.5.1 Application for membership

(a) An application for membership shall be in the form prescribed by the Committee and shall include the name, address ~~and~~ contact details and previous bowling history and club memberships of the candidate. All candidates will conform to any vetting arrangements that the Committee has adopted at the time

3.5.2 Election of Members

(a) Upon receipt of an application for membership, there shall be an interval of at least two days before the meeting of the Committee at which such application for membership shall be considered. The election of all classes of members is vested in the Committee and shall be a simple majority vote of those of the Committee. The Committee may refuse applications only for good cause such as conduct likely to bring the Club into disrepute. The Membership

Secretary shall inform each candidate in writing of the candidate's election or non-election. The Membership Secretary shall furnish an elected candidate with a copy of the Rules and Byelaws of the Club and make request for such payments as are necessary.

3.5.3 Payment of Fees upon Election

- (a) Upon election, a candidate shall pay, within one calendar month, fees as shall be requested. In default of such payment, the election shall be void unless sufficient cause for delay be shown.

3.5.4 Retirement of a member

- (a) A member who retires in accordance with this Rule shall not be entitled to have any part of the annual membership fee or any other fees refunded.

3.5.5 Arrears of Subscription

- (a) The Committee may cancel, without notice being given, the membership of any member whose annual subscription and other annual fees are more than one month in arrears provided that the Committee may, at its absolute discretion, re-instate such member upon payment of arrears. No member whose annual payment is in arrears may use the Club premises or vote at any meeting.

3.6 Conduct of Members

3.6.1 Under-taking by members to comply with rules

- (a) Every member, upon election and thereafter, is deemed to have notice of, and undertakes to comply with, the Club Rules and any Byelaws and Regulations of the Club.

3.6.2 Disciplinary action against members

- (a) All disciplinary matters will be dealt with in accordance with Bowls England Regulation 9 (Misconduct)
- (b) Should any member be expelled, the former member shall not be entitled to have any part of the annual membership fee refunded and must return any property belonging to the Club.

3.6.3 Complaints

- (a) Complaints of any nature shall be addressed in writing to the [Honorary] Secretary detailing the nature of the complaint including as much detail as possible with any dates and times of any incidents if applicable.
- (b) All written complaints will be brought before the Committee at the next available committee meeting

- (c) The Committee shall determine the course of action to be taken with regards to the written complaint
- (d) In determining the course of action to be taken the Committee will be clear if such action is in accordance with conduct likely to bring the Club or sport into disrepute OR a disciplinary matter

3.6.4 Members of other Bowls England Affiliated Clubs

- (a) A member of any Club affiliated to Bowls England (a list whereof is published by Bowls England annually) may be authorised to use the premises of the Club on terms as laid down by the Committee

3.7 Limitation of Club liability

3.7.1 All references to the Club in this Section shall mean each and every individual member of the Club from time to time.

3.7.2 Members are bound by the following Rule which shall also be exhibited in a prominent place within the Club premises:

“Members of the Club may use the Club premises, and any other facilities of the Club, entirely at their own risk and impliedly accept:

(a) The Club will not accept any liability for any damage to or loss of property belonging to members.

(b) The Club will not accept any liability for personal injury arising out of the use of the Club premises, any other facilities of the Club either sustained by members or caused by the said members whether or not such damage or injury could have been attributed to or was occasioned by the neglect, default or negligence of any of them, the Officers, Committee, Trustees or Servants of the Club.”

3.7.3 Membership of the Club and acceptance of these Rules by the member will be deemed to constitute consent to the holding of relevant personal data for the purposes of the Data Protection Act.

