

LEE-ON-THE-SOLENT BOWLING CLUB

Articles of Constitution

1. NAME, SITE AND MEMBERSHIP

The Club shall be known as Lee-on-the-Solent Bowling Club, situated at the Recreation Ground, Salisbury Terrace, Lee-on-the-Solent in Hampshire PO13 9DL, and shall be open to both male and female membership.

2. AFFILIATIONS

The Club shall be affiliated to Bowls England, Bowls Hampshire, and the Portsmouth and District Bowling Associations. Such affiliations will allow all entitled members to enter into all competitions organised by these associations. All games will be played in accordance with the rules of Bowls England. The Club is a member of the Portsmouth & District, Gosport, Fareham and District Mixed Triples League and players/teams must be registered preseason. All games shall be played in accordance with the rules of Bowls England except where the rules of the Portsmouth District and Gosport, Fareham and District Mixed Triples League apply.

3. OBJECTS OF THE CLUB.

The objects of the Club shall be to provide facilities to enable members to enjoy the sport of LEVEL GREEN BOWLING, to stimulate and foster the amateur level of the game, and to advance and protect the interests of its members and to promote social and recreational activities and pursuits.

4. CLUB COLOURS

The Club Badge shall consist of a circle depicting a sailing boat on the sea, with the words "Lee-on-the-Solent Bowling Club" superimposed around the edge. The Club colours shall be dark blue and green. The Club shirt is white with dark blue and green trims. A royal blue fleece is the official coloured fleece of the Club. The Club stickers shall be blue and white halves.

5(a). MANAGEMENT OFFICIALS

The affairs of the Club shall be conducted by a management committee (hereinafter called the General Committee), elected annually at the AGM of the Club and consisting any of the following:

A member may fill more than one position on the committee if duly elected.(2022 amendment)

- a. President (Ex officio/non voting)
- b. Vice President
- c. Hon. Treasurer
- d. Club Captain
- e. Mens Captain
- f. Ladies Captain
- g. Hon Secretary & Men or Ladies Secretary
- h. Ladies Secretary or Men Secretary
- i. Competition Secretary
- j. Membership Secretary
- k. Bar Manager
- l. Match Secretary
- m. Estate Manager

5(b). OTHER OFFICIALS

A Club Vice-Captain may be appointed to assist the Club Captain

6. ELECTION OF PRESIDENT

The President shall be elected at the AGM and the term of office can be up to a maximum of THREE years, subject to annual re-election.

7. ELECTION OF GENERAL COMMITTEE

Any two full members of the Club shall be entitled to nominate candidates who are full members for the General Committee. Notice of the AGM shall be posted on the Clubhouse notice board on the 1st August and all nominations shall be made on the said notice by the Club advertised closing date, and such nominations shall bear the signed consent of the nominee.

If there is more than one candidate for any post a secret ballot will be taken at the AGM, every full member of the Club being entitled to one vote in respect of every post to be filled. All votes are to be recorded on the official ballot papers provided. If nominations received are not sufficient for the number of vacancies to be filled, then further nominations may be put forward at the meeting.

8. DUTIES OF OFFICIALS

8.1 The General Committee shall meet at regular intervals throughout the year to consider and deal with all matters of administration, and any matters concerning the Club. The General Committee shall elect a Chairperson at its first meeting of the year. Venues of forthcoming meetings shall be agreed at the preceding meeting and five members shall form a quorum. The Hon. Secretary shall record all proceedings and produce minutes and Club records/registers at all meetings, or at any time as requested by the General Committee.

8.2 All members of the General Committee shall be empowered to vote, with the Chairperson having the casting vote when necessary.

8.3 The General Committee shall have the power to appoint any sub-committee, Club Coaches, representatives or delegates to affiliation meetings as required. The General Committee shall have the power to reject or postpone the election to membership

of any candidates, but where such rejection or postponement is made, the candidate shall have the right to appeal, through his/her sponsor to the President whose decision will be given to the candidates sponsor. If the matter is not settled, the Club would invoke Bowls England Regulation No.9 and appoint 3 Club members not involved with the matter to make a final decision.

8.4 The Hon. President shall represent the Club on official occasions and with the help of the Vice-President shall organize and run the Club friendly matches. Team selection duties can be delegated if appropriate.

8.5 The Hon. Secretary (or in his absence a Deputy appointed by the General Committee) shall convene, attend and take minutes of all meetings and conduct the correspondence of the Club. On his retirement from office he shall hand over to his successor, or to the President of the Club, all books and papers, etc., pertaining to his office.

