

Crowborough Wolfe Bowling Club

Club Constitution

(inc. Rules and By-Laws)

January 2022

1. Title

- 1.1 The Club shall be known as 'Crowborough Wolfe Bowling Club' and hereinafter referred to as 'The Club'.
- 1.2 Crowborough Wolfe Bowling Club (CWBC) will be represented by a suitable proprietary name for use on our club website (<https://www.crowboroughbowls.com/>)

2. Aims and Objectives

- 2.1 To foster and promote the sport of flat green lawn bowls in the town of Crowborough at all levels, providing opportunities for recreation and competition.
- 2.2 The Club shall be an associate member of Bowls England and affiliated to Sussex County Bowling Men's and Women's sections, and any other Association approved by the Club Committee. The club will always follow recommendations and guidance for play issued through Bowls England.

3. Membership

- 3.1 Membership of the Club shall be open to men, women and juniors (under supervision) who complete a membership application form and pay the relevant subscription / joining fee. The club welcomes applications from disabled / disadvantaged persons.
- 3.2 Membership fees will be paid on an annual basis from 1st April to 31st March, payable by the end of March prior to commencement of the playing season.
- 3.3 From time to time (agreed by the committee) there may be a restriction on the total number of members. In the event of the Club having a full membership, new applications shall be recorded by the Membership Secretary and retained on a waiting list with the permission of the applicant.
- 3.4 All members shall be bound by the Rules of the Club.

3.5 There shall be four classes of membership available, these are:

- Full member
- Social member
- Junior member (up to the age of 18 years, or still in full-time education)
- Honorary Life member

3.6 Only Full, Junior and Honorary Life members shall have playing and voting rights.

3.7 A Social member shall:

- have no voting rights at any Club Meeting.
- be able to play on the Green on no more than three occasions in any one season subject to rink space being available, and the payment of a Green Fee set by the Club Committee, for each session played.
- be invited to play in any Club match, providing no Full Playing Member is available. In this situation they will only pay the normal match fee.

3.8 Visitors to the Club will comply with the following criteria:

- Visitors who are a member of a Club affiliated to Bowls England shall be considered a Temporary member for the duration of their stay
- Playing visitors who are from a Club which is not affiliated to Bowls England need to sign the visitors book.
- A non-playing visitor whether from a Bowls England affiliated club, or not must sign the visitors' book.
- Any rules / provisions issued by Bowls England / Sussex County Bowls will be adhered to

4. Officers

4.1 All elected members of the Club Committee must be a Full or Honorary Life members.

4.2 The following are elected Officers of the Club, and are "core committee" members:

- Chairperson
- Secretary
- Membership Secretary (if different to above)
- Treasurer
- Match (Fixtures) Secretary
- Competitions Secretary
- Club Captain
- Ladies Captain
- Greens (& Clubhouse) Manager (a representative of the green team)

4.3 The elected Officers, as described in 4.2 above, are supported by other elected (Full or Honorary) members to the following positions:

- Ethics, Compliance and Safeguarding Officer
- Health and Safety Officer
- Bar Manager
- Sussex County Bowls Men's Section
- Any other league delegates or vice captains

They will become ex officio members of the Club Committee with full voting rights.

4.4 The Club Committee have the power to appoint a full playing member to fill any vacancy for a period up to the next Annual General Meeting.

4.5 No elected Officer shall hold more than two Offices at any one time.

4.6 All Officers shall be elected at the Annual General Meeting of the Club, from, and by, the Members, to serve for one year, for the period from 1st November to 31st October.

4.7 All Officers are elected for a period of one year, but may be re-elected to the same office or another office the following year.

4.8 The Club Committee shall have the power to:

- amend the rules of the Club.
- deal with any breaches of the rules and disciplinary issues in accordance with the procedures defined by Bowls England.

Ladies Section - Officers

4.9 When appointed, the Ladies Section Officers and Committee shall be as follows:

4.9.1 Officers shall consist of Captain (who shall also act as Chairperson), Vice-Captain and Secretary all of whom shall be Female Full Playing Members.

4.9.2 The Ladies' Captain will be a Club Committee position. In the event that the Ladies' Captain cannot attend a Club Committee meeting another member of the Ladies Committee will be nominated to attend.

