

EASTCOTE BOWLING CLUB

CONSTITUTION

(as amended at the AGM held on 17 February 2023)

- 1 The Club shall be known as **Eastcote Bowling Club** and the Club Colours shall be blue and yellow.
- 2 The Club shall be affiliated to Bowls England, the Middlesex County Bowling Association, the Harrow and District Women's Bowling Association, the Harrow & District Bowling Association and the Chiltern & Thames Association of Mixed Bowls Clubs.

Management

- 3 The Management of the Club shall be vested in a committee, which will be responsible for the administration of the Club, the determining and collection of subscriptions, the use and maintenance of the pavilions, the changing rooms and any other buildings occupied by the Club. The Committee will also be responsible for the administration of the green.

The Committee

- 4 The Committee shall consist of the President, the Honorary Secretary, the Honorary Treasurer, the Club Captain, Mid-week Match Captain, Match Secretary, Competition Secretary, Social Secretary, Communications Officer and two Club representatives (one man and one lady).
- 5 The Committee shall meet at the call of the President or as required. Six members shall constitute a quorum.
- 6
 - (a) The Members of the Committee shall be elected at the Annual General Meeting.
 - (b) In the event of any vacancy occurring, the Committee shall have the power to fill such vacancy until the next Annual General Meeting.
 - (c) The Committee shall have the power to appoint one additional Committee member ("the Co-opted member") if in their opinion it would facilitate the administration of the Club. Any person so appointed must be a current member of the Club and must be subject to re-election at each following Annual General Meeting. The Committee may terminate the appointment at any time.

General Meetings

- 7 A notice convening the Annual General Meeting ("AGM") together with a copy of the Accounts and any other papers to be discussed at the Meeting, will be sent to all members at least twenty one days prior to the Meeting.

- 8 The AGM shall be held at a suitable time determined by the Committee following the end of the financial year when the Club Accounts duly audited will be presented to the members of the Club for approval.
- 9 (i) Twenty five members physically present shall constitute a quorum at all General Meetings
(ii) The AGM shall elect the President, who shall preside at all Annual General and any Special General Meetings and all Committee Meetings. The President shall be entitled to vote on all matters and in the event of a tie shall have the casting vote.
(iii) The AGM shall elect the other Members of the Committee. An Auditor (not being a member of the Committee), other Club Officers and the Club's representatives to the Club's affiliated bodies will be appointed.
(iv) Members eligible to vote at General Meetings may appoint a proxy, in the form as approved by the Committee from time to time, to attend and vote at the Meeting instead of them. A proxy need not be a member of the Club, may not speak at the meeting and does not count towards the quorum required for the Meeting.

Special Meetings

- 10 A Special General Meeting of Club Members may be convened: (a) at any time by order of the Committee or (b) within fourteen days of a request signed by a minimum number of fifteen members, stating the specific purpose of the meeting. At any such meeting no business other than that specified on the convening notice shall be transacted.

Minutes

- 11 Copies of Minutes of Committee Meetings will be sent to members electronically. For those unable to receive them in this way a copy will be placed on the notice board in the Club House, and will be made available on in the members area of the Club's website. The minutes of the Annual General Meeting will be sent to all members prior to the next AGM and will also be available on the website.

Membership

- 12 Applications for membership of the Club must be made on the appropriate form and submitted to the Honorary Secretary.
- Applications must be proposed by an existing member; if the applicant is unknown to any member, the proposal form will be posted on the noticeboard for two weeks to enable members to advise the Committee of any comments.
 - Applicants must be approved by a Club Coach or the Club Captain.
 - All applications other than those for new bowlers who have successfully completed a Club coaching course must be submitted for election at a Committee Meeting.

- No applicant will be granted membership or, as a candidate for membership given membership privileges, without an interval of at least two days from the later of:
 - the date of application or
 - the date of proposal, or if no proposer, two weeks from date of application.

Honorary Membership

- 13** Honorary membership which shall carry all the benefits of full membership without payment of the annual Club subscription may be conferred at an Annual General Meeting on suitable Members recommended by the Committee.