8.6 The Hon. Treasurer shall ensure that the funds of the Club shall be kept in a Bank, approved Investment account or Building Society approved by the General Committee. No financial liabilities shall be incurred or payments made without the authorisation of the General Committee. The Treasurer shall receive all monies payable to the Club. He/she shall be responsible for the payment of all liabilities of the Club, shall keep Debit and Credit accounts, and prepare the annual financial statement immediately after 30th September in each year for inspection by the Club Independent Examiners. The finalised accounts shall then be presented to the General Committee prior to the presentation to all Club members at the AGM. *All cheques prepared for payments are to be signed by two of the following officers: President, Treasurer and Secretary, or by one of those officers and one of the two senior members of the club nominated by the General Committee as additional cheque signatories from time to time. (Formerly - "All cheques prepared for payments of accounts are to be signed by two of the following officers: President, Treasurer and Secretary." - DELETED 26.11.2017)*

9. VACANCIES DURING TERM OF OFFICE

In the event of a vacancy occurring in any of the positions on the General Committee, the General Committee shall, for and on behalf of the Club, appoint a suitable member with full membership to fill the vacancy for the remainder of the working year.

10. TYPES OF MEMBERSHIP

All candidates shall be nominated by two full members of the Club, and shall not be deemed to be elected until approved by the General Committee.

Candidates for membership shall have their application form on view in the Clubhouse for at least seven days before election takes place. The various categories of membership shall be as follows:

- a. Full membership which shall enable the member the use of all facilities provided by the Club.
- b. Junior membership embraces all members under the age of eighteen years and such members shall be entitled to the use of all facilities provided by the Club except for the supply and consumption of intoxicating liquor.
- c. Social membership is open to all persons aged eighteen or over, but such members shall not be allowed to vote at any meetings nor shall they hold any official position within the Club. They shall also not be entitled to play on the Club Green. In all other respects Social members shall be entitled to enjoy all other facilities provided.
- d. Honorary Life membership shall be open to all persons aged eighteen or over and shall be granted by a majority vote at an AGM, and carries entitlement to all Club facilities, without the payment of annual subscriptions.
- e. Temporary membership whether it be full, junior or social shall be granted to relatives or friends of Club members with whom they are on holiday, or temporarily residing, on payment of a subscription fixed by the General Committee not including green fees. Such temporary membership should be expected to last for one month only and be subject to the same terms and conditions as if they were permanent members, any further extension being subject to the approval of the General Committee.
- f. Associate members of Clubs affiliated to Bowls England, Bowls Hampshire, the Portsmouth and District Bowling Associations and the Gosport, Fareham and District Mixed Triples League shall be admitted to the Club on the occasions of inter-club matches, competitions, tournaments and meetings conducted by these Associations and on other occasions as may be necessary in the furtherance of the game of bowls.

11. JOINING FEE AND ANNUAL SUBSCRIPTIONS

The Joining Fee and the Annual Subscription shall be decided at every AGM and shall be payable by 1st April. Any member whose subscription is unpaid by the end of the second week in April shall automatically forfeit membership. A Joining Fee may be applicable to all new full members but may be waived by the General Committee at any time.

12. FINANCIAL YEAR

The financial year of the Club shall be the period commencing on 1st October and ending on 30th September in the following year.

13. SUSPENSION OR TERMINATION

Any complaint regarding misconduct or breach of Club Rules must be made, in writing, to the Club President. They shall investigate the matter and decide whether any formal disciplinary action should be considered. If the matter is to be pursued further then a disciplinary enquiry must be set up and follow strictly the Bowls England procedure as laid out in BE Regulation 9 (2019 Amendment).(2022 Amendment)

14. ANNUAL OR SPECIAL MEETINGS

The Annual General Meeting (AGM) shall be held as far as is practicable not later than the second week in December.

A Special Meeting of the Club shall be called:

- a. In pursuance of a resolution passed by the General Committee.

- b. At any time within twenty-eight days of receipt by the Hon. Secretary of a requisition in writing, signed by at least TEN full members of the Club, stating the reasons for such a meeting.

Not less than fourteen days' written notice of the AGM or a Special Meeting shall be given to each member. This notice will include a copy of the agenda for the meeting and notification of the business to be discussed. In the case of the AGM, notification of the candidates for election to the General Committee, all resolutions to be considered and a copy of the Annual Financial Statement will be provided.

Any Full member wishing to submit a resolution for consideration at the AGM shall submit the same to the Hon. Secretary at least 28 days before the AGM. Such a proposed resolution shall be signed by the proposer and a seconder who is also a Full member.

A Pre-Season Meeting may be held not later than the last week in March when renewal details will be sent to all members. The Committee may substitute alternative arrangements for signing on if considered necessary.

15. QUORUMS

The quorum at an AGM or Special Meeting shall be 25% of full members and the quorum for the General Committee shall be five.

16. VOTING PROCEDURES

At any meeting when a resolution is being discussed, the proposer of the motion, but not the mover of an amendment, shall have the right of reply – immediately after which the question shall be put and the vote taken. No other person shall be allowed to speak more than once on the same motion unless permission to explain or clarify a point is given by the President or Chairperson of the meeting, or in exceptional circumstances by consent of three quarters of those eligible to vote. The mover of the motion, when exercising his/her right to reply, shall not introduce new matters, but shall confine his/her reply to questions raised and discussed. All amendments must be relevant to the motion under discussion. If an amendment be lost, then another amendment may be moved, but only one amendment may be submitted to the meeting at any one time. No members shall be permitted to move more than one amendment to the same motion. Any member who has not already spoken may move that the motion is now put, and on this being seconded by a fellow member the President (Chairperson) must now take a vote, and if carried this discussion ceases. No motion on any matter not arising out of a report of the General Committee shall be considered at any meeting unless specified on the agenda. A member may bring a point of order at any time, providing he/she can substantiate the reason for so doing.

