



**Knowle Bowling Club Constitution
(Community Amateur Sports Club)**

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Section 1: Name and Objectives

- 1.1 The name of the Club shall be 'KNOWLE BOWLING CLUB' (hereinafter referred to within this constitution as the 'Club') and shall be situated at Wells Road, Knowle, Bristol BS4 2QN, or such other place as the majority of members shall determine.
- 1.2 The Club shall be affiliated to BOWLS ENGLAND and SOMERSET BOWLS ASSOCIATION
- 1.3 The objectives of the Club are to provide facilities to promote and encourage participation in the amateur sport of outdoor flat green bowls in accordance with Bowls England regulations & policies. The club will provide a bowling green, clubhouse and relative social activities for the members.
- 1.4 The Club shall adopt and conform to Bowls England Rules & Regulations and the current Laws of the Sport of Bowls.
- 1.5 The club is of a non-profit making nature and any surplus income is re-invested into the club and does not permit any distribution of club assets in cash or kind to members or third parties.
- 1.6 The Knowle Bowling Club colours shall be red, navy blue and white. The dress code shall be as directed by the Executive Committee

Section 2: Officers of the Club

2.1. **The Officers of the Club** shall be Senior or Life Members of the Club and shall consist of: -

The President shall preside at all functions and also be an ex-officio member of the green, bar, competition and social committees.

The Chairperson shall take the chair at all Annual, Spring, Extraordinary General meetings and Executive Committee meetings. If absent, the chair will be taken by the President or by a member elected by a majority of the other members present.

In all cases covered by this rule the Chair of the meeting shall, when necessary, have a second or casting vote.

The Chairperson shall also be an ex officio member of the Green, Bar, Competition and Social Committee

The Secretary shall on all occasions in the execution of their office, act under control and direction of the Executive Committee.

The Secretary shall summon and attend all meetings and ensure that 'minutes' of the meetings are recorded.

The Secretary shall ensure that the Club is registered with the Magistrates Court, ensure insurance is up to date, deal with any affiliations, relevant correspondence and shall obtain all the necessary licenses.

The Secretary shall deliver to new members a copy of the current Club Rules and this constitution. The Secretary shall be an ex officio member of the Competition and Social Committees.

The Assistant Secretary shall aid the Secretary in the execution of any duties. In the Secretary's absence the Assistant Secretary shall act instead.

The Treasurer shall ensure that all monies received on behalf of the Club are duly paid into the Club's bank accounts.

The Treasurer shall also ensure that all debts of the Club are duly settled as directed by the Executive Committee.

The Treasurer shall keep the accounts of the Club, report to the Executive Committee, prepare the annual income and expenditure statements plus a simplified balance sheet for submission to the auditors of the Club and to the members at the Annual General Meeting.

The Treasurer shall ensure that the Club complies with the National Insurance and Finance Acts.

The Assistant Treasurer shall aid the Treasurer in the execution of any duties. In the Treasurer's absence the Assistant Treasurer shall act instead.

The Ladies & Men's Match Secretaries shall be responsible for the arrangement of all Club matches and compilation of the match list for the fixture book for the ensuing season by Spring meeting. They will also be responsible for any alterations to the fixtures.

Ladies & Men's Captains shall be responsible for the running of match days and selection.

The above officers will serve on the **Executive Committee** with the assistance of **4 Executive members** duly elected, who shall assist with the running of the Executive Committee meetings.

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The Safeguarding Officer shall be appropriately trained as the contact point for any issues concerning children and vulnerable adults, ensuring current practices are suitable for use. Reporting any issues to the Executive Committee and Bowls England. The Safeguarding Officer will not sit on the Executive Committee.

All other Captains and Vice Captains will act as stated for the Ladies & Men's Captains assisted by the relevant committees. These Captains and Vice Captains will not sit on the Executive committee

Officers shall be elected at the Annual General Meeting and shall hold office for the period of election, retiring at the end of the period.

All Officers of the Club shall be eligible for re-election to the same office or another office at the end of their current period.

Section 3: Membership

3.1 Categories and votes of Membership

- 3.1.1 The club may have different classes of membership and subscription on a non-discriminatory and fair basis.

