

BURNHAM BOWLS CLUB CONSTITUTION

- 1.1 The name of the club shall be Burnham Bowls Club.
- 2.1 The object of the club is to provide facilities for and promote participation of the whole community in the sport of bowls.

Management

- 3.1 The club may appoint a President, and any other officers the Management Committee deem necessary.
- 3.2 The club shall be managed by a Management Committee, as a minimum, consisting of Chairman, General Secretary, Treasurer, The President may attend Committee Meetings in an ex-officio capacity without voting powers.
- 3.3 The Management Committee shall be elected at each Annual General Meeting and no person may hold more than one of the Management Committee offices simultaneously. Vacancies occurring within the Management Committee shall be filled by the remaining Management Committee members co-opting any Club Member to hold office until the next Annual General Meeting. The quorum for Management Committee meetings shall be three members present in person who shall include either the Chairman or the General Secretary.
- 3.4 The Management Committee shall be responsible for policy and planning within the club.
- 3.5 A Management Committee member failing to attend three consecutive meetings shall, unless the failure was due to some reason approved by the Management Committee, cease to be a member of the Management Committee.

Annual General Meeting

- 4.1 A General Meeting shall be held annually on a date decided by the Management Committee but not later than January of the following year and fourteen days' notice shall be given to all members.
- 4.2 A Special General Meeting shall be held if considered necessary by the Management Committee or if a written request submitted to the General Secretary signed by at least twenty five per cent of the playing membership. Notice for a Special General Meeting shall be as for an Annual General Meeting.

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- 4.3 Any proposed alterations to the Club Constitution, signed by the proposer and seconder, must be in the hands of the General Secretary at least twenty-eight days prior to the date of the meeting. Any proposed alterations to the Club Constitution will be displayed on the Club notice board and circulated electronically to members fourteen days prior to the Annual General Meeting.
- 4.4 Nominations for all Officers and Committee Members duly proposed and seconded and with the consent of the nominee must be in the hands of the General Secretary at least seven days prior to the date of the Annual General Meeting. Where there are more than the required number of nominees for a position a ballot vote will be held at the appropriate Annual General Meeting. In the event of a tie the Chairman of the meeting shall have a second or casting vote.
- 4.5 In all matters of voting at any meeting the Chairman at the time shall have a second or casting vote. The quorum for any Annual General Meeting shall be twenty five percent of the members of whom three shall be Management Committee Members including the Chair, the General Secretary and / or the Treasurer.

Membership – Playing and Social

- 5.1 Membership of the club and its facilities are open to all without discrimination.
- 5.2 Membership fees shall be set at a reasonable level as proposed and agreed at the Annual General Meeting.
- 5.3 Any person wishing to be considered for playing or social membership will complete an application form signed by the applicant and a proposer and seconder who are both playing members one of who shall have been a member for at least three years. If considered to be in the overall interest of the club the Management Committee retains the right to refuse membership.
- 5.4 Social members may enjoy all the facilities of the club other than unlimited use of the bowling green. They may attend, but not vote, at any Annual General Meeting.
- 5.5 Should a social member express an interest in playing bowls, they are welcome to apply to become a playing member.
- 5.6 Social members are to be allowed 6 roll ups on the green with an -experienced club bowler(s), authorised by the Management Committee, in attendance.

Associate Membership

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- 6.1 Properly constituted associations located in the area are welcomed, by agreement of the Committee, to join as associate members. They will be allowed to make the club their headquarters and make use of the other facilities (excluding the green).
- 6.2 To validate the agreement, at least one official from the organisation must pay a full membership subscription. This will entitle them to a clubhouse key.
- 6.3 Associate members may also be required to make a contribution towards running costs (e.g. for utilities) as determined by the Management Committee.
- 6.4 Payments made to the club do not entitle the associate member to a vote at the Annual General Meeting, which is confined to full members.

