

Thrapston Bowls Club Constitution and Rules

1. Title

- 1.1 The Club shall be called Thrapston Bowls Club here after referred to as “the Club” and shall be affiliated to Bowls Northamptonshire and Bowls England.

2. Objects of the Club

- 2.1 To foster and promote the sport of Bowls at all levels, providing opportunities for recreation, competition and association for the benefits of all members.
- 2.2 The Club shall adopt and conform to Bowls England Rules & Regulations and the current Laws of the Sport of Bowls

3. Membership

- 3.1 Membership of the Club shall be open to any person completing a membership application form and paying the relevant subscription determined by the Annual General Meeting of the Club Members. All membership applications must be signed and proposed and seconded by persons who shall be Full Members of the Club. All new membership must go to the GMC for consideration before acceptance. If a meeting of the GMC is delayed or more than one week away a minimum of at least three members of the GMC may make the decision, and ratified at the next GMC meeting.
- 3.2 There shall be the following classes of Membership
- 3.2.1 Full Members, open to Men and Women of the age of Eighteen (18) and over
- 3.2.2 Junior Members, open to all young persons from the age of Nine (9) to Eighteen (18) but they may have no voting rights.
- 3.2.3 Associate Membership, shall be open to all persons of the age of Sixteen (16) and over. There shall be no limit to the number of Associate members. Associate Members have no voting rights regarding the management and running of the Club.
- 3.2.3 Honorary Membership shall be granted to persons on a proposal to the Annual General Meeting and accepted by at least two thirds in attendance.
- 3.2.4 All Members shall, subject to these rules and any by-laws in force, be entitled to use all the facilities of the Club except that only Full, Honary/Life and Junior Members shall enjoy the use of the Bowling Green. (However a guest may be entitled to up to three uses of the Green).

4. Officers

- 4.1 There will always be the need for; President, Vice President, Treasurer, Secretary, Captains, Fixture secretary, Competitions secretary Welfare officer and Green convenor and or Green keeper for selection.
- 4.2 However, if the GMC feel the need to recruit a person to a specific new office to fulfill a need due to commitments/improvements to the management of the club this will have the approval of the membership.

5. Election of Officers

The Members of the Club shall elect all Officers at the Annual General Meeting from and by the Members. All Officers shall be eligible for re-election to the same or another office the following year.

6. General Management Committee

The affairs of the Club shall be controlled by the Officers of the Club and will comprise the executive committee to be called the General Management Committee. The GMC shall meet at agreed intervals and not less than four times per year.

- 6.1 The duties of the GMC shall be:
- 6.1.2 To control the affairs of the Club on behalf of the Members.
- 6.1.3 To keep accurate accounts of the Club through the Treasurer and the Entertainments Treasurer. These to be reported to the GMC at each meeting and be audited before every Annual General Meeting.
- 6.1.4 To co-opt (2) two additional members to the Committee.
- 6.1.5 To make decisions on a simple majority vote, in the case of an equal vote the President/Chairman shall be entitled to an additional casting vote.

7. General Meetings

- 7.1 There shall be an Annual General Meeting (AGM) of the Club, to be held not later than the end of November each year. Fourteen clear days written notice of the AGM shall be given to each member either by hand or email, with a copy of the agenda as agreed by the GMC. Members must give notice, in writing, to the Secretary of any additional matters to be raised under "Any Other Business". No additional business will be discussed at the AGM without such written notice.
- 7.2 The business of the AGM shall be to:-
- 7.2.1 Confirm the Minutes of the previous AGM and any General Meetings held since the previous AGM
- 7.2.2 Receive the report of the GMC from the President
- 7.2.3 Receive the report and audited accounts for the year from the Treasurer
- 7.2.4 Receive the report of the Saturday Captain
- 7.2.5 Receive the report of the Midweek Captain

- 7.2.6 Receive the report of the Ladies Captain
- 7.2.7 Receive the report of the Fixture Secretary
- 7.2.8 Receive the report and accounts of the Entertainments Committee
- 7.2.9 Elect the Officers of the Club for the coming year
- 7.2.10 Review the Club subscription rates and agree them for the coming year.
Transact any other business, notice of which has been given to the Secretary in writing, at least fourteen days prior to the meeting.
- 7.2.11 Agree the date of the next AGM

- 7.3 Special General meetings may be convened by the GMC or on receipt, by the Secretary, of a request in writing from not less than ten (10) Full Members of the Club. At least (21) twenty-one days' notice shall be given of such meeting.

- 7.4 Nominations of candidates for election of Officers should be made at least (14) fourteen days before the AGM. Nomination to be in writing from a Full Member and seconded by another Full Member.

- 7.5 At all General Meetings the Chair shall be taken by the Club President, or if absent by a deputy appointed by the Club or by Full Members in attendance.

- 7.6 Decisions made at a General Meeting shall be by a simple majority vote from Full Members attending the meeting. In the event of equal votes the Chair shall be entitled to an additional casting vote.

- 7.7 A quorum for a General Meeting shall be one third of the number of Full Members plus two of the President, Treasurer or Secretary.

- 7.8 Each Full Member shall be entitled to one vote at General Meetings.

