

**THE CONSTITUTION AND RULES OF CHELTENHAM SPA BOWLING CLUB
NOVEMBER 2009.**

**CONSTITUTION OF THE CHELTENHAM SPA BOWLING CLUB COMMUNITY
AMATEUR SPORTS CLUB**

PART ONE.

1. PURPOSES

- 1.1 The Club shall be called the 'Cheltenham Spa Bowling Club' hereinafter called the 'Club'
- 1.2 The address of the Club shall be The Clubhouse St George's Square
Cheltenham GL50 3HQ
- 1.3 The purpose of the Club is to promote the amateur sport of lawn bowls in the Cheltenham area and community participation in the same.

2. MEMBERSHIP

- 2.1 Membership of the Club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.
- 2.2 The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.
- 2.3 The Club Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or the sport into disrepute. Appeal against refusal or removal may be made to the members.

3. PROPERTY AND FUNDS

- 3.1 The property and funds of the Club cannot be used for the direct or indirect benefit of its members other than as reasonable allowed by this rule.
- 3.2 The Club may provide sporting and related social facilities, club sporting equipment, coaching, courses, insurance cover, medical treatment, reasonable away match expenses, post match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Act.
- 3.3 The Club may also in connection with the sports purposes of the Club:
1. Sell and supply food, drink and related sports clothing and equipment.
 2. employ members, though not for playing, and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present.
 3. pay for reasonable hospitality for visiting teams and guests.
 4. indemnify the Committee and members acting properly in the course of running the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets)

4. WINDING UP

4.1 The members may vote to wind up the Club if not less than three-quarters of those present and voting support that proposal at a properly convened general meeting.

4.2 The Committee in conjunction with the Clubs Trustees will then be responsible for the orderly winding up of the Club's affairs.

4.3 After settling all liabilities of the Club, the Committee shall dispose of the net assets to one or more of the following :

- to another club with similar sports purpose which is a charity and/or
- to another Club with similar purposes which is a registered CASC and/or
- to the Clubs national governing body for use by them for related community sports.

5. PRIORITY

Where there is a conflict between any of the above rules ('key rules') and any other rule or rules the 'key rule or rules will take priority. Interpretation of all rules must be consistent with the statutory requirements for CASC's (means Community Amateur Sports Club as first provide for in the Finance Act 2002)

PART TWO.

PERMITTED MEANS OF ADVANCING THE PURPOSES.

1. The Club has the power to: -
 - a. acquire and provide grounds, equipment , coaching ,training and playing facilities ,clubhouse, transport, medical and related facilities:
 - b. provide coaching, training, medical treatment and related social and other facilities ;
 - c. take out insurance for club, employees , contractors , players , guests, and third parties;
 - d. raise funds by appeals, subscriptions, loans and charges ;
 - e. borrow money and give security for the same and open bank accounts;
 - f. buy, lease or licence property and sell let or otherwise dispose of the same.
 - g. set aside funds for special purpose or reserves;
 - h. deposit or invest funds in any lawful manner;
 - i. employ and engage staff and others and provide services;
 - j. co-operate with or affiliate to firstly any bodies regulating or organising the Sport and secondly any Club or body involved with it and thirdly with any Government and related agencies;
 - k. do all other things reasonably necessary to advance the purposes;

None of the above powers may be used other than to advance the purposes consistently with the rules below and the general law.

PART THREE

1. MEETINGS

1. A quorum for all general meetings shall be 30% of the membership and 50% for all Committee meetings.
2. Whenever a Committee member has a personal interest in a matter to be discussed he/she must declare it, withdraw from that part of the meeting (unless asked to stay), not be counted in the quorum for that agenda item and withdraw during the vote and have no vote on the matter concerned.
3. Except as provide in these rules every resolution shall be decided by a simple majority of the votes cast on a show of hands.
4. The Chairman of the meeting shall not have a casting vote.
5. A resolution in writing signed by every Committee members shall be valid without a meeting.
6. A committee member ceases to be such if he or she ceases to be a member of the Club, resigns by written notice, or is removed from the Committee for good cause after the Member concerned has been given the chance of putting his or her case to the Committee with an appeal to the Club members, or is removed from the Club at a General Meeting. The Committee shall fairly decide time limits for these steps.

