Stony Stratford Bowls Club

Constitution and Rules

1. Objectives

The club is established for the promotion of the game of Lawn Bowls, and for the purpose of providing for its members opportunities to participate in friendly sporting and social pursuits.

Club Management

1. Management of the Club 2.1. Stony Stratford Bowls Club shall be affiliated to Bowls England and Buckinghamshire Bowls Association. 2.2. The Club shall be managed and under the control of an elected management committee, which is responsible for the application of the rules in keeping with the objectives. 2.3. Club members must be 18 years or older to stand for election as an Officer or Committee Member. 2.4. Officers and General Committee Members, and any members acting on their behalf, must ensure that club monies are spent in support of the club’s objectives.
2. Club Officers

The Club Officers are: President, Chairman, Secretary, Treasurer, Match Secretary, Men’s Captain, Ladies Captain, Thursday Captain, Bar Manager and Green Manager.

[Vice Captains for Men’s, Ladies and Thursday Captains will be elected to deputise for the respective Captain as required].

4. General Committee

4.1. The General committee shall consist of the listed Officers plus three additional Committee members, all having voting rights.

4.2 Officers and Committee members are elected for one- year terms.

4.3. The General Committee may appoint sub-committees from time to time as required.

4.4. The Chairman shall have a casting vote.

5. General Committee Quorum

The quorum for a meeting of the General Committee is eight elected members.

6. Issues to be considered by the General Committee

Club members may request items to be considered by the committee by submitting proposals to the Secretary in writing, in advance of the meeting.

7. Minutes

 The Club Secretary will be responsible for taking the minutes, and for publishing the highlights to club members shortly after each meeting.

Additionally, the Club Secretary will keep the minutes of the Annual General Meeting (AGM) and Extraordinary General Meetings (EGM).

8. Annual General Meeting

8.1. The Annual General Meeting (AGM) will be held in November (or as near as possible to November).

8.2. The Secretary will advertise the dates for the AGM, while calling for proposals and seeking candidates for the posts to be elected at the AGM.

8.3. The Treasurer will provide the full year accounts and paperwork for audit in advance, for presentation at the AGM.

8.4. The Chairman will appoint two Tellers to assist in the counting of votes, either by a show of hands or by secret ballot.

8.5. Proposals and nominations must be given, in writing, to the Secretary a minimum of 21 days before the AGM, in order that they be available to club members 14 days before the AGM.

8.6. Proposals for changes to the rules will require a majority of the AGM voting attendees.

8.7. Proposals and nominations will be decided by a simple majority of the voting attendees.

8.8. No business, other than that of which notice is given, will be considered at the AGM.

9. Extraordinary General Meeting

9.1. An Extraordinary General Meeting (EGM) may be called at any time at the request of the General Committee OR if requested by 15 members.

9.2. The Secretary will give notice to members of the EGM at least 7 days prior to the meeting.

9.3. No business, other than that of which notice is given, will be considered at the EGM.

9.4. The Chairman will nominate two Tellers to count votes as required.

10. Voting at an AGM or EGM.

10.1. Only full members may vote at an AGM or EGM.

10.2. Members may not be voted in to office in their absence, unless written confirmation of their willingness to stand has been received by the Secretary prior to the AGM or EGM.

10.3. Proxy votes will not be permitted at an AGM or EGM.

10.4. Without prejudice to the status of the club as a Mixed Club, both a Men’s’ Captain and a Ladies Captain are required to administer gender specific bowling activities each season. Voting for the Men’s Captain will be by a majority vote of the men present at the AGM/EGM; similarly for the Ladies Captain.

10.5. Other bowling positions which are gender specific e.g. Men’s Selectors, Ladies Selectors will follow the practice of Rule 10.4.

Club Membership and Fees

11. Membership Classes

Stony Stratford Bowls Club offers the following classes of membership to all genders:

11.1. **Full Members**: Bowlers over the age of 18, with full voting rights.

11.2. **Life Members**: Persons who have given long and outstanding service to the club may be nominated by the General Committee for Life Membership, all such nominations to be submitted for approval to an AGM.
Life members retain full voting rights.

11.3. **Junior Members**: Bowlers under 18 years of age, no voting rights.

11.4. **Social Members**: Persons interested in the activities of the Bowls Club and supportive of the club’s objectives, joining in all of the club’s social events and activities, without voting rights.

