

# Great Barford Bowls and Pétanque Club Constitution

## 1. Title

- a) The Club shall be known as **GREAT BARFORD BOWLS AND PÉTANQUE CLUB.**
- b) The Club will be affiliated to **Bowls Bedfordshire** and **Bowls England** for Bowls, and to **Pétanque England** for Pétanque.

## 2. Object of the Club

The Object of the Club is to provide facilities for, and to promote participation at all levels in, the amateur sports of Bowls and Pétanque, in Great Barford and the surrounding area.

## 3. Laws of the Game

The Club shall adopt and conform to:

- a) **The Bowls England Rules and Regulations** and the current **Laws of the Sport of Bowls**
- b) **The Rules and Regulations of Pétanque England** and the current **Laws of the Sport of Pétanque.**

## 4. Club Rules

- a) Every Member is deemed to have notice of, and undertakes to comply with, the **Club Code of Conduct, incorporating the Club's Equality and Diversity Policies.**
- b) Membership of the Club will constitute consent to the holding of personal data in accordance with the **Data Protection Act 2018.**
- c) The Club will adopt and follow all policies and guidelines approved by **Bowls England** and **UK Anti-Doping.** The Club will follow all procedures set out in **Bowls England Regulation 9, 9A and 9B.** The Club will abide by all sanctions, recommendations and/or decisions from the **Case Management Panel** or **National Disciplinary Panel.**
- d) 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.
- e) There must be no arrangements, revealed or concealed, by which any person receives any payment or pecuniary benefit either directly or indirectly at the Club's expense from the purchase or sale of alcoholic beverages by or on behalf of the Club.
- f) All surplus income or profits made by the Club are to be reinvested in the Club.
- g) No surpluses or assets will be distributed to Members or third parties but are to be used for the benefit of the Club as a whole.
- h) The Club will keep Fees and Subscriptions at a level which will not pose a significant obstacle to people participating.

## 5. Membership

- a) Membership of the Club is an acceptance of the Club Rules.
- b) Membership shall be open to all members of the community, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs, on application except as a necessary consequence of the requirements of the sports of Bowls or Pétanque. The different categories of Membership exist on a non-discriminatory and fair basis.
- c) No person may be admitted to Membership or enjoy the privileges of Membership without an interval of at least two days between their application for Membership and their admission.
- d) Applications will be accepted by simple majority vote of the Management Committee.

- e) A list of the names and addresses of Members will be kept at the club under secure conditions.
- f) The Annual Subscription for each category of Member shall be agreed at the Annual General Meeting and shall be payable by the first day in April each year. Members wishing to pay by instalments may do so by Standing Order to commence in the prior January and complete their payments by September of the same year. No Member will be entitled to play after 1<sup>st</sup> April until his or her Subscription has been paid in full or a Standing Order set up.
- g) The Management Committee shall offer such reductions to a Playing Member's Annual Subscription as they deem to be fair and reasonable for any situation or circumstances.
- h) The number of Club Members shall be at the discretion of the Club Management Committee, subject to a maximum of 120 and a minimum of 25.
- i) There shall be the following categories of Membership with power to vote, with the sole exception of Junior Members, at all Meetings of the Members of the Club:

**ADULT PLAYING MEMBER** – being a person who, at the date the Subscription is due, shall have attained the age of eighteen years and entitled to participate in Bowls and Pétanque.

**JUNIOR PLAYING MEMBER** – being a person who, at the date the Subscription is due, is under the age of eighteen or engaged in full time education and shall have no vote.

**HONORARY LIFE MEMBER** – being a person nominated by the Management Committee in recognition of their services to the Club and elected by the Annual General Meeting.

**SOCIAL MEMBER** – being a person not entitled to participate in any form of the sports of outdoor Bowls or Pétanque with the Club who may otherwise enjoy the facilities of the Club.

- j) The Management Committee may refuse Membership or remove it only for good cause such as breach of the Club Code of Conduct, failure to pay the Annual Subscription or other dues without good cause, or character likely to bring the Club or the sports of Bowls or Pétanque into disrepute. Appeal against refusal or removal may be made to the Members.
- k) Members may introduce and entertain Guests at the Club. Any Member introducing a Guest to the Club premises shall be held responsible for their behaviour and for their guests strictly observing the Rules and Code of Conduct of the Club. The Member shall not leave the premises before their guests. No person who has been refused Membership of the Club shall be introduced to the Club as a Guest.
- l) There may be admitted to the Club premises on the occasion of a Bowls or Pétanque match, or on the occasion of a special function organised solely by and for the benefit of the Club, persons other than Members and their Guests, and alcohol may be supplied to such persons for consumption on the premises.

## **6. Annual and Other General Meetings**

- a) The Club shall hold an Annual General Meeting in October or November each year to receive reports from the Officers of the Club and the Annual Accounts of the Club, which shall be drawn up each year to 30 September.
- b) The Annual Accounts of the Club shall be examined and reported upon by a suitably qualified Examiner before approval at the Annual General Meeting. The Examiner, who may or may not be a Member, shall be appointed by the Management Committee.

- c) All Members should receive 15 days written notice of the date, time and location of the Annual General Meeting or of any other General or Special Meetings of the Members called by the Management Committee. The number of Members required to form a Quorum at any Meeting of the Members is 15.
- d) Any changes to this Constitution can only be made by a majority of the Members voting at an Annual General Meeting or any Special Meeting called for that purpose.

## **7. Officers**

- a) The Club shall elect at the Annual General Meeting the following officers: President, Vice President, Chairman, Secretary, Treasurer, Fixtures Secretary, Match Captain, Captain (Ladies), Men's Captain(s), Over 60s team Captain, Pétanque Captain, Competitions Organiser, Safeguarding Officer(s), Housekeeper, Greenkeeper, Members of the Bar Committee and Social Committee, and two Other Management Committee Members.
- b) The Chairman, Secretary and Treasurer must each be a 'fit and proper person' under the current terms laid down by HMRC.

## **8. Management Committee**

- a) The Management Committee will be made up of the following elected Officers: Chairman, Secretary, Treasurer, Match Captain, Ladies' Captain, Fixtures Secretary, Pétanque Captain, Housekeeper, Greenkeeper, Chair of the Bar Committee, Chair of the Social Committee, and two Other Management Committee Members. Five shall form a quorum.
- b) If, for any reason, a casual vacancy shall occur, the Committee may co-opt another person to fill such a vacancy until the next following Annual General Meeting.
- c) Members may attend any Management Committee Meeting but may not vote and may only speak if invited to by the Chairman.

## **9. Bar Committee**

The Bar Committee shall consist of at least eight Members, including at least one current officer of the Club. The Bar Committee shall be responsible for the organisation and general running of the bar, the production of the Bar Accounts at the end of the financial year, and the observance of the times at which alcohol shall be offered for sale under the terms of the Club's premises certificate. Only someone aged 18 or older who is nominated by the Club can serve alcohol or buy it for the Club.

## **10. Competitions**

The Club shall run such internal competitions as may be required. These competitions shall be subject to the rules and conditions laid down by the Competitions Committee. The Competitions Committee shall consist of the Match Captain, Ladies' Captain, the Competitions Organiser, and the Chairman. The Competitions Committee shall publish Competition Rules and be responsible for the organisation and conduct on an inclusive basis of all competitions, deciding handicaps where appropriate.

## **11. Dissolution**

Upon dissolution of the Club, any remaining assets shall be given or transferred to another Community Amateur Sports Club, a registered charity or the sports' governing body or bodies for use by them in related community sports, so far as is possible within Great Barford and the surrounding area.