



Based on Bowls England's  
Model Constitution  
(Unincorporated Associations)

Version 1.2

Revised: April 2017

## ***Contents***

<b>Contents</b>	<b>2</b>
Section 1: Name and Objectives	3
Section 2: Officers of the Club	4
Section 3: Membership	5
Section 4: Management Committee	9
Section 5: Trustees	13
Section 6: Annual General Meeting	14
Section 7: Dissolution of the Club	15
Section 8: Miscellaneous	16
Appendix A: Glossary	17
Appendix B: Officers of the Club	18
Appendix C: Club Rules	19

## **Section 1: Name and Objectives**

- 1.1 The name of the Club shall be 'Merrow Village Bowls Club' (hereinafter referred to within this constitution as the 'Club').
- 1.2 The Club shall be affiliated to Bowls England and Bowls Surrey.
- 1.3 The objectives of the Club are to provide facilities for, and to promote participation in, the amateur sport of outdoor flat green bowls in Merrow, Guildford.
- 1.4 The Club shall adopt and conform to Bowls England Rules & Regulations and the current Laws of the Sport of Bowls.
- 1.5 Merrow Village Bowls Club is a section of the Merrow Village Club.

## **Section 2: Officers of the Club**

2.1 The Officers of the Club shall be Full Members of the Club and shall consist of:

- President
- Chair
- Secretary
- Treasurer
- Competitions Secretary
- Fixtures Secretary
- Press Officer
- Match Captains for each of our competitions, leagues, and friendlies

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 of election. 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 of election.

Under normal circumstances, except for the match captain positions, one person should only be responsible for a single role, unless circumstances dictate otherwise

## Section 3: Membership

### 3.1 Categories and votes of Membership

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

- (a) A FULL MEMBER – being a person who, at the date of election, shall have attained the age of eighteen years shall have one vote.
- (b) A JUNIOR MEMBER – being a person who, at the date of election, is under the age of eighteen shall have no vote. Such a member shall be one who at the commencement of the subscription year joins the Club other than as a full member.
- (c) AN HONORARY/LIFE MEMBER – who shall not have voting powers.
- (d) An ASSOCIATE/SOCIAL MEMBER - who shall have no vote

### 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 FULL MEMBER shall have the full use of all Club facilities. Affiliation Fees shall be payable to Bowls Surrey 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 Bowls Surrey and Bowls England.
- (c) AN HONORARY/LIFE MEMBER shall have the full use of all Club facilities. Affiliation Fees shall be payable to Bowls Surrey and Bowls England.
- (d) An ASSOCIATE/SOCIAL MEMBER shall have the full use of all Club facilities. However, this membership does not permit the Member to participate in any matches or competitions but does allow for roll-ups.

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.

### 3.3 Membership Joining Fee & Subscription Fee

3.3.1 The rate of Subscription Fee for each category of Membership shall be proposed by the Committee to the members at the Annual General Meeting in each year. If approved at the AGM, shall become operative from the Club's Signing-On date. The current rate of 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, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. Membership may however be limited according to available facilities on a non-discriminatory basis.
- (b) Membership subscriptions will be kept at levels that will not pose a significant obstacle to people participating.

- (c) The Club 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.
  - (d) The Parent Club may refuse membership of Merrow Village Club, 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 Parent Club committee.
- 3.3.2 All members shall pay their first annual subscription fee upon election to the Club and thereafter by the Signing-On Date, normally during March.
- 3.3.3 All members shall pay their first annual subscription fee to the Parent Club upon election to the Parent Club and thereafter at the start of each calendar year.
- 3.4 Members' duty to provide contact details
  - 3.4.1 Every member shall furnish the Secretary with up-to-date contact details that shall be recorded in the Register of Members and any notice sent to such address/es either by post or electronically shall be deemed to have been duly delivered.
- 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 Committee and shall include the name, address and contact details of the candidate.
    - (b) An application for membership of the Club shall be accompanied by an application to the Parent Club, Merrow Village Club.
  - 3.5.2 Election of Members
    - (a) The Committee may refuse applications for membership only for good cause such as conduct likely to bring the Club into disrepute. The Secretary shall inform each candidate in writing of the candidate's election or non-election. The Secretary shall furnish an elected candidate with a copy of the Rules and Byelaws of the Club and make request for such payments as are necessary.
    - (b) The Parent Club Committee may refuse applications for membership only for good cause such as conduct likely to bring the Club into disrepute. The Parent Club's Secretary shall inform each candidate in writing of the candidate's election or non-election. The Secretary shall furnish an elected candidate with a copy of the Rules and

Byelaws of the Club and make request for such payments as are necessary.