PART FOUR

AMENDMENTS

1. These rules may be amended at a general meeting by two thirds of the votes cast but not (if relevant) so as to jeopardise the Clubs status as a Community Amateur Sports Club as first provided for by the Finance Act 2002 and in not in any event to alter its purposes (unless the procedure set out in Part Four paragraph 2 has been followed) or winding up provisions.
2. The Club purposes may be changed to include another eligible sport if the Committee unanimously agreed and the members also agreed the change by a 75% majority of votes cast.

PART FIVE

MEMBERSHIP.

1. Membership of the Club is available in the following categories and limitations: -
2. Full Membership
Full Members
Life Members
3. Junior Members. Members under the age of 18 years. Such members will not be permitted to hold office or vote. All Club facilities and social activities are available to such members. Membership fee to be set annually of the Full membership fee.
4. Visually Handicapped Members. Such members are not permitted to hold office or vote other than in any Visually Handicapped organisation approved by the Executive Committee. All Club facilities and social activities are available to such members. Membership fee to be an agreed percentage of the Full membership fee.

5. Social Members. Members over the age of 18. All social activities are available to such members. Such members are not allowed to hold office or vote.

6. Associate Members Family members who are wives or husbands of Full members and their children .under 18 years of age. All social activities are available to such members.

7. Members are expected to pledge their allegiance to Cheltenham Spa Bowling Club and must not hold office in any other lawn bowls Club or, be a member of any other lawn bowls Club, in the Cheltenham Borough area. The Executive Committee reserve the right to investigate and take action on any conflict of interest that might arise and is not covered by this rule.

8 Any person desirous of joining the Club as a Full , Junior, or Social member shall by application on to the Club Secretary on the approved form. All applicants for membership may be required to attend an interview by representatives of the Executive Committee which shall include the Men's Captain for male applicants and the Ladies Captain for female applicants for bowling membership.

The proposal shall only be considered by after the application has been displayed on the Club notice board for a minimum period of seven days. Uncontested applications may be approved by the Secretary and confirmed at the subsequent Executive Meeting.

On election by the Secretary shall notify the applicant who shall only become a member on payment of the appropriate subscription and compliance with any conditions included by the Executive Committee and not otherwise. No applicant shall be entitled to any privileges of the club until the subscription has been paid.

9. All members of visiting teams or competitors visiting the Club shall be regarded as Honorary members for the duration of their visit to the Club. All other visitors shall only be permitted after they have been "signed in " the Visitors book by a Member of the Club. Such visitors may only be signed in for a maximum of five occasions during the Club year. The Member signing in a visitor is responsible for the conduct of that visitor throughout the duration of his/her visit. Visitors to the club will only be entitled to play bowls on the Club green on payment of the Green Fee and meeting all conditions imposed by these rules.

10. No member of the Club , or any other person shall have any power to make any contract or arrangement, or in any way, pledge the credit of the Club without the authority of the Executive Committee.

11. All complaints from members of the Club shall be submitted in writing to the Secretary , who shall bring such complaints before the Executive Committee at the next meeting

12. No pamphlet or advertisement, notice or publication shall be posted on the Club notice board without the permission of the Chairman or Secretary , or with the Captain's notice boards without the permission of the respective Captain or Vice Captain.

13. The Club uniform is black or navy blazer with the Club badge on the breast pocket, white shirt/blouse with club tie and grey trousers/skirts . The standard of dress on the green for all weekend Club matches shall be white shirt/blouse with club tie, or club coloured shirts or tops and white or grey trousers/skirts and approved footwear as indicated on the selection sheet.

The standard of dress for all players and markers in matches and competitions held on the green is to conform to that required by the appropriate controlling body.

In all other cases the minimum standard of dress on the green shall be at the discretion of the Executive Committee.

15. All members will be required to conduct themselves in a manner which is conducive to the aims and objectives of the Club and shall not conduct themselves in a manner which is likely :

- (a) to bring the Club or its elected officers into disrepute, or
- (b) cause damage to the green or property of the Club, or
- (c) cause loss of property of the Club, or
- (d) violate the Rules of the Club.

PART SIX

MANAGEMENT AND ORGANISATION

1. The Club shall be managed by an Executive Committee, elected at the last AGM, and shall include the elected representative from the bowling section as ex-officio members who may be substituted by another committee member from the Section if required.