17. PURCHASE OF INTOXICATING LIQUOR

The purchase of intoxicating liquor for supply by the Club shall be at the absolute discretion of the General Committee. This can be delegated to the Bar Manager who is responsible to the General Committee. Purchases and sales accounts must be provided to the Treasurer on request.

18. NO PRIVATE BENEFIT

No person shall at any time be entitled to receive at the expense of the Club any commission, percentage, or similar payment on or with reference to purchases of intoxicating liquor by the Club, nor shall any person directly or indirectly derive any pecuniary benefit from the supply of intoxicating liquor by or on behalf of the Club to members or guests or others so entitled apart from any benefit accruing to the Club as a whole and apart also from any benefit which a person derives indirectly by reason of the supply giving rise to or contributing to a general gain from the carrying on of the Club.

19. EXPENSES

Any expenses incurred by officials, delegates or members when attending meetings on behalf of the Club in a representative capacity, or conducting any other authorised business involving travelling or any other out of pocket expenses shall be paid out of Club funds, subject to the General Committee's approval.

20. TEAM SELECTION

Selection of teams to represent the Club in G&F Mixed Leagues, Club Representative teams/players for County, P & D and National level will be the responsibility of the Men's or Ladies Captain. Players registered to play in the Portsmouth & District Men's and Ladies' Leagues may elect their own captains to select and captain Club matches in these leagues. Club competitions will be arranged by the Competition Secretary. The General Committee shall be empowered to amend any Club competition rule should such amendment be in the interest of the Club or its members. (Amendment 2022)

21. INDEPENDENT EXAMINATION OF ACCOUNTS

Two full Club members shall be appointed as examiners at the AGM in accordance with Article 7. They may not be members of the General Committee or Club Officers or related to any of these members. The examiners shall be allowed access to all the Treasurer's records for the purpose of checking the Annual Financial Statement, and shall act in accordance with general principles in regard to assessing the correct conduct of an efficient Club.

22. TRUSTEES

Two senior Club members shall act as Trustees to oversee all major financial matters.

- a. The Trustees shall be elected by full members at the AGM
- b. The Trustees shall hold office until death or resignation unless removed by a resolution carried by a two-thirds majority of full members present at the AGM.

- c. Any casual vacancy in the Office of Trustee may be filled by a member of the General Committee and the nominated person shall hold office until the next AGM. The person shall then retire but may be re-appointed by election at such a meeting.
- d. The Trustees shall be ex-officio members of the General Committee. Unless they are elected members of the General Committee, they shall have no vote.
- e. The property of the Club shall be vested in the Trustees for the time being of the Club.
- f. The Trustees shall deal with the Club property as directed by resolution of the General Committee (of which an entry in the Minute Book shall be conclusive evidence).
- g. The Trustees shall be fully indemnified out of Club property against all risks and expenses incurred in the performance of their duty.

23. PROTECTING CHILDREN AND THE VULNERABLE

The Club is committed to promoting a safe environment in which children and vulnerable adults can enjoy taking part in games of bowls. The Club will seek to underpin and ensure this commitment by adopting and follow all policies and guidelines approved by Bowls England and UK Anti-Doping. We follow all procedures set out in Bowls England Regulation 9, 9A and 9B. We will abide with all sanctions, recommendations and/or decisions from the Case Management Panel or National Disciplinary Panel.

24. DISSOLUTION

The Club may be dissolved by a resolution passed at an AGM or a Special General Meeting provided that:

- a. At least 21 days' notice of motion of the proposal to dissolve the Club has been given in writing by the Hon. Secretary to each Full member of the Club.
- b. At least 75% of members qualified to vote do so in favour of the proposal to dissolve.

25. ASSETS

Where the Club is dissolved, all net assets of the Club shall be dealt with as decided by Full members voting as at 24(b) above.

26. RULES

The rules of the Club will be formulated by the General Committee and displayed in the Clubhouse.

27. ALTERATIONS TO THE CONSTITUTION

The above Constitution shall not be altered or rescinded except with the consent of at least two-thirds of the Full members present and voting at the AGM or Special Meeting convened under Constitution Article 14 above. The notice convening the meeting shall set forth the proposed alterations, amendments or additions. Any such proposals shall be forwarded to the Hon. Secretary in writing, at least twenty-eight days before the date of the AGM or Special Meeting.

28. REVOCATION

Any former Constitution of the Club is hereby revoked with effect of the coming into force of these aforementioned Articles of Constitution.

1st December 2014 (Approved at AGM 30th November 2014)

Amendment to Article 8.6 - 26th November 2017 (Approved at AGM 26th November 2017)

Amendment of articles 4, 5a, 6, 13, 14, 15, 20 and 21 30th June 2021 (Approved at AGM 21st November 2021

Amendment of Articles 5a, 13 and 20 (Approved at AGM 20th November 2022)