

ELTHAM BOWLING CLUB



CONSTITUTION, RULES AND BYELAWS

Eltham Bowling Club, Halons Road, Eltham, SE9 5BS

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REVISION HISTORY

Date	Revision	Detailed Description of Change	Ref. Section
9/10/2021	1.0	Final Issue	
25/10/2021	1.1	Revised to B.E. Check List Comments	All

The club's policies and operating instructions can be found in the Eltham Bowls Club Handbook

1 INTRODUCTION

The constitution sets out the purpose and rules of the Eltham Bowling Club, to ensure smooth and proper running of our affairs.

This document outlines how the club is constituted to deal with the various issues.

1.1 PURPOSE

The purpose of this document is to outline the objectives for Eltham Bowling Club regarding,

The different forms of membership,

Their subscription rates.

The rules by which the club will operate.

How the affairs of the club are to be managed by Officers and Committees.

How the members and officers control the club through an Annual General Meeting.

1.2 POLICIES AND PROCEDURES

- The policies set out how the club should operate
- The requirements for a person to become a member of the club
- The standards of conduct expected of the members and officials
- Arrangements for Safeguarding, children young people and vulnerable adults from any form of abuse.
- Arrangements for protecting members and the General public from any potential danger arising from the use of the premises, facilities or equipment.

1.3 AMENDMENTS TO THE CONSTITUTION

Any proposed amendments to the clubs Constitution may only be considered at an annual or Special General Meeting convened with the required written notice of the proposal.

Any amendment must be duly proposed and seconded.

Such amendments shall be passed if supported by not less than two-thirds of the members present at the meeting, assuming that a quorum has been achieved.

2 NAME AND OBJECTIVES OF THE CLUB

The name of the Club shall be 'ELTHAM BOWLING CLUB'. (Hereinafter referred to within this constitution as the 'Club').

The Club address is Eltham Bowling Club, Halons Road, Eltham, SE9 5BS.

The Club shall be affiliated to Bowls England and Kent County Bowls Association (Outdoors).

The objectives of the Club are to provide facilities for, and to promote participation in, the amateur sport of Outdoor Bowls.

The Club shall adopt and conform to "Bowls England Rules & Regulations" and the "Crystal Mark Laws of the Sport of Bowls".

2.1 POLICIES AND PROCEDURES

The Club recognises the policies of these Governing Bodies and is fully committed to their principles.

Based on the policies noted above, the Club has produced its own policies, listed below.

- EBC Anti-bullying Policy
- EBC Code of Conduct
- EBC Data Privacy Notice
- EBC Data Protection Policy
- EBC Equality and Fair Play Policy Statement
- EBC Health and Safety Policy Statement
- EBC Life and Honorary Membership Policy
- EBC Privacy Notice for Junior Members
- EBC Safeguarding and Child Protection Policy
- EBC Safeguarding Vulnerable at Risk Policy
- EBC Welfare Policy
- EBC Environmental Policy

Details of these Policies and their procedures along with other documents are detailed in the Eltham Bowling Club Handbook.

Eltham Bowling Club Handbook details these Policies and their Procedures together with other documents not listed are available to members on request.

3 OFFICERS OF THE CLUB

The Officers of the Club shall be Full Members of the Club and shall consist of:

3.1 CHAIRPERSON

To Chair all relevant meetings of the Club.

They will be nominated from the relevant committee and will have a casting vote in the event of a tied vote.

3.2 PRESIDENT AND VICE PRESIDENT

To represent the Club on match days and at other special events.

The President may attend and take part in the Executive and General Committee meetings but cannot vote.

3.3 SECRETARY

To conduct the correspondence of the Club.

To keep custody of Club documents.

To record and keep accurate minutes of all meetings of the Club.

3.4 TREASURER

To collect all relevant fees from club members.

To make all relevant payments on behalf of the club. Present monthly accounts at the Executive Meetings.

To prepare an annual balance sheet for examination and present the accounts to the Annual General Meeting.

To administer such insurance policies as may be needed to fully protect the interests of the Club, its officers and its members.

3.5 LADIES' ADMINISTRATOR

To represent the affairs of the lady members at the executive Committee, this would normally be carried out by the Ladies' Captain or nominated representative in her absence.

3.6 DEVELOPMENT OFFICER

To recruit and retain new members and look after the affairs of new members.

