

Helmsley Bowling Club Constitution

1. Name and affiliations

- (a) The name of the club is Helmsley Bowling Club, referred to as 'the Club' in what follows.
- (b) The Club is a member of Helmsley Sports Club and must abide by its rules and regulations.
- (c) A condition of membership of Helmsley Sports Club is that the Club is affiliated to Bowls England(BE).
- (d) All clubs affiliated to BE must also be affiliated to their county organisation. This means that the Club must adopt and conform to the rules and procedures of both BE and the Yorkshire Bowling Association and the current Laws of the Sport of Bowls.

2. Aims and objectives

- (a) The Club will provide facilities for, and promote the participation in the sport of outdoor flat green bowls at all levels within the local area.
- (b) The Club will recruit and keep adequate playing members to enable participation in both local league and cup competitions.
- (c) The Club will provide social bowling for the benefit of all members.

3. Membership

- (a) Membership of the Club shall be open to any person regardless of age, gender, ethnicity, sexual orientation, religious belief or ability who completes an application form and pays the relevant subscription fee.
- (b) The Club should ensure that every member is given a fair share of the resources and the opportunity to maximise their potential.
- (c) There are three categories of membership: Senior members, Junior members and Honorary Life members.
 - Senior members are 18 years or over at the time of joining the Club; have one vote at general meetings; can stand for election to the committee and can nominate other members for the committee.
 - Junior members are under 18 years at the time of joining the Club, have no vote, cannot stand for election to the committee and cannot nominate other members for the committee.
 - Honorary Life members have the same rights as senior members.
 - The term full member refers to either a Senior member or an Honorary Life member.
- (d) Patrons are financial supporters of the club, are not entitled to play unless invited, have no vote, cannot stand for election to the committee and cannot nominate other members for the committee.
- (e) New members must complete an application form giving their name and contact details. They must agree to abide by the rules and Code of Conduct of the Club, and the Rules and Regulations of Helmsley Sports Club.
- (f) The Committee may refuse membership or remove it, only for a good reason such as conduct likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the members. If consideration of removal of membership is as a result of a disciplinary issue, the procedure to be adopted must be BE Regulation 9.
- (g) All members are required to give the Club Secretary up to date contact details.
- (h) A copy of the Club constitution can be provided to members on request and a copy will be displayed prominently in the Clubhouse.

Membership fees

- (i) The subscription for each category of membership shall be proposed by the committee to the members at the Annual General meeting (AGM). If the changes are approved, by the majority of full members present, the changes will come into effect at the start of the next bowling season.
- (j) All members must pay the subscription at the start of the bowling season or in the case of new members when they join the Club.
- (k) The committee may cancel the membership of any member whose subscription is over one month in arrears.

4. Management Committee

Composition of the Management Committee

- (a) The Management Committee consists of the officers, Chair, Secretary and Treasurer, and up to four full members.

Election of committee

- (b) The officers and other committee members are elected by full members at the Club's AGM.
- (c) All officers and committee members are elected for a one year period. Members should not remain on the Management Committee for more than three years. In exceptional circumstances, the three year limit may be extended if this is agreed by the membership at an AGM.
- (d) All officers and committee members may seek re-election at the end of their tenure.
- (e) Nominations for officers and committee members must be received by the Secretary 14 days before the date of the AGM. All nominations must be proposed and seconded in writing by eligible members and have the nominee's consent.
- (f) All valid nominations, together with the names of the proposer and seconder, shall be circulated to members and put up in the Clubhouse at least 7 days before the AGM.
- (g) If the number of candidates for election is greater than the number of vacancies to be filled then there shall be a secret ballot of those members present at the AGM and entitled to vote. In the case of a tied vote, the current member shall retain their position, if they are one of the ones involved, otherwise the position will be drawn at random.
- (h) Full members, who are unable to attend the AGM, may request a voting form which should be returned to the Secretary at least 7 days before the AGM.
- (i) If for any reason the position of an officer becomes vacant between AGMs one of the other committee members may be elected by the committee to fill the vacancy until the next AGM.
- (j) The committee may co-opt full Club members to fill vacancies until the next AGM as long as the committee does not have more than seven members. The co-opted members shall have voting rights.

5. Management Committee Meetings

- (a) The committee shall be responsible for the management of the Club and for ensuring that the Club funds are used only for purposes compatible with the aims and objectives of the Club.
- (b) The committee should meet sufficiently often to ensure the smooth running of the Club, with a minimum of four meetings during the financial year.
- (c) The quorum for a Management Committee Meeting should be at least half its membership.
- (d) No proposals may be adopted by the committee unless agreed by the majority of the members of the committee present. In the case of a tie, the Chair shall have a casting vote.
- (e) In the absence of the Chair, a committee member chosen by the committee, will chair the meeting and will have a casting vote
- (f) Any conflict of interest must be declared at the start of the meeting, and the person in charge will determine if the member can remain and/or vote when the item is discussed.
- (g) The committee may appoint Sub-committees if required but there must be one committee member on the Sub-committee.
- (h) Members holding a non-elected position may be co-opted on to the committee as and when required, with no vote.

6. Role of officers

- (a) The Chair shall conduct meetings of the Management Committee and all General Meetings of the Club. The Chair shall have a casting vote in the event of a tied vote.
- (b) The Secretary shall: keep contact details for all members; prepare the agenda for all meetings; ensure the necessary paperwork is sent out to members and take minutes at all Club meetings.
- (c) The Treasurer shall: collect the Club subscription fees; deal with all income and expenditure including Club Insurance; be responsible for recording all monetary transactions; give an up to date summary of the finances at Management Committee meetings; prepare the Club accounts and produce a financial statement to be presented at the AGM.

