

Flackwell Heath Bowling Club Constitution & Bye-Laws

1. Title

1.1 The Club shall be called Flackwell Heath Bowls Club, hereafter to be referred to as 'the Club' and shall be affiliated to Bowls England and Buckinghamshire Bowls Association.

2. Objects

2.1 To foster and promote the sport of flat green bowls at all levels, providing opportunities for recreation and competition.

3. Membership

3.1 Application for membership of the Club shall be open to any person, regardless of race, age, gender, gender identity, sexual orientation, religious belief or ability, who completes a membership application form and pays the relevant subscription as determined by the Club.

3.1.1 Full Member - Aged 18 years and older.

3.1.2 Junior Member - Aged under 18 years.

3.1.3 Social Member - Social members will enjoy all the non-playing facilities of the Club.

3.1.4 Life Member - Honorary Life Members shall be regarded as Full Members.

3.2 If the Committee accepts the candidate's application, the candidate then becomes a Member pays the annual subscription at Signing on Day in March and any other proscribed fee and membership is granted. Once granted the candidate will become a member of the Club, and shall be deemed to have read, and agreed to be bound by the Rules and Bye-laws of the Club. Nothing in the rules shall require the Committee to renew the membership of any member.

4. Officers

4.1 All Officers shall be elected at the Annual General Meeting of the Club from, and by, the Members.

4.2 All Officers are elected for a period of one year but may be re-elected to the same office or another office the following year.

Attending Committee meetings:

Chair

Club Captains

Honorary Secretary

Treasurer

Green Manager

Fixture Secretary

Ex Officio Member

President (non-executive Officer but may attend Committee Meetings.)

Corresponding members of the Committee (through attendee)

Vice Captain

Competition Secretary

Safeguarding Officer

Bar Manager

Catering Manager

Cleaning Manager

5. General Committee

5.1 The affairs of the Club shall be controlled by a General Committee hereafter known as 'the Committee' comprising the Executive Officers and other Members elected, from and by, the Annual General Meeting. The Committee shall meet at agreed intervals and not less than six times a year.

5.2 The duties of the Committee shall be -

5.2.1 To control the affairs of the Club on behalf of the Members.

5.2.2 To keep accurate accounts of the finances of the Club through the Treasurer. These should be available for reasonable inspection by Members and should be examined by the appointed accounts auditor before every Annual General Meeting. The Club shall maintain a bank current account. Any cheques drawn against Club funds should be signed by the Treasurer and one other Officer.

5.2.3 To co-opt additional members of the Committee as the Committee feels necessary. Co-opted members shall not be entitled to vote on the Committee.

5.2.4 To make decisions, define Rules and Byelaws, on the basis of a simple majority vote. In the case of equal votes, the Chair shall be entitled to a second and casting vote. Changes to the Constitution and Rules can only be made with the agreement of the Membership.

5.2.5 To appoint Sub-Committees as necessary to fulfil the Club's business.

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6. General meetings

6.1 The Annual General Meeting shall be held not later than the end of November each year. 21 clear days' written notice shall be given to Members of the Annual General Meeting by either circulating a copy of the notice to every member by electronic means, by post to their home address and by posting the notice on the Club Notice Board. Members must advise the Secretary in writing of any business to be considered at the Annual General Meeting at least 14 days before a meeting. The Secretary shall circulate or give notice of the agenda for the meeting to Members not less than 7 days before the meeting.

6.2 The business of the Annual General Meeting shall be to -

6.2.1 Confirm the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting.

6.2.2 Receive the examined accounts for the year from the Treasurer.

6.2.3 Receive the annual reports of the Committee from the Secretary.

6.2.4 Appoint an accounts auditor.

6.2.5 Elect the Officers and Committee Members of the Club.

6.2.6 Transact such other business received in writing by the Secretary from Members 14 days prior to the meeting and included on the agenda.

6.3 Special General Meetings may be convened by the Committee or on receipt by the Secretary of a request in writing from not less than ten Members of the Club. At least 14 days' notice of the meeting shall be given.

6.4 Nomination of candidates for election of Officers shall be made in writing to the Secretary at least 14 days in advance of the Annual General Meeting.

6.5 At all General Meetings, the Chair will be taken by the Chair or, in their absence, by a deputy appointed by the Members attending the meeting.

6.6 Decisions made at a General Meeting shall be by a simple majority vote from those Full Members attending the meeting. In the event of equal votes, the President/Chair shall be entitled to a second and additional casting vote.

