

**MINSTER BOWLS CLUB    FOUNDED IN 1937**  
**Constitution and Rules 2009 as amended 24/11/2017**

## **1. TITLE & OWNERSHIP**

The Club shall be called Minster Bowls Club, hereinafter referred to as the 'Club', situated at The Ray Razzell Pavilion, The Green, Molineux Road, Minster-in-Thanel, CT12 4DN.

The Club pavilion, bowling green and surrounding parcel of land is in the ownership of Minster Parish Council, hereinafter referred to as the Council.

## **2. OBJECTIVES OF THE CLUB**

To foster and promote the sport of both lawn and short mat bowls at all levels; providing opportunities for recreation and competition.

The Club is affiliated to the governing body namely Bowls England. All outdoor games and matches shall be played in accordance with the Laws of the Sport as approved by Bowls England. The Club and members shall as a condition of the continuance of affiliation to Bowls England, at all times and in all respects, conform to and be bound by the rules of Bowls England.

Indoor short mat bowls will be played in accordance with the Rules of the English and County Short Mat Bowls Associations.

Local Club rules may be implemented for both indoor and outdoor competitions organised by the Club.

## **3. MEMBERSHIP**

3.1.1 Membership of the Club shall be open to any person.

3.1.2. The applicant should complete an application form proposed and seconded by two Full Members to be displayed on the notice board for at least forty-eight hours before the next scheduled committee meeting.

3.1.3. The applicant may be elected as a member by the Management Committee.

3.1.4. Said committee shall not be required to give any reason for refusing an application for membership.

3.2. There shall be four classes of membership.

3.2.1. Full Member

3.2.2. Junior Member [under 16 yrs.]

3.2.3 Associate Member [non-playing]

3.2.4. Life Member [as approved by the AGM]

A junior section shall be encouraged for juvenile's age from ten to sixteen years. They shall be supervised by a Child Protection Officer appointed by the Management Committee under the guidelines laid down by Bowls England.

Associate members [non-playing] are welcome to participate in social activities within the Club. They may attend General Meetings but have no voting rights.

3.3. Subscriptions. The annual subscription rate, other fees and charges shall be set by the Finance Team and Management Committee, details of which shall be notified to Members at the pre-outdoor season meeting. All Subscriptions are due on 1<sup>st</sup> April of each year.

#### 4. MANAGEMENT COMMITTEE

##### OFFICERS:

The President [see 5.11.]  
 Chairperson  
 Honorary Secretary  
 Honorary Treasurer  
 Ladies Captain  
 Men's Captain  
 Indoor Captain

##### EXECUTIVE MEMBERS:

Fixtures Secretary [outdoors]  
 Fixtures Secretary [indoors]  
 Competitions Secretary [outdoors]  
 Competitions Secretary [indoors]  
 House Manager  
 Greens Manager  
 Fund Raising/Social Manager  
 Bar Manager [see 5.5.]  
 Catering Manager

In addition to voting for the above, the following positions should be voted for as non-committee members, namely Men's Outdoor Vice Captain, Ladies Outdoor Vice Captain and Indoor Vice Captain

4.1 All nominations for office as required, must be proposed and seconded by two full members and acceptance signified by the nominee on the nominations list posted on the notice board. The list shall be open until the AGM. The exception to the above is the list for the short-mat nominations. The extraordinary meeting of the Club held 7th April 2014 decided that the election of the Short-Mat Captain, Vice-Captain and Match Secretary will take place at the Short-Mat presentation evening normally in May annually. Their duties are then in line with the short-mat season.

4.2. All persons elected will remain in office for a period of one year or until the next AGM. Any position remaining vacant following the AGM or which shall subsequently become vacant may be filled by the Management Committee.

#### 5. MANAGEMENT COMMITTEE [Duties of]

5.1. The affairs of the Club shall be directed by the Management Committee who shall normally meet monthly. A quorum for a meeting will be six members two of whom shall be officers.

5.2. Accurate records of the Club finances shall be kept by the Hon. Treasurer. The records to be available for inspection by members giving reasonable notice. They shall be independently audited. The Club will maintain necessary bank accounts and authorise signatories to sign cheques. The Club accounting period shall end on September 30th.