7. General Meetings

Annual General Meeting

- (a) The AGM should normally be held no later than the 31st October. The Management Committee may postpone the date of the AGM if special circumstances arise.
- (b) Members shall receive a written notice of the AGM at least 28 days in advance.
- (c) Members must notify the Secretary in writing of any business to be considered at least 14 days prior to the AGM.
- (d) The AGM should be used to: confirm the minutes of the previous AGM and of any Extraordinary General Meetings held in the reporting period; receive the Chair's Annual Report; approve the Annual Financial Statement; elect committee members; agree the annual subscription rate and other fees for the coming year; appoint non-committee positions, and discuss any other items on the agenda.
- (e) The non-committee positions would normally but not exclusively include: Greenkeeper, Safeguarding Officer, League Captains, Web Manager, HSC Representative, Fundraising Co-ordinator and Catering Co-ordinator. If any of these positions are contested a secret ballot will be conducted.
- (f) Full members may propose amendments to any proposals which are itemised on the agenda.
- (g) The Secretary must send a written copy of the agenda to all members at least 7 days before the AGM.
- (h) The quorum for an AGM shall be at least 25 percent of members.
- (i) Full members, who are unable to attend the AGM, may request a voting form which should be returned to the Secretary at least 7 days before the AGM.

Extraordinary General Meeting (EGM)

- (j) An EGM of the Club can be called by the committee, at any time in the year, to discuss important matters that need to be presented to the whole membership.
- (k) Members shall receive a written notice of the EGM at least 14 days in advance.
- (l) An EGM can also be requested, in writing, by at least 25 percent of the members.
- (m) If the EGM is requested by members, to discuss a specific topic, then it should be held within 28 days of the request and members shall be notified of the date, time and venue at least 14 days in advance.
- (n) The quorum for an EGM shall be at least 25 percent of members.

8. Changes to the constitution

- (a) Alterations to the Club's constitution shall only be made at an AGM, or an EGM called for that purpose.
- (b) Any proposal to amend the Constitution must be circulated to the membership along with the notice of the meeting, giving at least 14 days notice.
- (c) Full members may submit amendments to the proposal at the meeting.
- (d) All proposals and amendments must have a proposer and a seconder.
- (e) Any change to the Constitution shall require a two thirds majority of those present and entitled to vote.

9. Finances

- (a) The money raised from subscriptions and other fund-raising activities shall be used solely for purposes that are in agreement with the Aims and Objectives of the Club, unless it is made clear in all publicity material that the event is being held for some other cause.
- (b) The Treasurer shall be responsible for the financial aspects of the Club.
- (c) The Treasurer shall maintain records of income and expenditure and a financial summary shall be given at each Management Committee meeting.
- (d) The Treasurer shall provide an Annual Financial Statement at the AGM. The Club's financial year runs from 1 October to 30 September.
- (e) A bank account shall be maintained on behalf of the Club and there shall be at least three signatories to the account. None of the signatories shall be related or from the same household.

- (f) All cheques issued by the Club must be signed by two designated signatories.

10. Disciplinary procedures

Any disciplinary matters will be dealt with in accordance with BE regulation 9.

11. Visitors and guests

- (a) Any visitor or guest, who plays on the green, shall pay a fee as determined at the AGM.
- (b) It is the member's responsibility to ensure that any of their guests, who play on the green, wear appropriate footwear.

12. Dress code

- (a) Members must wear flat soled shoes when playing on the green.
- (b) Members should wear the Club's official clothing when representing the Club in matches and in the finals of internal competitions,
- (c) Any changes to the official clothing must be agreed at an AGM or an EGM called for that specific purpose.

13. Safeguarding

- (a) It is the duty of the Club to provide a safe environment for both children and adults while they are on the Club premises or engaged in activities organised by the Club.
- (b) The Club will adhere to the policies of The Bowls Development Alliance as recommended by BE.
- (c) The Club shall have a nominated Safeguarding Officer whose contact details shall be displayed on the Club noticeboard.
- (d) The Safeguarding Officer should ensure that the relevant Health & Safety regulations are adhered to and that the First Aid kit is up to date and clearly displayed.

14. Indemnity

- (a) The Club has a responsibility to ensure that none of its actions cause injury or financial loss to others or damage to property.
- (b) As long as it is legal, a Club member is entitled to be indemnified out of the assets held for the Club for any debts or liabilities incurred when acting on behalf of the Club. The member must have been authorised by the Club to take that action and must have been acting fairly and honestly and in the best interests of the Club. The Club must have suitable Civil Liability Insurance in place to cover such costs.

15. Dissolution of the Club

- (a) If the Club is deemed to be no longer viable by the Management Committee, the Secretary must immediately notify all members and convene an EGM within 28 days, unless the proposal to dissolve is already on the agenda for the AGM.
- (b) The Club may be dissolved at an EGM or AGM by a vote of a least two thirds of the full Club members present at that meeting.
- (c) The committee must realise the assets of the Club and discharge all debts and liabilities as soon as is practically possible.
- (d) After dissolution, any remaining money and assets shall not be paid or distributed among members but be donated to a local charitable organisation. The organisation will be agreed at the dissolution meeting.

This constitution was adopted at an EGM held on 5 April 2025 at the Helmsley Bowling Club Pavilion