Section 4: Management Committee

4.1 Composition of Committee

- 4.1.1 The Committee shall consist of the Officers and not more than Three Full Members (who have attained the age of eighteen years) elected at the Annual General Meeting to hold office for the term of their elected period.
- 4.1.2 Candidates for election to the Committee shall be those members of the retiring Committee eligible to offer themselves for re-election and such other full members, honorary/life member or associate members whose nominations (duly proposed and seconded in writing by Full members honorary/life member or associate members of the Club) with their consent shall have been received by the [Honorary] Secretary at least twenty eight days before the date of the Annual General Meeting in each year. Such nominations, together with the names of the Proposer and Seconder shall be posted to the Club premises at least fourteen days prior to the date of the Annual General Meeting. An appointed Trustee cannot be an officer of the club or an elected representative of the club or a member of the committee whilst holding the position of Trustee
- 4.1.3 If the number of candidates for election is greater than the number of vacancies to be filled then there shall be a secret ballot of those members present and entitled to vote at the Annual General Meeting.
- 4.1.4 If the number of candidates for election is equal to or less than the number of vacancies to be filled then all candidates shall be deemed to be elected if majority of those present at the Annual General Meeting, and entitled to vote, vote in favour of such election.
- 4.1.5 In the event of the ballot failing to determine the members of the Committee because of an equality of votes the candidate or candidates to be elected from those having an equal number of votes shall be determined by lot or previously nominated person.
- 4.1.6 If, for any reason, a casual vacancy shall occur, the Committee may co-opt another person to fill such a vacancy until the next following Annual General Meeting. Co-opted Members will be entitled to vote.

4.2 Committee Meetings

- 4.2.1 The Committee shall endeavour to meet Monthly except for November when the Annual General Meeting will be held, making such arrangements as to the conduct, place of assembly and holding of such meetings as it may wish. The Secretary where possible shall give at least seven days' notice to the committee and Elected Representatives of the date of the meeting
- 4.2.2 Voting shall be by show of hands. In the case of equality of votes the Chairman (or other nominated person) shall be entitled to a second and casting vote.

- 4.2.3 Four members personally present shall form a quorum at a meeting of the Committee.
- 4.2.4 Any conflict of interest must be declared to the Chairman (or other nominated person) prior to the start of the meeting. The Chairman (or other nominated person) will determine if the person may remain in the meeting and/or vote when the item is discussed.

4.3 Powers of the Committee

- 4.3.1 The Committee shall manage the affairs of the Club according to the Rules and shall cause the funds of the Club to be applied solely to the objects of the Club.
- 4.3.2 In particular the Committee shall ensure that the property and funds of the Club will not be used for the direct or indirect private benefit of Members other than as reasonably allowed by the Rules. No surpluses or assets will be distributed to members or third parties and all surplus income or profits will be re-invested in the Club.
- 4.3.3 The Committee may raise funds, solicit sponsorship and invite to receive contributions provided that in raising funds the Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law
- 4.3.4 The Committee may buy, lease or exchange any property necessary for the achievement of the Objectives
- 4.3.5 The Committee subject to any consents required by law may sell, lease or dispose of all or any part of the property of the Club
- 4.3.6 The Committee subject to any consents required by law may borrow money and to charge all or any part of the property of the Club with repayment of the money so borrowed
- 4.3.7 The Committee may employ such staff (who shall not be members of the Committee) as are necessary for the proper pursuit of the objects and to make all reasonable and necessary provision for the payment of pensions and superannuation for staff and their dependants
- 4.3.8 The Committee may co-operate with charities, voluntary bodies, commercial entities and statutory authorities operating in furtherance of the objectives and to exchange information and advice with them
- 4.3.9 The Committee may establish or support any charitable trusts, associations or institutions formed for all or any of the objectives
- 4.3.10 The Committee may appoint and constitute such advisory committees as the Committee may think fit
- 4.3.11 The Committee may do all such other lawful things as are necessary for the achievement of the objectives

4.4 Appointment of Sub-Committees

4.4.1 The Committee may appoint such sub-committees as it may deem necessary and may delegate such of its powers as it may think fit upon such terms and conditions as shall be deemed expedient and/or required by the law.

4.5 Disclosure of Interest to Third Parties

4.5.1 A member of the Committee of a sub-committee or any member of the Club, in transacting business for the Club, shall disclose to third parties that they are so acting.