12. Annual Subscriptions

12.1. Each class of membership attracts annual subscription fees, as posted on the club noticeboard, and noted in Appendix A.

12.2. Subscription fees are proposed by the Treasurer at the AGM to be voted on by the members.

12.3. All monies received will be used in support of the club’s objectives.

12.4. Subscriptions must be paid by January 1st each year, unless staged payments are agreed in advance with the Secretary.

12.5. Subscription must be fully paid up, in order that members enjoy the facilities of the club.

13. Membership Applications

13.1. Membership is open to male and females over 8 years of age

13.2. Application forms are available from the club secretary

13.3. Application Forms with limited information, will be posted on the club noticeboard for a minimum of seven days.

13.4. The General Committee will review all applications; the Club Secretary will be notify applicants of the decisions made.

13.5. Membership is completed with the payment of the appropriate fee.

Club Funding

14. General Statement

 Stony Stratford Bowls Club operates on a “self-funding”, “self- help” basis. The club provides County standard bowling facilities during the “open-season”, and a programme of social activities during the “close-season”. The club’s facilities, including the Green, Bar and Catering services must be maintained and funded throughout the year. This is achieved on the basis of:

* Monies raised via Membership Subscriptions.
* Monies raised from “Fund Raising” and Social events/activities.
* Members undertaking duties to deliver the services of the club

15. A list of key areas for members duties are given in Appendix B.

16. All members are expected to undertake duties (to be mutually agreed) for key areas as per Appendix B.

Members Conduct

17. General Conduct

17.1. Members are expected to conduct themselves in such a manner as to allow other members to enjoy club facilities and bring credit to the playing of bowls matches at Stony Stratford Bowls Club.

17.2. Behaviour that is considered to be unacceptable, may be reported to the Committee.

17.3. Cases requiring Disciplinary Action will be dealt with using the procedures set out in Bowls England Regulation No 9.

17.4. Members may resign from their club membership by giving notice in writing to the Club Secretary.

18. Dress Code

Members expected to dress appropriately when visiting the club, and are requested to follow the guidance provided in the section on Bowls, when on the Green playing Bowls.

The Bar

19. Operation of the Bar will conform to the Milton Keynes Licensing Authority, Club Premises Certification, displayed in the club bar.

20. The Bar will not be available to club members, when being used as a Fund Raising or Private Event. Club members are asked to respect the privacy of participants during such events.

21. Bar Duty

The sale of drinks and additional items is delivered by club members, over 18 years of age, on a shared rota basis.

Catering

22. Tea Duty

 The club supplies food for Bowls matches and Social events, prepared and delivered by club members on a shared rota basis.

23. The clubs catering facilities and the standards of hygiene to apply are subject to the inspection and certification of Milton Keynes Council.

Bowling

24. General

 The Clubs bowling facilities are provided for the use of members to develop their bowling skills and participate in competitive bowls.

25. Coaching

 New Bowlers will be provided with coaching; coaches will train them to a standard that allows them to use the green safely, and certify that they can utilise the Green unsupervised.

26. Safeguarding

 To ensure the safety of all members, the club adheres to the Safeguarding Policy of Bowls England, Appendix C.

27. Fees for use of the Green

 Use of the Green, by members and visitors, attracts additional fees in specific cases. These are listed in Appendix D.

28. Selection for Club Friendly Matches

 Club Captain/Vice Captains or their appointee will select the teams for Club Friendlies, ensuring equitable treatment for all members.

29. Selection for Competitive Matches

 A panel of Selectors, one for Men another for Ladies, will choose the teams to represent Stony Stratford BC in all competitions. The members for each panel will be voted for at the previous AGM/EGM.

30. Local Rules

To ensure that a disciplined approach is applied to the use of the Green, Local rules apply, as listed in Appendix E.

Indemnity

31. 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.

Contractual Liability

32. 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.

Dissolution of Club

33. The Dissolution of the club will be decided at an EGM, where a two thirds majority of voting members is required to produce that decision.

34. Upon dissolution of the club, the Committee will negotiate the transfer of assets on the following basis:

* The Green and buildings within the club’s boundary, as defined in the rental lease document, to the Ancell Trust Charity.
* Distribute bowling assets by sale or donation to local Bowls Clubs.
* All monies available after the payment of outstanding debts, and the making good of the buildings, to be returned to the Full and Life Members listed as members at the time of dissolution, in proportion to their years of membership.