There shall be the following categories of membership with power to vote at all relevant meetings of the Club as indicated hereunder: -

- (a) A SENIOR MEMBER – being a person who, at the date of election, shall have attained the age of eighteen years and have become a member prior to the 31st of March for the current year shall have one vote.
- (b) A JUNIOR MEMBER – being a person who shall be under the age of eighteen at the 31st March in the relevant year, shall have no vote.
- (c) AN HONORARY/LIFE MEMBER – who shall have one vote.
- (d) A SOCIAL MEMBER – may participate in meetings, shall have no vote but may be co-opted onto the Social Committee at the discretion of the Executive Committee.

Playing members are expected to make themselves available to represent the Club in matches. Members failing to do so, will be required to explain any such failure to the Executive Committee.

- 3.1.2 No member may use the Club premises, or any of the facilities of the Club, until forty-eight hours have elapsed from the date of posting of notice of election.
- 3.1.3 All Senior playing members of Knowle Bowling Club shall not play for any other Lawn Bowling Club registered with, Somerset Bowls Association, City & County of Bristol Bowling Association or Gloucestershire Bowls Association (with the exception of touring teams) whilst a member of this club.
- 3.1.4 The Executive Committee shall be empowered to elect temporary members for payment of a fee and for such period as it may decide.
- 3.1.5 Members of visiting teams and/or competitors shall be honorary temporary members on the day of the match without a fee.
- 3.1.6 Spouse/partner of a senior playing member and parent/guardian of a junior member shall be granted free social membership. This privilege shall not cease on the demise of the playing member or of a junior member reaching senior membership age.

3.2 Rights and privileges of members

3.2.1 The rights and privileges of each category of membership shall be as follows: -

- (a) A SENIOR MEMBER shall have the full use of all Club facilities. Affiliation Fees shall be payable to Somerset Bowls Association and Bowls England.
- (b) A JUNIOR MEMBER shall have the full use of all Club facilities subject only to 8.4 of this Constitution. Affiliation Fees shall be payable to Somerset Bowls Association and Bowls England
They will at all times be accompanied by an adult. Junior playing members shall be entitled to the same benefits of membership as senior playing members except that they shall not be eligible for nomination to any office or committee and that they are subject to limitations imposed by the Licensing Act of 2003.
- (c) AN HONORARY/LIFE MEMBER shall have the full use of all the Club facilities. Affiliation Fees shall be payable to Somerset Bowls Association and Bowls England
- (d) A SOCIAL MEMBER shall have the full use of the Club-house facilities.

At the discretion of the Executive Committee, the spouse/partner of a playing member shall be permitted to use the bowling green for which a green fee as decided by the Executive Committee may be payable. Spouse/partner will not have status as a playing member.

Each member shall be entitled to introduce visitors. Such visitors, if using the Clubhouse, must sign a Visitor's Book, to be kept for that purpose, but shall not be entitled to purchase intoxicants from the bar. Visitors will be allowed 3 visits per year before being asked to become social or playing members. If using the green a fee may be payable, for which the member introducing the visitor shall be responsible to the Treasurer. The conduct of the visitor shall be the responsibility of the introducing member.

3.2.2 Candidates for membership shall have no privileges whatsoever in relation to the use of the Club or premises until they have become a member.

3.2.3 Members of other Bowls England Affiliated Clubs
A member of any Club affiliated to Bowls England (a list whereof is published by Bowls England annually) may be authorised to use the premises of the Club.

3.3 Membership Joining Fee & Subscription Fee

3.3.1 The rate of Joining Fee and Subscription Fee for each category of Membership shall be proposed by the Executive Committee to the members at the Annual General Meeting in each year. Any proposed changes shall be approved by a majority of those present and entitled to vote and shall become operative from the day following the Annual General meeting. The current rate of Joining Fee and Subscription Fee shall be prominently displayed in the Club premises.

- (a) Membership of the Club shall be open to anyone interested in the sport of outdoor flat green bowls on application regardless of sex, age, ethnicity, nationality, sexual orientation, religion or other beliefs or disability except as a consequence of the requirements of the game of bowls.
Membership may however be limited according to available facilities on a non-discriminatory basis.

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- (b) Membership subscriptions will be kept at levels that will not pose a significant obstacle to people participating.
- (c) The Executive Committee may refuse membership or remove it, only for good cause such as conduct likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the members. If consideration of removal of membership is as a result of a disciplinary issue, the procedure to be adopted shall be that as set out at point 3.6.2 of this Constitution.

