



**CONSTITUTION AND RULES  
AS AMENDED – NOVEMBER 2017**

1. **TITLE** - The Club shall be known as “HOLSWORTHY BOWLING CLUB”
2. **OBJECTS**
  - (a) To foster the playing of the level green game of bowls
  - (b) To provide facilities for the game of bowls in the HOLSWORTHY DISTRICT and visitors to the area
  - (c) The adoption and enforcement of the Laws of the game as laid down, for the time being by BOWLS ENGLAND
3. All persons not less than 14 years of age, shall be eligible for membership without discrimination.
4. The Club shall be non-profit making and any surplus income or gains shall be reinvested in the Club. It shall not permit any distribution of Club assets, in cash or kind to members or third parties. This does not prevent donations by the Club to Charities or to other clubs that are registered as Community amateur sports clubs.
5. The Club shall consist of ORDINARY MEMBERS, HONORARY MEMBERS and SOCIAL MEMBERS.
6. Every candidate for admission to the Club as an ordinary member, shall be proposed by one member and seconded by another, both of whom shall vouch for the fitness of the candidate to become a member. The election shall be by simple majority.  
Candidates may not –
  - (a) be admitted to Membership of the Club, or
  - (b) be admitted, as candidates for membership, to any of the privileges of membership, without an interval of at least two days between their nomination or application for membership and their admission.

Candidates becoming members without prior nomination or application may not be admitted to the privileges of membership without an interval of at least two days between their becoming members and their admission.
7. The amount of the annual subscription shall be determined by the COMMITTEE from time to time.
8. All annual subscriptions – except the first subscription of a new member, as provided for in RULE 7 – shall be payable by the first day of MAY in each year.
9. All annual subscriptions shall be paid to the Club, cheques made payable to “the Holsworthy Bowling Club”.
10. If any member fails to pay their subscription before the first day of JUNE, after it has become due, notice shall be given calling their attention thereto. If the amount due has not been paid within 14 days of such notice, or before the first day of JULY, they shall cease to be a member, If, at any time, they should give the Committee a satisfactory explanation, they may, upon payment of same, be re-admitted to membership.

11. The Committee shall have the power to invite, as HONORARY members, any person who shall, in their opinion, be worthy of such HONORARY membership, by reason of their outstanding service to the Club or to the game of bowls. Members may send to the Secretary, properly proposed and seconded any name for invitation for this honour. No subscription will be required from a person receiving this honour and they will be counted as a full member of the Club.
12. There may be admitted to the Club premises, persons other than members, and guests, upon such terms and conditions as the Committee may, from time to time, determine.
13. If any member be convicted, upon indictment, of any criminal offence, they shall immediately cease to be a member. However, the Committee shall have the power, at their discretion, to re-instate them at a future date, with or without a further fee.
14. Any member, upon ceasing to be a member, shall forfeit all right to any claim on the Club, its property or funds.
15. The management of the Club shall be vested in a Committee which shall comprise of:-  
  
PRESIDENT, VICE-PRESIDENT, CHAIRMAN, SECRETARY, TREASURER, ASSISTANT TREASURER, COMPETITION SECRETARY, CAPTAIN, VICE-CAPTAIN, LADIES CAPTAIN, LADIES SECRETARY, a representative of the GROUND COMMITTEE and TWO representatives nominated by the SHORT MAT SECTION.  
  
These officers shall retire at the Annual General Meeting, but shall be available for re-election for the forthcoming year to fill the vacancies. Any two members may propose and second any member to fill these vacancies.
16. The Committee shall meet three times yearly, and it is proposed to hold them as follows:
  - (a) Pre-opening
  - (b) During the month of JULY
  - (c) During the month of SEPTEMBER  
FIVE members of the Committee shall form a quorum, and these meetings will examine the affairs of the Club, its accounts and Social activities. Minutes will be taken and any decisions made will be recorded.
17. The Committee shall have the power to appoint a member to fill any casual vacancy on the Committee until the next Annual General Meeting. A member so appointed shall retire at the AGM but will be eligible for re-election to the Committee at such meeting.
18. If, at any time the club members at a Annual General Meeting or Special General Meeting shall pass a resolution authorising the Committee to borrow money, the Committee shall thereupon be empowered to borrow, for the purposes of the Club, such amount of money. Either at one time or from time to time, and at such a rate of interest, or no interest, and in such form or manner, and upon such security as shall be specified in the Resolution.
19. The Annual General Meeting of the Club shall be held in the month of NOVEMBER each year, upon a time and time to be fixed by the Committee for the purpose of:
  - (a) To receive from the Committee a report, balance sheet and statement of accounts for the preceding year, and an estimate of receipts and expenditure for the current financial year.
  - (b) To fill the vacancies on the Committee and appoint a REVIEWER for the ensuring year.
  - (c) To decide upon any resolutions which may be submitted to the Meeting, as hereinafter provided (RULE 23).