Appendix A: Stony Stratford Bowls Club Subscriptions

A1. Full year fees for each class of membership is agreed at the Annual General Meeting, and posted on the club noticeboard.

Full Members: As posted on the club noticeboard

Junior Members: As posted on the club noticeboard

Life Members: No fee

Social Members: As posted on the club noticeboard

[A previously available class of membership, namely Vice President (VP), will continue to retain their voting rights and pay an annual membership fee as for Social Members, without any further members becoming VPs]

A2. Honoraria

An honorarium, equivalent to the Full Members fee, may be paid to the following Officers:

* Honorary Secretary
* Honorary Treasurer
* Match Secretary
* Bar Manager
* Green Manager (if a club member)

Appendix B: Members Duties

B1: The key areas for members to contribute to, are listed below. (Further information is available from the responsible officer or any Committee member).

1. Green keeping
2. Bar Duties
3. Tea Rotas
4. Building Maintenance
5. Cleaning Rota

B2: Members are required to provide assistance in managing the successful day-to-day operations of the club, and reduce operating costs.

B3: The member’s choice of area(s) to contribute their efforts is by mutual agreement, and play to the skills of the individual wherever possible.

B4: Roles may be filled by both genders

B5: The successful management of the club is vested in the General Committee who will appoint the relevant contacts

B6: In special circumstances members may seek relief from “Members duties” by outlining their reasons for not doing so in writing to the Club Secretary. The General Committee will adjudicate on the request.

Appendix C: Safeguarding

C1: The policies of Bowls England support our objective to ensure that members participating in our sport, do so in a safe, positive and enjoyable environment.

C2: The Safeguarding Poster is displayed on the Club noticeboard, with the full policies available to view on the Bowls England website.

C3: Bowls England’s safeguarding function works in collaboration with The Bowls Development Alliance (BDA), The English Indoor Bowls Association (EIBA), English Short Mat Bowling Association (ESMBA), The British Crown Green Bowling Association (BCGBA), English Bowling Federation (EBF) and Disability Bowls England (DBE).

C4: Stony Stratford Bowls Club SAFEGUARDING OFFICER is posted on the Club noticeboard with contact details.

Appendix D: Fees for use of the Green

Green Fee:

Visiting bowlers who are not playing Stony Stratford BC Players are to pay Green Fees as posted on the club noticeboard.

Match Fee:

A fee to play in an organised match, and will be a combined fee comprised of both a Green Fee and additional monies for catering costs. The Match Fee will be displayed on the Match Sheet for each fixture.

Competition Fee:

When taking part in a club competition a fee is payable in advance.

General Usage of Green:

Fees are payable for use of the Green when members take part in:

* ROLL UPS
* LEAGUE GAMES
* TRUNDELL/BURNHAM
* BUCKS CUP/PLATE
* TONY ALLCOCK
* TOP CLUB (men /women)
* TWO FOURS
* NATIONAL/COUNTY COMPETITION (Individual or team)

Appendix E: Local Bowling Rules

E1: Rinks are available to be booked by members, when not taken for club events. They may be booked on the basis of an afternoon slot (12 noon -6pm) and evening (commence at 6pm) availability. This is to ensure that competition rules and the drawing of rinks is complied with.

In certain circumstances bowling before 12 noon may be possible if acceptable and agreed with the Green Manager.

E2: When taking part in competitive bowls, the rinks must be drawn for. The draw will be conducted at the agreed start time e.g. 6pm in the following order:

* Bowls England Club Competitions e.g. Top Club
* County Club Competitions e.g. Bucks Cup / Trundell
* Bowls England Nationals and Competitions Leading to BE Finals
* Within County Competitions e.g. Benevolent Triples
* Inter Club Competitions e.g. Bletchley & District League
* Club Competitions
* “Roll Ups”

E3: Dress Code on the Green

* Bowling shoes are to be worn on the Green at all times.
* In club matches the agreed dress code will be Club Shirt Tops, with either Whites or Greys, as designated on the match sheet.
* Other matches, including “Roll Ups”, will utilise white tops (club shirts included) and greys.