3.3.2 All members shall pay the Joining Fee (if applicable) and their first annual subscription fee upon election to the Club and thereafter by 1st January of the relevant year.

3.3.3 The holders of the offices of Secretary and Treasurer shall be entitled to the full right of playing membership without payment of any subscriptions.

3.4 Members' duty to provide contact details

3.4.1 Every member shall furnish the [Honorary] Secretary with up-to-date contact details that shall be recorded in the Register of Members, held in accordance with the General Data Protection Regulations (GDPR). Any notice sent to such address/es either by post or electronically shall be deemed to have been duly delivered.

3.4.2 Any member changing their address shall within 14 days give notice to the Secretary in writing of their new address. Until such notice is received all communications sent to their last address and email address shall be deemed to have been served upon the member.

3.5 Election and retirement of members

3.5.1 Application for membership

- (a) An application for membership shall be in the form prescribed by the Executive Committee and shall include the name, address and contact details of the candidate, which can be shared with the relevant bowls associations, as indicated on the form. These details shall be held in accordance with the General Data Protection Regulations (GDPR). If the application is unsuccessful the details will not be entered into the register of members.

3.5.2 Election of Members

- (a) Upon receipt of an application for membership, there shall be an interval of at least two days before the meeting of the Executive Committee at which such application for membership shall be considered. The election of all classes of members is vested in the Executive Committee and shall be a simple majority vote of those of the Executive Committee. The Executive Committee may refuse applications only for good cause such as conduct likely to bring the Club into disrepute. The [Honorary] Secretary shall inform each candidate in writing or email of the candidate's election or non-election. The [Honorary] Secretary shall furnish an elected candidate with a copy of the current Rules and Byelaws of the Club and this constitution, making a request for such payments as are necessary.

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3.5.3 Payment of Fees upon Election

- (a) Upon election, a candidate shall pay, within one calendar month, fees as shall be requested. In default of such payment, the election shall be void unless sufficient cause for delay be shown.

3.5.4 Retirement of a member

- (a) A member wishing to resign their membership shall give notice in writing or email to the [Honorary] Secretary before 31st January and shall not then be liable to pay the subscription for the following year.
- (b) A member who retires in accordance with this Rule shall not be entitled to have any part of the annual membership fee or any other fees refunded.

3.5.5 Arrears of Subscription

- (a) Any member who fails to pay their subscription by the Spring General Meeting in the current financial year shall cease to be entitled to any privileges of membership. A notice of the default shall be sent to them by the Club Secretary and if the sum due is not paid within 14 days of the date of such notice, they shall cease to be a member and their name shall be removed from the Membership Register.
If, however, the delay in payment can be accounted for to the satisfaction of the Executive Committee they may, at their discretion, direct that the member be reinstated on payment of all arrears, which may include a penalty charge.
- (b) No member whose annual payment is in arrears may use the Club premises or vote at any meeting.

3.6 Conduct of Members

- 3.6.1 Every member, upon election and thereafter, is deemed to have notice of, and undertakes to comply with, the Club Rules and any Byelaws of the Club

No betting or gaming (other than such as is permitted under the Betting and Lotteries Act 1963); no drunkenness; bad language or disorderly conduct shall be permitted on the Club premises. Any infringement of this rule will render the Member liable to be dealt with by the Executive Committee under section 3.6.2. It shall be the duty of any Officer, Committee Member or member of the Club to take every available means to stop the offences in question and to report them forthwith to The Executive Committee through the Secretary.

3.6.2 The Executive Committee shall have the power to expel and deprive all benefits of membership from any members or to impose such disciplinary action as may be decided, upon any member whose conduct may prove to be prejudicial to the wellbeing of the Club (in accordance with Bowls England regulation 9). Upon receipt of a written or emailed complaint sent to the Secretary requesting consideration of a member's conduct, the Chairperson shall have the prerogative to convene a meeting of the Executive Committee, when the alleged offender and witnesses shall be invited to attend and state their case. If the complaint is upheld by a two thirds majority of the Executive Committee present such a member may be expelled or disciplined, whether they attend the hearing or not. A member so expelled or disciplined shall have the right to appeal to a Special General Meeting to be called within 21 days of their appeal and a vote of two thirds of those present shall be required to confirm the expulsion or any disciplinary action proposed. Any member expelled in accordance with these rules, or otherwise ceasing to be a member of the Club shall forfeit all right or claim upon the Club or its property or funds.