4.6 Limitation of Committee's authority

4.6.1 The Committee, or any person or sub-committee delegated by the Committee to act as agent for the Club or its members, shall enter into contracts only as far as expressly authorised, or authorised by implication, by the Committee. No one shall, without the express authority of the Committee, borrow money or incur debts on behalf of the Club or its membership.

4.7 Members' indemnification of Committee

4.7.1 In pursuance of the authority vested in the Committee by members of the Club, members of the Committee are entitled to be indemnified by the members of the Club against any liabilities properly incurred by them or any one of them on behalf of the Club wherever the contract is of a duly authorised nature or could be assumed to be of a duly authorised nature and entered into on behalf of the Club.

(a) Indemnity Clause

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 all funds available to the Club which may lawfully be so applied against all costs, expenses and liabilities whatsoever [reasonably] incurred by such person in the proper execution and discharge of duties undertaken on behalf of the Club arising there from, or incurred in good faith in the purported discharge of such duties.

~~(b)~~ Save in any such case where any such costs, expenses and liabilities arise in connection with any negligence, default, breach of duty or breach of trust.

(c) Provided that any such member so indemnified has been properly authorised in relation to the duties undertaken on behalf of the Club by the General Committee.

4.7.2 The limit of any individual member's indemnity in this respect shall be a sum equal to one year's subscription at the then current rate of that category of membership unless the Committee has been authorised to exceed such limit by a General Meeting of the Club.

4.8 Contractual Liability

- 4.8.1 The Committee shall endeavour to ensure that the following clause is incorporated in every contract, lease, licence or other agreement entered into by the Committee and/or Trustees of the Club, as appropriate.

The liability of the [Committee/Trustees] for the performance of any contractual or other obligation undertaken by them on behalf of the Club shall be limited to the assets of the Club from time to time.

4.9 Nomination of Honorary Members/Life Members by Committee

- 4.9.1 The Committee may nominate for election at an Annual General Meeting such Honorary/Life Members as the Committee may think fit.

- 4.9.2 The election of Honorary/Life Members shall be placed before the Annual General Meeting each year and such Honorary Members shall be duly elected if two thirds of those present, and entitled to vote, vote in favour of election.

FOR REVIEW

Section 5: Trustees

- 5.1 There shall be at least three Trustees of the Club who shall be appointed from time to time as necessary by the Committee of the Club from among Full, Associate or Honorary Members who are willing to be so appointed.
An appointed Trustee cannot be an officer of the club or an elected representative of the club or a member of the committee whilst holding the position of Trustee
- 5.2 A Trustee shall hold office until they resign by notice in writing given to the Committee or until a resolution removing them from office be passed at a meeting of the Committee by a majority comprising two-thirds of the members present and entitled to vote.
- 5.3 All the 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 it is necessary and practicable, on trust for the use and benefit of the Club. In the event of the death, resignation, or removal from office of a Trustee, the Committee shall nominate a new Trustee in his 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 such nomination.
- 5.4 The Trustees shall in all respects act as the signatories for the Lease and all other legal documents. The Trustees may at their discretion delegate the signatory of low value commercial contracts to the Treasurer to enable the smooth running of the club. Such delegation shall not exceed a single commercial contract value of £5,000
- 5.5 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 Committee and shall have power to sell, lease, mortgage or pledge any Club property so held for the purpose of raising or borrowing money for the benefit of the Club in compliance with the Committee's directions (which shall be duly recorded in the Minutes of the proceedings of the Committee) but no purchaser, lessee or mortgagee shall be concerned to enquire whether any such direction has been given.
- 5.6 The Trustees shall be effectually indemnified by the members of the Club out of the assets of the Club and/or from the club insurance procured in accordance with the requirements of the landlord from and against any liability, costs, expenses and payments whatsoever which may be properly incurred or made by them in the exercise of their duties or relation to any property of the Club vested in them, or in relation to any legal proceedings, or which otherwise relate directly or indirectly to the performance of the functions of a Trustee of the Club.
- 5.7 The Trustees shall in all respects act as oversight of the committee to ensure the correct, transparent and lawful operation of the club ensuring that the Club is operating properly within the terms of this Constitution, Rules and Lease, and is complying with all Legal and Statutory requirements. for the benefit of the members.
- 5.8 The Trustees will meet with The Chairman, Treasurer, Secretary and Club Captain on a regular basis, a minimum of twice a year, and with the whole of the Executive Committee if the need arises to perform the requirements of the above clause 5.7

