



MILL BOWLING CLUB CONSTITUTION AND RULES

Revised: April 2018

MILL BOWLING CLUB

CONSTITUTION AND RULES

Section 1: Name and Objectives

- 1.1 The name of the Club shall be '**Mill Bowling Club**' (hereinafter referred to within this constitution as the 'Club').
- 1.2 The 'Home Green' will be the Manor Farm Bowling Green, Ruislip. Members must conform to all the Rules and Regulations made by the Local Authority concerning the use of the green.
- 1.3 The Club shall be affiliated to:
Bowls England,
Middlesex County Bowling Association,
Harrow and District Bowling Association,
Harrow and District Women's Bowling Association and
Chiltern & Thames Association of Mixed Bowls Clubs
- 1.4 The objectives of the Club are to provide facilities for, and to promote participation 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.

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Section 2: Officers of the Club

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

Chair,
Secretary,
Treasurer,
Club Captain,
Vice-Captain,
Mid-Week Captain,
Fixture Secretary,
Competition Secretary.

2.2 Officers shall be elected at the Annual General Meeting and shall hold office for one year, retiring at the next following year's Annual General Meeting.

2.3 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.

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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.

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 LIFE MEMBER – who shall have one vote.
- (c) A SOCIAL MEMBER – who shall have no 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 county and district bowls associations and Bowls England.
- (b) A LIFE MEMBER shall have the full use of all the Club facilities.
- (c) A SOCIAL MEMBER shall have the full use of the Clubhouse facilities.

- 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 Subscription Fee

- 3.3.1 The rate of the Subscription Fee for each category of Membership shall be proposed by the Committee to the members at the Annual General Meeting in each year. The subscription will include a season ticket covering all bowling greens under the control of London Borough of Hillingdon and will be issued to members at the start of the season. Any proposed changes shall be approved by a majority of those present and entitled to vote and shall become operative from the date of the Annual General Meeting.

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

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

3.3.2 All members shall pay their first annual subscription fee upon election to the Club and thereafter by 1st February. Failing to comply may infringe on that member's right to enter and participate in the coming season's internal or external competitions. Any cause for delay or extenuating circumstances put forward in writing to the Secretary will be viewed sympathetically by the Committee.

3.3.3 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.

3.4 Members' duty to provide contact details

3.4.1 Every member shall provide the Secretary with up-to-date contact details that shall be recorded in the Register of Members and any notice sent to such addresses 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

An application for membership shall be made on the form prescribed by the Committee and shall include the name, address and contact details of the candidate.

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 on the Committee.
- b) The Committee may refuse applications only for good cause such as conduct likely to bring the Club into disrepute.
- c) The Secretary shall inform each candidate of the candidate's election or non-election. The Secretary shall provide an elected candidate with a copy of the Constitution, Rules and Policies 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 can be shown.

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3.5.4 Retirement of a member

- (a) A member wishing to resign their membership shall give notice in writing to the Secretary before 1st February and shall not then be liable to pay the subscription for the following year.
- (b) 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.

3.6 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 Policies and Regulations of the Club.

3.6.2 Disciplinary action against members

- (a) All disciplinary matters will be dealt with in accordance with the Club Misconduct and Disciplinary Policy with reference to 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 Secretary.

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.

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:

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“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.

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Section 4: Management Committee

4.1 Composition of Committee

- 4.1.1 The Committee shall consist of the Officers, ex officio, and no more than four other Full Members elected at the Annual General Meeting (AGM) 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 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 seven days before the date of the AGM in each year.
- 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 ballot of those members present and entitled to vote at the AGM.
- 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 a majority of those present at the AGM, 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 AGM. Co-opted Members will be entitled to vote.

4.2 Committee Meetings

- 4.2.1 The Committee shall endeavour to meet monthly, with the exception of December, making such arrangements as to the conduct, place of assembly and holding of such meetings as it may wish.
- 4.2.2 Voting shall be by show of hands, each Committee Member having one vote. Decisions will be made on the basis of a majority of those present. In the case of equality of votes the Chair (or other nominated person) shall be entitled to a second and casting vote.
- 4.2.3 Six members personally present shall form a quorum at a meeting of the Committee.

