

Congresbury Bowling Club

1. Name

The club will be called Congresbury Bowling Club and will be affiliated to Bowls England and Somerset Bowls Association.

2. Aims and objectives

The aims and objectives of the club will be:

- To offer coaching and competitive opportunities in lawn green bowling
- To promote the amateur sport of lawn green bowling
- To ensure a duty of care to all members of the club
- To provide all its services in a way that is fair to everyone
- To ensure that all present and future members receive fair and equal treatment

3. Membership

Membership should consist of officers and members of the club.

All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of conduct that the club has adopted and the policies and rules of Bowls England and Somerset Bowls Association.

Members will be enrolled in one of the following categories:

- full member
- junior member
- life member
- short mat member
- non-playing member

4. Membership fees

Membership fees will be set annually and determined at the Annual General Meeting. Fees will be paid by annual subscription or as agreed with the Treasurer.

5. Officers of the club*

The officers of the club will include:

- Chair
- President (non-voting)
- Secretary (s)
- Treasurer
- Greenkeeper
- Buildings & Site Manager
- Bar Manager
- Catering Manager
- Social Manager (s)
- Ladies/Men's Fixture Secretary
- Ladies/Men's Captain
- Ladies/Men's Vice Captain

Officers will be elected annually at the Annual General Meeting.

**see Appendix I for full list of club roles.*

6. Committees

The club will be managed through the General Management Committee (GMC) and Bowls Committee (BC) See Appendix 1 for details.

The GMC and BC will hold meetings as and when necessary.

The quorum required for business to be agreed at GMC is six and BC is five.

The GMC will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club including membership and finance. The BC will be responsible for all matters directly related to bowls including competitions and fixtures but does not have executive powers.

The GMC will have powers to appoint sub-committees as necessary and appoint advisers to the GMC as necessary to fulfil its business.

The GMC will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The GMC will be responsible for taking any action of suspension or discipline following such hearings.

7. Finance

All club monies will be banked in accounts held in the name of the club.

The Club Treasurer will be responsible for the finances of the club.

The financial year of the club will end on: September 30th.

An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

8. Annual general meetings

Notice of the Annual General Meeting (AGM) will be given by the Club Secretary. Not less than 21 clear days' notice should be given to all members.

The AGM will receive a report from officers of the GMC and a statement of the audited accounts.

Nominations for officers of the GMC and other non-committee posts will be sent to the Secretary prior to the AGM.

Elections of officers are to take place at the AGM.

All full and life members have the right to vote at the AGM.

The quorum for AGMs and EGMs will be 25.

The GMC has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

9. Discipline and appeals

All complaints regarding the behaviour of members should be submitted in writing to the Secretary.

The GMC will meet to hear complaints within 14 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within seven days of the hearing.

There will be the right of appeal to the GMC following disciplinary action being announced. The committee should consider the appeal within 14 days of the Secretary receiving the appeal.

10. Dissolution

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.

In the event of dissolution, any assets of the club that remain will become the property of another club with similar sports purposes and/or Bowls England for use by them in related community sports.

11. Amendments to the constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

No rule of the club will be repealed or altered and no new rule made save by the majority of two thirds of members present and voting at a General Meeting. 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 the Data Protection Act.

Declaration

Congresbury Bowling Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED: DATE: 20 NOV 2022

NAME: ANTHONY LEWIS

POSITION: Club Chair

SIGNED: DATE: 20 NOV 2022

NAME: IAN MORTON

POSITION: Club Secretary

APPENDIX 1 – Committees

GMC: The overall management of the club shall be vested in the GMC which is elected at the AGM. The GMC will consist of the following officers, all of whom are eligible to vote.

The president is entitled to attend GMC meetings but does not have a vote.

Chairman	Internal Secretary
Treasurer	External Secretary
Bowls committee representative	Green Manager/Coordinator
Building and Site Manager	Social Manager
Bar Manager	Catering Manager

Bowls Committee: The Bowls Committee does not have executive powers and save day to day bowling matters and as delegated by the GMC must refer all matters requiring decisions to the GMC.

- Men’s captain and vice captain
- Ladies’ captain and vice captain
- Over 55s captain
- Fixtures secretaries
- Green manager/coordinator

Selection committees: All ladies’ and men’s teams will be selected, respectively, by

LADIES	MEN
Ladies’ Captain	Men’s Captain
Ladies’ Vice Captain	Men’s Vice Captain
Ladies’ Players’ Representative	Men’s Players’ Representative
Ladies’ Immediate Past Captain	Men’s Immediate Past Captain or equivalent
	Men’s Over 55s Captain

Mixed teams will be picked by liaison between the ladies’ and men’s captains.

Captains may co-opt as and when necessary a willing, selection-experienced club member to the selection committee.

Non-committee roles:

- | | |
|---|--|
| <ul style="list-style-type: none"> ▪ Ladies/Men’s Players’ Rep ▪ Mixed Friendlies Captain ▪ Ladies/Men’s Competition Secretary (s) ▪ Surrounds Supervisor ▪ Accounts Examiner ▪ Assistant Treasurer | <ul style="list-style-type: none"> ▪ Assistant Bar Manager ▪ Safeguarding Officer ▪ Ladies/Men’s Welfare Officer ▪ Friday Night League Managers ▪ Sportsmen’s Day Organisers ▪ Website Manager |
|---|--|

APPENDIX 2 – Dress code

Bowling shoes as specified in Bowls England Regulations must be worn on the green at all times and may be any colour.

For all inter-club and intra-club matches: Black lower half. Trousers, shorts, cut-offs etc must be tailored (ie no track suits, football or running shorts and no cargo-style shorts or trousers).

For top wear, club shirts to be worn for all official club matches and outside competitions when representing the club. Club shirts are optional for the Friday Night League competition, where a white top (with collar) is preferred.

Members may wear white outerwear on the green which need not have the club badge displayed.

Members may travel in normal wear and change at the match venue.

For County and National events, their requirements supersede any of the above where they differ.

For private practice, when there are no other club activities taking place e.g. league matches, publicised competition dates, members may wear respectable casual dress but with proper bowling shoes. When other club activities are taking place the above dress code should be followed subject in the case of a league match, to the private practice being agreed by the Captain of the day.

Juniors: Green tops and black shorts/trousers with green 'hoodie' style outerwear. When playing in representative or senior matches, club shirts and appropriate black shorts/trousers as specified by the type of fixture. Juniors are allowed to wear club hoodies when playing in senior matches.

Contravention of the dress code by any member will result in a formal warning by the appropriate Captain followed, in the event of continuing contravention, by an automatic ban from participating in any type of club fixture including the Friday Night League for a period of one month.