



## Wadebridge Bowling Club Constitution

**2023**

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## **Section 1 Name, Legal Status and Objectives**

- 1.1 The Club shall be called the Wadebridge Bowling Club (hereinafter referred to within this Constitution as the 'Club') comprising of Men's and Ladies' Sections and the address shall be The Playing Fields, Egloshayle Road, Wadebridge PL27 6AE.
- 1.2 The club holds the green for a term of 28 years commencing 1 January 2011. The Lease is in accordance with an agreement made between Wadebridge Town Council and the club Trustees dated 27 April 2011, with Deeds of Variation dated 15 May 2013 and 8 June 2016.
- 1.3 The Club shall be affiliated to Bowls England and Bowls Cornwall.
- 1.4 The Club shall adopt and conform to Bowls England and Bowls Cornwall Rules and Regulations and the current Laws of the Sport of Bowls.
- 1.5 The club is an unincorporated association and is registered as a Community Amateur Sports Club ('CASC').
- 1.6 The objectives of the Club are to provide facilities for, and to promote participation in, the amateur sport of flat green bowls in Wadebridge and to foster a spirit of fellowship in friendly and competitive bowling.
- 1.7 All surplus income or profits shall be reinvested in the club. No surpluses or assets will be distributed to members or third parties.

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

- 2.1 The Officers of the Club shall be Full Members of the Club and shall consist of the President, Hon Secretary and Hon Treasurer.
- 2.2 The President, Vice-President, Hon Secretary and Hon Treasurer shall be elected at the Annual General Meeting with nominations having been submitted to the Hon Secretary at least 21 days prior to the Meeting. Should there be more than 1 candidate for any office, election shall be by ballot.
- 2.3 The President and Vice President shall take office from the conclusion of the Annual Awards Presentation or the AGM, whichever is the later.
- 2.4 The maximum term for the Club President and Vice President shall be 3 consecutive years.

### **Section 3 Club Trustees**

3.1 The club trustees [minimum 2] shall be appointed/re-appointed annually.

3.2 A Trustee shall hold office until they resign by notice in writing given to the General Committee or until a resolution removing them from office be passed at a GC meeting by a majority comprising two-thirds of the members present and entitled to vote.

3.3 All the property of the Club, including land and investments, shall be held by the Trustees for the time being, in their own names so far as it is necessary and practicable, on trust for the use and benefit of the Club. In the event of the death, resignation, or removal from office of a Trustee, the Committee shall nominate a new Trustee in their place and shall as soon as possible thereafter take all lawful and practicable steps to procure the vesting of all Club property into the names of the Trustees as constituted after such nomination. For the purpose of giving effect to any such nomination, the [Honorary] Secretary for the time being is hereby nominated as the person to appoint new Trustees of the Club within the meaning of Section 36 of the Trustee Act 1925 and they shall by Deed duly appoint the person or persons so nominated by the Committee.

3.4 The Trustees shall in all respects act, in regard to any property of the Club held by them, in accordance with the directions of the Committee and shall have power to sell, lease, mortgage or pledge any Club property so held for the purpose of raising or borrowing money for the benefit of the Club in compliance with the Committee's directions (which shall be duly recorded in the Minutes of the proceedings of the Committee) but no purchaser, lessee or mortgagee shall be concerned to enquire whether any such direction has been given.

3.5 The Trustees shall be effectually indemnified by the members of the Club out of the assets of the Club from and against any liability, costs, expenses and payments whatsoever which may be properly incurred or made by them in the exercise of their duties or relation to any property of the Club vested in them, or in relation to any legal proceedings, or which otherwise relate directly or indirectly to the performance of the functions of a Trustee of the Club.

### **Section 4 Management**

4.1 The General Committee (GC) shall be vested with the management of the club and transact the ordinary business.

### **Section 5 Membership**

5.1 Membership of the club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of

membership according to available facilities is allowable on a non-discriminatory basis.

The club may have different classes of membership and subscriptions on a non-discriminatory and fair basis. The club will keep subscriptions at levels that will not pose a significant obstacle to people participating.

