

# **EAST PRESTON & KINGSTON BOWLS CLUB**

## **CONSTITUTION**

Copies of the Club's Constitution and Operating Rules, fully amended, will be kept in the Operations Manual in the Club Pavilion, and will be provided to each new Member.

### **1. NAME OF CLUB**

The Club will be called the East Preston & Kingston Bowls Club, and will be affiliated to Bowls England and Sussex County Bowls. The Club's headquarters and green shall be at 5 Sea Lane, East Preston, West Sussex, BN16 1NG.

### **2. AIMS AND OBJECTIVES**

- a) The aims and objectives of the Club will be to provide facilities to promote and encourage participation in bowls for residents in East Preston, Kingston, Angmering and Rustington and other areas in accordance with the Laws of the Game as laid down by Bowls England and the English Short Mat Bowling Association. The Club and its members will at all times and in all aspects conform to and be bound by the Constitution of Bowls England.
- b) The Club is a non-profit making body. Any surpluses of income, capital, or Club assets will be reinvested in the Club. Club funds and assets will not be distributed in cash or in kind to members or third parties. Donations will be allowed to Charities or other Clubs registered as a Community Amateur Sports Club as defined by the CASC legislation – Schedule 18 Finance Act 2002; later referred to as the CASC legislation. This does not prevent payment of out-of-pocket expenses to Club members as agreed by the Management Committee from time to time.

### **3. MANAGEMENT OF THE CLUB**

- a) The affairs of the Club will be in the hands of a Management Committee consisting of the following Officers: Chair, General Secretary, Treasurer and three Elected Members. The General Secretary and Treasurer will have a 2-year tenure. If the so formed Management Committee see it as appropriate and necessary for the smooth running of the Club's affairs, up to 2 further members may also be co-opted on to the Committee. The President of the Club will be an honorary position with no executive or decision-making powers. The President shall represent the Club, carrying out ambassadorial and ceremonial duties. The President will not be a member of the Management Committee and will have a 2-year tenure.
- b) The Management Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the Club.
- c) The Trustees of the Club are the Chair, General Secretary and Treasurer for the time being. If, from any change in the Trustees, the Management Committee deems it expedient to appoint a new Trustee, the Management Committee shall nominate the person to be so appointed. For the purpose of giving effect to such nominations, the President is hereby nominated as the person to appoint a new Trustee of the Club within the meaning of Section 36 of the Trustees Act 1925 and will by deed duly appoint the person so nominated.
- d) The Management Committee will have the power to delegate such of its powers and upon such terms as it may think fit, to all or any elected committee of the Club and any ad hoc committee or committees appointed to deal with specifically named matters, and will have powers to co-opt and appoint additional members when necessary. If any appointment changes the structure of the Management Committee on anything but a temporary basis the appointment will be subject to confirmation at the next Annual General Meeting of the Club.
- e) The Management Committee will normally meet each month and three members will constitute a quorum.

- f) The Management Committee will be responsible for ensuring compliance with the Club's Constitution and Operating Rules – see also Section 9 Disputes in the Operating Rules.
- g) Copies of the minutes of the Management Committee will be available within the Club Pavilion.
- h) The Management Committee will maintain full authority over all other Club committees.

### **3. FINANCE**

- a) All Club monies will be banked in an account held in the name of the Club.
- b) The Club Treasurer will be responsible for management of the finances of the Club in line with policies and procedures agreed by the Management Committee.
- c) The financial year will end on 30<sup>th</sup> September.
- d) An independently examined statement of Annual Accounts will be presented by the Treasurer at the Annual General Meeting.
- e) Any payments against Club funds should be authorised by any two members from the Management Committee or two from the approved list of signatories.

### **4. MEMBERSHIP**

Membership is open to the whole Community, without discrimination on grounds of race, age, gender or disability. All members will be subject to the Constitution and Operating Rules of the Club and, by joining the Club, will be deemed to accept the Operating Rules and Code of Conduct that the Club has adopted including the rules of Bowls England.