To consider ways of improving the club for the benefit of members.

To report all activities to the Executive Committee.

3.7 MEN'S TEAM CAPTAIN

The Men's Team Captain will act as ambassador and administrator for the men's and mixed teams, where necessary.

3.8 LADIES' TEAM CAPTAIN

The Ladies' Team Captain will act as ambassador and administrator for the ladies' and mixed teams, where necessary.

3.9 FIXTURE SECRETARY

To arrange matches as relevant with other clubs with agreement of the Men's and Ladies' sections.

3.10 COMPETITIONS SECRETARY

Arrange and oversee the competitions for participation by club members with agreement of the Men's and Ladies' sections.

3.11 MEMBERSHIP SECRETARY

To maintain a record of members, including contact details such as email addresses.

To assist the development officer in the recruitment of new members.

Send Welcome letter to all newly elected members together with details of a digital link to the Constitution, Rules and Bylaws of the club and their responsibility to comply with them.

3.12 BAR MANAGER

To maintain the bar including stock.

To oversee the bar committee and the Rota of members permitted to work behind the bar.

3.13 ESTATE MANAGER

Organise internal building repairs and regular maintenance to equipment and building fabric.

For example, annual PAT testing, fire extinguishers, electrical wiring, joinery etc.

Recruit a team of members with appropriate experience to form a small committee which reports to the Executive Committee and General Committee.

The committee to oversee the design and implementation of all future new works to the building and grounds.

3.14 GREEN KEEPER

(non-voting)

Maintain the outdoor green to an acceptable standard.

3.15 MAINTENANCE OFFICER

(non-voting)

To assist the estate manager and green keeper in maintenance issues in the building and around the green.

3.16 ASSISTANT SECRETARY

(non-voting- unless representing the Secretary see 6.2.8)

To assist and represent the Secretary in duties and cover during any absence as required.

3.17 ASSISTANT TREASURER

(non-voting- unless representing the Treasurer see 6.2.8)

To assist and represent the Treasurer in duties and cover during any absence as required.

3.18 PRESS OFFICER

(non-voting)

To publicise the Club in the local media, website and social media as relevant.

3.19 WELFARE OFFICER

(non-voting)

Ensure welfare procedures are in place. In line with current Legislation and the Care Acts. Maintain contact with members who may be ill or in need of help.

3.20 SAFEGUARDING OFFICER

(non-voting)

To act as a point of contact for Junior Bowlers

The Club Welfare Officer and Child Protection Officer are not required to make a judgement regarding an incident but to report it to the National Governing Body Designated Safeguarding Officer.

3.21 HEALTH AND SAFETY OFFICER

(non-voting)

Ensure Health and Safety procedures are in place, up to date and enforced, in line with current legislation and make recommendations for improvement as necessary.

NOTES

The duties described in the forgoing may not describe the full range of responsibilities of each officer. Please see the full job description of each officer available in detail in the club handbook and that attached to the notice board in the clubhouse when a vacancy arises.

3.22 ELECTION OF OFFICERS

All Officers shall be elected at the Annual General Meeting and shall hold office for one year, 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. Candidates to have been with the club minimum two years for qualification to the Executive Committee.

The President and Vice President are proposed by the General Committee for election at the Annual General Meeting. Candidates to have been with the club a minimum five years.

Should a casual vacancy occur after the Annual General Meeting the Executive Committee may appoint a Full Member to the position until the next AGM.

4 MEMBERSHIP

Membership of the Club shall be open to anyone interested in the sport of flat green bowls on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.

Membership numbers may, however, be limited according to available facilities on a non-discriminatory basis.

The Club has different categories of membership and subscription on a non-discriminatory and fair basis.

The Club Committee may refuse membership, or remove it, subject to the rules in Section 4 of this Constitution.

Only full members are allowed to vote at the Annual General Meeting, Special General Meetings and on committees on which they serve.

The maximum number of Life Members at any one time shall not exceed Ten and no more than One Life Member shall be nominated per annum.

In order to be proposed for Life membership, the member must have had at least 15 years or more as a Full Member (either continuously or with gaps). The member has served the Club with **distinction** in committees, work groups, have given exceptional time and effort to events, recruitment of new members, or fund raising.

Any Full Member can be proposed by another Full Member by writing to the Club Secretary stating the name and reasons why that person deserves to be considered. The Executive Committee will be advised and the proposal then passed to the General Committee who will consider all the facts and if they endorse the candidate, send a report to the Executive Committee.