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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 Any matter not provided for in the Rules may be decided by the Committee.

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 Limitation of Committee's authority

- 4.5.1 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.

4.6 Members' Indemnification of Committee

- 4.6.1 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.
- 4.6.2 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. This 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.

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- 4.6.3 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.

4.7 Contractual Liability

- 4.7.1 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.”

4.8 Nomination of Life Members by Committee

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

Life Membership nominations will recognise the exceptional contributions of an individual to the Club. They will have consistently contributed to the Club over an extended period of time and will have demonstrated a significant and sustained commitment towards the reputation and enhancement of the Club.

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

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Section 5: Trustees

- 5.1 There shall be no more than three Trustees of the Club who shall be appointed from time to time as necessary by the Committee of the Club from among Full or Life Members who are willing to be so appointed.
- 5.2 A Trustee shall hold office during his/her life, or 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 Trustee(s) 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/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.
- 5.4 The Trustees shall in all respects act, in regard to any property of the Club held by them, in accordance with the directions of the Committee.
- 5.5 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.

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Section 6: Annual General Meeting

- 6.1 An Annual General Meeting (AGM) of the Club shall be held by the end of the calendar year on a date to be fixed by the Committee. The 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 The Treasurer shall prepare an Account of Receipts and Payments for each year ending October 31st, including a Statement of the Funds of the Club at that date. The Accounts shall be examined by a member appointed at the AGM.
- 6.3 No business, except the passing of the Accounts and the election of the Officers, Committee and Honorary Accounts Examiner, 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 Secretary at least twenty-eight days before the date of the AGM.
- 6.4 The Committee may at any time, upon giving twenty-one days' notice in writing, call a Special General Meeting (SGM) 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.
- 6.5 The Committee shall call a SGM upon a written request addressed to the Secretary signed by at least ten 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 SGM. The discussion at such meeting shall be confined to the business stated in the notice sent to members.
- 6.6 At every meeting of the Club the Chair of the Club will preside, or in their absence, a Chair elected by a majority of those present shall preside.
- 6.7 A quorum at any General Meeting of the Club shall be formed if at least 50% of the members entitled to vote at the relevant meeting are personally present.
- 6.8 Only Full Members or Life Members shall vote at any General Meeting of the Club. Other members may attend and speak but are not entitled to vote.
- 6.9 Voting, except upon the election of members of the Committee, shall be by show of hands. In the case of an equality of votes the Chair (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. This provided that no such change shall alter its objects or winding-up provision.

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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 After discharging all debts and liabilities of the Club any remaining assets shall be distributed as decided by the Committee.

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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.

8.2 Equalities

The club shall adhere to the Equality Policy of Bowls England.

8.3 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.

8.4 Members Contract

The members acknowledge that this document constitutes a legally binding contract to regulate the relationship of the members with each other and the Club.

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Club Rules

Clothing

All members are representatives of the Club and are expected to comply with the Club's dress code in order to uphold standards.

- Flat bowling shoes must be worn when playing on the green.
- For club competitions and roll-ups, grey trousers/skirts/shorts and white top or club shirt should be worn.
- For club representative matches, club shirts should be worn and for Friendlies, white top or club shirt.
- For weekend club matches, white trousers/skirts/shorts are to be worn and for mid-week club matches, grey trousers/skirts/shorts are required.

Lockers

Lockers are available in the clubhouse and can be rented for the season by paying the appropriate fee to the Treasurer.

Team Selection

Team Sheets for all matches will be displayed in the clubhouse in advance and members should add their name to indicate their availability.

The selection of teams for all matches shall be by the Captain, Mid-Week Captain or the Vice-Captain and one other committee member.

It is the responsibility of members to check if they have been selected for a match. Members selected for a match should inform the Captain or Mid-Week Captain as soon as possible if they are then unable to play.

The Captain of the day will be responsible for initiating the match cards.

Green Ranger, Tea and Cleaning Duties

Members are expected to undertake their allocated Green Ranger and Tea and Cleaning Duties unless the Committee has granted an exemption in special circumstances.

Guests in the Club

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

Purchase and supply of excisable goods

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.

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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.

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

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.

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 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 Secretary.