3.6.3 Complaints

Complaints of any nature shall be addressed in writing or emailed to the Honorary Secretary.

3.7 Limitation of Club liability

3.7.1 All references to the Club in this Section shall mean each and every individual member of the Club from time to time.

3.7.2 The Club accepts no responsibility for loss of, or damage to, member's personal property.

3.7.3 Members are bound by the following Rule which shall also be exhibited in a prominent place within the Club premises:

"Members of the Club may use the Club premises, and any other facilities of the Club, entirely at their own risk and impliedly accept:

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

(b) The Club will not accept any liability for personal injury arising out of the use of the Club premises, 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 the neglect, default or negligence of any of them, the Officers, Committee, Trustees or Servants of the Club."

(c) Except that covered by the club's insurance if relevant.

3.7.4 Membership of the Club and acceptance of these Rules by the member will be deemed to constitute consent to the holding of relevant personal data for the purposes of and in accordance with the General Data Protection Act.

Section 4: Executive Committee

4.1 Composition of Executive Committee

- 4.1.1 The Executive Committee shall consist of the Club Officers plus 4 Senior or Honorary/Life Members (as stated in 2.1) elected at the Annual General Meeting to hold office for the term of their elected period.
- 4.1.2 Officers and sufficient committee members to fill vacancies shall be elected annually at the Annual General Meeting. Nomination sheets will be posted on the Club's notice board on the 1st August each year and signed by the nominee, the proposer and the seconder, who shall all be senior playing members, with the exception of nominees for the office of Selector which can include senior non-playing members. The nomination sheets shall be removed from the Club's Notice Board 28 days prior to the date of the Annual General Meeting. In the event of there being only one nomination for a vacancy, approval for election of the nominee must be given by a majority of the members present at the Annual General Meeting. If there are more nominations than vacancies a secret ballot shall be taken. Three scrutineers shall be appointed by the Annual General meeting. If insufficient nominations have been received to fill the vacancies, nominations must be received at the Annual General Meeting subject to the proposer and seconder being senior playing members and the acceptance of the nominee (being a senior playing member, with the exception of selector) to take office, if elected
- 4.1.3 If the number of candidates for election is greater than the number of vacancies to be filled then there shall be a ballot of those members present and entitled to vote at the Annual General Meeting.
- 4.1.4 If the number of candidates for election is equal to or less than the number of vacancies to be filled then all candidates shall be deemed to be elected if majority of those present at the Annual General Meeting (entitled to vote), vote in favour of such election.
- 4.1.5 In the event of the ballot failing to determine the members of the Committee because of an equality of votes the candidate or candidates to be elected from those having an equal number of votes shall be determined by a secondary secret ballot. If there still remains an equality the previous Executive Committee will decide.
- 4.1.6 If, for any reason, a casual vacancy shall occur, the Executive Committee may co-opt another person to fill such a vacancy until the next following Annual General Meeting. Co-opted Members will be entitled to vote.
- 4.17 In accordance with CASC Guidance, The Authorised Contact is the Treasurer, and the required 2 Responsible persons are the Secretary and the Chairperson. These Officers must have completed a 'Fit and Proper Person' declaration.
- 4.18 Any change to the Authorised Contact or Responsible Persons must be notified to HMRC in a timely manner and the new contacts must have completed a 'Fit and Proper Person' declaration

4.2 Executive Committee Meetings

- 4.2.1 The Executive Committee shall endeavour to meet once each calendar month making such arrangements as to the conduct, place of assembly and holding of such meetings as it may wish. The Secretary shall notify committee members of time, date and agenda.
- 4.2.2 Voting shall be by show of hands. In the case of equality of votes the Chairman (or other nominated person) shall be entitled to a second and casting vote.
- 4.2.3 40% of its members personally present shall form a quorum at a meeting of the Executive Committee.
- 4.2.4 Any conflict of interest must be declared to the Chairman (or other nominated person) prior to the start of the meeting. The Chairman (or other nominated person) will determine if the person may remain in the meeting and/or vote when the item is discussed.