Members

- 14 a) Senior Members**
Senior membership is open to all members who are over 85 and have been full members for four years or more. Senior members will be entitled to a 50% reduction in their subscription.

b) Junior Members

For members who are 18 or younger, Junior Membership will be available at a reduced subscription. Junior Members may attend all Club General Meetings but may not take part in any voting.

Social Members

- 15** For Members who do not wish to play, Social Membership will be available at a reduced subscription. Social Members may attend all Club General Meetings, but may not take part in any voting.

Subscriptions

- 16** Subscriptions for all members shall be paid annually at a time to be decided by the Committee. The amount shall be determined by the Committee and agreed at an Annual General Meeting. A joining fee payable by new members shall also be determined by the Committee. Any member failing to pay the annual subscription within a reasonable time shall at the discretion of the Committee, be removed from the list of members and will forfeit their membership.

Indemnity Clause

- 17** Each member of the Club shall (to the extent that such a person is not entitled to recover under any other policy of insurance) be entitled to be indemnified out of any and all funds available to the Club, which may lawfully be so applied, against all costs, expenses and liabilities whatsoever incurred by such a person in the proper execution and discharge of duties undertaken on

behalf of the Club or arising therefrom, or incurred in good faith in the purported discharge of such duties.

Part of the activities of the Club include short mat bowling out of season.

Equal Opportunities Policy

- 18 The Club operates an Equal Opportunities Policy.

Child and Vulnerable Adult Protection Policy

- 19 The Club fully accepts its legal and moral obligation to exercise its duty of care and to protect all children and vulnerable adults participating in its activities, and to safeguard their welfare.

The Club is committed to do this by acknowledging that the welfare of the individual is paramount and that each individual irrespective of age, gender, race or disability has the right to protection from abuse. The Club also acknowledges that each individual has a right to be safe, and to be treated with respect and dignity.

The Club will also use its best endeavours to ensure that all allegations of abuse are taken seriously and that the response to them will be swift and appropriate. The effect of the Club's policy will be reviewed annually.

Safeguarding Office

- 20 The Club will appoint a Safeguarding Office annually to whom members can address any concerns.

Code of Dress

- 21 Members using the green must wear approved bowling shoes. When selected to play in matches against other clubs members must wear a dark blue or navy blue blazer with the Club badge. Gentlemen must wear white or grey trousers, a white shirt and the Club tie or the Club shirt. Ladies must wear a white or grey skirt or white or grey trousers or crop trousers and a white shirt or blouse or the Club shirt. Members may wear white or grey tailored shorts. Recognised Club stickers should be affixed to a players bowls when representing the Club.

Data Protection

- 22 The information passed to the Club by its members is used solely for the purposes of running the Club, arranging matches and competitions and keeping members informed of various events. It is only passed to affiliated bodies such as Bowls England, Middlesex County Bowling Association, Harrow and District Bowling Association, Harrow and District Womens Bowling Association and the Chiltern and Thames Association of Mixed Bowling Clubs to allow them to run their events successfully.

Dissolution

- 23** If at any General Meeting of the Club a resolution is passed calling for the dissolution of the Club, the Secretary shall immediately convene a Special General Meeting of the Club to be held not less than one month thereafter to discuss and vote on the resolution.

If at the Special General Meeting the resolution is carried by at least two-thirds of the Full Members present at the meeting, the Committee shall thereupon, or at such a 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.

After discharging all debts and liabilities of the Club, the remaining assets shall be given or transferred to some other voluntary organisation having objects similar to those of the Club.

Misconduct

- 24** Bowls England Regulation 9 must be adhered to when dealing with disciplinary matters. The full 67 page document of all Bowls England rules and regulations can be viewed on their website www.bowlsengland.com.

Amendments to these Rules

- 25** Any proposed change or amendment to this Constitution shall be submitted in writing to the Honorary Secretary. A copy of the proposed change or amendment shall be made available to all Club Members at least 21 days prior to the next Annual General Meeting or a Special General Meeting. The amendment or change should be submitted to a vote and will require a majority of two thirds of those present in person or by proxy and voting to become effective.