- 5.9 The Trustees may co-opt the help, advice, support or facilitation of any member that has the experience and knowledge that they require as approved by the committee and is not in conflict with clause 5.1 above

FOR REVIEW

Section 6: Annual General Meeting

- 6.1 An Annual General Meeting of the Club shall be held each year in the month of November on a date to be fixed by the Committee. The [Honorary] Secretary shall at least fourteen days before the date of such meeting circulate to each member notice hereof and of the business to be brought forward thereat. This may be either by post or electronically.
- 6.2 No business, except the passing of the Accounts and the election of the Officers, Committee, Trustees and Honorary Auditors, and any business that the Committee may order to be inserted in the notice convening the meeting shall be discussed at such meeting unless notice thereof be given in writing by a member entitled to vote to the [Honorary] Secretary at least 28 days before the date of the Annual General Meeting.
- 6.3 The Committee may at any time, upon giving twenty one days notice in writing, call a Special General Meeting of the Club for any special business, the nature of which shall be stated in the summons convening the meeting, and the discussion at such meeting shall be confined to the business stated in the notice sent to members.
- 6.4 The Committee shall call a Special General Meeting upon a written request addressed to the [Honorary] Secretary signed by at least fifteen members. The Committee shall meet within fourteen days of the request in order to call a SGM. The Committee shall give twenty-one days notice in writing of any such Special General Meeting. The discussion at such meeting shall be confined to the business stated in the notice sent to members.
- 6.5 At every meeting of the Club the Chairperson will preside, or in their absence, a Chair elected by a majority of those present shall preside.
- 6.6 Fifteen members entitled to vote at the relevant meeting and personally present shall form a quorum at any General Meeting of the Club.
- 6.7 Only Full Members, Associate or Honorary Members shall vote at any General Meeting of the Club. Other members may attend and speak but are not entitled to vote.
- 6.8 Voting, except upon the election of members of the Committee, shall be by show of hands.
- 6.9 In the case of an equality of votes the Chairman (or other nominated person) shall have a second or casting vote, on any matter.
- 6.10 On any resolution properly put to a meeting of the Club relating to the creation, repeal or amendment of any Rule, Byelaw or Regulation of the Club such Rule, Byelaw or Regulation shall not be created, repealed or amended except by a majority vote of at least two-thirds of those present and entitled to vote. [Provided that no such change shall jeopardise the Club's status as a Community Amateur Sports Club within the meaning of the Finance Acts, or in any event alter its objects or winding-up provisions].
- 6.11 The Constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at a general meeting. The notice of the general

meeting must include notice of the resolution, setting out the terms of the alteration proposed

FOR REVIEW

Section 7: Dissolution of the Club

- 7.1 If, at any General Meeting of the Club, a resolution be passed calling for the dissolution of the Club, 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.
- 7.2 If, at that Special General Meeting, the resolution is carried by at least two-thirds of the Members present, 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.
- 7.3 If, upon the winding up or dissolution of the Club, there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed amongst the members of the Club.
- 7.4 Upon dissolution of the Club the Committee shall give or transfer the net assets remaining to one or more of the following:
- (a) to another Club with similar sports purposes which is a charity and/or
 - (b) to another Club with similar sports purposes which is a registered CASC and/or
 - (c) to Bowls England for use by them in related community sports.