4.3 Powers of the Executive Committee

- 4.3.1 The Executive Committee shall manage the affairs of the Club according to the Rules and shall cause the funds of the Club to be applied solely to the objectives of the Club.
- 4.3.2, The Executive Committee shall ensure that the property and funds of the Club will not be used for the direct or indirect private benefit of Members other than as reasonably allowed by the Rules. No surpluses or assets will be distributed to members, or third parties and all surplus income or profits will be re-invested in the Club.

4.4 Appointment of Sub-Committees

- 4.4.1 The Executive Committee may appoint such sub-committees as it may deem necessary and may delegate such of its powers as it may think fit upon such terms and conditions as shall be deemed expedient and/or required by the law.
- 4.4.2 The Executive Committee may request the Chairperson of any of the committees formed under rules 5.2, 5.3, 5.4, 5.5 and 5.6 to attend and report to any meeting of the Executive Committee. Any such Chairperson shall not be entitled to vote at the meeting of the Executive Committee unless they are a member of that Committee.
- 4.4.3 An Extraordinary Executive Committee meeting may be called by the Chairperson or upon request signed by 3 members of the Executive Committee. Advice of such meeting shall be given to all members at least 3 days before the date of any such meeting by the Secretary.

4.5 Disclosure of Interest to Third Parties

- 4.5.1 A member of the Executive Committee, of a sub-committee or any member of the Club, in transacting business for the Club, shall disclose to third parties that they are so acting.

4.6 Limitation of Executive Committee's authority

- 4.6.1 The Executive Committee, or any person or sub-committee delegated by the Executive Committee to act as agent for the Club shall enter into contracts only as far as expressly authorised, or authorised by implication, by the Executive Committee. No one shall, without the express authority of the Executive Committee, borrow money or incur debts on behalf of the Club or its membership.

4.7 Members' indemnification of Committee

- 4.7.1 In pursuance of the authority vested in the Executive Committee by members of the Club, members of the Executive Committee are entitled to be indemnified by the members of the Club against any liabilities properly incurred by them or any one of them on behalf of the Club wherever the contract is of a duly authorised nature or could be assumed to be of a duly authorised nature and entered into on behalf of the Club.

Indemnity Clause

- (a) "Each member of the Club shall (to the extent that such person is not entitled to recover under any policy of insurance) be entitled to be indemnified out of all funds available to the Club which may lawfully be so applied against all costs, expenses and liabilities whatsoever [reasonably] incurred by such person in the proper execution and discharge of duties undertaken on behalf of the Club arising there from, or incurred in good faith in the purported discharge of such duties."
- (b) "Save in any such case where any such costs, expenses and liabilities arise in connection with any negligence, default, breach of duty or breach of trust."
- (c) "Provided that any such member so indemnified has been properly authorised in relation to the duties undertaken on behalf of the Club by the Executive Committee."
- (d) Other than that, covered by the club insurance.
- 4.7.2 The limit of any individual member's indemnity in this respect shall be a sum equal to one year's subscription at the then current rate of that category of membership unless the Committee has been authorised to exceed such limit by a General Meeting of the Club.

4.8 Contractual Liability

- 4.8.1 The Executive Committee shall endeavour to ensure that the following clause is incorporated in every contract, lease, licence or other agreement entered into by the Committee and/or Trustees of the Club, as appropriate.
- "The liability of the Executive Committee for the performance of any contractual or other obligation undertaken by them on behalf of the Club shall be limited to the assets of the Club from time to time."

4.9 Nomination of Honorary Members/Life Members by the Executive Committee

- 4.9.1 Life membership shall only be granted by the Executive Committee.
- 4.9.2 Life members shall be entitled to the full rights and privileges of membership without payment of any subscription.

- 4.10 **Audit.** The Executive Committee shall, each year appoint a proficient accountant to audit the books and accounts of the Club.

Section 5: Committees (All chosen in accordance with section 4.1.2).

5.1 The Selection Committees

All mixed friendly matches will be selected by the Men's and Ladies Captains and Vice-Captains. Ladies' Friendly fixtures and Ladies Cup matches will be selected by the Ladies Captain, Ladies Vice-Captain and a Lady selector.

Ladies Somerset league will be selected by 2 Lady selectors.