6.7 A quorum for a General Meeting shall be 25% of the membership.

6.8 Each Member shall be entitled to one vote at General Meetings on each proposal put forward.

7. Alterations to the Constitution

7.1 Any proposed alterations to the Club's Constitution may only be considered at an Annual or Special General Meeting convened with the required written notice of the proposal. Any alteration or amendment must be duly proposed and seconded. Such alterations shall be passed if supported by not less than two-thirds of those Members present at the meeting, assuming that a quorum has been achieved.

8. Property and Trustees

8.1 The property of the Club, other than cash at the bank, shall be vested in not less than two and not more than four trustees. The Trustees shall hold the property upon trust for the members of the Club in accordance with the directions of the Committee. The Trustees shall be elected by a resolution of the Committee.

9. Indemnity Clause

9.1 Each member of the Club shall (to the extent that such person is not entitled to recover under any policy of insurance) be entitled to be indemnified out of 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; provided that any such member so indemnified has been properly authorised in relation to the duties undertaken on behalf of the Club by the Committee. 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.

10. Dissolution

10.1 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.

10.2 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.

10.3 After discharging all debts and liabilities of the Club, the remaining assets shall not be paid or distributed amongst the Members of the Club but shall be given or transferred to some other voluntary organisation having similar objects, as agreed by the membership/Committee.

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11. Legislation

11.1 The Club shall abide by any items of legislation referenced by Bowls England or included in their Regulations. Particularly -

- Anti-doping
- Children and Vulnerable Adults - Safeguarding
- Disability, Equality, Diversity and Inclusion
- Health and Safety
- Insurance and Indemnification
- Misconduct, Suspension and Exclusion of Members (BE Regulation 9)
- Anti-bullying

This Constitution incorporates all the changes agreed by the Members up to 1st December 2024

F.H.B.C. Committee

Constitution & Bye-Laws to be reviewed no later than 1st Dec 2029

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RULES

Introduction

These Rules & Byelaws should be read in conjunction with the Flackwell Heath Bowls Club Constitution. In cases of variance, the Constitution takes precedence.

1. Subscriptions and Fees

- 1.1 The subscriptions and fees will be decided each year at the Annual General Meeting (AGM).
- 1.2 New Full Members will pay the annual subscription.
- 1.3 New Full Members joining after 31st July in any year will pay 50% of the current annual subscription.
- 1.4 Those joining after the 31st August in any year will pay 25% of the current annual subscription.
- 1.5 Honorary Life Members shall be regarded as Full Members and shall be exempt from paying the annual subscription.
- 1.6 The annual subscription for Junior Members shall be one third of the Full Member's subscription.
- 1.7 Non-playing Social Members, other than spouses or partners shall pay the appropriate annual subscription.
- 1.8 Guests to the Club shall not be admitted more than six times during the season, unless approved by the Committee.
- 1.9 Payment of all annual fees shall be at Signing on Day before 30th April.
- 1.10 All fractions of fees to be rounded up to £1.

2. General Committee

- 2.1 The Club shall be managed by the General Committee, elsewhere called the Committee as defined
- 2.2 In the absence of the Chair another member of the Committee shall be appointed to run the meeting.
- 2.3 The members of the Committee shall be Members of the Club. They shall remain in office until their successors are elected at the next AGM. Any vacancy occurring by resignation or otherwise may be filled by the Committee. Retiring members of the Committee shall be eligible for re-election.
- 2.4 The Chair, or in their absence the appointed Chair, shall ensure that all meetings are properly convened, and that a quorum is present.
- 2.5 A quorum for all Committee meetings shall be five.
- 2.6 The minutes of the meeting shall be taken by the Secretary, or in their absence a member of the Committee, and an approved copy made available in the Clubhouse.
- 2.7 The Committee shall have powers to appoint sub-committees, (on which, at least one member of the Committee shall serve), and may delegate to such sub-committees, powers and duties as the Committee shall decide. All sub-committees shall conduct their business in accordance with the instructions of the Committee and will report regularly to the Committee.
- 2.8 The Committee shall be responsible for managing the Club and shall have power to enter into contracts for the purpose of the Club, on behalf of all the Members of the Club, and to carry out all actions as are, in the opinion of the Committee, in the best interest of the Club.
- 2.9 The Committee may make such Byelaws, as are considered necessary for the proper regulation of the Club, provided that the quorum for those meetings dealing with the amending, varying, or initiating of these Byelaws, is two thirds. When introducing new Byelaws or changing existing Byelaws, the Chair or acting Chair shall not have the casting vote.

