



# ***Chepstow Bowling Club***

## ***Constitution***

# ***2021***

# CLUB CONSTITUTION

## 1. Name

The Club shall be called Chepstow Bowling Club (hereinafter called the 'Club'), a sports section of Chepstow Athletic Club (CAC), Mathern Road, Bulwark, Chepstow.

## 2. Affiliation

The Club shall be affiliated to Welsh Bowls (WB), Monmouthshire Bowling Association (MBA), East Monmouthshire Bowling Association (EMBA), South Wales & Monmouthshire Ladies Bowling Association (SWMLBA).

## 3. Aims and Objectives

The Club shall aim to positively promote the game of bowls to its Members in accordance with the laws of the governing bodies and to foster the spirit of fellowship in friendly and competitive bowling and offer coaching to all those Members who wish to play. It will seek to involve all Members, particularly adults and parents of junior Members, in the undertaking of its activities to ensure there is a sustainable and quality provision for all.

## 4. Equality Statement

The Club is fully committed to the principles of equal opportunity.

No Member, participant or volunteer of the Club will receive less favourable treatment on the grounds of gender, age, colour, disability, ethnic origin, parental or marital status, religious belief, social class, or sexual preference than any other.

The Club will ensure that there is open access for all those who wish to participate in the activities of the Club, in whatever capacity and that they are treated equally. The Club recognises its legal obligations not to discriminate and will regard discrimination by any Member, participant, or volunteer as grounds for disciplinary action under the relevant Club rules.

*For further information refer to the Club's Equal Opportunities Policy.*

## 5. Health, Safety and Welfare Statement

The Club recognises its responsibility to safeguard the health, safety, and welfare of all Members, including children, young people and vulnerable adults who are Members of the club and to visitors and those other parties that may be affected by our activities and operations. The Club will aim to provide good quality bowling in a safe environment including its Club House, by adopting the procedures and working practices in its policy.

*For further information refer to the Club's Health and Safety Policy.*

## 6. Safeguarding and Child Protection Statement

The Club is committed to safeguarding and promoting the welfare of children and vulnerable adults, regardless of their age, disability, gender, race, religion or belief, sex, or sexual orientation and that they have a right to equal protection from harm. This commitment applies to all Members of the Club, visitors, and those other parties that may be affected by our activities and operations.

*For further information refer to the Safeguarding and Child Protection Policy.*

## **7. Privacy and Data Protection Statement**

The Club complies with government guidelines on GDPR and protection of Member data. No Member data is held by the Members of the Committee or displayed in the Clubhouse or on the Club website without the express permission of the Member.

*For further information refer to the Privacy and Data Protection Policy.*

## **8. Membership**

- 8.1 The Club shall consist of the Officers and the Members.
- 8.2 Membership shall be open to Ladies and Gentlemen above the age of 17 years on the payment of the annual subscription. A new Member is required to pay a joining fee.
- 8.3 Junior membership shall be open to boys and girls under proper supervision, on payment of the junior annual subscription until reaching the age of 17. This membership category carries no voting rights.
- 8.4 Life Membership shall be awarded to a Member on the recommendation of the Management Committee at the Club's Annual General Meeting in recognition of long term and dutiful service to the Club. This is a non-subscription membership. The maximum number of Life Members at any one time shall not exceed ten or 10% of the membership if it is below 100. There shall be a limit of six playing Members. No more than one Life Member shall be nominated per annum.
- 8.5 Social membership shall be open to friends and supporters of Chepstow Bowling Club who wish to support and be included in the Club's social activities. This is a non-bowling membership, available on payment of a nominal annual subscription. This membership category carries no voting rights.
- 8.6 The Management Committee shall be responsible for deciding whether applications for membership should be accepted. This decision shall be made in accordance with the Equality Statement in section 4.
- 8.7 In accepting membership, a person agrees to abide by the Constitution of the Club and the decisions of the Club Management Committee
- 8.8 Every Member shall provide the Club 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. Contact details shall include full name, home address, telephone number, and email address if available.
- 8.9 All Members are also required to abide by the appropriate codes of conduct of the governing bodies.
- 8.10 The Lady Members of the Club shall have their own Committee to enable them to pursue their own agenda. Decisions made by this Committee shall be confined to the running of the Ladies teams and organisation of the Ladies activities. Any decisions which affect the whole of the Club must be approved by the Management Committee.

## **9. Membership Fees**

- 9.1 The annual subscription and joining fee shall be set at the Annual General Meeting after recommendation by the Management Committee. The level of fees shall distinguish between those members who are senior (aged 60 and above), those members who are junior (aged 16 and under) and those who are social members.
- 9.2 The annual subscription and any applicable joining fee shall be collected in March/April of each year and are payable to the Club Treasurer. No Member will be eligible to represent the Club if he/she has not paid the agreed membership fee by 1<sup>st</sup> May.
- 9.3 Members will be ineligible for team selection whilst subscriptions remain unpaid. Membership will have deemed to lapse if subscriptions are not paid before the 30<sup>th</sup> June.
- 9.4 Anyone joining the Club after the 30th June will pay the joining fee and a subscription reduced to half the annual club subscription plus the full CAC social membership fee.
- 9.5 Any Member who allows their membership to lapse, without notification and agreement of the Management Committee, and subsequently wishes to re-join, shall be required to pay a re-joining fee charged at 50% of the joining fee.

