

LUTON WEST END BOWLING CLUB

CONSTITUTION

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1. NAME OF CLUB

The name of the club shall be **Luton West End Bowling Club** and shall be affiliated to the England Bowling Association and the Bedfordshire Bowling Association.

2. OBJECT

The object of the club are to promote and advance the playing of bowls in accordance with the laws of the English Bowls Association and Bedfordshire Bowling Association and in accordance with the best spirit of the game

3. MEMBERSHIP

- a) No person may be admitted to membership nor be admitted as candidates for membership to any of the privileges of membership without an interval of at least two clear days between their nomination or application for membership and their admission to membership of the club.
- b) Every candidate will complete the Application Form, and shall be proposed by at least two members of the Club. Their full name and address and the names of the proposers shall be provided to the secretary
- c) Any member who objects to the proposed candidate may make their objections in writing (stating the grounds thereof) addressed to the Secretary who shall communicate the same to the Executive Committee but to no other person who will allow 1 month's duration to discuss and resolve any issues reported
- d) When a new member has paid the entrance fee(if any) and first annual subscription they shall be a member of the club and entitled to all privileges of membership and shall be deemed to have agreed to be bound by these rules and by the bye-laws made in accordance therewith. (the first month of membership to be probationary)

- e) If any accepted member does not pay the entrance fee (if any) and annual membership fee within one month from the time of notification from the Secretary of their election the Executive Committee shall annul their election.
- f) The club will accept nominations for junior membership up to the age of 18 years. This will attract a nominal membership fee, free in year 1 and a reduced fee for following years as determined at the AGM by the members from time to time
- g) The club will accept nominations for Social Membership; membership fees for this category will be determined at the AGM by the members as required

4. REGISTER OF MEMBERS

A register of members shall be kept by the Secretary which shall contain a list of names and addresses of the members. All notices required by this constitution to be given to members may be given either by exhibiting the notices on the Club notice board and/or sent by post to the members and if sent by post shall be deemed to be given if posted to the members address in the Register of Members.

5. SUBSCRIPTION

The annual subscription shall be such sum or sums as the club members may from time to time decide at the AGM or an EGM.

Annual subscription shall be due and payable on or before the first of May each year and the fee will be decided at the Annual General Meeting

The schedule of reductions for new members joining will be as follows - April/May – full membership fee; Jun/Jul - half membership fee; Aug/September – quarter membership fee

6. ARREARS OF SUBSCRIPTION

If a member's subscription is in arrears the Secretary shall send a notice with a request for immediate payment and if the subscription is not paid within four weeks from the time when such notice would be received in the ordinary course of post the Executive Committee shall cancel their membership and they shall be deemed to have ceased to be a member and forfeit all rights to membership. The Executive Committee may at any time restore them to membership on payment of all arrears of subscription due

7 ANNUAL GENERAL MEETING

The Annual General Meeting of the Club shall be held in the month of November each year on a date decided by the Executive Committee for the election of Officers and any other business. The Secretary shall at least 21 days before the date of the Annual General Meeting provide the members with the documentation required for the meeting, either by email or post.

Any item of business that any Full Member entitled to vote wishes to have placed on the Agenda must be provided in writing to the Secretary not less than thirty (30) days prior to the General Meeting.

At the Annual General Meeting every member of the Club shall be entitled to be present and give one vote and no more upon every question; provided that in case of equality the Chairman of the meeting shall have a second casting vote. Prospective members may attend the AGM, but will not have a vote on any issue.

The quorum at any General Meeting shall be fifteen members

There shall be a president who shall be elected annually

8 EXTRAORDINARY GENERAL MEETING

An Extraordinary General Meeting may be convened at any time by the Executive Committee and shall be convened within 14 days of the requisition being signed by not less than 1/5th of the total number of members and delivered to the Secretary stating the purpose for which such a meeting is required.

No business other than that specified in the Agenda shall be transacted at an Extraordinary General Meeting. The Secretary shall at least 10 days before the Extraordinary General Meeting cause notice of the meeting to be placed on the Club notice board and emailed/posted to members.

9 EXECUTIVE COMMITTEE

The Committee shall be empowered to conduct Club business with a quorum of not less than 4 members. The Committee shall have power to appoint Sub-Committees if necessary to manage any issue brought before the committee

The Executive Committee shall consist of the Chairman; Secretary; Treasurer; Match Secretary; Captain and one other Club member

The Executive Committee shall have the power to co-opt one member of the Social Committee and one member of the Bar Committee as required to any meeting of the Executive Committee.

10. VISITORS

Any member of a team visiting the Club for the purpose of competing against the club in a bowls match shall during the period of such visit be entitled to all the privileges of membership of the Club including the right to purchase intoxicating liquor.

11. PERMITTED HOURS

The permitted hours for the supply of intoxicating liquor in the Club shall be the general licensing hours of the Borough of Luton with such extension or extensions thereto as may be granted by the Licensing Justices. The Executive Committee is empowered to curtail or to alter the permitted hours within the statutory limit from time to time but such curtailment or alteration shall be only operative until the next Annual General Meeting of the Club unless the hours as varied are confirmed at such meeting.