5.2 The Club Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the club or sport into disrepute. Appeal against refusal or removal may be made in the first instance to members of the GC.

5.3 Application for Membership shall be made in writing to the Hon. Secretary or Hon. Treasurer.

An elected member, having paid his/her subscription determined at the AGM, shall be considered to have submitted to the rules of the club. Duties and responsibilities shall be advised to them upon acceptance.

5.4 Classes of Membership: -

5.4.1 Full Playing Membership – annual subscription rate as set at the AGM.

5.4.2 Junior Membership (under 18) – Free membership fee and coaching.

5.4.3 Social Membership: Application for social membership shall be made in writing to the Hon. Secretary or Hon. Treasurer, the subscription being agreed on an annual basis at the AGM. A fixture booklet shall be supplied to all Social Members. Social Members will not be eligible for nomination to the general committee and will not be allowed to vote at the AGM.

5.4.4 Honorary Life Membership: The Club, upon recommendation of the General Committee, shall have the power to elect an Honorary Life Member for special services rendered to the club. The said member shall have the right to attend, speak and vote at the AGM.

## **Section 6 Misconduct**

6.1 Any alleged misconduct shall be dealt with in accordance with Bowls England Rules and Regulations. (Currently Regulation No 9 Disciplinary Rules in relation to Misconduct at Club Level and at Licensed Tournaments - Misconduct).

6.2 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

## **Section 7            The General Committee**

7.1 The General Committee shall comprise the President, Vice President, Immediate Past President, Hon Secretary, Hon Treasurer, Hon Match Secretary, Men's Section Competition Secretary, Men's Captain, Men's vice-Captain, Green coordinator, Bar Steward, Ladies' Captain, Ladies' vice-Captain, Ladies' Secretary, Ladies' Competition Secretary and 6 elected members (4 men 2 ladies). A quorum shall be one third of the committee membership.

7.2 Except for the President, Vice President, Hon, Secretary and Hon. Treasurer, who shall be elected by the Club, nominations of members for election to the Committee shall be submitted to the Hon Secretary at least 21 days prior to the respective section AGMs and each candidate shall be proposed and seconded at the AGM of the members. If more proposals are made than there are vacancies, election shall be by ballot. If all vacancies are not filled from persons nominated in writing, further nominations may be verbally proposed, seconded and voted on at the AGM.

7.3 The General Committee shall meet as often as required, but not less than 4 times per year, and the President or, in their absence, a deputy appointed by the members attending the meeting, shall take the chair.

7.4 The duties of the General Committee shall be: -

7.4.1 To control the affairs of the Club on behalf of the members.

7.4.2 To keep accurate accounts of the finances of the Club through the Treasurer. These should be available for reasonable inspection by members and should be examined by the appointed accounts examiner before every Annual General Meeting. The club shall maintain a bank current account and any cheques or payments drawn against Club funds should be signed or authorised by the Treasurer and at least one other nominated Officer.

7.4.3 To co-opt additional members to the Committee as the Committee feels necessary. Co-opted members shall not be entitled to vote on the Committee.

7.4.4 To make decisions on the basis of a simple majority vote. In the case of equal votes, the Chairperson shall be entitled to a second and casting vote.

## **Section 8      Annual General Meeting [AGM]**

The AGM shall be held as nearly as possible after the close of the season, but not later than 1<sup>st</sup>. November, to transact the following business.

8.1 Receive the reports and statements of accounts for the year.

8.2. The annual subscription for the playing members shall be decided and shall be due on the 1<sup>st</sup>. January and shall be paid to the Hon. Treasurer not later than the opening day of the season. Members will be ineligible for selection whilst their subscriptions remain unpaid. Members shall receive a fixture booklet, a clubhouse key and a set of 4 club stickers on payment of their annual subscription.

8.3 To elect General Committee, Green Committee and Bar Committee members for the ensuing year.

8.4 To Appoint an Accounts examiner and Press Officer.

8.5 To appoint/re-appoint Trustees.

8.6 To transact any other business. The Hon. Secretary or their deputy shall give 14 days' notice of the meeting to all members and the quorum for the AGM shall be 25% of the full members.