4.9.3 The Committee should consist of the Officers (as in 4.9.1), plus three other Female Full Playing Members.

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- 4.9.4 The elected members of the Ladies Committee shall appoint a delegate to the Sussex County Bowls Women's Section who will become an ex officio member of the Ladies Committee.
- 4.9.5 In the event of a tie in Ladies Section voting, the Ladies Chairperson shall have a second and casting vote.
- 4.9.6 The Ladies Committee shall ensure that the Ladies' section conforms with the Rules of the S.C.B Women's Section, and refers all matters of the Section Administration to the Club Committee.
- 4.10 All Officers of the Club must satisfy the following regulations as defined in the current Insurance Contract, these being that none of the Officers have incurred any of the conditions identified below. If any Officer has incurred or incurs any of these conditions they should contact our club insurers immediately to establish a course of action to comply with the insurance cover.
- Been convicted of or charged (but not yet tried) with a criminal offence other than (road traffic) motor offences.
 - Received an official caution for a criminal offence within the last three years other than (road traffic) motoring offences.
 - Been declared bankrupt and/or have been subject to any winding up order, insolvent liquidation or administration or have made and composition or arrangement with creditors.
 - Been a director of Partner of a company which has gone into insolvency, liquidation, receivership or administration.
 - Ever been prosecuted for failure to comply with any Health and Safety or Welfare or Environmental Protection legislation.
 - The subject of recovery action by HM Revenue and Customs.
 - The subject of a County Court or High Court Judgement made against you.
 - In respect of the business which is the subject of the Insurance Contract, or any other business which the Officers of the Club have been involved with, no insurer ever:
 - Declined, cancelled or refused any proposal of insurance.
 - Cancelled or declined to renew any insurance
 - Imposed special terms of conditions.
- 4.11 All serving members of the committee are indemnified in the event of there being any legal action taken against them as individuals as a result of decisions taken at committee level.

5. Administration and Management

- 5.1 The administration of the Club shall be controlled by the Club Committee, including the power to enter into contracts for the proper and efficient management of the Club and premises.

The Club Committee shall meet at agreed intervals and not less than four times per year.

5.1.1 The duties of the Club Committee shall be to:

- control the affairs of the Club, on behalf of the Members.
- maintain the necessary financial controls and a bank account, with three signatures of which any two officers can authorise payment.
- ensure that the financial accounts are audited prior to the Annual General Meeting.
- appoint, as necessary, Sub-Committees to fulfil the Club's business.
- determine prior to the Annual General Meeting the annual subscription fee and other charges.
- define, amend and decide the interpretation of the Rules of the Club
- nominate any Full member to the position of Honorary Life member in recognition of outstanding services to the Club
- the Green's Manager will, through consultation with the Club Committee, be given a budget to cover the costs of such items as fertilisers, grass feeds, maintenance of equipment etc.

- 5.2 The Treasurer shall keep accurate financial accounts, for the financial year, running from 1st October to 30th September.

- 5.3 The Bar Manager will provide the Treasurer with the appropriate information to maintain the Bar financial account.

- 5.4 Budgets will be prepared and managed by each elected Officer for the financial year beginning 1st October where appropriate.

6. Conduct of the Club Committee Meeting

- 6.1 At least 51% of the elected and appointed Officers must be present at a Club Committee meeting to form a quorum for club transactions and business.

- 6.2 In the absence of the Chairman, those present shall agree a Chairman for the Club Committee meeting.

- 6.3 The committee will make decisions on the basis of a simple majority vote with all Officers present, including the Chairman having the right to vote. In the case of equal votes being cast, the Chairman shall be entitled to a second and casting vote.

If agreed in advance, proposals may be submitted to all committee members for a wider consultation process, with votes accepted *in-absentia*.

7. Election of Club Committee and Ladies Section Officers and Committee Members

7.1 Ideally, the roles of Club Captain and Ladies' Captain shall not be held by one member for more than three consecutive years. In addition, there must be a gap of at least two years, before that same member may be nominated for a further term. An exception to this condition is where – in the event of no other nomination present and the present incumbent is willing to stand once again (who has served three years continuous service) – they will be allowed to serve a further year providing there are no objections from the Committee.

7.2 Nominations (proposed and seconded) are either distributed to members in advance of the AGM or entered on the list displayed in the Bowls Pavilion at least six weeks before the AGM and shall close fourteen days prior to the Club / Ladies Annual General Meeting. No member shall be nominated whose consent to serve has not been obtained.

7.3 At the Annual General Meeting, Officers shall be elected by either a group vote or on an individual show of hands / paper ballot where more than one person is standing for a position.

7.4 Matters affecting the Ladies' Section:

- Officers and Committee shall be elected by ballot at the Ladies Annual General Meeting, to be held at least seven, and no more than twenty-one days before the Club Annual General Meeting.
- only Lady Full Playing Members and Lady Honorary Life Members May vote at this meeting.