3. Prejudicial Conduct and Disputes

- 3.1 All matters will be dealt with according to Bowls England Regulation 9.

4. Finance

- 4.1 All monies payable to the Club, shall be accounted for by the Treasurer, and deposited in a bank account in the name of the Club. Any monies not required for immediate use may be invested by the Committee at their discretion.
- 4.2. All financial transactions of the Club shall be recorded by the Treasurer.
- 4.3 The Committee shall have the power to authorise the payment of expenses to any officer or Member of the Club, and to any other person(s) for services rendered to the Club.
- 4.4 The income and property of the Club shall be used only to further the objects and interests of the Club, and no part shall be paid or transferred, by way of bonus or dividend, to anyone.
- 4.5 The Committee will maintain the Club within its financial capabilities. No borrowing that attracts the payment of interest shall be allowed without the approval of the Members at a special general meeting.

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4.6 No expenditure shall be made, except for petty cash items, without the approval of the Committee.

4.7 A finance sub-committee, comprising the Chair, the Secretary, and the Treasurer, shall meet each year to consider the budget for the following season. Their suggestions regarding subscriptions and other fees will be put to the Committee in October for recommendation at the following AGM.

5. Annual General Meeting

5.1 To consider proposals for change to the membership subscriptions and other fees.

5.2 To confirm the outgoing nomination for President. The position of Honorary President is for a 12-month period and is given for services to the club. Nominations to be made by any Full Member submitting reasons to the Committee. He/she may assist in ceremonial duties, welcoming visitors and promote the wellbeing of the Club

5.3 Preliminary notice of the AGM shall be displayed on the Club notice board, not less than two weeks before the end of the bowling season.

5.4 Candidates for election to the Committee, shall be proposed and seconded by two bowling Members of the Club, and they shall, by signing the nomination list, confirm their agreement to their nomination.

5.5 The Chair may accept nominations from the floor at the AGM, only for those vacant positions for which there has been no nominations, by the closure date.

6. Special General Meeting

6.1 A Special General Meeting (SGM) may be called at any time by the Committee or shall be called by the Secretary within 28 days of receiving a written request, signed by at least ten bowling Members, each with a membership of at least one year, and stating the business and purpose of the meeting.

6.2 At least fourteen days' notice of any SGM shall be given to Members.

7. Procedure at all General Meetings

7.1 The Secretary, or in their absence a member of the Committee, shall take the minutes.

7.2 The Chair may, at their discretion, accept motions or amendments for which due notice has not been given.

7.3 Any proposed amendment must not directly negate the terms of the original motion. Only one amendment to a motion may be considered at a time, and if an amendment is carried, it shall become, or form part of the original motion. A motion, amendment, or addendum must be seconded immediately after being put forward, otherwise it fails.

7.4 The Chair's ruling on any question under the rules, or on points of order, may be challenged only by the motion that 'the Chair leaves the chair'. To be carried, such a motion shall require the support of at least two thirds of the voting Members present.

8. Rules

8.1 The Rules of the Club may be altered at an AGM, or SGM, providing the rules of procedure are strictly adhered to, and that any proposed amendments are supported by at least two thirds of those present at the meeting.

8.2 A copy of the Rules shall be supplied to every new Member on joining. A copy of the Rules shall also be kept within the Club premises. The ultimate interpretation of the Rules and Byelaws shall rest with the Committee, whose decision shall be final.

9. Sales of Intoxicating Liquor

9.1 The supply of intoxicating liquor on the Club premises shall be in accordance with the required permits and licensing laws.

9.2 Bar helpers may be appointed by the Bar Manager during the course of the year. No persons other than the bar helpers shall be permitted to sell intoxicating liquor.

9.3 The price of all refreshments, beverages, and other articles shall be fixed and regulated by the Bar-Manager. The tariff for all alcoholic beverages shall be displayed behind the bar. All profits derived from the sales thereof shall be paid to the Treasurer and placed in the Club funds. Such receipts shall be used for the purpose of improving the Club facilities, or for the general benefit of all Members.

9.4 No person below the age of eighteen years, whether or not a Member, shall be allowed to purchase, consume, or be supplied with intoxicating liquor on the Club premises,

9.5 Members and their guests, match officials, players and bona fide members of visiting clubs and teams, together with their supporters and guests, may, at the discretion of the Committee, have admittance to the Club premises and be permitted to purchase, and be supplied with intoxicating liquor, by and behalf of the Club, solely for consumption on the premises.