Section 8: Miscellaneous

- 8.1 Opening of Club Premises
The Club premises shall be open to members at such times as the Committee shall direct and those times will be posted on the club notice board.
- 8.2 Safeguarding
The club shall adhere to the Safeguarding Policy of Bowls England and will ensure that all the contents are communicated to members and clearly displayed within the club premises for Members and Visitors.
- 8.3 Equalities
The club shall adhere to the Equality Policy of Bowls England.
- 8.4 Licensing
The club shall adhere to the requirements of the Licensing Act (or any subsequent Act) with regard to the purchase and supply of excisable goods.
- 8.5 Notices
Any notice required to be served on any member of the Club shall be in writing and shall be served by the Secretary or the Committee on any member either personally, by sending it through the post in a prepaid letter addressed to such member at his or her last known address in the United Kingdom, or by electronic mail. Any letter so sent shall be deemed to have been received within 10 days of posting or transmission.
- 8.6 The Members acknowledge this document constitutes a legally binding contract to regulate the relationship of the members with each other and the Club.

Appendix A: Guidance Notes

1. The standard documentation produced by Bowls England is for guidance and whilst intended to be reasonably comprehensive cannot cover all eventualities. It is therefore anticipated that, in many instances, affiliated clubs will need to amend the documentation to meet specific requirements. Where affiliated Clubs do amend standard documentation, they should make this clear on supporting documentation.
2. Where a club is, or intends to be, registered as a Community Amateur Sports Club (CASC), please refer to Appendix F: Bowls England CASC Guidance Note.
3. Where words are enclosed in square brackets they may be omitted as required or, where alternatives are offered, amended to suit the special requirements of a club.
4. When amending any rule to suit a particular club's purpose, care should be taken that such amendment does not vary the meaning or intent of any other rule.
5. For the purpose of this Constitution, contact details may include some or all of the following:
 - a. Name
 - b. Home Address
 - c. Home Telephone Number
 - d. Mobile Telephone Number
 - e. E-mail Address
6. Where a club sells intoxicating liquor, the Club Rules must satisfy the requirements of the Licensing Act (see Appendix D).

Appendix B: Glossary

Club Rules

The Club Rules set out how the club operates and are usually set at an Annual General Meeting.

Proposer

The proposer may recommend (a person) for a position, office or membership

Secunder

The seconder will support the recommendation made by the Proposer.

FOR REVIEW

Appendix C: Officers of the Club

Roles are highlighted below together with a brief outline of some duties for each:

Chair

- To Chair all relevant meetings of the Club;
- To have the casting vote at all relevant meetings of the Club in the event of equality;

President

- To represent the Club on match days and other special events;

Secretary

- To keep a register of Club members' contact details;
- To conduct the correspondence of the Club;
- To keep custody of all Club documents;
- To keep full minutes of all meetings of the Club, the Committee and Sub-Committees;

Treasurer

- To collect all relevant fees from Club members
- To make all relevant payments on behalf of the Club
- To prepare Annual Balance Sheet for examination
- To present Accounts for approval at the Annual General Meeting
- To deal with all matters relating to the Club's CASC status (if relevant)
- To arrange for the auditing or independent examination of the statements of account of the Club
- To administer such insurance policy or policies as may be needed to fully protect the interests of the Club, its Officers, Trustees and its members
- To enter into commercial contracts as delegated by the Trustees

Accounts Examiner

- To examine the Accounts and Balance Sheet

Fixture Secretary

- To arrange matches as relevant with other clubs
- To produce the annual fixture card

Captain/s

- To select relevant representative teams

Competitions Secretary

- To arrange internal competitions for Club members to participate in

Membership Secretary

- To make available to the Secretary a register of Club members' contact detail
- To recruit and retain members to the Club
- To publicise the Club in local media, website and social media as relevant
- To publicise the Club in local media, website and social media as relevant

District/County Delegate

- To act as a liaison between the Club and other relevant associations

Welfare Officer

- To act as a point of contact for Junior Bowlers
- To maintain the upkeep of the Safeguarding of Children and Vulnerable Adults Policy and procedures

