



**ALDERBURY BOWLS CLUB  
CONSTITUTION**

**REVISED APRIL 2025**

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# Constitution of Alderbury Bowls Club

## 1. THE CLUB SHALL BE CALLED ALDERBURY BOWLS CLUB

Hereinafter to be referred to as “the Club”. It shall be affiliated to Bowls England, Bowls Wiltshire or their successors and to other Bowling Associations as the Committee shall decide.

## 2. OBJECT

To promote, foster, develop and safeguard the game of Lawn Bowls at all levels, providing all members of the community an opportunity to enjoy the sport and to develop individual skills in both recreational and competitive bowls. The club shall adopt and conform to Bowls England Rules and Regulations and the current Laws of the Sport of Bowls (Crystal Mark).

Alderbury Bowls Club is committed to providing a safe environment in which children can enjoy participating in the game of bowls. It will seek to underpin this commitment by following the Child Protection Policy and Procedures of Bowls England and Bowls Wiltshire.

## 3. MEMBERSHIP

Membership of the Club shall be open to anyone interested in the sport on application, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, transgender or non-binary identity, religion or other beliefs.

The Club may have different categories of membership and subscription on a non-discriminatory and fair basis. However, if the number of members has to be limited in recognition of the available facilities provided by the Club, the limitation would be on a non-discriminatory basis.

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 to the members.

The Club membership will consist of:

### **Full Members.**

Playing members over the age of 18, and open to any person who completes a membership application form and pays the relevant subscription /joining fee as determined by the Club.

### **Honorary Life Members.**

Honorary Life Membership may be conferred on a Full or Social Member of the Club by agreement of the committee. Nominations from club members for consideration must be given in writing to the Secretary and considered at a subsequent committee meeting.

### **Junior Members.**

Shall be classified as any young player up to and including 18 years of age or in full time education at the start of the season that begins on 1st April of that year. Junior members will be entitled to the same playing privileges as that of a Full Member.

### **Social Members.**

The Committee shall have the authority to appoint any person a Social Member upon application, within the limits available to the Club, and its best interests.

- (i) A social member is someone wishing to use the Club socially and opting NOT to use the Green. However, Social Members with bowling experience can be asked exceptionally to play in friendly games if Full Members are unavailable.
- (ii) A further exception to 3.4, (with the agreement of the Committee) is where a Full Member wishes to take up to two years out as a result of health, or family commitments and, with the intention of returning as a full playing member, joins pro temp as a Social Member. Under these circumstances they may roll-up for up to six times per year to maintain their bowling skills and can also be asked to play in friendly games if Full Members are unavailable. Applications for this dispensation should, in the first instance, be sent in writing to the Secretary.
- (iii) Social Members of the Club who are bowling members of another affiliated club may, at the discretion of the committee, be invited to play in a friendly match for the club.

### **Temporary Members.**

All members of visiting teams or visiting opponents in matches shall automatically become Temporary Members of the Club for the day of their visit only. Notice of these games shall be posted on the Match Availability Board. The Committee may elect other Temporary Members on payment of the appropriate fee subject to a proposer and seconder.

#### **4. LIST OF MEMBERS**

The Management Committee shall keep for reference, a list of members and their addresses and an emergency contact phone number. Every member shall give to the Secretary notice of any change of address and contact details.

#### **5. ADMISSION OF MEMBERS**

Prospective new members must be proposed by either a Full or Honorary Member. Should any existing Full or Honorary Member have a cause to object to any nomination, this should be made in writing to the President via the Club Secretary for consideration.

The nominated officers of the Committee may, in an interview with the prospective new member, explain the objects and policy of the Club. The Officers will take note of any objections received from members and will inform the prospective member whether the application is approved or not. The Secretary will confirm the decision in writing and furnish him/her with copies of the Constitution, Bye-Laws and Rules as well as a personal Welcome letter.

#### **6. CESSATION OF MEMBERSHIP**

A member shall cease to be a member if he/she resigns by giving notice in writing; if he/she is requested to resign by a resolution of the Committee; or if his/her annual subscription remains unpaid by the due date. At such time any properties belonging to the club shall be returned.

#### **7. ANNUAL SUBSCRIPTIONS**

Annual subscriptions shall become due on April 1st each year and be paid to the Treasurer. Any member who has not paid by April 14th shall temporarily cease to be a member and will not be entitled to use the Club premises.

