

# **WATTON (LOCH NEATON) BOWLS CLUB**

## **CONSTITUTION AND RULES**

### **Name Aims and Objectives**

- **The name of the Club shall be 'Watton (Loch Neaton) Bowls Club' (thereafter referred to the 'Club').**
- **The Club shall be affiliated to Bowls England, Norfolk Bowls Association, Norfolk Bowls Federation and Watton Sports Association and Social Club.**
- **The Aim of the Club is to provide facilities for the participation of amateur outdoor flat green and short mat bowls in and around the town of Watton Norfolk. The Clubs Objective is to promote the benefit of flat green and short mat bowls through Competition, Social contact, Exercise, Fun, Wellbeing, Belonging and Companionship.**
- **The Club shall adopt and conform to Bowls England Rules and Regulations, Norfolk Federation Rules and the Crystal Laws of the Sport of Bowls.**

### **Management Committee Of The Club**

- **The affairs of the Club to be managed by a committee of Full Members elected at the Annual General Meeting (AGM) and holding office for a period of one year.**
- **The Committee shall manage the affairs of the Club according to the Rules, and ensure club funds are applied solely to the Club objectives. It shall ensure the property and funds of the Club will not be used for the direct or indirect private benefit of Members. No surplus or assets will be distributed to members or third parties; surplus income or profits will be re-invested in the Club.**
- **The Committee should consist of not less than six Full Members.**

### **Committee:**

**Chair,  
Vice-Captain,  
Secretary,  
Assistant Secretary  
Fixtures Secretary,  
Green Maintenance Officer,**

**Club Captain,  
Ladies Captain  
Treasurer,  
Safeguarding Officer  
Bowls England/County Representative.  
Sports Association Representative**

**Candidates for election to the committee shall be those members of the retiring committee eligible for re-election and other full members whose nomination (duly proposed and seconded in writing by Full members), with their consent, shall be displayed at the club at least 14 days prior to the date of the AGM**

- **If the number of candidates for election is greater than the number of vacancies, there shall be a ballot of those members present and entitled to vote. This would be a closed voting system.**
- **If the number of candidates is equal to or less than the number of vacancies, candidates shall be deemed to be elected if majority of those present and entitled to vote, are in favour.**
- **If a casual vacancy should occur, the Committee may co-opt another person to fill the vacancy until the next AGM. Co-opted Members will be entitled to vote.**
- **Officers may appoint other sub committees from time to time when necessary, and delegate such powers as the committee think fit or required by law.**
- **The club chairman shall take the chair at all meetings. In his or her absence, a person appointed by the meeting shall take the chair.**

## **Membership**

- **Membership of the Club shall be open to anyone interested in outdoor flat green and short mat bowls regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. Membership may however be limited according to available facilities on a non-discriminatory basis.**
- **An application for membership shall be in the form prescribed by the Committee and shall include the name, address and contact details of the candidate.**
- **On receipt of an application, the Committee will consider the application as soon as possible. The Secretary will inform the candidate of the decision and given a copy of the Rules of the Club and make request for payment within one month.**
- **Membership will comprise of full members, junior members, and honorary life members.**

- **Membership may be open to any person aged ten or over providing the person is proposed and seconded by full members, and accepted by the committee.**
- **Juniors under the age of 16 must be accompanied by a responsible adult, at all times, when using the club facilities.**
- **A junior is classified as under 21 and still in full time education and pays a lower membership fee. Junior members under 21 shall have the same rights, privileges and obligations as full members, except that they may not vote on matters concerning bowling activities. Junior members under 18 must adhere to the licensing laws of Watton Sports Club.**
- **Full, Junior and playing honorary members shall have the full use of all Club facilities. The club will pay ALL Affiliation Fees.**
- **Non-playing HONORARY LIFE MEMBER shall have the full use of all the Club facilities.**
- **Every member shall give the Secretary up-to-date contact details that shall be recorded in the register of Members and any notice sent to such address either by post or electronically shall be considered to have been duly delivered.**

### **Data Protection Act**

- **Membership of the Club and acceptance of club Rules and regulations by the member will be deemed to constitute permission to the holding of relevant personal data for the purposes of the General Data Protection Act 2018.**

### **Membership Fees**

- **Members of other Bowls England Affiliated Clubs (a list of clubs is published by Bowls England annually) may be authorised to use the premises of the Club subject to payment of green fees.**
- **The Committee at the AGM will propose subscription Fees for each category of Membership. Any changes to be approved by a majority of those present and entitled to vote. Subscriptions will be kept to a level that should not pose a significant obstacle. The Current rate of Subscription Fee will be prominently displayed in the club.**
- **All members shall pay their first annual subscription fee on election to the Club and thereafter between January 1<sup>st</sup> and January 31<sup>st</sup> each year.**

- **No member whose annual payment is in arrears by one calendar month may use the club premises, vote at any meeting, play for the club or represent the club in anyway.**
- **The Committee may refuse membership or, remove it for persistent infringement of club rules, conduct likely to bring the Club or sport into disrepute**
- **Members would have the right to appeal against refusal or removal to an Extraordinary General Meeting (EGM) called for that purpose. Reinstatement of any such member would be at the discretion of the committee or based upon the recommendations of the EGM.**
- **No subscription shall be refundable unless notice given to the secretary prior to the spring meeting or at the committee's decision.**

### **Complaints, Club Rules/Regulations and Conduct of Members.**

- **Complaints of any nature to be addressed in writing to the club Secretary.**
- **The club rules, regulations and any byelaws must be observed by every member of the club and strictly enforced by the committee. The rules can only be altered at the AGM or EGM or under Special Powers if not covered by current rules and regulations. Not less than 14 days' notice to be given of any proposed changes.**
- **The committee shall have the Special Power to change regulations and rules governing the club under deemed emergency situations and on matters not currently covered by present rules and regulations.**
- **The club rules to be displayed in a prominent place on the clubhouse notice board with a copy in the club file also kept in club house.**
- **All disciplinary matters will be dealt with in accordance with Bowls England Regulation 9 (Misconduct).**
- **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.**

