

# **TENTERDEN BOWLS CLUB**

## **Constitution and Rules**

### **1. Introduction**

The Club is known as the 'Tenterden Bowls Club' and was founded in 1908. It is affiliated to Bowls England and to Kent County Bowls Association. The Club is a member of the Cinque Ports Bowls Association and carries the Tenterden insignia.

The aim of the Club is to promote friendship, healthy outdoor exercise, fun and skill of the traditional game of Bowls.

The official Club colours are royal blue and gold.

### **2. Membership**

Membership is open to all able bodied and disabled individuals.

Categories of membership are Full Paying Members, Junior Playing Members up to age 18 and Non-Playing Associate Members.

Honorary Life Membership may be awarded to players who have been Full Paying Members for a minimum of 20 years and who, in the opinion of the Committee, have performed exceptional service to the Club.

### **3. Club Subscriptions**

#### **a. Existing Membership**

Club subscriptions will be decided at each Annual General Meeting or, if necessary, at an Extraordinary General Meeting. Existing members are to pay their subscriptions prior to the start of the playing season.

#### **b. New Members**

The following Rules specify joining conditions.

- (1) Those with no previous bowling experience will be granted a period of four weeks in which they would be required to undergo basic coaching by the Club coach or Club Captain to enable them to decide if they wish to become Full Paying Members.
- (2) In that case their initial subscription will be at the reduced rate of 50% (rounded up to the nearest £5) of the annual subscription for the first year.
- (3) Those who join during the playing season will be on a pro rata basis i.e. reducing by £5 per month from June onwards.
- (4) Experienced new Full Paying Members who join at the beginning of the season will pay the full annual subscription reducing on a pro rata basis by £5 per month for those joining from June onwards.
- (5) Junior Playing Members after basic training to pay £1 each visit to the green.

### **4. Club Committee**

The Club Committee will comprise the President, Chairperson, Secretary, Assistant Secretary, Treasurer, Club Captain, Club Vice Captain, Membership Secretary, Fixtures Secretary, Competition Secretary plus 2 Club Members (Total 12).

Members may be nominated for more than one post but will not be elected to any additional post unless they are the only nominee.

The Club Captain may be elected for 3 consecutive years but may not stand for re-election for a further 2 years thereafter unless the Club agrees otherwise at an Annual General Meeting.

The Club will have at least 2 appointed Trustees who must be Full Paying Members who will declare that they hold the club property and assets upon trust for the members in accordance with the rules of the club and as directed by the Committee. Trustees will be fully indemnified against risk and expense out of club funds.

## **5. Nominations for Office**

The Secretary will publish a notice, not less than 6 weeks before the date of an Annual General Meeting, inviting nominations for the post shown in Rule 4 above. Members standing for election must be proposed and seconded by Full Paying Members of the Club and must sign the notice not less than 2 weeks before the date of the Meeting

## **6. Annual General Meeting**

- a. An Annual General Meeting will be held not later than the 31<sup>st</sup> October in each year. Notice of the Meeting and an Agenda, together with any new proposals, will be delivered to every Member at least 2 weeks before the Meeting. Copies of the audited Statement of Accounts will be made available to members at the Meeting.
- b. Any proposal for consideration must be submitted to the Secretary not less than 4 weeks before the date of the Meeting and must be signed by a proposer and seconder, both of whom must be Full Paying Members.
- c. If more than 2 Members are nominated for any post and none receives more than half of the votes cast, there will be a second ballot involving only the 2 leading nominees.
- d. All voting will be by ballot and in the event of a tie the Chair of the Meeting will use his/her casting vote. All Members may attend the Meeting but only Full Paying Members will be entitled to vote in person during the meeting. One quarter of the Club's Full Paying Members will comprise a quorum.

## **7. Club Accounts and Auditor.**

### **a. Accounts**

- (1) All accounts to be paid by the Club, other than those of a recurring nature, must be approved at each monthly Committee Meeting.
- (2) An Annual Statement of Accounts for approval at each Annual General Meeting will be prepared up to 30<sup>th</sup> September each year, signed by the Treasurer and certified by the Auditor.

### **b. Club Auditor**

A Club Auditor who will be external and independent of the Club will be appointed each year at the Annual General Meeting.

## **8. Extraordinary General Meeting**

An Extraordinary General Meeting may be convened at any time by the Committee or within 4 weeks of the receipt by the Secretary of a written request, signed by at least ten Full Paying Members with a statement of the business to be discussed. Notice of the Meeting will be delivered to every Member not less than 2 weeks before the date of the Meeting. Rule 6(d) will apply to the proceedings of the Meeting.

## **9. Revision of Rules**

These Rules may only be revised or rescinded by a two-thirds majority vote at an Annual General Meeting or an Extraordinary General Meeting convened for that purpose. Details of any proposed revision will be given in the notice of the Meeting.

## **10. Dress**

Members will be properly dressed for all matches and competitions by wearing Club shirts or white above the waist and grey or white below as designated for the occasion. Dress for roll-ups or for Thursday Club night may be casual wear.

Soft footwear without a heel must be worn at all times when on the green.

## **11. Suggestions or Complaints**

Suggestions or complaints regarding Club affairs which Members wish to bring to the notice of the Committee must be addressed to the Secretary in writing for consideration and decision.

## **12. Member's Conduct**

- a. Members are required to follow current Health & Safety, Data Protection and Equality regulations
- b. Any Member whose conduct, is considered prejudicial to the wellbeing of the Club will be brought to the notice of the President. The President will invite 2 senior Full Paying Members to join him/her in a meeting to discuss the situation with the individual (s) concerned. The outcome of their discussion will be presented to the Committee for final arbitration. The Committee will have the authority to suspend or expel the Member(s) as appropriate.

## **13. Indemnity**

Every Member of the Club is entitled to indemnification from Club funds for any legitimate expenses he/she has incurred on behalf of the Club.

## **14. Club Funds**

Club Funds will be used exclusively for the administration of the Club and for the maintenance of its equipment, machinery, the green and its surroundings and buildings.

## **15. Ownership of Property**

- a. Tenterden Town Council owns the land which is leased to the Club for which the Club pays an annual rent.
- b. All buildings and their contents are owned by Tenterden Bowls Club.

## **16. Club Closure**

The Members may vote to close the Club either at an Annual General Meeting or at a specially convened Extraordinary General Meeting by a three quarters majority vote of those present.

The Committee will then be responsible for the orderly winding up of the Club affairs.

After settling all liabilities of the Club, the Committee will dispose of the remaining net assets either to a Bowls Club willing to accept their benefit or to an appropriate charity.

## **17. Other Matters**

The Committee will have the authority to deal with any matter not covered by these Rules.

**26 October 2023**