- To undertake all communication with members regarding their well being

Health & Safety Officer

- To maintain the upkeep of the Health & Safety Policy and procedures
- To undertake all required risk assessments

Appointed Trustee

- An appointed Trustee cannot be an officer of the club or an elected representative of the club or a member of the committee whilst holding the position of Trustee
- Jointly with other Trustees to hold all the property of the Club, including land and investments in their own names.
- To act as the signatories for the Lease and other legal documents.
- To delegate to the Treasurer authority to enter into commercial contracts to a maximum value of £5,000 and to be consulted by the Committee on all commercial contracts that exceed £5,000
- Provide governance of the committee to ensure that the Club is operating properly within the terms of this Constitution, Rules and Lease, and is complying with all Legal and Statutory requirements and that the Club's financial position is sound
- Meet with The Chairman, Treasurer, Secretary and Club Captain on a regular basis, a minimum of twice a year,
- To uphold the reputation of Harperbury Bowls Club

FOR REVIEW

Appendix D: Licensing Act

Where a club sells intoxicating liquor, the Club Rules must satisfy the requirements of the Licensing Act as highlighted below.

Purchase and supply of excisable goods

1. The purchase for the Club of excisable goods and the supply of the same upon Club premises shall be exclusively and solely under the control of the Committee, or of a special sub-committee appointed by the Committee.
2. Intoxicating liquor may only be sold for consumption on the Club premises to persons over the age of eighteen who are entitled to the use of the Club premises in pursuance of the Rules, Byelaws and Regulations for the time being in force. No Junior Member under the age of eighteen may purchase or attempt to purchase intoxicating liquor within the Club premises nor may a Junior Member under the legal age purchase or attempt to purchase tobacco or cigarettes within the Club premises.
3. The Committee shall cause the Club bar to be opened (subject to terms of the Club premises certificate) at convenient times (and such times shall be prominently exhibited in the Club premises) for the sale of excisable goods to persons who are entitled to the use of the premises of the Club in pursuance of these Rules (except Junior Members as aforesaid) PROVIDED THAT visitors' names and addresses and the name of their introducer shall have been entered in the Visitor's Book upon entry to Club premises.
4. No person shall take a commission, percentage or other such payment in connection with the purchase of excisable goods for the Club. Any profit deriving from the supply of such goods shall (after deduction of the costs of providing such goods for the benefit of the Club) be applied to the provision of additional amenities or the purchase of property to be held in trust for the benefit of the Club.
5. Proper accounts of all purchases and receipts from excisable goods shall be kept and presented at the Annual General Meeting in each year and such information as the [Honorary] Secretary or [Honorary] Auditors may require shall be furnished to enable any statutory return or statement and the payment of excise or other duty or tax to be made.
6. If a member or visitor is deemed to have exceeded their personal alcohol limit by the bar manager/ess or an officer of the club, at the sole discretion of the bar manager/ess, and/or an officer of the club further sale of intoxicating liquor may be refused

Appendix E: Club Rules

Harperbury Bowls Club will operate in accordance with this Constitution and Club Rules

Guests in the Club

Members shall enter the names of all guests in the Visitor's Book. Not more than three guests may be introduced in any one day and the same guest may not be introduced more than six times in any calendar year.

A visiting club may be signed in by the club captain, vice-captain or person hosting the home game under the name of the visiting club captain with supporters identified separately

Family members and/or friends attending a social event or organised family club event shall be signed in by the family member individually with no maximum number applicable

Security

Members using the clubhouse and facilities shall comply with all security and safety instructions including ensuring that the clubhouse and other premises are securely locked on vacation and all alarms are set

Damage to Club property

A member shall not knowingly remove, injure, destroy or damage any property of the Club and shall make restitution for the same if called upon to do so by the Committee or by the [Honorary] Secretary upon the instructions of the Committee.

Exhibiting of notices

A member shall not cause any communication in whatever form to be exhibited on Club notice boards or premises without prior written permission of the [Honorary] Secretary.