9.6 The permitted hours for the supply of intoxicating liquor shall be:

Monday to Saturday	10am to 11pm
Sunday	12noon to 10.30pm

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And additionally, in accordance with grant of any special order of exemption.

9.7 Intoxicating liquor may be sold to persons attending the Club premises for social or other functions organised or authorised by the Committee

10. The Green and Play

10.1 The Green Manager shall manage the green. The green shall not be played on when judged to be unfit for play by the Green Manager, or by any other member authorised by the Committee.

10.2 All games shall be governed by the laws of Bowls England.

10.3 Play on the green including roll-ups and Club competitions shall be in accordance with the Byelaws as determined by the Committee, and members will conduct themselves in accord with the style and etiquette of the game.

10.4 Except for those County competitions governed by the rules of Buckinghamshire Bowls Association, all disputes arising in the game shall be referred to members of the Committee, then present, for settlement in accord with the laws of Bowls England, or the Club Byelaws, as appropriate.

10.5 No animals shall be brought to the Club premises, except under proper control.

11. Club Dress

11.1 The Club dress shall be club shirts and navy trousers. Club shirt/navy trousers will be worn for all matches/competitions home and away. Over-jackets should be Club jackets or white. Footwear should be flat-soled bowls shoes. All waterproof clothing must be navy/white.

11.2 The dress for all roll ups shall be smart casual.

11.3 All changes to the dress code proposed by the Committee shall be put to the Members for their approval by ballot; the outcome to be decided by a simple majority.

12. Competition Rules

12.1 Members should not enter Club competitions unless they are available to play on the designated Finals weekend. Ensure you are wearing the correct dress code- club shirt, navy trousers, shorts etc.- white, red or navy bowls shoes.

12.2 The order of play for all competitions, and the composition of the teams shall be drawn by the Competition Secretary and another member of the club.

12.3 The competition(s) when drawn will be published with 'play by' dates.

12.4 The competitions will be run on a knockout format under the rules of Bowls England.

12.5 Only complete teams shall be eligible to play, but substitutes (other than for the Singles Competition) may be drawn from the reserves (chosen in the order shown on the reserve list) and play as a permanent member of the team, or on a part time basis up to, but not including the final. Reserves may only play as a substitute in one team in any competition.

12.6 Should any team fall below the requisite number during the season, and have to drop out of the competition, the remainder can be added back to the appropriate reserve list. The first named (first drawn) individual or team shall be the challenger.

12.7 The first named (first drawn) in each team -challenger or opponent- will become the team captain (unless otherwise agreed by the team) and will become responsible for making all the team arrangements.

12.8 The second named (second drawn) individual or team shall be the opponent.

12.9 Arrangements for matches should be made as soon as possible and once agreed entered with the time in the Club diary.

12.10 Playing positions will be agreed by the team and can be varied between ties.

12.11 Rinks shall be drawn, and Club competitions in the choice of rinks shall take precedence over all other play on the green, except national competitions. Players should not play twice on the same rink, on the same day.

12.12 Two Trial Ends shall be played prior to commencement of the game.

12.13 Singles ties will require a marker; spouses should not mark for each other.

12.14 All disputes shall be referred to the Competitions Secretary for arbitration/decision, and he/she will, where necessary, refer these on to the Club committee for a decision. The decision of the committee shall be final.

12.15 The 'Play by' dates should be strictly adhered to. Only in very exceptional circumstances, i.e. illness, or freak weather, may the tie be played after the scheduled date, and then only with the agreement of the Competitions Secretary.

12.16 The challenger, either an individual in the case of a singles match, or the team captain will then offer the opponent a minimum of two alternative dates as soon as possible and well before the 'play by' date. If those dates are not acceptable, the challenger shall be entitled to claim the game unless another mutually acceptable date before the 'play by' date is agreed. Only in exceptional circumstances should ties be played on dates already designated for club matches.

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12.17 If agreement on a date cannot be reached because of the non-availability of one member of any team, then a substitute from the list may be played for that one game.

12.18 Ties not played by the due date shall be conceded.

12.19 Apart from the "one day" competitions all finals will be played during the designated "Finals Weekend" which will usually be held in September. The competition secretary will schedule the finals as soon as possible following completion of the semi-finals subject to the rule that no member shall be required to play more than two games in one day.

These Rules & Byelaws incorporate all the changes agreed by the Committee and approved by the Members at the Annual General Meeting held on 1ST December 2024

F.H.B.C. Committee

Constitution & Bye Laws to be reviewed no later than 1st Dec 2029