If approved, the nomination is put to the next AGM for approval by members.

Proposals for Life Membership given from the floor of an AGM/EGM will not be permitted.

The annual subscriptions and fees will be determined for the club as agreed by the Executive Committee based on the detailed and intermate knowledge of the Club's financial position

Subscriptions are due on the 1st April or election of the member. Membership is not effective until the Annual Subscription has been paid.

All changes to the level of membership subscriptions and rink charges for all categories of member activity shall be reviewed at the Annual General Meeting.

The charges shall be set at a level deemed to be appropriate for meeting the costs of running the club, price inflation index and maintaining a reasonable level of reserve funding.

The Tariff for the current level of subscriptions and rink charges to be displayed on the notice board.

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

Individual Members entering External Competitions are responsible for any costs incurred including affiliation fees. These costs must be paid by that member when entering the competition and are non-refundable.

A FULL MEMBER being a person who, at the date of election, shall have attained the age of eighteen years shall have one vote at the AGM and on the Committees on which they serve.

To qualify for FULL MEMBERSHIP a member must pay either the full membership fee which is due for payment at the very latest on May 1st or that part of the full membership (calculated by the Treasurer) which is due at the time of joining the Club.

HONORARY and LIFE members are entitled to the free use of the Club and all facilities. They are allowed one vote at the AGM and are allowed to attend the General Committee meetings but not to vote.

A JUNIOR MEMBER – being a person who, at the date of election, is under the age of eighteen 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. Junior members cannot take office.

A SOCIAL MEMBER – shall have no vote and cannot take office.

Any member who renews his or her annual subscription (which is payable before the 1st of May each year or social membership (which is payable before the 1st of May each year and this sum is not reduced if members join part way through the year), shall be deemed to be making an application for membership (save that such application need not be posted on the Club Notice Board).

If such a deemed application is rejected by the Executive Committee, the member may appeal in accordance with the appeal procedure set out in Section 5.

A Social Member wishing to apply for full membership of the Club will have to submit an application for membership in the same way as a new member.

Any member wishing to convert from Full Member to Social member may do so by informing the Secretary in writing. That member may revert back to full membership within three years by informing the Secretary in writing and paying the Full Member subscription. After three years, an application for full membership will have to be submitted.

4.1 ARREARS OF SUBSCRIPTION

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, vote at any meeting, play for the club or represent the club in any way.

4.2 RETIREMENT OF A MEMBER

A member wishing to resign their membership shall give notice in writing to the Secretary before 1st of May and shall not then be liable to pay the subscription for the following year.

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.

4.3 APPLICATION FOR MEMBERSHIP

An application for membership shall be in the form prescribed by the Committee and shall include the name, address, telephone number, and email address if available, plus emergency contact details.

The form must be signed by a club coach to confirm that the applicant is reasonably proficient.

Any person wishing to become a member of the club shall complete all parts of the Application for Membership form and deliver it to the Secretary.

New members who have not bowled before are required to attend at least four, 1-hour sessions (free of charge) with a qualified coach at which they will be taught the rudiments of the game, introduced to the rules of the club, etiquette, and relevant health and safety issues.

Until they have been accepted as a member their status remains as a visitor to the club and they should sign the visitors' book accordingly.

Prospective members undergoing coaching at the club are welcome to practice on the Outdoor rinks but must be signed in and supervised by a full member.

Anyone applying for Social Membership only should complete all sections of the Application Form which will be considered in accordance with Section 3.6.

The annual subscription for social members (see Subscription Tariff) is due for renewal on the 1st of May each year.

This sum is not reduced if a member joins part way through the year.

4.4 ELECTION OF NEW MEMBERS

Upon receipt of an application for membership it shall be presented to the Executive Committee at which such application for membership shall be considered.

The election of all classes of members is vested in the Executive 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 all newly elected candidates with a hard / digital copy of the Constitution Rules and Byelaws and their responsibility to comply with, together with a welcome letter informing the candidate that they will become a member when they have paid their membership subscription.

4.5 PAYMENT OF FEES UPON ELECTION

When a candidate has been elected, they automatically become a member immediately after they have paid the relevant membership fee.

If the fee has not been paid within one calendar month they will be deemed to be in default and their application will be void unless sufficient cause for delay can be demonstrated.