## **Section 9      Special Meetings**

9.1 The General Committee, upon the written request of 6 or more members, shall have the power to call a special meeting, by giving notice to that effect to the Hon. Secretary, who will specify the business and give 14 days' notice to all members of such a meeting.

9.2 At any Special Meetings, the Chair will be taken by the President, or in their absence, a deputy appointed by the members attending the meeting.

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

9.4 A quorum for a Special Meeting shall be 25% of the Full Members of the Club.

## **Section 10 Selection Committee**

10.1 The selection committee for mixed matches with other Clubs and external mixed competitions shall comprise the Men's and Ladies' Captains and Vice Captains.

10.2 The selection committee for the Captains Triples league shall comprise the Men's and Ladies' Captains and Vice Captains.

10.3 Where team selection is required for significant other match events, including but not limited to Opening Day, Charity Day, Wadebridge v Egloshayle, Men v Ladies and Closing Day, the selection committee shall comprise the Men's and Ladies' Captains and Vice Captains.

## **Section 11 Green Committee**

11.1 The green committee shall be appointed annually with responsibility for the management and maintenance of the green.

## **Section 12 Bar Committee**

12.1 The Bar Committee shall comprise the Bar Steward, Treasurer and 6 members and 3 shall form a quorum. With the Bar Steward's agreement other full members may help behind the bar when required.

12.2 The Bar Committee shall have sole control of the management of the Bar and, shall arrange for the purchase of all liquors and other products associated with the normal business of a bar, and for the sale thereof. It shall also be responsible for determining the profit margins on all intoxicating liquors and other resale products from the bar, subject to confirmation of such prices by the club General Committee.

12.3 This Committee shall provide such information as regards to the business of the bar as may be deemed necessary by the Club Treasurer to enable him or her to report to the AGM in their annual report and financial statement.

12.4 The supply of intoxicating liquor shall be restricted to within the club premises and will be permitted during the following hours:  
10.00 to 23.00 [Monday – Saturday] and 12.00 to 22.30 [Sunday].

12.5 No person shall at any time be entitled to receive at the expense of the Club, or any member thereof, any commission, percentage on or any reference to purchases of intoxicating liquor by the club, nor shall any person directly or indirectly receive any pecuniary benefit from the supply

of intoxicating liquor by or on behalf of the club to members or guests, except any benefit which a person derives indirectly by reason of the supply which contributes to a general gain from the carrying on of the club.

12.6 Visitors participating in any event organised or sponsored by the Club shall be deemed Honorary Members for the occasion and offered the facilities of the club. Such persons, not being less than 18 years of age, may purchase intoxicating liquor for consumption on the premises.

12.7 Guests: A member shall be entitled to introduce 2 guests at any one time to the club premises and such guests, not being less than 18 years of age, may purchase intoxicating liquor for consumption on the premises.

### **Section 13 Hon. Secretary's Duties**

13.1 The Hon. Secretary, or their deputy, shall keep the documents and papers of the club in such a manner as the general committee shall direct.

13.2 The Secretary or deputy shall summon and attend all meetings of the proceedings, shall enter the names of members in a register and supply a copy of the rules to any member on demand.

13.3 The Club Secretary shall deal with all matters concerning both Men and Ladies and delegate those matters that only concern Men to the Men's Secretary and those that concern only Ladies to the Ladies' Secretary.

### **Section 14 Hon. Treasurer's Duties**

14.1 The Hon. Treasurer, or their deputy, shall collect all subscriptions due to the club and keep a correct account of all funds.

14.2 They or their deputy shall deposit in the bank all money belonging to the club, in the name of Wadebridge Bowling Club; from the same shall make all payments due from the club and submit a verified statement of the accounts for the year to the Annual General Meeting.

### **Section 15 Hon. Accounts Examiner's Duties**

The Hon. Accounts Examiner shall verify the accounts of the Club as presented by the Hon. Treasurer before the Annual General Meeting.