## **10. Management Committee**

- 10.1 The Management Committee shall be vested with the management of the Club and transaction of the ordinary business.
- 10.2 The following Officers and Members of the Club Management Committee shall be elected at the Annual General Meeting:

### Officers

Club President  
Club Chairman  
Club Vice-Chairman  
Club Secretary  
Club Treasurer  
Club Captain (Mens) (MBA Team Captain)

### Full Time Committee Members

Men's Fixture Secretary  
Ladies Representative  
Development Officer  
Elected Members

The number of Elected Members will be determined by how many are required to comply with Clause 10.4.

The Chairman will preside over the Opening and Closing of the Green.

The Men's Fixture Secretary will also be responsible for arranging and supervising social matches; Ladies v Men's matches, Mixed Sunday Matches and Visiting Tour Matches.

The Development Officer will be responsible for the development and maintenance of the Club House.

## Co-opted Committee Members

Green Officer  
GBL Team Captain  
Over Sixties Team Captain  
Mixed Team Captain  
Competitions Officer

Co-opted Committee Members may be required to attend a Management Committee meeting at the request of the Committee Members to report on matters relating to their post.

- 10.3 If more proposals are made than there are vacancies, election shall be by secret ballot at the AGM. All Members and Life Members are eligible to vote for Club Officers. For the Men's Officer's duties, only male Members are eligible to vote.
- 10.4 The Management Committee will act for the Members of the Club and shall include the Officers and Full Time Committee Members as stated in Clause 10.2 to give a Management Committee full time membership not exceeding 11 Members.
- 10.5 Co-opted Committee Members, as listed in Clause 10.2, can be co-opted onto the Committee on an individual meeting basis by invitation only. The Club Captain (Mens) will report team business to the Management Committee meeting on behalf of the other Men's Captains when they are not in attendance. The Club Secretary will report business to the Management Committee meeting on behalf of the Competitions Officer as the need arises when he/she is not in attendance.
- 10.6 Nominations for all Officers, Full Time and Co-opted Committee Members shall be posted in the Club House and on the website by the 31st of August and close 7 days prior to the Annual General Meeting.
- 10.7 Each nominee shall agree, be proposed, and seconded by signature.
- 10.8 If all vacancies are not filled from nominations conducted in accordance with Clause 10.6., further nominations may be called for at the Annual General Meeting.
- 10.9 The Management Committee shall meet monthly between February and November inclusive. The actual date will be determined by the Club Chairman and the date of the next meeting will be decided at the current meeting. All meetings will be convened by the Club Secretary.
- 10.10 The quorum necessary for Management Committee meetings shall be 4 Full time Members and to include at least 2 Officers.
- 10.11 Any Management Committee Member not attending for three consecutive meetings shall cease to be a Committee Member, unless the Management Committee considers that any explanation tendered is satisfactory.
- 10.12 The Chairman may call a meeting when he or she considers it necessary or desirable, or upon the written request of at least three members of the Management Committee.
- 10.13 The Management Committee shall be responsible for implementing the Club Constitution in relation to the operation of the club's affairs. Proposed amendments to the Constitution can only be agreed at the AGM.

- 10.14 The Management Committee shall be responsible for all property owned or leased by the Club and shall be responsible for the recruitment and management of all cleaning and maintenance personnel utilised by the Club.
- 10.15 Any liabilities incurred by the Club shall fall upon the membership of the Club providing the Management Committee acts in accordance with the Constitution, honestly and in good faith.
- 10.16 At the first Management Committee meeting following the Annual General Meeting a Greens Committee, consisting of 3 Members of the Management Committee, shall be selected. The Greens Committee shall have the power to co-opt additional Members from the membership if required.
- 10.17 At the first Management Committee meeting following the Annual General Meeting a Competitions Committee shall be appointed. This Committee will include a representative from the Ladies Section. It shall draw Club Competitions, fix dates for the completion of each round, and supervise the progress of the Competitions.
- 10.18 The Management Committee may at any time appoint additional Sub-committees from the membership to carry out specific tasks relating to the operation of the Club on their behalf.

## **11. Finance**

- 11.1 All monies raised by, or on behalf of the club shall be applied to further the aims and objectives of the Club and for no other purpose.
- 11.2 The Club Treasurer is responsible for collecting membership subscriptions and any other sources of income to the Club and maintaining the financial accounts of the Club detailing all income received and expenditure made.
- 11.3 The financial year of the Club starts on 1<sup>st</sup> October and ends 30<sup>th</sup> September.
- 11.4 The funds of the Club shall be lodged at a bank or building society in an account in the name of the Club. All cheques, drafts, etc. drawn on this account shall be signed by two of the following officers, Chairman, Club Secretary or Treasurer. The Treasurer shall be permitted to make electronic bank transfers.