Members, on acceptance of membership, shall be considered to have submitted themselves to the Constitution and Rules of the Club and may use the facilities of the club according to the category of membership that they hold.

4.6 RIGHTS AND PRIVILEGES OF MEMBERS

All members of the Club are entitled to use the Club facilities in accordance with their type of membership.

Full members can use the facilities offered by the club including the outside green without charge.

Life members have the same privileges as full members

Junior members may have the full use of all the club facilities subject to the requirements of the Licensing Act (or any subsequent Act see also Section 10.3).

Social members may have the full use of the Club House facilities but are limited to three games per season

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

The Executive Committee may refuse membership or, subject to Section 4 (Conduct) of this constitution, 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 General Committee.

Members will be sent all official communications by email unless they request hard copies to be posted. It will be assumed that members who do not have email will require communications posting.

4.7 MEMBERS DUTY TO PROVIDE CONTACT DETAILS

Every member shall furnish the Membership 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.

Contact details shall include full name, home address, telephone number, and email address if available, plus person to contact in case of emergency details.

4.8 VISITING TEAMS AND MEMBERS' GUESTS

Members and officials of visiting teams participating in any organised competition or game at the club shall be admitted to the Club premises and intoxicating liquor may be sold to them by or on behalf of the Club for consumption on the premises only.

Members' guests wishing to play bowls and having paid the appropriate green fees shall be entitled, on signing the Visitors Book, to all the amenities of the Club and intoxicating liquor may be sold to such persons by or on behalf of the Club for consumption on the premises.

Such members must ensure that each visitor signs the visitors' book and that member should countersign thus accepting responsibility for their guests.

A friend so introduced shall be permitted to purchase intoxicating liquor or excisable goods.

Guests will be welcome on the green on payment of the Green Fee which shall be fixed by the General Committee.

Members of other Bowls England Affiliated Clubs

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.

Bowls, cases, shoes, clothing and other effects belonging to members and guests, in and on the Club, premises shall be at all times at the sole risk of such members and guests and the Club will accept no responsibility therefor.

5 CONDUCT AND DISCIPLINE

5.1 UNDERTAKING BY ALL MEMBERS TO COMPLY WITH THE RULES.

Every member, upon election and thereafter, acknowledge that this document as a whole constitutes a legally binding contract to regulate the relationship of the members with each other and is deemed to have notice of, and undertakes to comply with, the Constitution, the Club Rules and any Byelaws and Regulations attached to the Club.

All members and guests are expected to comply in all respects with the Equalities Act 2012 and any subsequent legislation relating to disability, gender, race, religion or belief, sex and sexual orientation. A copy of the Equalities Policy of Bowls England is displayed on the notice board for the attention of members and guests.

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.

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 Secretary upon the instructions of the Committee.

A member shall not cause any communication in whatever form to be exhibited on Club notice boards or premises without prior permission of one of the Officers of the club.

It is expected that all members of the club will volunteer when asked, and if convenient, to assist with the various day to day tasks which need doing in the club.

All members who play in friendly matches will be included in the tea rota.

Members who fail to participate may be excluded from selection.

Members must wear club shirts when playing in all outdoor league and friendly matches.

Members who fail to comply will be excluded from selection.

Dress Code: - For details of Dress Codes refer to Eltham Bowling Club Handbook.

Normally dress codes are set by the event organizer and details can be found within the handbook. (E.G Dress code for "Friday Night" Roll-ups is smart casual with appropriate footwear).

Dogs are allowed on club premises provided they are on a lead.

5.2 DISCIPLINARY ACTION AGAINST MEMBERS

All disciplinary matters will be dealt with in accordance with Bowls England Regulation 9/9A (Misconduct).

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.

5.3 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.

Complaints about any member, about the club in general or of any other nature shall be addressed in writing to the Club Secretary.

Any member may make a suggestion as to how the running of the club or the facilities may be improved. Suggestions should be in written form, signed and placed in the Secretary's Box.

All suggestions will be considered by the Executive Committee or referred to the General Committee.

6 FINANCIAL REGULATION

6.1 FINANCIAL YEAR

The club's Financial Year will start on the 1st October and end on the 30th September each year.

6.2 ANNUAL STATEMENT OF ACCOUNTS

The Treasurer shall produce an Annual Statement of Accounts.