Wednesday Captain's fixtures and Cup matches will be selected by the Wednesday Captain, Vice-Captain and a selector.

Thursday night Bristol and District league and Cup matches will be selected by 5 selectors.

The Friday Triples league/Cup matches will be selected by Friday Captain & Vice-Captain.

Saturday friendly, Somerset league and Men's Cup matches will be selected by the Men's Captain, Men's Vice-Captain and 5 selectors.

5.2 The General Maintenance Committee shall consist of the members elected at the Annual General Meeting. This committee may co-opt members to assist as necessary. The Committee shall be responsible for maintaining the buildings and grounds co-operating with the Greenkeeper. Any expenditure is to be approved by the Executive Committee.

5.3. The Bar Committee shall consist of the Treasurer, Assistant Treasurer and 2 playing members appointed by the Executive Committee. The Bar Committee shall be responsible for the supervision and efficient running of the Bar.

5.4 The Competitions Committee shall consist of 2 ladies, 3 men elected at the Annual General Meeting and be responsible for their respective competitions.

5.5 The Social Committee shall consist of the Assistant Treasurer or person nominated by the Executive Committee and members elected at the Annual General Meeting. All monies received by the Social Committee must be duly paid into the bank account of Knowle Bowling Club after all debts of the Social Committee are duly settled.

5.6 The Hygiene Committee shall consist of members elected at the Annual General Meeting. This committee may co-opt members to assist as necessary.

5.7 Actions by Committees

The Committees formed under section 5.2, 5.3, 5.4, 5.5 and 5.6 shall each elect a Chairperson who shall be responsible for actions and recommendations sent to the Executive Committee.

Any expenditure above an agreed sum is to be approved by the Executive Committee.

5.8 Casual Vacancies

Any casual vacancies arising on a Committee shall be filled by the member or members who at the last Annual General Meeting polled the highest number of votes of those members who failed to be elected. The Executive Committee can co-opt members should this method fail.

5.9 Removal.

Any of the Officers or committee members or the whole of any Committee may be removed by a majority of two thirds of the votes cast at an Extraordinary General Meeting called for that purpose.

Section 6: Annual General Meeting

- 6.1 **Holding AGM.** The Club year shall commence on the 1st day of November in each year and the Annual General Meeting (AGM) of the Club shall be held no later than 4 weeks after that date, on a date to be fixed by the Executive Committee. 40% of playing members shall form a quorum. The Secretary shall, at least fourteen days before the date of such meeting, circulate to each member notice thereof and the agenda for the meeting. This will be either by post or sent electronically. Minutes of the previous AGM will be sent electronically or posted in the clubhouse foyer.
- 6.2 **AGM Business.** No business, except the passing of the Accounts and the election of the Officers and Committees and any business that the Executive Committee decide to insert in the agenda shall be discussed at such meeting unless notice thereof be given in writing or emailed by a member entitled to vote to the Secretary at least 28 days before the date of the AGM. Any introduction or alterations to the constitution or byelaws must be proposed and seconded by senior playing members (entitled to vote). Items of “any other business” can be raised at the meeting but no vote will be taken. The Executive Committee will discuss the item raised and report to the members at a future AGM, Extraordinary General Meeting or Spring Meeting. Only senior playing members who were members on the 31st March are entitled to vote.
- 6.3 **Extraordinary General Meeting.** The Executive Committee may at any time, give 21 days notice in writing or email of an Extraordinary General Meeting of the Club for any business, the nature of which shall be stated in notice of the meeting. The discussion at such meeting shall be confined to the business stated in that notice.
- 6.4 **EGM notice.** The Executive Committee shall call an Extraordinary General Meeting as follows:
- (a) in accordance with section 3.6.2
 - (b) at the discretion of the Executive Committee
 - (c) upon a written request addressed to the [Honorary] Secretary, stating the objects of such a meeting and signed by at least 12 playing members.
- Notice and agenda for any Extraordinary General Meeting shall be posted or emailed by the Secretary to members at least 14 days before the date appointed for the meeting. The discussion at such meeting shall be confined to the business stated in the notice sent to members.
- 6.4 **Spring General Meeting.** The Annual Spring Meeting shall be held within 28 days before the proposed opening of each playing season. Notice of such meeting shall be posted or emailed by the Secretary to each member at least 7 days before the date appointed for the meeting.
- 6.5 **Chair.** At every meeting of the Club the Chairperson will preside, or in their absence, a Chair elected by the Executive Committee shall preside.
- 6.6 **Voting rights.** Only Senior Members or Honorary Members (entitled to vote) shall vote at any General Meeting of the Club. Other members may attend and speak but are not entitled to vote.
- 6.7 **Voting.** Except upon the election of members of the Executive Committee, shall be by show of hands. In the case of an equality of votes the Chair of the meeting shall have a casting vote.
- 6.8 **Resolutions.** On any resolution properly put to a meeting of the Club relating to the creation, repeal or amendment of any Rule or Byelaw of the Club such shall not be created, repealed or amended except by a majority vote of at least two-thirds of those present and entitled to vote. [Provided that no such change shall jeopardise the Club’s status as a Community Amateur Sports Club (CASC) within the meaning of the Finance Acts, or in any event alter its objects or winding-up provisions].