Bar Opening Times

The permitted hours for the supply of intoxicating liquor will be posted on the club notice board and the bar will be open at these hours or at such other hours as may be decided by the Committee subject to any restrictions imposed from time to time by the Licensing Authority.

Settlement of Accounts

A member shall settle any indebtedness for refreshment or otherwise before leaving the Club premises, or in accordance with any byelaw relating to the settlement of such indebtedness.

Suggestions

All suggestions shall be entered in the Suggestion Book and signed by the Member.

Bylaws

The Club may adopt such Bylaws or Regulations as it considers appropriate for the good management of the Club and its facilities.

Rinks

Rinks shall be available for member's roll-ups as laid down from time to time by the Committee and approved by the AGM.

Dress Code

All Members shall recognise the dress code:

- For Club Nights and roll ups, smart casual to be worn. No Jeans with rips or holes in legs, no open toed sandals
- For match days white polo/shirt with collar and club badge, grey or white trousers, cropped trousers, shorts or skirts.

Support

Unless regularly involved with other club duties approved by the Committee, all playing members are expected, if required, to participate in preparing Teas & Suppers and undertake Pavilion Cleaning duties. Costs for doing so will be reimbursed

Safeguarding of Children and Vulnerable Adults

Every effort shall be made to protect all children and vulnerable adults participating in Club activities, and to safeguard their welfare.

- Each individual irrespective of age, gender, religion, race or disability has the right to protection from abuse.
- Each individual has a right to be safe, and to be treated with respect and dignity.
- All allegations of abuse will be taken seriously.
- All responses will be swift and appropriate.
- The effectiveness of our policy is reviewed annually.
- A responsible person shall be appointed annually as Child Protection Officer to whom members can address concerns.
- The Club will co-operate fully with the Child Protection Officers of all other Bowls Clubs, Associations and other groups with whom our Club has contact.

Determination of membership of the Committee

A member of the Committee shall cease to hold office if he or she:

- becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs
- Is absent without the permission of the Committee from all their meetings held within a period of six months and the Committee resolve that his or her office be vacated or
- Notifies to the Committee a wish to resign (but only if at least three members of the Committee will remain in office when the notice of resignation is to take effect).

Committee Members not to be personally interested.

- Without the prior approval of the Committee, no member of the Committee shall acquire any interest in property belonging to the Club (otherwise than as a trustee for the Club) or receive remuneration or benefit in kind or be interested in any contract to supply goods or services to the Club entered into by Committee. A member of the Committee shall withdraw from any meeting at which his or her own interests or remuneration is under discussion.
- Any member of the Committee for the time being who is a solicitor, accountant or other person engaged in a professional capacity may charge and be paid all the usual professional charges for business done by him or her or his or her firm when instructed by the other members of the Committee to act in a professional capacity on behalf of the Club: Provided that at no time shall a majority of the members of the Committee benefit under this provision and that a member of the Committee shall withdraw from any meeting at which his or her own instruction or remuneration, or that of his or her firm, is under discussion.

Receipts and expenditure.

The funds of the Club, including all donation contributions and bequests, shall be paid into an account(s) operated by the Committee in the name of the Club at such bank(s) as the Committee shall from time to time decide. All cheques drawn on the account must be signed by the Treasurer. All electronic transactions on the account(s) shall be undertaken by the Treasurer and up to two Officers of the committee

The funds belonging to the Club shall be applied only in furthering the objects. All surplus income or profits to be re-invested in the club. No surpluses or assets will be distributed to members or third parties.