The Statement of Accounts shall identify the club's Income and Expenditure shown within a simplified balance sheet for members to approve at the AGM.

A Budgetary Forecast of Expenditure for the year ahead will be prepared for approval by the Executive Committee.

6.3 VERIFICATION OF ANNUAL ACCOUNTS

The Annual Statement of Accounts will be verified by our auditors who will consist of 2 independent members of the club, outwith the Executive Committee, before submission to members for approval at the AGM.

7 COMMITTEES (MANAGEMENT AND RUNNING OF THE CLUB).

Management of the Club shall be vested in the Executive Committee

The Executive Committee shall consist of 5 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.

Decisions at the Executive Committee meetings are determined by a show of hands. In the event of a tie the Chairman does not have a casting vote and the matter should be referred to the general Committee.

7.1 THE EXECUTIVE COMMITTEE

Comprising the Chairperson, Secretary, Treasurer, Membership Officer and the Men's and the Ladies' Captains shall:

- make by-laws and regulations in regard to the use of the green and matters connected with the Club within the framework of these rules.
- be responsible for the day-to-day administration of the Club.
- consider and formulate matters of policy.
- deal with disciplinary issues within the Club (subject to Bowls England regulation 9).
- review monthly reports by the Treasurer.
- attend the meetings of the General Committee to exchange information and consider matters raised by that Committee.
- be available to all post holders and ensure that the membership is kept aware of decisions made.

The Committee shall meet at agreed times as required but not less than 6 times a year.

In the event of a tie on any issue, the Chairperson shall not have a casting vote, the issue shall be referred to the General Committee.

Persons may be invited to attend these meetings when their knowledge or expertise will be of benefit but shall have no vote.

A quorum of three voting members shall be required for a meeting to be convened.

If for any reason, a casual vacancy for an officer occurs, 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.

The Executive Committee shall have the power to make such alterations to the rules as they consider necessary or desirable to comply with the provisions of the Licensing Act 2003, or any other statutory provisions affecting Clubs, but, apart from this, no rules shall be made nor shall any of the rules herein contained be altered, amended or rescinded unless with the consent of the majority of members present and voting at an Annual General Meeting or a Special General Meeting called for that purpose.

In the case of amendments to rules made by the Executive Committee under powers conferred by this rule, propositions for the amendments of rules must be submitted, in writing, to the Secretary twenty-one days prior to such meeting and shall be posted on the Club notice board at least fourteen days before the meeting.

All agreed amendments and alterations to rules shall take effect immediately after the close of the meeting.

7.2 GENERAL COMMITTEE

The General Committee shall be responsible for the organisation of members' activities, fixtures, maintenance of the facilities, social activities, publicity and catering.

The General Committee shall consist of the members of the Executive Committee plus the Men's Captain, Ladies' Captain, Fixtures Secretary, Bar Manager, Estate Manager, Membership Secretary, and Competitions Secretary.

A quorum of two Executive Committee members plus three of these additional Committee members shall be required for a meeting to be convened.

The Chairperson shall have a normal vote plus, in the event of a tie, a casting vote.

In the absence of the Chairperson at a meeting, the members present shall elect a Chairperson for that meeting.

The Committee shall meet not less than 4 times per year to report on activities within their responsibility.

Any member failing to attend or send apologies for absence on two successive occasions will be assumed to have resigned.

The Green Keeper, Press Officer, Catering Officer, Social Team representative, Welfare Officer and Health and Safety Officer may also attend the General Committee meetings but not vote on any issue other than those within their area of responsibility.

When not in attendance they shall supply a written report on activities within their area to the Secretary.

The Assistant Secretary and Assistant Treasurer can attend both meetings but cannot vote unless acting up in the event of the treasurer or secretary being absent.

7.3 SUB COMMITTEES

The following Sub Committees as listed below may be set up to assist with the activities of the Club. Each subcommittee (excluding the Men's Selection Committee) will be chaired by a member of the General Committee who will have a normal vote plus in the event of a tie, a casting vote.

All minutes shall be forwarded to the Secretary promptly so that they can be included in the following General committee minutes.

The Men's Selection Committee shall consist of three members, each with equal selection rights, who will select all Men's League Teams.

The selection committee will select a Captain(s) for the day, who will be responsible for the match day duties.

The Sub Committee will select a member of the selection panel, who will report to the General Committee.