### **5. ANNUAL SUBSCRIPTION**

The annual subscriptions for all levels of membership, and any joining fees, will be decided at the Annual General Meeting of the Club.

### **6. ANNUAL GENERAL MEETING**

The Annual General Meeting for Full Members of the Club will be held no later than 30<sup>th</sup> November. Junior, Student and Social Members may attend but are not entitled to vote.

### **7. SPECIAL GENERAL MEETINGS**

A Special General Meeting may be called at any time by resolution of the Management Committee or upon the receipt by the General Secretary of a requisition in writing, stating the purpose for which the meeting is required and signed by no fewer than twenty Full members of the Club. Full members only may vote at Special General Meetings. Junior, Student and Social Members may attend but are not entitled to vote.

### **8. NOTICE OF MEETINGS**

Members will receive at least four weeks' notice of Annual General Meetings for the Management Committee and Annual Section Meetings. Such notice to be posted on the notice board in the Club Pavilion. Special General Meetings may sometimes require a shorter period of notice; however, a minimum notice period of two weeks should be observed. Informal pre and post season meetings for the Men's and Ladies Sections may be arranged independently of formal Club Committees.

## **9. QUORUM**

For all Annual General Meetings, Special General Meetings and Annual Meetings of the Club, 30% of Full Members will constitute a quorum.

## **10. CHAIR AND VOTES**

- a) The Club Chair will preside at the Annual General Meeting and at any Special General Meeting when called but will be entitled to a casting vote only.
- b) Committee Chairs will be entitled to a Committee Member's vote in addition to a Chair's casting vote.
- c) All Full Members are permitted to post a proxy vote to the Club Chair for any Annual General Meeting or Special General Meeting or to the Secretary of other Club Committees Annual Meetings in order to give their vote in respect of any particular item to be voted upon at the said meeting.

## **11. CLUB PROPERTY**

- a) The property of the Club will be vested in the Trustees. The Trustees will be indemnified against risk or expense from the Club's assets. The Management Committee will not dispose of any Club property without the consent of the Trustees.
- b) An Inventory of the Club's property will be held by the General Secretary and confirmed annually by the Club's Trustees.

## **12. CLUB CONSTITUTION**

- a) Alterations, additions or amendments to the Constitution may be made only at an Annual General Meeting or Special General Meeting of the Club convened for the purpose. Proposals for such alterations, additions or amendments will be notified to the members by displaying a notice of such meetings as in Clause 9 above. Any such proposals, which must be in writing and signed by the proposer and seconder, must be in the hands of the General Secretary no later than two weeks before the date of the meeting in question.
- b) Copies of the Club's Constitution and Operating Rules, fully amended, will be kept in the Operations Manual in the Club Pavilion and will be provided to each new member.
- c) Any question or matter arising which is not provided for in this Constitution or the Operating Rules will be dealt with by the Management Committee whose decisions will be binding on all members until the next Annual General Meeting when the matter will be resolved.

## **13. CLUB BAR REGULATIONS**

The management of the Bar and all matters relating thereto will be under the control of the Bar Manager. In the event of the appointed member ceasing to be Bar Manager the Management Committee will appoint a member in their place.

## **14. MEMBER'S INDEMNITY**

Each member of the Club will (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 applied against all costs, expenses and liabilities whatsoever incurred by such person in the proper execution and discharge of duties undertaken on behalf of the Club or arising therefrom or incurred in good faith in the purported discharge of such duties.

## 15. DISSOLUTION

Notice of any proposal to dissolve the Club, will be sent to all members, giving not less than twenty-one days' notice of a Special General Meeting called for that purpose. Such a meeting will require a majority of three-quarters of the members present and entitled to vote. The assets of the Club, after all debts and liabilities, will be devoted to a purpose designated by the meeting provided that the Club's net assets are applied to the purposes of a sport's governing body for use in community related sport, or the purposes of another CASC (as defined in Clause 2 above) within the CASC scheme, or the purposes of a Charity.

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