### **Limitation of Club, committee and individual liability**

- **This applies to every club member, visitors and guests who will be bound by the following Rules.**

***“Members of the Club and guests, members of visiting clubs and guests, and supporters may use the Club premises and any other facilities of the club entirely at their own risk and by doing so have implied acceptance.***

***(a) The Club will not accept any liability for any damage to or loss of property belonging to members, visiting clubs or guests.***

***(b) The Club will not accept any liability for personal injury arising out of the use of the Club premises, the use of equipment/ machinery and 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 neglect, default or negligence of any of them, the Officers, Committee and Servants of the Club.”***

- **Any member shall not enter into any contracts unless expressly authorised or authorised by implication from the Committee. Equally, without the expressed authority of the committee borrow money or incur debts on behalf of the Club or its membership.**
- **Members of the Committee are entitled to be indemnified by the club members against and for liabilities properly incurred by them on behalf of the Club wherever the contract is of a duly authorised nature.**
- **The limit of any individual member’s indemnity in this respect shall be a sum equal to one year’s subscription at the current rate of membership unless the Committee has been authorised to exceed such limit by an AGM/EGM of the Club.**

### **Contractual Liability**

- **The Committee shall endeavour to ensure that the following clause is incorporated in every contract, lease, or other agreement entered into by the Committee.**

***“The liability of the Committee for the performance of any contractual or obligation undertaken by them on behalf of the Club shall be limited to the assets of the Club at the time / date of the contract”***

### **All Club Meetings**

- **At all meetings the Club Chairman will preside, or in their absence, a Chair elected by a majority of those present shall preside.**
- **A quorum of 15 members entitled to vote and personally present shall form a quorum at any General Meeting of the Club.**

- **Only Full members or Honorary Members shall vote at any General Meeting of the Club. Other members may attend and speak but are not entitled to vote.**
- **Voting, except for the election of members of the Committee, shall be by show of hands. In the case of equality of votes, the Chairman (or other nominated person) shall have a second or casting vote, on any matter.**
- **Any changes to the club rules may only be made except in the case of the need for emergency powers by a majority vote of at least two-thirds of those present and entitled to vote, providing it does not jeopardise the club's status within the meaning of the Finance Act. All club members to be notified in writing of the changes.**

### **Annual General Meeting (AGM)**

- **Held annually, following the closure of the green, on a date fixed by the Committee.**
- **At least 14 days prior to the meeting the secretary to circulate to each member notice of the meeting and business to be discussed. This may be either by post or electronically.**
- **Only discuss the Accounts, election of Officers, Committee, Honorary Auditor, and any notified business at such a meeting. Any member may give the secretary 28 days' notice prior to the meeting of anything they wish to be discussed.**
- **The Committee may nominate for election at the AGM any Honorary Life Members they may think fit. Such Honorary Members shall be duly elected if two thirds of those present, and entitled to vote, are in favour of election.**

### **Spring General meeting**

- **Held annually in March on a date fixed by the Committee. To review the Statement of Accounts since the previous AGM, and consider any other business appertaining to the Opening of the Green and the playing season.**
- **At least 14 days prior to the meeting the secretary to circulate to each member notice of the meeting and business to be discussed. This may be either by post or electronically.**
- **Any member may give the secretary 28 days' notice prior to the meeting of anything they wish to be discussed.**

## **Extraordinary General meeting (EGM)**

- **May be called by the committee or a member's written request, signed by at least 6 members. The committee shall meet within 4 days of a members request in order to call an EGM. The secretary to give 14 days' notice of the nature of the meeting, and only this business to be discussed at the meeting.**

## **Committee Meetings**

- **The Committee shall endeavour to meet once every two months and four members personally must be present to form a quorum.**
- **Voting shall be by show of hands. In case of equality of votes, the Chairman shall have a casting vote.**
- **Any conflict of interest must be declared to the Chairman prior to the start of the meeting. The Chairman will determine if the person may remain in the meeting and/or vote when the item is discussed.**

## **Dissolution of the Club**

- **If, at any General Meeting of the Club, a resolution is passed calling for the dissolution of the Club, the Secretary shall immediately convene an EGM to be held not less than one month following to discuss and vote on the resolution.**
- **If, at that EGM, the resolution is carried by at least two-thirds of the Members present, the Committee shall immediately or at such a date as specified in the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities.**
- **If, upon the dissolution of the Club, there remains after the discharge of all its debts and liabilities and property, the same shall not be paid to or distributed amongst the members of the Club.**
- **On final dissolution of the Club the Committee shall give or transfer the net assets remaining to one or more of the following:**
  - (a) To another Club with similar sports purposes which is a charity and /or**

**(b) To another Club with similar sports purposes which is registered CASC or to Bowls England for use by them in related community sports.**

### **Miscellaneous**

- **The Club premises shall be open to members at times shown on the club notice board.**
- **The club shall adhere to the requirements of the Watton Sports and Social Club licensing act and regulations.**

### **Safeguarding**

- **The club shall adhere to the Safeguarding Policy of Bowls England and will ensure the contents are communicated to members and clearly displayed within the club premises for members and Visitors.**
- **The club shall adhere to the Equality Policy of Bowls England.**
- **The Members by paying their yearly subscriptions acknowledge this document constitutes a legally binding contract to regulate the relationship of the members with each other and the Club. Honorary members and guests are also bound by this constitution and rules .**