FOR REVIEW

Appendix F: Bowls England CASC Guidance Note

Clubs wishing to obtain Community Amateur Sports Club (CASC) status MUST include the following items within their Constitution to meet the requirements of HMRC:

Section Reference:	Recommended Wording:	Explanatory Notes:
1.3	The objectives of the Club are to provide facilities for, and to promote participation in, the amateur sport of outdoor flat green bowls in [insert area].	CASC Requirement
3.1.1	The club may have different classes of membership and subscription on a non-discriminatory and fair basis.	CASC Requirement
3.3.1 (a)	Membership of the Club shall be open to anyone interested in the sport of outdoor flat green bowls on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. Membership may however be limited according to available facilities on a non-discriminatory basis.	CASC Requirement
3.3.1 (b)	Membership subscriptions will be kept at levels that will not pose a significant obstacle to people participating.	CASC Requirement
3.3.1 (c)	The Club Committee may refuse membership or remove it, only for good cause such as conduct likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the members. If consideration of removal of membership is as a result of a disciplinary issue, the procedure to be adopted shall be that as set out at point 3.6.2 of this Constitution.	CASC Requirement
3.5.1 (a)	An application for membership shall be in the form prescribed by the Committee and shall include the name, address and contact details of the candidate.	CASC Requirement – please note that applications for membership must not require a proposer or seconder
3.5.2 (a)	Upon receipt of an application for membership, there shall be an interval of at least two days before the meeting of the Committee at which such application for membership shall be considered. The election of all classes of members is vested in the Committee and shall be a simple majority vote of those of the Committee. The Committee may refuse applications only for good cause such as conduct likely to bring the Club into disrepute. The [Honorary] Secretary shall inform each candidate in writing of the candidate's election or non-election. The [Honorary] Secretary shall furnish an elected candidate with a copy of the Rules and Byelaws of the Club and make request for such payments as are necessary.	CASC Requirement – Refusal of membership
4.3.2	In particular the Committee shall ensure that the	CASC Requirement

	property and funds of the Club will not be used for the direct or indirect private benefit of Members other than as reasonably allowed by the Rules. No surpluses or assets will be distributed to members or third parties and all surplus income or profits will be re-invested in the Club.	
7.4	<p>Upon dissolution of the Club the Committee shall give or transfer the net assets remaining to one or more of the following:</p> <ul style="list-style-type: none"> a) to another Club with similar sports purposes which is a charity and/or b) to another Club with similar sports purposes which is a registered CASC and/or c) to Bowls England for use by them in related community sports. 	CASC Requirement

Clubs wishing to obtain Community Amateur Sports Club (CASC) status MUST note the following in preparation of the Constitution:

Section Reference:	Wording:	Explanatory Notes:
3.1.1 (d)	A SOCIAL MEMBER – who shall have no vote.	At least 50 per cent of Club Members must be participating members to meet the CASC requirement with regard to participation.
3.2.1 (d)	A SOCIAL MEMBER shall have the full use of the Club-house facilities.	At least 50 per cent of Club Members must be participating members to meet the CASC requirement with regard to participation.
6.10	<p>On any resolution properly put to a meeting of the Club relating to the creation, repeal or amendment of any Rule, Byelaw or Regulation of the Club such Rule, Byelaw or Regulation shall not be created, repealed or amended except by a majority vote of at least two-thirds of those present and entitled to vote.</p> <p>[Provided that no such change shall jeopardise the Club’s status as a Community Amateur Sports Club within the meaning of the Finance Acts, or in any event alter its objects or winding-up provisions].</p>	Whilst this is not a CASC requirement it is recommended that such wording be included within the Constitution.

Honorary/Life Membership

HMRC has updated its guidance for clubs who wish to offer Honorary/Life Membership as a thank you for long service as below:

2.3.9 Some clubs offer honorary or free life memberships (or equivalent) to some members to thank them for serving a club for many years as a coach, committee member, umpire or

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volunteer. CASCs can offer honorary or life memberships if they continue to be open to the whole community. A CASC cannot restrict applications by new members on the basis that the Club has lots of honorary members and cannot accept any new members. HMRC will consider what criteria a club uses for granting honorary and free life memberships to ensure that a club is open to the whole community and it does not restrict the number of ordinary memberships available.

Having a correctly worded constitution is not sufficient for clubs to register as a CASC – there are other conditions to be met before HMRC will register any club.

Additional guidance regarding CASC is available at: www.cascinfo.co.uk

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