8. Annual and Extraordinary General Meetings

8.1 The Annual General Meeting of the Club shall normally be held in October. Any other general meetings shall be called an Extraordinary General Meeting.

8.2 The notice and agenda shall be given in writing to all members at least seven days before the date thereof in the case of an the Annual General Meeting and fourteen days in the case of an Extraordinary General Meeting (with no other business transacted at that meeting).

8.3 Full and Honorary Life members only, may vote on any motion or proposition on the Agenda.

Proxy voting is permitted for officer roles, with votes to be submitted in advance of the AGM to the Secretary. General proxy voting for other AGM matters can only be agreed by majority committee approval, and notified to members in advance of the AGM.

8.4 The quorum for meetings is as follows:

Annual General Meeting	30% of the full playing membership
Extraordinary General Meeting	40% of the full playing membership

8.5 In the event that a quorum is not present, the meeting shall be reconvened at a time and place to be determined by those present. At the subsequently reconvened meeting, those present shall constitute a quorum.

8.6 Any proposals to be tabled at the AGM by members should be presented to the Secretary 28 days prior to the AGM. These will be generally be considered as AOB items.

8.7 An Extraordinary General Meeting (EGM) may be convened between the months of May and February by the Club Committee, or on receipt by the Secretary of a request in writing from not less than ten Full Members of the Club. The secretary shall call the EGM within 28 days of receipt of the written request.

8.8 At all General Meetings, the Chair will be taken by the Chairperson or, in their absence, by a deputy elected by the Members attending the meeting.

8.9 Decisions made at a General Meeting shall be by a majority of votes from those Full Members attending the meeting. In the event of equal votes, the Chairperson shall be entitled to a second and additional casting vote.

8.10 Each Full Member shall be entitled to one vote at General Meetings.

8.11 The business of the Annual General Meeting shall be to:

- confirm the minutes of the previous Annual General Meeting and any Extraordinary General Meetings held since the last Annual General Meeting.
- deal with any matters arising from these minutes.
- receive the audited accounts for the year from the Treasurer.
- accept / reject the financial accounts
- receive the annual reports from the Officers of the Club Committee.
- discuss any business arising from the Officers reports.
- discuss and vote on any motions and propositions on the Agenda.
- discuss any items raised by the membership at the meeting, which is not on the Agenda. If appropriate, vote on these items in order to give the Club committee a

consensus of the feelings of the membership. The Club Committee will then discuss and action these matters at the next Committee meeting.

- elect the President of the Club.
- elect the Officers of the Club for the forthcoming year.
- elect the Saturday, Sunday and Wednesday captains, who will substitute for the Club Captain when they are not available.
- elect an accounts examiner.

9. Alterations to the Constitution

- 9.1 Any proposed alterations to the Club's Constitution may only be considered at an Annual General Meeting or Extraordinary General Meeting convened with the required written notice of the proposal.
- 9.2 Any alteration or amendment must be duly proposed and seconded.
- 9.3 Such alterations shall be passed if supported by not less than two-thirds of those Members present, excluding abstentions, at the meeting and entitled to vote, assuming that a quorum has been achieved.

10. Property and Assets

- 10.1 All property and assets of the Club shall be vested in the Officers of the Club as trustees thereof.
- 10.2 It is deemed to be a term of every contract entered into that the funds of the Club alone are liable for any debt, obligations or engagements incurred or entered into, and that no Officer or member of the Club is to be under any personal liability in respect thereof.
- 10.3 Any contracts entered into must be signed by two members of the Club Committee, one of whom must be the Treasurer.
- 10.4 The Club does not accept liability for any loss, or damage to personal property of persons using the Club premises.
- 10.5 No member may commit the Club in any expense, without prior approval of the Club Committee. Any Expense(s) to be incurred must be alerted to the Treasurer:

Non-Green Related - Incidental expenses (non-green related) can be incurred (subject to Treasurer Approval) up to £100.

Green Related - Incidental expenses which are green related up to £100 are permitted without committee approval, subject to appropriate management by the Green Team (or nominees).

Other Expenses - Any expense not falling into the above categories must be approved by the Club Committee. In order to expedite any urgent expenditure requirements, the Treasurer can approve any relevant requests, with notification to the committee via email.