### **Section 16 Competition Rules:**

16.1 Men's and Ladies' Club competitions shall be arranged and supervised as set out in Rules M5 and L8. In the case of Mixed Club Competitions, the two Competitions Committees from the Men's and



Ladies' sections will combine with the Chairmanship alternating between them on an annual basis.

16.2 The committee shall fix the dates of the 1<sup>st</sup> and/or preliminary round of select competitions, which are specified within the Wadebridge Bowling Club Competition Rules, and the following rules shall apply:

- i] The draw shall be displayed at least 7 days before the 1<sup>st</sup> and/or preliminary Round.
- ii] The committee shall fix the cut-off dates of succeeding rounds before the start of the season.
- iii] Substitutes shall be permitted in accordance with county competition rules.

16.2.1 The 1<sup>st</sup> and/or preliminary round of competitions shall commence no earlier than 10.00 a.m. on a weekend, and 5:30 p.m. on a weekday. In the case of pairs, triples and fours competitors will play no more than two games on a weekend, and one game on a weekday.

16.3 The committee shall fix cut-off dates that a match must be played by for each round of select competitions, which are specified within the Wadebridge Bowling Club Competition Rules, and the following rules shall apply:

- i] All cut-off dates must be listed on the entry sheet.
- ii] The draw shall be displayed by the second Friday in May at the latest.
- iii] Substitutes shall be permitted in accordance with county competition rules.

16.4 [For rules relating to individual, mixed, ladies' and men's competitions, see Wadebridge Bowling Club Competition Rules].

16.5 [For rules relating to matches not played by cut-off dates, see rules 1, 2, 3, and 4 of General Competition Rules within Wadebridge Bowling Club Competition Rules]

16.6 No club competition matches shall commence until the number of rinks required for the "Umbrella" have been decided and allocated.

16.7 All decisions of the committee shall be final.

## **Section 17 Travel to away matches:**

Members not travelling to away matches in the appointed cars/coach shall pay full match fees and travel costs.

## **Section 18 Protection of the green:**

18.1 All players to wear shoes with plain soles and without heels.

18.2 Nothing shall be deposited on the green detrimental to the play, including matches, cigar or cigarette ends, pipe ashes, nor shall anyone expectorate.

## **Section 19 Rink Allocation**

19.1 Matches that are eligible for rotating the Rinks to minimise the effect of the evening sun should only do so provided other rinks are free of official competition at the commencement of play. The eligible matches are the Men's and Ladies' evening League fixtures and the decision on whether to rotate the rinks is delegated to the Captain/s of the day. At the end of the match the original rink markings shall be reinstated.

19.2 Competitions and matches should be played on the Rinks available at the time of commencement. Consideration should be given to all league matches (Ladies' and Men's) by leaving the required number of Rinks.

## **Section 20 Dissolution**

20.1 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.

20.2 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.

20.3 After discharging all debts and liabilities of the Club any remaining assets shall be given or transferred to another registered CASC, a registered charity or the sports' governing body for use by them in related community sports.

## **Section 21 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 any and all funds available to the Club, which may lawfully be so applied, against all costs, expenses and liabilities whatsoever

incurred by such person in the proper execution and discharge of duties undertaken on behalf of the Club or arising there from, or incurred in good faith in the purported discharge of such duties.

## **Section 22 Alteration of Rules:**

22.1 No alteration to any of these rules shall be made except at the Annual General Meeting or at a special general meeting convened for that purpose. Fourteen days' notice of such meetings shall be given to every member by the Hon. Secretary and the proposed alteration/s or addition/s shall be set out in such notice.

22.2 Propositions to the AGM shall be submitted to the club secretary no later than 21 days before the AGM. No such alteration shall become effective unless passed by two-thirds of the members present.

22.3 The General Committee shall have the power to deal with any matter or matters not provided for in the foregoing rules, 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.