20. Any member desirous of moving any Resolution at the AGM shall give notice thereof to the Secretary, in writing, not less than 7 days prior to the date of such meeting.
21. The Committee may, at any time, call a Special General Meeting for any specific purpose. At least 7 days notice shall be given to all members. No OTHER BUSINESS shall be discussed other than that for which the meeting was called.
22. At all meetings of the Club, the Chairperson, or in his/her absence, a member selected by the Committee shall take the Chair. Every ordinary member present shall be entitled to one vote upon each Resolution or Motion, and in the case of the equality of votes, the Chairperson has the casting vote. The Committee shall be empowered, if they think fit, to make Regulations to enable members, unable to attend, to vote by proxy or in writing.
23. The quorum for all Meetings shall be as follows:-
  - (a) For Motions proposing any addition or amendment to the Rules, two thirds of the members attending and entitled to vote.
  - (b) For repeal of any Rules, one half of the members so entitled.
  - (c) For Motions relating to the expulsion of any member, two thirds of the Committee.
  - (d) For all other business, one quarter of all such members aforesaid.
24. The Financial year of the Club shall end on the 30<sup>th</sup> day of September in each year, and to which date the Accounts of the Club shall be balanced.
25. The Accounts shall, as soon as possible after the end of the financial year, be reviewed by a non-member of the Committee, who shall be appointed at the AGM. He need not be a member of the Club, if the meeting so decides. To comply with s.63(2) of the Licensing Act 2003, a copy of the Statement of the Club's Accounts shall be displayed on the premises, once they have been signed off.
26. The Club premises and green shall be open to members between such hours as the Committee shall from time to time determine, but they may close the green and premises for such times as may be necessary.
27. Rules laid down the Committee may prescribe the conditions upon which play shall take place, and the Regulations made by the English Bowling Association shall apply to the game, and each game shall be played in accordance with those Regulations. They may also prohibit any game, the playing of which is unlawful, or may damage the Green or premises.
28. Any individual member of the Committee or Green Committee may, at any time, forbid or delay any play on the green, should the weather or such play be deemed to be conducive to damaging the green.
29. Every member shall be allowed to introduce visitors, subject to such Rules as shall be made by the Committee, and every visitor shall be considered a guest of and accompanied by the member introducing them. The charges for refreshments, green fees and for visitors playing bowls, or any other facilities shall be fixed by the Committee. Every member shall, before leaving the Club, pay any such charges incurred, whether by them on their own account or for their visitor(s).
30. The Committee shall be the sole authority in the interpretation of the RULES and REGULATIONS, made from time to time by that Committee, and their decision upon any question of interpretation or any matter affecting the Club and not provided for by these RULES and REGULATIONS shall be final and binding upon the matter and upon all members.

31. These rules may be added to, repealed or amended at any Annual General Meeting or any Special General Meeting, provided no such Resolution shall be deemed to have been passed unless carried by a majority of two-thirds of the members voting thereon.
32. If, at any Annual General Meeting or Special General Meeting a resolution for the dissolution of the Club shall be passed by the majority of members present, and at such a Meeting not less than one half of the members shall be present, that Resolution shall be deemed to have been confirmed and passed by a majority of two-thirds of the members present and entitled to vote. The Committee shall thereupon, or at such a future date as shall be specified in that Resolution, proceed to realise the property and effects of the Club, and after the discharge of all liabilities of the Club, the remainder, if any, shall be given or transferred to either the sports governing body for user in the community related sport, another CASC within the scheme or a Charity.
33. (i) The purchase of alcohol for the Club, and the supply of alcohol by the Club, will be managed by a committee whose members:
- (a) are members of the Club
  - (b) have attained the age of 18 years, and
  - (c) are elected by the members of the Club
- (ii) No arrangements will be, or are intended to be, made for any person to receive at the expense of the Club any commission, percentage or similar payment on, or with reference to, purchases of alcohol by the Club.
- (iii) No arrangements will be, or are intended to be, made for any person directly or indirectly to derive any pecuniary benefit from the supply of alcohol by or on behalf of the Club to members or guests, apart from
- (a) any benefit accruing to the Club as a whole, or
  - (b) any benefit which a person derives indirectly by reason of the supply giving rise or contributing to a general gain from the carrying on of the Club.
34. All cases of misconduct will be resolved using the procedures contained in Bowls England Regulation 9 - (Misconduct).

#### Record of Amendments

Date	Amendment
Nov 2017	Para 34 added, Title Amended to read 2017

#### Distribution List

Organisation	Reason
Holsworthy Town Council	Requirement of Tenancy Agreement
Bowls Devon	Requirement of Affiliation - Bowls Devon Constitution
North Devon & North Cornwall Short Mat Bowling Federation	Requirement of Affiliation – NDNCsMBF Constitution
Torridge District Council Licensing Dept.	Requirement of Premises Certificate for sale of alcohol
HMRC	Requirement of registration as Community Amateur Sports Club (CASC)