Section 7: Dissolution of the Club

- 7.1 **Resolution.** If, at any General Meeting of the Club, a resolution be passed calling for the dissolution of the Club, the Secretary shall immediately convene an Extraordinary General Meeting to be held not less than one month thereafter to discuss and vote on the resolution.
- 7.2 **Dissolution.** If, at that Extraordinary General Meeting, the resolution is carried by at least two-thirds of the Members present, the Executive Committee shall thereupon, or at such 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.
- 7.3 **Distribution of Residue.** If, upon the winding up or dissolution of the Club, there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed amongst the members of the Club.
- 7.4 **Transfer of assets.** Upon 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 a registered CASC and/or
 - (c) to Bowls England for use by them in related community sports.

Section 8: Miscellaneous

- 8.1 **Opening of Club Premises.** The times when the Clubhouse and green (subject to Greenkeeper's requirements) are to open shall be determined by the Knowle Bowling Club Executive committee. Smoking or vaping is allowed only in designated areas. Members must ensure that junior members are not subjected to the effects of smoking. Mobile phones must not be used on the green or immediate surrounds during the game. If carried they must be switched off while the game is in progress.
- 8.2 **Safeguarding.** 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. All communications to junior players must be through parents/guardians.
- 8.3 **Equalities.** The club shall adhere to the Equality Policy of Bowls England.
- 8.4 **Licensing**
- 8.4.1 The purchase and sale of excisable good, beers, wines and spirits shall be in accordance with the provisions of the Licensing Act of 2003 and as notified to the Clerk to the Magistrates Court provided that, if any Order is made under section 60 sub section 3 or 4 of the said Act, section 62 (2) of that Order shall apply.
- 8.4.2 No payment whatever for intoxicating liquor shall be received from any person not being a member or temporary member of the Club. Any member shall make an immediate report to the Secretary on any breach of this rule. No intoxicating liquor supplied to members for consumption shall be taken away from the Club premises. No person shall bring intoxicating liquor or other drinks into the Club premises except for members of the bar committee for the purpose of stocking the Club bar.
- 8.5 **Club delegates.** The Club, being affiliated to various bowling associations shall be represented by delegates elected at the Annual General Meeting in accordance with section 4.1. The delegates so elected shall personally report the proceedings on any association meetings to the next Executive Committee meeting and to the next meeting of members of the Club convened in accordance with sections 6.1, 6.2, 6.3 and 6.4.
- 8.6 **Amendment of Constitution/Rules**
- No new rule, or alteration of any existing rule, shall be made except at a meeting of members, convened in accordance with sections 6.1, 6.2, 6.3 and 6.4. Twenty-eight days' notice of the intention to propose any new rule or alteration of the rules shall be given to the Secretary, who shall send notice of same to every member at least 7 days before the date of the meeting. At any such meeting a majority of two thirds of the votes cast shall be required to carry any resolution introducing or amending any rule.
- 8.7 **Disputes.** All disputes as to the meaning and construction of the Club rules and of any bye laws of the Club and of rules of bowling shall be referred to the Executive Committee whose decision shall be final.
- 8.8 **Constitution.** A copy of this Constitution incorporating the Club Rules and of any byelaws made by the Executive Committee will be displayed at the club.
- 8.9 **The Members acknowledge this document constitutes a legally binding contract to regulate the relationship of the members with each other and the Club.**