Approved at AGM: 13 October 2023

## **MEN'S SECTION**

### **M1: OFFICERS**

**The following Officers shall be elected annually: -**

Captain, Vice-Captain, Men's Section Secretary and Men's Competition Secretary

### **M2: SELECTION COMMITTEE FOR LEAGUE GAMES AND MENS EXTERNAL COMPETITIONS**

A selection committee shall be elected annually and shall consist of: Men's' Section Captain and Vice-Captain, "A" team Captain, "B" team Captain and the "C" team Captain. The Men's Captain should normally convene and chair meetings. In the event of their absence any officer or general committee member is eligible to serve on the selection committee. The quorum for meetings of the selection committee shall be 3.

### **M3: MATCHES**

- a) Dress code as per Bowls Cornwall Handbook
- b) White shorts and white socks may be worn for internal games.
- c) Members representing the club in all matches should use club stickers.

### **M4: ANNUAL GENERAL MEETING**

The men's section AGM shall be held as nearly as possible after the close of the season, but not later than 1<sup>st</sup>. November, to transact the following business:

- a) To receive reports relevant to the section.
- b) To elect officers in M2 above, 4 men to serve on general committee, selection committee and competition committee members for the ensuing year.
- c) To transact any other business. The Hon. Secretary or his deputy shall give 14 days' notice to members of such a meeting.

## **M5: MEN'S COMPETITIONS**

Men's section competitions shall be arranged and supervised by the Men's competitions secretary and two members of the Men's section appointed at the Men's AGM in accordance with rule 16. Any proposal to alter the men's competitions can only be made and seconded by members of the men's section.

## **LADIES' SECTION**

### **L1 OFFICERS**

Unless otherwise decided and approved by Ladies' Committee the Captain shall be last year's Vice Captain. All other officers to be elected annually, i.e., Vice-Captain, Secretary, Ladies Competition Secretary and Ladies Match Secretary. These appointments shall take effect from the Annual General Meeting.

### **L2 ANNUAL GENERAL MEETING**

This is to be held prior to the County Executive Meeting. All propositions for the section AGM to be sent to the secretary 1 month before the meeting; any propositions to be published 2 weeks before the meeting. The quorum shall be 10. The following business to be transacted:

- a) To receive the reports and statements of accounts for the year.
- b) To elect officers.
- c) To transact any other business.

### **L3 COMMITTEE**

The Committee to be the Lady President or Lady Vice-President [ex officio] and the Captain, Vice-Captain, Secretary, Ladies Competition Secretary and 6 playing members [with 3 reserves] elected at the Ladies AGM.

### **L4 SELECTION COMMITTEE FOR LEAGUE GAMES AND LADIES' EXTERNAL COMPETITIONS**

A selection committee shall be elected annually and shall consist of the Captain, Vice-Captain and 3 elected members who will appoint a Chair at their first meeting. In the case of their absence any officer or general

committee member is eligible to serve on the selection committee. The quorum for meetings of the selection committee shall be 3. The elected members shall not serve for more than 3 consecutive years and shall not then be eligible for nomination for a further 2 years.

#### **L5 CLUB GENERAL COMMITTEE**

2 ladies to be elected annually as delegates in addition to the Lady President, Lady Vice-President (if applicable), Ladies' Secretary, Ladies' Competition Secretary, Ladies' Captain and vice-Captain. These to stand until after Club AGM.

#### **L6 DRESS**

Dress code as per Bowls Cornwall handbook.

#### **L7 MATCHES**

- a) The strongest teams shall be entered for the Date and Rippon. These teams to be kept together where possible. The Rippon Teams shall not regularly have the same members as the Date team.
- b) If more than 1 car is used for club matches and the passengers are unevenly distributed the fares must be pooled and divided equally between the drivers.
- c) Skips of each rink shall be responsible for making sure that all equipment is removed at close of play.
- d) Wednesday afternoons shall be used for club competitions.
- e) Members representing the club in all matches should use club stickers.

#### **L8 LADIES' INTERNAL COMPETITIONS**

Ladies section competitions shall be arranged and supervised by the Ladies' competitions secretary and two members of the Ladies Section appointed at the AGM in accordance with 7.1 above. Any proposal to alter the ladies' competitions can only be made and seconded by members of the Ladies section.

Approved at AGM: 13 October 2023