The annual subscription will be set by the Committee prior to the Annual General Meeting.

The subscriptions will be as follows:

- a) Full Members - the full amount as set by the Committee.
- b) The 1st and 2nd year fees for any new inexperienced member, there will be a reduced subscription which will be set by the Committee. For any new experienced bowlers wishing to join, (those who have been playing for more than two years), they will pay the full subscription upon joining.
- c) Junior Members up to and including 18 years of age on 1st April, in full time education will pay the amount as set by the Committee.

- d) Social Members subscriptions will be set by the Committee.
- e) Fees agreed by the committee will be presented to members at the AGM for ratification and thereafter posted on the club noticeboard.

## **8. THE ANNUAL GENERAL MEETING (AGM)**

The Annual General Meeting shall be held not later than the end of October in each year, on a date set by the Committee. Twenty-one days' notice of the AGM shall be given to members by email and on the Club noticeboard. Members must advise the Secretary in writing of any business to be considered at the AGM at least 14 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 by circulating a copy of the notice to every member and posting it on the board in the clubhouse.

### **8.1 The business of the AGM shall be to:-**

- a) Confirm the minutes of the previous Spring General Meeting and any Extraordinary General Meetings held since the last Annual General Meeting.
- b) Receive a summary of the accounts for the year to date from the Treasurer.
- c) Decide the subscription rates and other fees for the forthcoming year.
- d) Receive the annual report from the Committee members.
- e) Elect accounts scrutineers/s.
- f) Elect the Officers, Committee Members and Delegates of the Club as prescribed under Clause 8.2.
- g) Transact such other business received in writing by the Secretary from members 14 days prior to the meeting which has been itemised on the agenda.

### **8.2 Election of Officers and Committee**

All Officers, members of committees and delegates to outside organisations shall be elected at the AGM of the Club from, and by, all members entitled to vote.

All members shall be elected for a period of one year, with the exception of the President, for 2 years, and the Secretary and Treasurer both for a period of three

years. Retiring Officers and Committee may be re-elected to the same office, or another position, in the year following the conclusion of their term of office.

Nomination of candidates for election of Officers and Committee should be made in writing to the Secretary, or posted on the nomination form on the noticeboard, at least 14 days in advance of the AGM date.

Only lady members will be entitled to elect the Ladies' Captain and other gender specific positions and only men entitled to elect the Men's Captain and other gender specific positions.

If necessary, election of the Committee will be undertaken by a ballot.

Eligible members will only be permitted to use a proxy vote where they have provided their apologies for absence to the Secretary prior to a General Meeting. Such votes will be included and counted in any ballot.

The President of the Club, or deputising Chairman, will have the entitlement of a second and casting vote, which can be applied in all voting at either the AGM, SGM and Extraordinary Meetings.

## **9. GENERAL & EXTRAORDINARY MEETINGS**

A Spring General Meeting (SGM) shall be held in March or April on a date to be set by the Committee to transact business of the Club.

The Secretary shall call an Extraordinary General Meeting (EGM) in the following circumstances: -

- (a) Upon the direction of the Committee following a resolution.
- (b) At the request of a Full Member or Honorary Life Member and countersigned by at least 7 other such members, stating the matter at issue. No other business than that for which the meeting is specifically called shall be brought before an EGM
- (c) At least 21 days notice of the meeting shall be given.
- (d) In the event of the dissolution of the Club, as provided in Clause 17.

### **9.1 A Quorum.**

20 eligible members will form a quorum for General and Extraordinary Meetings.

6 eligible members will form a quorum for all Committee Meetings

## **10. VOTING AT MEETINGS**

Decisions made at General Meetings shall be by a simple majority of votes cast by those members attending the meeting and entitled to vote. In the event of equal votes, the President shall be entitled to a second and casting vote.

Where voting is by ballot, the Secretary and one nominated Full Member shall adjudicate and notify the Chairman of the result accordingly.

Voting rights are restricted to Full and Honorary Life Members and will be undertaken with recognition of the provisions of the Equality Act 2010. The rights and privileges of a member shall not be transferable

## **11. MANAGEMENT COMMITTEE**

The Officers of the Committee shall be:

President, Secretary, and Treasurer.

Other members of the Committee shall be

Match Secretary, Greenkeeper, Men's Captain, Ladies' Captain, Mixed Triples Captain, Health & Safety/Safeguarding/Welfare Officer, Chair of Social Sub Committee, Chair of House Sub Committee, Chair of Bar Sub Committee.