- 8. Disciplinary Procedures Within the Guidelines of Bowls England**
- 8.1 The General Management Committee (GMC) is responsible for ensuring that high standards of conduct are maintained by members at all times. Any behaviour by members, which is likely to bring the club into disrepute, must be brought to the attention of the GMC at the earliest time for consideration and possible action against the member(s) concerned. (See Appendix 1).

- 8.2 (i) The GMC, or a designated sub-committee, may, under appropriate circumstances suspend, or ask a member not to attend the club or represent the club at any associated events, for a period of up to 30 days pending the findings of a full hearing as set out below.
(ii) Any Member may resign from the club at any time by letter of resignation to the Secretary, there shall be no refund of subscription.

- 8.3 The GMC will consider the relevant circumstances and if appropriate, invite the member(s) concerned to write to the Club Secretary to present his/her explanation within (10) ten days

- 8.4 Following the receipt of the above letter, or the member failing to respond within the specified period, the GMC will convene a meeting with (14) fourteen days to decide on any action. The member(s) concerned may be invited to attend such a meeting if this is considered appropriate.
- 8.5 The member(s) concerned will be informed, in writing, of such decision(s) within (7) days following the meeting.
- 8.6 All written records of the above proceedings to be kept. The membership will be advised of disciplinary outcomes, if in the judgement of the GMC, this is felt to be appropriate.
- 8.7 Possible disciplinary sanctions: (See Appendix 2)
In taking disciplinary action the GMC may impose penalties (or a combination of same such as those listed below:
- (a) Dismissal from the Club
 - (b) Suspension from all or some club activities and premises for a specified period
 - (c) A fine and/or charge for damage to property
 - (d) Written warning regarding future conduct
 - (e) Verbal warning regarding future conduct. (Issued by Chairman plus two Officers)
 - (f) Other as deemed appropriate by the GMC

N.B. No refund of whole or part subscription will be made in connection with any sanction imposed by GMC.

8.8 Appendix: To be read in conjunction with Disciplinary Procedures

8.8.1 Misconduct:

- (a) *General misconduct may include the following:*
 - (i) *Abusive language or behaviour, at any Club event or whilst representing the Club which may cause offence or bring the club in disrepute.*
 - (ii) *Any behaviour, which may require the intervention of the GMC*
- (~~a~~) *Gross misconduct may include the following:*
 - (i) *Violent behaviour, physical abuse, malicious or criminal damage.*
 - (ii) *Any criminal behaviour, which may have a detrimental effect on the Club.*

8.8.2 Sanctions

- (a) *In the case of proven Gross Misconduct the normal response would be a suspension of a timeframe determined by the disciplinary committee. However with mitigating circumstances, this could be the minimum of a written warning.*
- (b) *General Misconduct would normally incur a verbal warning. If the same individual breached the disciplinary procedures within (12) twelve months of*

the initial warning a written warning will follow. Normally any written warning would indicate that any breach of discipline within the next (12) twelve months would incur a suspension. Once a member has undergone (12) twelve months without a breach of the disciplinary procedures any previous misdemeanours will not be taken into consideration.

General Management Committee March 2006.

9 Alterations to the Constitution

- 9.1 Any Proposed alteration to the Club Constitution may only be considered at an Annual or Special General Meeting, convened with the required written notice of the proposal. Any alteration or amendment must be proposed by a Full Member of the Club and seconded by another Full Member. Such alterations shall be passed if somebody by not less than two thirds of those Full Members attending the meeting, assuming that a quorum has been achieved.

10 Trustees

- 10.1 The property of the Club shall be vested in the Trustees of the Club. Trustees may at any time, resign the Trusteeship by notice, in writing, addressed to the Secretary of the Club expressing their desire to do so. The Club, in General Meeting, may, in writing and signed by the Club Secretary, remove any Trustee from Trusteeship whether at the Trustees request or for any other reason.

Whenever there shall be a vacancy or vacancies in the Trusteeship for whatever reason, the Club may in General Meeting, nominate one or more Trustees to fill the vacancy or vacancies and upon such appointments the number of Trustees should not be greater than (4) four or less than (2) two.

11 Dissolution

- 11.1 If at any general meeting of the Club, a resolution be passed calling for the dissolution of the Club, the Secretary shall immediately convene a Special General Meeting of the Club to be held not less than (1) one month thereafter to discuss and vote of the resolution.

If at that Special General Meeting, the resolution is carried by at least two- thirds of the **Full Members** present at the meeting, the General Management Committee shall thereupon, or at such date as shall have been specified in the resolution, pass control of the Club to the Trustees who shall proceed as directed in the various Deeds of Trust dated 15th March 1961 and 13th September 1965.

11.2 Copies of the “Deeds of Trust” are with each Trustee. The original is to be kept in a Place of safekeeping by the Honorary Secretary.

**Addition of Disciplinary Procedures at Annual General Meeting
Wednesday 22nd November 2006**

These Rules and Constitution were presented and amended at the Annual General Meeting of the Thrapston Bowls Club on **Thursday 15^h November 2018.
They were agreed and shall come into force from that date.**