2. The term of office for all Executive Committee members shall be one year from election at the AGM.

3. The Executive Committee shall meet as often as is necessary to conduct the business of the Club, and at any meeting . If within 15 minutes of the time fixed for the commencement of the meeting, no quorum is present the meeting shall be abandoned .

4. The office of any elected member of the Executive Committee who fails to attend three consecutive meetings of the Executive Committee without reasonable excuse shall be removed and the office forthwith be vacated. The Executive Committee may proceed to fill the vacancy so caused. Any member thus appointed shall only serve on the Executive Committee for the unexpired portion of the term for which the original member was elected.

5. The Executive Committee shall have the power to enter into any agreement with Cheltenham Borough Council and, or other persons for the provision and upkeep of the bowling green, the clubhouse, or any other necessary purpose in securing the objects of the Club.

6. When voting, by ballot or otherwise, the question before the Executive Committee shall be decided by a majority of votes.

7. The Executive Committee may, as it deems necessary, delegate duties to sub-committees, or individual members, and shall have the power to co-opt. Any sub-committee so formed shall always include one Executive Committee member in its composition who shall act as Chairman of the sub- committee .

8. The Executive Committee shall have the power to expel, or otherwise deal with any member for gross misconduct or any violation of these rules in accordance with the appropriate .procedures recommended by the sports governing bodies.

9. The Executive Committee shall have the power to call a Special or Extraordinary General Meeting, either at their own volition, or at the written request of not less than seven Full members the Club.
10. The Executive Committee shall be responsible for the purchasing and selling arrangements in the Club bar. It may discharge this responsibility through a sub committee . Intoxicating liquor shall be supplied to members on the Club premises and on their order to guests during such hours as fixed by the Executive Committee in accordance with the Licensing Act 1964 as amended. The hours so fixed shall be displayed in the bar at all times.
11. The Executive Committee shall have the power to make rules for the regulation of play and the good order of the Club, the same not being inconsistent with these rules.
12. The Executive Committee shall have the power to deal with any matter not provided for in these Rules, except that financial matters shall first receive the assent of the trustees .
13. Life membership shall only be granted at an Annual General Meeting on recommendation of the Executive Committee.

PART SEVEN

BOWLING SECTION

1. Members of the Club will form and be members of a section for the purposes of administering the bowling aspects of their Club including arranging inter-club matches and entering and competing in local, National and County competitions in accordance with the wishes of the members of the Section.
2. The Bowling Section will hold an Annual Meetings to form a management committee, responsible to the Executive Committee, for the sole purpose of running the bowling activities of the Club.
3. The composition of the committees shall be at the discretion of the section, but must always include a Captain, Vice Captain, Match Secretary and County Delegate. In addition the section may elect a selection committee in which those members in other than ex-officio capacity, shall have no less than 5 years proven bowling experience .
4. The section will adopt Rules for the good administration of the bowling activities which support the objectives of the Club and are approved by the Executive Committee .

PART EIGHT

ANNUAL GENERAL MEETING

1. An Annual General Meeting (AGM) of the Club shall be held on the second Friday in November and shall be conducted as follows :-
 - a. Only full members may vote or be elected to office

b. The Chairman shall preside over any General Meeting and shall and will remain in office until the conclusion of the meeting.

c. The following officers shall be elected to the Executive Committee of the Club Chairman, Secretary, Treasurer, Assistant Treasurer, and five members as Green Maintenance, Building Maintenance, Competitions, Bar and Social as appropriate .

d. The conduct of the election shall be as follows :

i. The names of the candidates being proposed shall be displayed on the Club notice board for a period of not less than 14 days before the AGM, together with those of those Proposing and Seconding .

ii. If there are more candidates than vacancies, a ballot shall take place; the Chairman shall select two members to scrutinise the ballot and to declare the result.

e. The accounts for the Club for the past year shall be presented at the meeting having been placed on the Club notice board seven days previously .

5.. No member shall hold more than two Club offices simultaneously and the Committee shall be reduced accordingly.

6. Any proposition to be discussed at the AGM must be submitted to the Secretary in writing signed by the proposing and seconding members in sufficient time to allow it to be shown on the Club notice board seven days before the meeting.

PART NINE

HOURS OF PLAY

1. In all of the following cases Club Fixtures will take precedence .

a. Full Members From 10.30am on any day subject to any necessary green maintenance operations, or adverse weather conditions when the green may be closed.

b. Visually Handicapped Members Use of the green confined to two afternoons per week and/or for other specific competitions or matches agreed by the Executive Committee.