In addition, up to 3 Full Members may attend Committee meetings in a non-Committee capacity for purposes of familiarisation with Committee roles or to report work of any additional Sub Committees which support the work of the Club.

The Committee shall control the management of the Club and have the right to control or dismiss any servant or employee of the Club.

The President as Chairman, or in his/her absence a nominated Officer, shall have the casting vote.

Any vacancy caused by resignation or otherwise, may be filled by the Committee who have the authority to co-opt.

### **11.1 Selection**

In addition to their gender-specific roles the Men's Captain and Vice-Captain, Ladies' Captain and Vice-Captain shall constitute the Selection Committee for all mixed team selections other than Mixed Triples matches. They shall be jointly responsible for the administration of the Club competitions.



## **11.2 Bye-laws**

The Committee shall have the authority to make such bye-laws as they consider necessary, providing that no such bye-law conflicts with any of the Club Rules. The bye-laws will be displayed on the clubhouse noticeboard, and the rules published on the Club website and in the ABC Rules Booklet

## **12. THE GREEN**

The Greenkeeper shall be responsible for the maintenance of the Green and its surroundings. The Greenkeeper will maintain the necessary equipment and its safe storage. The Greenkeeper will work with the appointed Contractor to ensure that the Green is in the best possible condition before, during and after the bowling season.

The Greenkeeper will oversee the work of members who volunteer to assist in fulfilling all responsibilities, including their training and their safety.

## **13. GROUP MEETINGS**

At the discretion of the Captains and the Chair of the Social Committee, social meetings shall take place during the year, open to all except where gender specific items preclude this.

## **14. FINANCIAL CONSIDERATIONS**

### **14.1 Loans**

If on any occasion the Committee decides that it is necessary to raise a loan, the details must be presented to the Trustees for their consideration and full approval.

### **14.2 Audit of Accounts**

A Scrutineer shall be appointed at the AGM and he/she shall audit the accounts presented by the Treasurer at the end of the financial year, which runs from 1st October to 30th September.

### **14.3 Profits**

All additional income from whatever source shall be re-invested in the Club. No surpluses or profits will be distributed to members or third parties.

### **14.4 Limits**

With the exception of purchasing stock for the bar, (in which a club bank debit card holder may spend as necessary to maintain sufficient stock for onward sale), all other spending up to a limit of £200 shall be approved by the Treasurer and

one other Officer. (Para 11). Sums over £200 shall be approved in advance by the Committee at a meeting, or by email if necessary. Limits will be confirmed annually by the Committee, and major expenditure should be subject to best value considerations.

## **15. INDEMNITY CLAUSE (INSURANCE)**

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, 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.

## **16. TRUSTEES**

There shall be three Full Members of Alderbury Bowls Club with a minimum of three years membership who will be Trustees in whom all assets and funds of the Club shall be vested. These Trustees shall be the Officers of the Club but shall relinquish the role as Trustee if they become bankrupt. A Trustee shall hold their position for the term of their office as President, Treasurer or Secretary unless they resign in writing, or a resolution removing them from office be passed at Committee by a majority of two thirds of those present and entitled to vote. Unless so removed, every Trustee shall deal with funds and property of the Club vested in them as directed by resolution of a General Meeting of which an entry in the minutes shall be conclusive evidence.

Any temporary vacancies arising among the Trustee of the Club will be filled by the Committee

The Trustees of the Club shall not, without the sanction of a General Meeting of the Club, transfer the property by will or lease, exchange, sell, or otherwise dispose of all or any parts of the Club buildings.

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 of 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 a Trustee of the Club.

## **17. DISSOLUTION**

If at any General Meeting of the Club, a resolution were passed for the dissolution of the Club, the Secretary shall immediately convene an Extraordinary General Meeting of the Club to be held not less than one month thereafter to discuss and vote on the resolution.

If at that EGM the resolution is carried by at least two-thirds of the Full Members present at the meeting, 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.

After discharging all debts and liabilities of the Club, the remaining assets will not be distributed amongst the Full Members of the Club, but shall be given or transferred to some other voluntary Organisation having objects similar to those of the Club, the sport's governing body or a registered charity

## **18. CHANGES TO CONSTITUTION**

Any proposed alterations to the Club's Constitution and Rules may only be considered at an AGM/SGM or EGM 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.