**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 to the Secretary before, or at the date of the AGM, 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) The Committee may cancel, without notice being given, the membership of any member whose annual subscription and other annual fees are more than one month in arrears provided that the Committee may, at its absolute discretion, reinstate such member upon payment of arrears. 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 Undertaking by members to comply with rules**

- (a) Every member, upon election and thereafter, is deemed to have notice of, and undertakes to comply with, the Club Rules and any Byelaws and Regulations of the Club.

**3.6.2 Disciplinary action against members**

- (a) All disciplinary matters will be dealt with in accordance with Bowls England Regulation 9 (Misconduct)
- (b) 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.

**3.6.3 Complaints**

- (a) Complaints of any nature shall be addressed in writing to the Secretary. Complaints will be discussed at the next committee meeting and the Secretary will communicate the outcome with the complainant in writing.

**3.6.4 Members of other Bowls England Affiliated Clubs**

- (a) 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, subject to payment of a Green Fee.

Such members may only use the Parent Club facilities (other than toilets) if signed-in by a Parent Club member and any required payment made.

**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 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.”*

**3.8 GDPR**

- 3.8.1 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 General Data Protection Regulation.



## Section 4: Management Committee

### 4.1 Composition of Committee

4.1.1 The Committee shall consist of the Officers (excluding match captains), ex officio, and up to 4 Full Members elected at the Annual General Meeting to hold office for the term of their elected period. This excludes the elected Match Captains.

### 4.1.2 Terms of Office

Terms of office for the following shall normally be for two years:

- Chair
- Secretary
- Fixture Secretary
- Competition Secretary
- Treasurer
- Press Officer

Terms of office for the following shall normally be for one year:

- President
- League Captains

4.1.3 Candidates for election to the Committee shall be those members of the retiring Committee offering themselves for re-election and such other Full members whose nominations (duly proposed and seconded in writing by Full members of the Club) with their consent shall have been received by the Secretary at least twenty eight days before the date of the Annual General Meeting in each year. Nominations for President may also include Life and Associate members. Such nominations, together with the names of the Proposer and Seconder shall be posted to the Club premises at least fourteen days prior to the date of the Annual General Meeting.

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 the majority of those present at the Annual General Meeting, and 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 lot.

4.1.6 If, for any reason, a casual vacancy shall occur, the 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.

**4.2 Committee Meetings**

- 4.2.1 The Committee shall endeavour to meet monthly, or at a time agreed by all Committee members, making such arrangements as to the conduct, place of assembly and holding of such meetings as it may wish.
- 4.2.2 Voting shall be by show of hands. In the case of equality of votes the Chair (or or other nominated person) shall be entitled to a second and casting vote.
- 4.2.3 A minimum of 50% of the Committee personally present shall form a quorum at a meeting of the Committee.
- 4.2.4 Any conflict of interest must be declared to the Chair (or other nominated person) prior to the start of the meeting. The Chair (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 Committee**

- 4.3.1 The 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 objects of the Club.
- 4.3.2 In particular the 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 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.

**4.5 Disclosure of Interest to Third Parties**

- 4.5.1 A member of the 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 Committee's authority**

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

(a) Indemnity Clause

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 therefrom, or incurred in good faith in the purported discharge of such duties.

(b) RIDER 1

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) RIDER 2

Provided that any such member so indemnified has been properly authorised in relation to the duties undertaken on behalf of the Club by the Committee.

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 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 [Committee/Trustees] 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 Committee]**

4.9.1 The Committee may nominate for election at an Annual General Meeting such Honorary/Life Members as the Committee may think fit.

4.9.2 The election of Honorary/Life Members shall be placed before the Annual General Meeting each year and such Honorary/Life Members shall be duly

elected if two thirds of those present, and entitled to vote, vote in favour of election.

## **Section 5: Trustees**

- 5.1 Trustees of the Parent Club (Marrow Village Club and Hall) shall be the Trustees of the Club, and shall abide by the rules of the Parent Club.