2. .In the event of any dispute regarding the allocation or priority of use of the green the Executive Committee will be the sole and final arbitrating body.

PART TEN

GREEN FEES & SUBSCRIPTIONS

1. The subscription for all members based on a recommendation of the Executive Committee shall be fixed annually be members of the Club in a General meeting. In the event of a members subscription remaining unpaid by 31st December following the AGM in any year his/her name shall be liable to be erased from the list of members.

2. Membership fees paid after the date of the first meeting of the Executive Committee of any year shall be subject to a surcharge of 10%.

3. The Green fees match fees other charges,(excluding Bar prices) and allowances shall be fixed annually by the Executive Committee and declared at the AGM.

4.The Green Fee is payable by all visitors and Social Members .

5. The Green Fee is payable by or on behalf of visiting competitors playing in any competition other than national or county competitions organised by the respective controlling bodies or otherwise approved by the Executive Committee.

PART ELEVEN

GENERAL

1. All deeds, documents of title of land, or other properties and securities, shall be in the name of and held by no less than three Trustees who shall be appointed from time to time as necessary by the Executive Committee from among Full or Life/Honorary Members who are willing to be so appointed.
2. Trustees shall hold office until death or resignation, unless removed from office by a resolution supported by a 2/3rds majority of the Executive Committee , and the property of the Club shall be vested in them and dealt with them as the Executive Committee shall from time to time direct
3. 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 to 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 the functions of a Trustee of the Club.
4. The Club financial year shall commence on the 1st October.
5. A Banking Account shall be opened in the name of Cheltenham Spa Bowling Club into which all money shall be paid. All payments, other than small cash disbursements at the discretion of the treasurer shall be made by cheque from the Club's Bank Account and require two out of three authorised signatories, namely Treasurer, Chairperson and one other approved member of the Executive
6. All Club Accounts shall be submitted for examination at the end of the financial year by an Account Examiner selected by the Executive Committee.
7. The income and property of the Club wheresoever derived, shall be used and devoted solely for promoting and carrying out the Objects of the Club.

8. The Trustees or Executive Committee cannot accept responsibility for any personal injury, damage to, or loss of property occurring to members, or visitors in the Club premises or grounds. Club Contractual Liability

9. The Executive Committee shall endeavour to ensure that the following clause is incorporated in every contract, lease, licence or other agreement entered into by the Committee and/or Trustees of the Club, as appropriate.

“The liability of the [Committee/Trustees] for the performance of any contractual or other obligation undertaken by them on behalf of the Club shall be limited to the assets of the Club from time to time.”

10. The Club may be dissolved at any time by a resolution of a General Meeting which shall have received the assent of two-thirds of the members voting on it, and shall be confirmed by the assent of two-thirds of the total membership of the Club in a ballot. Upon the dissolution of the club, the surplus assets, if any, shall be distributed in accordance with the terms of the resolution of the General Meeting, but such resolution shall not purport to distribute the said surplus assets or any part of them, among the members, save as provided in paragraph 1 of this Part,

11. Alterations or additions to these Rules shall be made only at the Annual General Meeting or at a Special or Extraordinary General Meeting.

Notice of such alterations or additions shall be given in writing to the Secretary 14 days before any such meeting.

Such alterations or additions shall come into force at once. The Secretary shall forthwith send copies of the alterations or additions to the Clerk to the Justices, the Borough Town Clerk and the Police in accordance with the Licensing Acts.

12. Rules 2, 4 and 6 of Part which relate to the conduct of the Executive Committee shall apply to all other elected Committees

Chronological List of revisions and amendments.

Revised version of the Rules approved at the Club Annual General Meeting held on the 14th November 1997
Amendments approved at the Club Annual General Meeting held on the 12th November 1999

Amendments approved at the Club Annual General Meeting held on the 10th November 2000

Amendments approved at a Club Extraordinary General Meeting 14th March 2004

Amendments approved at the Club Annual General Meeting November 14th 2009

Amendments approved at a Club Extraordinary General Meeting 18th August 2019

Signed

Signed

Alan Taylor
Club Chairman

Allen Frampton
Executive Committee Secretary

Date

Date

Taylor/Spa/Certified Copy of Constitution and Rules/Confirmed