Life Members

- 7.1 Honorary Life Members may be created by the Management Committee in appreciation of sustained and meritorious service to the club. They shall have full voting powers at the Annual General Meeting and all other club privileges and shall not be obliged to pay any subscriptions.

Annual Subscription

- 8.1 The annual subscription shall be due on the first day of January each year. The actual annual subscription shall be decided at the preceding Annual General Meeting. Any member who fails to pay by the last day of January shall be deemed to have forfeited the rights of club membership.
- 8.2 Subscriptions from new playing members shall become due once their application is accepted by the Management Committee. If the first annual subscription is due part way through the playing season the amount may be abated by agreement with the Treasurer.
- 8.3 Each year the Committee will post the proposed annual subscription rates for the following year on the Club Notice Board at least 14 days prior to the Annual General Meeting.
- 8.4 Any member under the age of eighteen will qualify for a special rate set at of 10% of the full member annual subscription.

Visitors to the club

- 9.1 Members may introduce visitors to the club subject to the visitor signing the visitors Book.

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- 9.2 A visiting bowler may be permitted to play on the green at the discretion of an officer of the Club.
- 9.3 Members of visiting teams shall deem to be temporary, day, members of the Club and, therefore, not required to sign the visitors' book.

Complaints

- 10.1 Any complaints from Club members shall be submitted in writing to the General Secretary who shall bring the same before the Management Committee to be dealt with at the next meeting.

The Clubhouse bar.

- 11.1 The Club shall maintain a licenced bar. The Management Committee shall retain responsibility for the volunteers running of the bar. A person in charge of the bar at the time shall have the right to refuse service to any person and will ensure that the bar is operated within legislative or regulatory requirements.
- 11.2 The Club may be open for the sale of intoxicating liquors at times authorised by the Licensing Authority. Bar Hours shall be displayed in the Club House. Bar closing time shall normally be 11pm.
- 11.3 The Club shall not supply intoxicating liquors to any person under the age of eighteen years.

Bye laws.

- 12.1 The Management Committee shall have the power to make any Bye laws they may deem advisable and not inconsistent with the Constitution. Any such Byelaws shall be posted on the Club Notice board, and / or the club website.

The Financial Year

- 13.1 The financial year of the Club shall be from 1st October to 30th September and a certified copy of the statement of Accounts for the preceding year shall be presented at the Annual General Meeting. The accounts of the Club shall be audited by two Auditors appointed at the Annual General Meeting. Copies of the accounts shall be made available in the Clubhouse at least seven days prior to the Annual General Meeting.
- 13.2 All surplus income and profits are to be reinvested in the Club. No surpluses or assets will be distributed to members or third parties.

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Misconduct

14.1 If any member shall fail to observe any rule or regulation of the Club or be guilty of any act or conduct to bring discredit to the club, or discomfort to its members, the Management Committee shall call the attention of the member to the matter. The matter shall be dealt with according to the procedures of Bowls England Regulation 9 (Misconduct).

Safeguarding

15.1 The club recognises the Safeguarding and Child protection Policy as agreed by Bowls England and will follow all policies and guidelines approved by Bowls England alongside UK Anti-Doping Rules and all procedures set out in Bowls England Regulation 9, 9A and 9B. The Club shall nominate a Safeguarding Officer to oversee the policy.

Trustees

16.1 In the event of formal dissolution of the Club all fixed assets of the Club for the time being shall be vested in two trustees appointed by members of the Club at an Annual or Special General Meeting.

16.2 The Trustees appointed for the purpose of this clause shall be indemnified by the Club in respect of all expenses incurred by them in carrying out their duties as Trustees and from and against all claims and demand made upon them as such Trustees.

16.3 A certified statement of the General Secretary as to who are the present Trustees of the club be conclusive evidence of the facts so stated.

Dissolution

17.1 Upon the dissolution of the Club, any remaining assets shall be given or transferred to another registered Community Amateur Sports Club (CASC), a registered charity or another sport's governing body for use by them in related community sports.

A copy of the Club Constitution shall be always posted in the club premises and the club website.