## Section 6: Annual General Meeting

- 6.1 An Annual General Meeting of the Club shall be held each year in the month of November on a date to be fixed by the Committee. The Secretary shall at least fourteen days before the date of such meeting circulate to each member notice hereof and of the business to be brought forward thereat. This may be either by post or electronically.
- 6.2 No business, except the passing of the Accounts and the election of the Officers, Committee, Trustees and Honorary Auditors, and any business that the Committee may order to be inserted in the notice convening the meeting shall be discussed at such meeting unless notice thereof be given in writing by a member entitled to vote to the Secretary at least 28 days before the date of the Annual General Meeting.
- 6.3 The Committee may at any time, upon giving twenty one days notice in writing, call a Special General Meeting of the Club for any special business, the nature of which shall be stated in the summons convening the meeting, and the discussion at such meeting shall be confined to the business stated in the notice sent to members.
- 6.4 The Committee shall call a Special General Meeting upon a written request addressed to the Secretary signed by at least 5 members. The Committee shall meet within 14 days of the request in order to call a SGM. The Committee shall give twenty one days notice in writing of any such Special General Meeting. The discussion at such meeting shall be confined to the business stated in the notice sent to members.
- 6.5 At every meeting of the Club the Chair will preside, or in their absence, a Chair elected by a majority of those present shall preside.
- 6.6 50% of members entitled to vote at the relevant meeting and personally present shall form a quorum at any General Meeting of the Club.
- 6.7 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.
- 6.8 Voting, except upon the election of members of the Committee, shall be by show of hands.
- 6.9 In the case of an equality of votes the Chair (or other nominated person) shall have a second or casting vote, on any matter.
- 6.10 On any resolution properly put to a meeting of the Club relating to the creation, repeal or amendment of any Rule, Byelaw or Regulation of the Club such Rule, Byelaw or Regulation 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 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 If, at any General Meeting of the Club, a resolution be passed calling for the dissolution of the Club, the Secretary shall immediately convene a Special General Meeting to be held not less than one month thereafter to discuss and vote on the resolution.
- 7.2 If, at that Special General Meeting, the resolution is carried by at least two-thirds of the Members present, the 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 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 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 Club premises shall be open to members at such times as the Committee shall direct and those times will be posted on the club notice board.
  
- 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. However, at this time, given the operation of the Parent Club and the Bowls Club children and vulnerable adults must be supervised at all times by an appropriate parent/guardian/carer/adult.
  
- 8.3     Equalities  
The club shall adhere to the Equality Policy of Bowls England.
  
- 8.4     The Members acknowledge this document constitutes a legally binding contract to regulate the relationship of the members with each other and the Club.



## **Appendix A: Glossary**

### **Club Rules**

The Club Rules set out how the club operates and are usually set at an Annual General Meeting.

### **Proposer**

The proposer may recommend (a person) for a position, office or membership

### **Seconders**

The seconder will support the recommendation made by the Proposer.

## **Appendix B: Officers of the Club**

### **Chair**

- To Chair all relevant meetings of the Club;
- To have the casting vote at all relevant meetings of the Club in the event of equality;

### **President**

- To represent the Club on match days and other special events;

### **Secretary**

- To keep a register of Club members' contact details;
- To conduct the correspondence of the Club;
- To keep custody of all Club documents;
- To keep full minutes of all meetings of the Club, the Committee and Sub-Committees;
- To administer such insurance policy or policies as may be needed to fully protect the interests of the Club, its Officers and its members;

### **Treasurer**

- To collect all relevant fees from Club members;
- To make all relevant payments on behalf of the Club;
- To prepare Annual Balance Sheet for examination;
- To present Accounts for approval at the Annual General Meeting
- To deal with all matters relating to the Club's CASC status (if relevant).

### **Fixture Secretary**

- To arrange matches as relevant with other clubs

### **Captain/s**

- To select relevant representative teams

### **Competitions Secretary**

- To arrange internal competitions for Club members to participate in

### **Safeguarding Officer**

- To act as a point of contact for Junior Bowlers

### **District/County Delegate**

- To act as a liaison between the Club and other relevant associations

### **Press Officer**

- To publicise the Club in local media, website and social media as relevant

## **Appendix C: Club Rules**

### **Guests in the Club**

Members shall enter the names of all guests in the Visitor's Book. Not more than three guests may be introduced in any one day and the same guest may not be introduced more than three times in any calendar year.

### **Damage to Club property**

A member shall not knowingly remove, injure, destroy or damage any property of the Club and shall make restitution for the same if called upon to do so by the Committee or by the Secretary upon the instructions of the Committee.

### **Exhibiting of notices**

A member shall not cause any communication in whatever form to be exhibited on Club notice boards or premises without prior written permission of the Secretary.

### **Settlement of Accounts**

A member shall settle any indebtedness for refreshment or otherwise before leaving the Club premises, or in accordance with any byelaw relating to the settlement of such indebtedness.

### **Suggestions**

All suggestions shall be entered in the Suggestion Book and signed by the Member.

### **Bylaws**

The Club may adopt such Bylaws or Regulations as it considers appropriate for the good management of the Club and its facilities.