## **12. Annual General Meeting**

- 12.1 The Annual General Meeting (AGM) of the Club, open to all Members, shall be held during the last week of October each year. At this meeting, the annual reports of the Chairman, Club Secretary, Ladies Representative, and the audited statement of accounts up to the end of the financial year shall be presented.
- 12.2 A quorum for the AGM shall be 20 Members.
- 12.3 The Secretary shall give no less than 21 days notice of the date of the AGM to all Members.
- 12.4 All elections of Officers and Management Committee Members shall be confirmed at the AGM. The Secretary should receive all nominations for these posts not less than seven days prior to the AGM.
- 12.5 Any Member may send a written request to the Club Secretary to call an Extraordinary General Meeting (EGM) of the Club. Such a request shall state the nature of business to be brought forward and upon its receipt, the Club Secretary with the consent of the Chairman, shall place such a request before the Management

Committee. If it is considered by them to be of sufficient importance, they shall instruct the Club Secretary to call an Extraordinary General Meeting. The notice of such a meeting shall state the business for which it is being called.

### **13. Voting Procedures for all Meetings**

- 13.1 All Members entitled to vote at meetings shall have equal voting rights.
- 13.2 A motion shall be carried by a simple majority of those present and voting, except when the motion is a Constitutional amendment, which shall require a two-thirds majority.
- 13.3 In the event of equal votes being cast, the Chair shall have a casting vote in addition to a deliberate vote.

### **14. Discipline and Appeals**

- 14.1 The Management Committee shall have the authority to take appropriate disciplinary action against any Member found to be in breach of the Club rules and the discretion to terminate the membership of said Member if found guilty of conduct deemed detrimental to the Club.
- 14.2 Members behaving in a manner considered liable to bring disrepute to the good name of the Club may be called upon to answer for their action to the Management Committee.
- 14.3 Where a Club rule has been broken by a member of the Club, no decision shall be finalised by any Sub-Committee involved without prior reference to the Management Committee.
- 14.4 Should a disciplinary issue involve the welfare of a child or vulnerable adult then the Welsh Bowling Association will be informed.
- 14.5 All individuals have the right of appeal to any disciplinary decision made by the Management Committee.
- 14.6 Any request for an Appeal Hearing should be made to either the Club Secretary or Chairman within 14 days of the disciplinary decision.
- 14.7 An Appeal Hearing should be convened within 14 days of the request for an Appeal being submitted.
- 14.8 An Appeal Hearing should be convened by a Member of the Management Committee and no more than four additional Club Members who are independent of the original Disciplinary Hearing and subsequent decision.

### **15. Website**

- 15.1 The Club shall provide and maintain a Website for the purposes of keeping the Members informed of Club matters and for promoting the Club to potential Members.
- 15.2 The Website shall consist of the following sections: Homepage, About Us, Find Us, Membership, Playing Bowls, Members Area, Club Policies, Gallery, Links and News. The Management Committee will be responsible for authorising any changes to the structure of the website. A Website Administrator shall make these changes and maintain an up-to-date website.

## **16. Dissolution Procedures**

- 16.1 In the event of the Club ceasing to exist and following the discharge of all debts and liabilities, any assets at the time of dissolution shall become the property of Chepstow Athletic Club. No Member shall obtain any asset from the Club.
- 16.2 The Club may be wound up upon a motion proposed and seconded by Club Members and passed by a two-thirds majority at a special meeting convened for that purpose following a written request signed by 30 Members of the Club.

## **17. Review of The Constitution**

- 17.1 This Constitution should be reviewed a minimum of once every three years.
- 17.2 Any amendments to the Constitution can only be agreed at the Club's Annual General Meeting.
- 17.3 Proposed additions to, or alterations of the Constitution shall be submitted in writing to the Secretary before the end of September. All suggested amendments should be signed and seconded. Any propositions shall be displayed on the Club noticeboard and on the website. No motion involving an amendment to the Constitution may be proposed from the floor of an AGM or EGM.
- 17.4 In the event of a proposal for amending the Constitution being submitted, the Club Secretary shall inform the membership of the proposed motion not less than 14 days prior to the AGM.
- 17.5 Any amendments to the proposed motion duly proposed and seconded shall be submitted not later than seven days before the meeting.
- 17.6 Any alteration to the Constitution shall require a two-thirds majority of Members voting and being present at the AGM.
- 17.7 The Constitution shall be displayed in the Members Area of the Website and in the Club House.
- 17.8 All matters arising that are not provided for by the Constitution will be dealt with by the Management Committee, whose decision shall be final.