5.3. The committee shall affiliate with such bowls associations as may be necessary.

5.4. Sub committees may be set up as necessary to support the functions of some committee titles.

5.5. The Bar Manager, Child Protection Officer and representatives to various affiliated bodies shall be appointed by the committee, as will the Trustees [if necessary]

5.6. A simple majority will pass any motion. In the event of an equality of votes the Chairman is entitled to an additional casting vote.

5.7. To ensure that a Club register is kept on the premises with details of the membership. Such details will remain in restricted circulation within the membership.

5.8 To maintain and have cause to be renewed any Statutory Licenses that may be required.

5.9 To complete monthly checks and maintain records as required by the District Fire Officer and Implied Terms of the fire insurance policy. A responsible person will be appointed to fulfill this role.

5.10 To appoint representatives to KCBA, IOTBA, IOTLBA, EKSMBA, KCLBA.

5.11. By unanimous decision to appoint The President and Vice President[s]

5.12 The President shall have full voting rights on the Management committee.

## 6. GENERAL MEETINGS

- 6.1. The Annual General Meeting of the Club shall be held at the end of November each year. Twenty-eight days' notice of the date of the AGM will be posted on the Club notice board.
- 6.2. Members must advise the Hon. Secretary in writing of any business to be moved at the AGM at least twenty-one days beforehand. Any written proposal/s given to the Hon Secretary must be supported by six signatories.
- 6.3. The Hon. Secretary shall give notice of the Agenda for the AGM not less than seven days beforehand, the Agenda to be posted on the Club notice board and copies available on request from the Secretary.
- 6.4. Special Meetings may be called by the Management Committee or by a member. The member must submit a written request to the Hon. Secretary supported by twelve signatories, at least twenty-one days before a meeting can be convened. At least fourteen days' notice of the purpose of such meeting shall be given to members by post.
- 6.5. The Agenda for the Special Meeting will be posted on the Club notice board seven days before the meeting and will also be available from the Secretary on request.
- 6.6. At all General Meetings, the Chair will be taken by the Chairperson of the Club. In their absence, a deputy may be appointed or failing this the full members present shall elect their Chairperson
- 6.7. A quorum for a General Meeting shall be thirty-five full members and each entitled to one vote.
- 6.8. Decisions made at a General Meeting shall be by simple majority from those full members attending. In the event of equality of votes the Chairperson shall have an additional casting vote.
- 6.9. The business of the AGM shall be:-
- 6.9.1. To confirm the Minutes of the previous AGM and any General Meetings held subsequent to the last AGM
- 6.9.2. Matters that may be arising from those Minutes
- 6.9.3. To receive the audited accounts for the past year from the Hon. Treasurer
- 6.9.4. To receive annual reports from:-
- a] the Hon. Secretary
  - b] the Men's Captain
  - c] the Ladies Captain
  - d] the Indoor Captain
- 6.9.5. To elect from the nominations made, the Officers and Executive members to form the Management Committee. Should there be more than one nomination for a position then a ballot will be held and invigilators appointed to confirm the votes cast for the Chairperson to announce.
- 6.9.6. To elect members from the nominations sheet to the selection committees.
- 6.9.7. If necessary, to inform and confirm the names of the Trustees [at least two in number].
- 6.9.8. To confirm the appointment of the auditor[s].
- 6.9.9. To agree the date for the pre-season meeting when subscriptions and fees will be announced
- 6.9.10. On the recommendation of the Management Committee to appoint Life Members in recognition of outstanding service.
- 6.9.11. To transact only such business as recommended by the Management Committee or given to the Hon. Secretary by member[s] in writing twenty-one days prior to the meeting. [see 6.2.]

## 7. ALTERATIONS TO THE CONSTITUTION & RULES

- 7.1. Any proposed alteration to the Constitution and Rules must comply with 6.4. above. For a motion to be carried not less than two-thirds of the requisite quorum must vote in favour. If the numbers present exceed 35 then two-thirds of those present must vote in favour of the motion.