- 10.6 No member may take away from the Club premises any article belonging to or held by the Club, except on the authority of the Club Committee.
- 10.7 Members will be required to reimburse the Club for any damage caused by them to the Club's premises or articles belonging to the Club.
- 10.8 Where issued, competition finalists will hold Club trophies for one year and will be responsible for their safe keeping and return. In the event of a loss the holder will be required to reimburse the Club for the current value of a replacement trophy including the cost of engraving.

11. Indemnity Clauses

- 11.1 Each member of the Club shall 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 therefrom, or incurred in good faith in the purported discharge in such duties. Provided that any such member so indemnified has been properly authorised in relation to the duties undertaken on behalf of the Club by the Club Committee.

12. Dissolution

- 12.1 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 of the Club, to be held not less than one month thereafter, to discuss and vote on the resolution.
- 12.2 If at that Extraordinary General Meeting, the resolution is carried by at least two-thirds of the Full Playing Members present at the meeting, the Club 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.
- 12.3 After discharging all debts and liabilities of the Club, the remaining funds shall not be paid or distributed amongst the Full Playing Members of the Club, but shall be given or transferred to some other voluntary organisation, within the Wealden District Council boundary, having objectives similar to those of the Club, or not more than six registered Charities as approved at the Extraordinary General Meeting.

13. Discipline and Appeals

- 13.1 All concerns, allegations or reports of poor practice/abuse relating to the welfare of members, those disadvantaged and disabled, children and young people will be recorded and responded to swiftly and appropriately in accordance with the Club's Ethics, Compliance and Safeguarding Policy and procedures (recognised at County and National levels). The Ethics, Compliance and Safeguarding Officer is the lead contact for all members in the event of any concerns.
- 13.2 All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary and will comply with the clauses defined in Bowls England's Disciplinary Rules and Regulations, dated November 2013, and facilitated through the CWBC Ethics, Compliance and Safeguarding Policy.
- 13.3 The Committee will meet to hear complaints within fourteen days of a complaint being lodged, and ex-parte to any committee member involved / implicated in the complaint. The committee has the power to take appropriate disciplinary action including the termination of membership.
- 13.4 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.
- 13.5 There will be the right of appeal to the Club Committee following disciplinary action being announced, following the procedures as defined by Bowls England and in line with our Ethics, Compliance and Safeguarding procedures. The committee should consider the appeal within fourteen days of the Secretary receiving the appeal.

14. Lease between Crowborough Town Council and the Club

- 14.1 The club will abide by the covenants of the lease between the Club and Crowborough Town Council.

15. Health and Safety

- 15.1 The CWBC Health and Safety Policy (together with any associated risk assessments) govern our approach to Health and Safety matters.
- 15.2 Any and all accidents and incidents causing injury that occur on the property of the Club must be reported in the Accident Book located with to the First Aid Box. Completed forms must be then provided to the Secretary for safe keeping with in the club document storage box, and destroyed after 366 days of completion.

- 15.3 The Club Committee will appoint an Ethics, Compliance and Safeguarding officer to be responsible for all related matters. The Club will follow the guidance provided by Sussex County Bowls and Bowls England.
- 15.4 The Club will appoint a Health and Safety Officer to ensure that the Health and Safety, Welfare and Environmental risks are evaluated and corrective actions implemented. The Club will comply with the relevant Health and Safety, Welfare and Environmental Protection guidelines and regulations defined by Bowls England.
- 15.5 The Club will maintain ramps for access to the Club Pavilion, the green and surrounding area and the disabled toilet.
- 15.6 The Club will abide by the regulations governing the preparation and supply of food and drink on its premises.

16. Licensing

- 16.1 The secretary shall seek advice from the Licensing Authority regarding any proposal to alter the constitution which may affect the club licence.
- 16.2 The Club Secretary shall as prescribed by the requirements of the Licensing Act current at the time provide written notice of the change to the Clerk to the Justices for Wealden District Council.
- 16.3 The purchase for the Club and the supply by the Club of intoxicating liquor shall be at the absolute discretion of the Bar Sub-Committee appointed by the Club Committee.
- 16.4 Bar keys will be provided to Bar sub-committee members. Sub-committee members are considered to be the active Club Committee membership.
- 16.4 Only members approved by the Club Committee may serve drinks from the bar. Alcoholic drinks will only be served to persons over the age of 21 years.

Note: This document replaces the previous version dated April 2014, amended April 2015 and reproduced in April 2017.

Date	Rule Section	Changes	Agreed By
28 October 2021	Various	Amendments agreed at the Club AGM held on 28 th October 2021, with approval from members provided to the committee to effect changes	Membership / Committee