The Ladies' Selection Committee shall consist of the Captain, Vice-Captain and one female member.

The Mixed Selection Committee shall consist of the Men's and Ladies' Captains, Vice-Captains

The Ladies Committee shall consist of the Ladies Administrator, Ladies Captain and Vice-Captain.

The Competitions Committee shall consist of the Competitions Secretary and Assistant Competitions Secretary.

The Bar Committee shall consist of the Bar Manager and Team / (four stewards).

The Green Representative, Maintenance Officer, Catering Officer and Social Team Representative Secretary may also invite additional members to form a committee to assist them in their particular area of responsibility.

The sub committees can arrange to meet at times, dates, and frequency as is necessary to efficiently carry out their duties.

7.4 COMMITTEE MEETINGS

Each Committee shall endeavour to meet at the stipulated frequency appropriate to that committee making such arrangements as to the conduct, place of assembly and holding of such meetings as it may wish.

Voting shall be by show of hands.

Any conflict of interest must be declared to the Chairperson (or other nominated person) prior to the start of the meeting.

The Chairperson (or other nominated person) will determine if the person may remain in the meeting and/or vote when the item is discussed.

In order for the Executive Committee to be quorate there must be 3 members present and for the General Committee to be quorate there must be two members of the Executive and three other members of the General committee.

7.5 POWERS, LIMITATIONS, AND INDEMNITIES OF THE COMMITTEES

The Committees, and all members of the Club in positions of responsibility, 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.

In particular the Committees, and all members of the Club in positions of responsibility, 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.

7.6 APPOINTMENT OF SUB-COMMITTEES

The Executive Committee may appoint such Sub-Committees as it may deem necessary. The Sub Committees must report all their activities to the Executive Committee for a decision before any action is taken which involves any financial or other liabilities.

7.7 DISCLOSURE OF INTEREST TO THIRD PARTIES

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.

The Executive Committee by agreement with the General Committee may adopt, on behalf of the Club, such Bylaws or Regulations as it considers appropriate for the good management of the Club and its facilities.

7.8 LIMITATION OF COMMITTEE'S AUTHORITY

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, by the Executive Committee and the General Committee.

No one shall, without the express authority, borrow money or incur debts on behalf of the Club or its membership.

No orders are to be placed or contracts entered into which will incur total costs in excess of £5,000 unless authorised by members at an Extraordinary Meeting.

The meeting shall be called, with two weeks' notice, and the full details disclosed to members.

A vote by Full Members to be taken and the decision approved by a majority vote of those present.

All changes to the Constitution must be ratified by the Annual General Meeting or a Special General Meeting.

The Committees shall endeavour to ensure that the following clause is incorporated in every contract, lease, license or other agreement entered into by the Committee and/or Trustees of the Club, as appropriate. *"The liability of the Executive Committee/General 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."*

7.9 MEMBERS' INDEMNIFICATIONS OF COMMITTEE

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.

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 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.”

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.

8 ANNUAL GENERAL MEETINGS AND SPECIAL GENERAL MEETINGS.

An Annual General Meeting of the Club shall be held on the second Monday of November each year.

The Secretary shall at least fourteen days before the date of such meeting circulate, either by post or electronically, to each member notice hereof and of the business to be brought forward thereat.

No business, except the passing of the Accounts and the election of the Officers, Committees, Trustees and Honorary Auditors, and any business that the Executive Committee may order to be inserted in the notice convening the meeting shall be discussed at such meeting.

Any member who is entitled to vote may request in writing to the Executive Committee, to be received at least 28 days before the date of the Annual General Meeting, a Notice of Motion for inclusion on the agenda.

The proposer may speak for up to three minutes at the meeting in support of the motion.

The Committee may at any time, upon giving twenty-eight 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.

The Committee shall call a Special General Meeting upon a written request addressed to the Secretary signed by at least ten members.

The Committee shall meet within 14 days of the requisite number of requests 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.

At every meeting of the Club the Chairman will preside, or in their absence, a Chair elected by a majority of those present shall preside.

A quorum for the Annual General Meeting shall be at least 25% of eligible voting playing members, including members of the Executive and General Committees.

Two members of the Executive committee, three members of the General Committee and ten members who are entitled to vote at the relevant meeting and personally present shall form a quorum at any General Meeting of the Club.

