

HIGH WYCOMBE BOWLING CLUB

Affiliated to Bowls England and Buckinghamshire Bowls Association

CONSTITUTION - 2023

1 Title

- 1.1 The Club shall be called High Wycombe Bowling Club, hereafter to be referred to as "the Club" and shall be affiliated to Bowls England and Buckinghamshire Bowls County Association.

2 Objects

- 2.1 To foster and promote the sport of flat green bowls at all levels, providing Opportunities for recreation and competition.

3 Membership

- 3.1 Membership of the Club shall be open to any person, regardless of race, age, gender, sexual orientation, religious belief or ability, who completes a membership application form and pays the relevant subscription/joining fee as determined by the Club.
- 3.2 Classes of membership:-
- (i) Full member
 - (ii) Youth member in full time education (under 21 years of age)
 - (iii) Social member
 - (iv) Life member

4. Officers

- 4.1 Honorary Life Members may be recommended by the General Committee for acceptance by not less than a two-thirds majority of voting members present at an Annual General Meeting.

The officers of the Club are:-

President	Vice Captain(2) – 1 Male and 1 Female)
Hon Secretary	Match Secretary
Asst Secretary	Competition Secretary
Hon Treasurer	Bar Manager
Asst Treasurer	Green Manager
Club Captain (Male or Female)	Website Manager

5 Election of Officers

- 5.1 All Officers shall be elected at the Annual General Meeting of the Club, from, and by, the Members.
- 5.2 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.

6 General Committee

- 6.1 The affairs of the Club shall be controlled by a General Committee comprising the Officers and two other Members elected from, and by, the Annual General Meeting. The General Committee shall meet at agreed intervals and not less than four times per year.
- 6.2 The duties of the General Committee shall be:-
 - 6.2.1 To control the affairs of the Club on behalf of the Members.
 - 6.2.2 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. Any cheques drawn against Club funds should be signed by the Treasurer and one other Officer. No money may be borrowed or assets of the Club used in any way whatsoever as a form of security without the prior consent of a two-thirds majority of voting members present at a General Meeting and only after the necessary notices have been given.
 - 6.2.3 To co-opt additional members to the General Committee as necessary.
 - 6.2.4 To make decisions on the basis of a simple majority vote.
 - 6.2.5 To appoint Sub-Committees as necessary to fulfil the Club's business.
- 6.3 Not less than 50% of members of such Committee shall constitute a quorum for all General Committee and sub-committee meetings.
- 6.4 The General Committee shall deal with all disputes except those arising from Club competitions
- 6.5 The General Committee may from time to time make, vary and revoke the rules for the management of the internal affairs of the Club and the conduct of members. The rules in force from time to time shall be binding upon the members.

7 General meetings

- 7.1 The Annual General Meeting shall be held not later than 31st December each year. Written notice shall be given to Member of the Annual General Meeting no later than 1st September by either circulating an email message, a copy of the notice to every member at their home address who does not have an email address and posting the notice on the Club Noticeboard and website. Members must advise the Secretary in writing of any business to be considered at the Annual General Meeting at least 28

days before a meeting. The Secretary shall circulate or give notice of the agenda for the meeting to Members not less than 14 days before the meeting.

7.2 The business of the Annual General Meeting shall be to:-

7.2.1 Confirm the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting.

7.2.2 Receive the Treasurer's report, the examined accounts for the year from the Treasurer and agree the membership subscriptions for the following year.

7.2.3 Receive the Annual Report of the General Committee from the Secretary.

7.2.4 Receive the Match Secretary's report.

7.2.5 Elect the Officers and General Committee Members of the Club.

7.2.6 Transact such other business received in writing by the Secretary from Members 28 days prior to the meeting and included on the agenda.

7.3 Special General Meetings may be convened by the General Committee or on receipt by the Secretary of a request in writing from not less than one fifth of the Members of the Club. At least 14 days' notice of the meeting shall be given.

7.4 Nomination of candidates for election of Officers shall be made in writing to the Secretary at least 14 days in advance of the Annual General Meeting date.

7.5 At all General Meetings, the Chair will be taken by the President/Chairperson or, in their absence, by a deputy appointed by the Members attending the meeting.

7.6 Decisions made at a General Meeting shall be by a simple majority of votes from those Full Members attending the meeting.

7.7 A quorum for a General Meeting shall be 33% of the membership of the Club.

7.8 Each Full, Life or Youth Member aged 18 or over shall be entitled to one vote at General Meetings.

8 Trustees

8.1 The assets of the Club shall be vested in three Trustees acting in the capacity of nominees for the Club. They shall be nominated by the General Committee at the first Committee Meeting following the Annual General Meeting to serve for a period of one year whereupon they shall retire but be eligible for re-appointment.

8.2 There shall be vested in the Trustees all the property of the Club other than cash and bank and similar accounts which will be under the control of the General Committee.

8.3 The duties, responsibilities and obligations of the Trustees shall be:-

- 8.3.1 As laid down in the lease dated 18th September 2007 between the Club and High Wycombe Bowling Green Co Ltd or any subsequent lease that may replace the aforementioned lease.
- 8.3.2 As laid down in the Appointment of Trust, which shall be duly signed by the Trustees upon their appointment.
- 8.4 In the event that no voting member(s) willing to accept the office of Trustee are available, then the Committee member in the order listed below shall be appointed as Trustees:

President
Hon. Secretary
Hon. Treasurer

9. Alterations to the Constitution

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

10. 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 there from, or incurred in good faith in the purported discharge of such duties. 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; Provided that any such member so indemnified has been properly authorised in relation to the duties undertaken on behalf of the Club by the General Committee.

11. Dissolution

- 11.1 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.
- 11.2 If, at that Special General Meeting, the resolution is carried by at least two-thirds of the Members present, the General 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 Display of Constitution and Rules

Copies of the Constitution and Rules shall be displayed on the Club Noticeboard. On joining the Club, each member shall be given a copy of the Constitution and Rules and shall be bound thereby.

13 Statutory Requirements

The Club adheres to the statutory requirements of the following items of legislation:

- 13.1 Anti -doping
- 13.2 Children and Vulnerable Adults
- 13.3 Discrimination, Equal Opportunities and Human Rights
- 13.4 Health and Safety
- 13.5 Insurance and Indemnification
- 13.6 Misconduct, Suspension and Exclusion of Members

The Club follows the guidelines issued by Bowls England and the Buckinghamshire Bowls Association. The Club also abides by the Conditions of the Licensing Act 2007 and the Premises Certificate issued by Wycombe District Council.

**High Wycombe Bowls Club
November 2023**