12. GUESTS

Any member shall subject to such regulations or bye-laws as are made by the Executive Committee be entitled to introduce one guest at any one time to the club provided that no person whose application for membership has been declined or who has been expelled from the club shall be introduced as a guest.

The member introducing the guest shall enter the name of the guest together with his own name in a book which shall be kept for that purpose at the Club premises. No guest shall be entitled to purchase intoxicating liquor in the club under any circumstances whatsoever. Any member introducing a guest shall be fully responsible for the behavior and general conduct of any guest introduced and shall indemnify the Club against any loss or damage occasioned by the conduct of the guest. Neither the Executive Committee nor the Club in General Meeting shall have the power to vary this rule.

13. SALE OF INTOXICATING LIQUOR

No person under the age of 18 years (whether a member of the club or visitor) may be served with intoxicating liquor on the Club premises.

14. DRESS CODE

Dress shall consist of a navy or black blazer with a badge, Club shirt or white shirt with club tie, white or grey trousers as advised and white pullover. Bowls shoes will be worn on the green.

ALL COMPETITIONS AND MATCHES:- Club coloured shirts; Grey or White trousers, as appropriate; Bowls shoes

ROLL-UP AND PRACTISE:- Regular bowls shoes – remainder of dress and colour, optional

NB: Style of clothing and temporary alterations to the above, to be at the discretion of the Captain and/or the Committee. Coloured club shirts are discretionary attire for members invested prior to November 2015

15. CLUB MATCHES

Fixtures: The Match Secretary will be responsible for arranging matches to be played and for formulating fixture lists. The Match Secretary will collaborate with the Secretary and Treasurer with a view to preparing and supplying fixture lists to all members and Secretaries of opponents.

Availability The Captain will post an 'availability' form on the notice board for the forthcoming matches. If you are available to play, please put your name down, even if there are more names than actually required. This allows everyone to have a chance of selection.

Selection: The Captain will be responsible for the selection of members who will form rinks/triples to play in each match. The team selection form will be posted on the notice board and those members selected to play should **tick off their name** to confirm they are aware of their selection. Those selected members are responsible for informing the Captain or Vice-Captain if subsequently unable to play.

16. COMPLAINTS

Any member/s who have reason to complain with regard to any infringement of Club Constitution or any other matter will submit the complaint in writing to the Secretary advising the nature of the complaint or infringement. In the absence of the Secretary the complaint should be sent to the Chairman or any member of the Executive committee who will then arrange for the matter to be dealt with expediently. The member or members will attend the Committee to substantiate the complaint or infringement.

17 COMPETITION RULES

Rules governing the procedure and play of Club competitions will be made available to all members and the Chairman will be responsible for placing a copy of same on the Club notice board.

18 INTERPRETATION OF CONSTITUTION

In the Constitution words having the masculine meaning shall include the feminine meaning and words having singular meaning shall (where the context admits) include the plural meaning.

19 ALTERATIONS TO CONSTITUTION

Notice of any amendment alteration or addition to the Club Constitution together with the names of the proposer and seconder shall be submitted to the Secretary in writing at least fourteen days before the Annual General Meeting. No alteration shall be made to the constitution without the consent of two thirds of those members present and voting.

20 CLUB PROFIT

The profits of the Club shall be applied for such purposes, as the members shall determine from time to time. In making such a determination the Executive Committee shall give consideration to the need for improvement to the Club facilities and equipment, the welfare of the members of the Club and other relevant factors.

21 CLUB CEASING TO FUNCTION

Should **LUTON WEST END BOWLING CLUB** cease to function for any reason then the Club's assets (after all outstanding bills/accounts have been paid) shall be donated to charity by the following criteria: all fully paid up members will be deemed to have an equal share of the remaining assets which they may nominate to go to a charity of their choosing (allowing for any expenses incurred). The Committee winding up the Club shall be responsible for ensuring that this rule is carried out.

LUTON WEST END BOWLS CLUB – SAFEGUARDING POLICY:

Luton West End Bowls Club
Child and Vulnerable Adult Code of Conduct

NOTICE OF CHILD AND VULNERABLE ADULT CODE OF CONDUCT

Luton West End Bowls Club accepts its legal and moral obligation to exercise its duty of care and to protect all children and vulnerable adults participating in the Club's activities and to safeguard their welfare.

We are committed to do this by acknowledging that:-

- The welfare of the individual is paramount
- Each individual irrespective of age, culture, disability, gender, language, racial origin, socio economic status, religious belief and/or sexual identity has the right to protection from abuse
- Each individual has a right to be safe and to be treated with respect and dignity

We shall use our best endeavours to ensure that:

- All allegations of abuse are taken seriously
- The response to them is swift and appropriate
- The effectiveness of our Code of Conduct is reviewed annually
- A responsible person shall be appointed annually as a Safeguarding Officer to whom members can address any concerns