Only Full Members or Honorary Members shall vote at any General Meeting of the Club. Other members may attend and speak but are not entitled to vote.

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.

All changes to the constitution to be notified to all members by email or post.

9 ELECTION OF OFFICERS

Candidates for election to the Committees shall be those members of the retiring Committee eligible to offer themselves for re-election and such other full members whose nominations (duly proposed and seconded in writing by Full Members of the Club) with their consent shall have been received by the 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 (AGM).

If the number of candidates for election is greater than the number of vacancies to be filled, then there shall be a paper ballot of those members present and entitled to vote at the AGM.

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 AGM, and entitled to vote, vote in favour of such election.

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 alternatively the previously nominated person should be appointed.

If, for any reason, a casual vacancy shall occur, the Executive Committee may appoint a member to fill such a vacancy until the next Annual General Meeting.

Appointed Members will be entitled to vote.

For qualification periods for candidates see Notes in section 2.0 "Officers of the Club".

10 TRUSTEES

There shall be at least three Trustees of the Club who shall be appointed from time to time as necessary by the Executive Committee from among Full or Honorary Members who are willing to be so appointed.

A Trustee shall hold office for a maximum term of five years, or until they resign by notice in writing given to the Executive Committee or until a resolution removing them from office be passed at a meeting of the Executive Committee by a majority comprising two-thirds of the members present and entitled to vote.

All of 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 Executive Committee shall nominate a new Trustee in his or 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 such nomination.

For the purpose of giving effect to any such nomination, the Secretary for the time being is hereby nominated as the person to appoint new Trustees of the Club within the meaning of Section 36 of the Trustee Act 1925 and they shall by Deed duly appoint the person or persons so nominated by the Executive Committee.

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 Executive 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 Executive 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.

The Trustees shall be effectually indemnified by the members of the Club out of the assets of the Club 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.

11 DISSOLUTION OF THE CLUB

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.

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.

In the event of the Club being wound up or dissolved, the assets at that time shall be applied, in first place in indemnifying the executive officers and trustees from all liabilities in respect of the ground and when that has been done, in discharging all other debts and liabilities of the Club. The surplus, if any, the then current members of the Club, share based proportionately on the length of continuous membership, there being a minimum term of 3 years continuous paying membership to qualify.

Honorary members who had previously been playing members for a minimum of 3 years shall be included.

12 RULES AND BYELAWS

12.1 OPENING HOURS

The Club premises shall be open to members at such times as the Executive Committee shall direct and those times will be posted on the club notice board.

The Executive Committee shall cause the Club bar to be opened (subject to terms of the Club premises certificate), at convenient times, to suit club activities 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.

12.2 PERMITTED HOURS

The permitted hours for the supply and consumption of intoxicating liquors on the club premises shall be the permitted hours fixed generally for the district by the Licensing Authority or as the General Committee may decide within the permitted hours which are – 10 am to Midnight on all days (The Club must be vacated by 12.30 am).

12.3 CLUB RULES RELATING TO THE LICENSING ACT

The club shall adhere to the provisions of the appropriate Licensing Acts, Rules, Byelaws and Regulations for the time being in force and will comply with any modifications or subsequent legislation relating to the sale of intoxicating liquor.

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 Executive Committee in conjunction with the General Committee.

One member of the club General Committee shall hold the office of Bar Steward who shall be delegated the responsibility of purchasing and maintaining the bar stock.

No person shall take a commission, percentage or other 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 goods to be used for the benefit of the club.

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 Secretary or 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.

Intoxicating liquor may only be sold for consumption on the club premises to persons 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 intoxicating liquor may be sold or provided to a junior member or anyone under the age of 18.

No guests visiting the club may purchase intoxicating liquor unless they have signed the Visitors Book with their name, added their address and this has been verified and counter signed by a full member.

13 CHANGES TO THIS DOCUMENT

We may determine that there is a requirement or need to update this privacy notice from time to time.

When we change this notice in a material way, details of these changes will be identified in the revision history table at the beginning of this document.

For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so.

Where required by law we will seek your consent to changes in the way we use your personal information.

14 CONTACTING US

In the event of any query or complaint in connection with the information we hold about you, please email the Club Secretary at elthambowlingclub1906@gmail.com or write to us at The Club Secretary, Eltham Bowling Club, Halons Road, Eltham, SE9 5BS