## **8. DISSOLUTION**

8.1. If at any time a resolution is properly received calling for the dissolution of the Club, the Hon. Secretary shall immediately convene a Special Meeting to be held not less than twenty-one days thereafter to discuss and vote on the resolution.

8.2. If at that Special Meeting the resolution is carried by at least two-thirds of the full members present the Management Committee shall thereon or at such date as specified in the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities of the Club.

8.3. After discharging all debts and liabilities of the Club the remaining assets shall not be paid or distributed amongst the full members but shall be given or transferred to Minster [Thanet] Parish Council and used only for the benefit of King George V Playing Field.

## **9. DRESS CODE: OUTDOORS**

9.1. Members selected for inter-club matches shall wear a Minster club shirt. Blazers to be worn.

9.2. Roll-ups: White above the waist grey below. Shorts are permitted if tailored to knee length and may be Navy Blue or Grey or White.

9.3. Club Championship Competitions: dress will be Greys below the waist and Minster club shirts above

9.4. Finals Day will be Regulation Whites with Minster club shirts for all players. Markers and umpires – men to wear white shirt, Minster B.C. tie and blazer, Ladies white shirt and Minster B.C. blazer.

9.5. Footwear: All competitors, Markers and Umpires must wear smooth soled shoes which may be coloured either white, grey or brown.

9.6. For all inter-club games, the appropriate dress code will be included in the fixture list or team selection sheets as posted on the notice board.

9.7. Waterproof clothing shall be white.

9.8. In inter-club games all members bowls must have Minster BC stickers attached.

## **DRESS CODE: INDOOR SHORT MAT**

9.8. Roll-ups: Casual dress.

9.9 All competitions shall be white above the waist and grey below.

## **10. COMPETITIONS & MATCHES**

10.1. No member shall play in matches or competitions unless their full membership subscription and entry fees are paid or arrange matches with visitors or non-members without permission from the Management Committee. When either short mat or outdoor season tickets have NOT been purchased then green fees are payable.

10.2. Any competitor failing to appear within thirty minutes of the scheduled or agreed time for any match will be disqualified from the competition. The only exception to this rule will be for ill-health when an alternative date will be mutually agreed with the competitor[s] by the Competitions Secretary.

## **11. LICENCE**

11.1. The sale of intoxicating liquor shall be under control of the Management Committee who shall arrange the supply thereof to members.

11.2 The hours for supplying intoxicating refreshments shall be in accordance with the licence.

11.3. The Bar Manager and his/her assistants have the right to ask for proof of membership before supplying intoxicants.

11.4. No person under the age of eighteen shall be served alcohol.

## **12. GUESTS**

12.1. Members may introduce guests to the Club whose names and addresses must be entered into the visitors' book by the member, the exception being when a match or competition is being played on the Club green or in the pavilion when the visitor shall be deemed a 'temporary member' for the day. This includes non-bowling guests.

12.2. Guests may use all the Club facilities in the company of their sponsor who must be a member and shall be responsible for the conduct of their guest/s whilst on the premises and collect the correct fees as necessary.

## **13. MISCONDUCT**

The Club shall be guided by the procedures as set out in the rules of Bowls England, the sport's governing body. A full copy of these rules is held in the Club pavilion and permanently available to members. Bowls England Regulation 9 [MISCONDUCT] applies.

## **14. CLUB ASSETS & PROPERTY**

14.1. The assets of the Club are the property of the members and shall be under the exclusive control of the Management Committee. Any member who ceases to belong to the Club shall have no claim on these assets.

## **15. NOTICES**

Notices posted on the Club notice board in the pavilion shall be deemed to have been given to all members. It is therefore up to members to consult the notice board frequently for information.

## **16. CHILD PROTECTION ACT & VULNERABLE PERSONS**

Advice and procedures under legal requirements will be as adopted and published by Bowls England. A copy is available in the pavilion.

## **17. JUNIORS**

A junior section will be encouraged for 10-16-year olds.

## **18. USE OF THE PAVILION**

The use of the pavilion and contents for functions can only be booked by a member and said member shall be the main user.

**END**