Chippenham Town Bowls Club

Founded 1912



**Constitution**

**1. Title**

* 1. The Club shall be called “Chippenham Town Bowls Club” hereinafter called the Club and

shall be affiliated to Bowls England and Bowls Wiltshire.

* 1. “Chippenham Town Bowls Club” is a section of Chippenham Sports Club.
  2. The address of the Club shall be Hardenhuish Park, Bristol Road, Chippenham, Wiltshire,

SN14 6LR.

The Club’s website is <http://www.chippenhamtownbc.co.uk/>

**2**. **Purpose and Objectives of the Club**

The objectives of the Club are to provide facilities for and to promote participation

in the amateur sport of flat-green bowls in the Chippenham area.

**3. Membership**

3.1 Membership of the Club shall be open to anyone interested in the sport on application

regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion, or other

beliefs. However, limitation of membership according to available facilities is allowable on a

non-discriminatory basis. Fully enrolled members of the Club are automatically members of

Chippenham Sports Club

3.2 Membership classes and subscriptions

The Club may have different classes of membership and subscription on a non- discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating. More information relating to membership is contained in Byelaw 1 Nov 2021

Class of Membership: -

Full Member

Family Membership

Junior Member (under 18 years of age)

Social Member

Life Member

3.3 Application for Membership

An application for membership shall be in the form prescribed by the committee in Byelaw 1

and shall include the name, address, and contact details of the candidate. Upon receipt of an application for membership, there shall be an interval of at least two days before the meeting of the Management Committee (MC) at which such application shall be considered. The election of all classes of membership is vested in the MC and shall be by a simple majority vote. The secretary shall inform each candidate in writing of the candidate’s election or non-election. The secretary shall furnish an elected candidate with a copy of the rules and byelaws of the club and make a request for payment as necessary.

3.4 Refusal and removal of membership.

The MC may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to Bowls Wiltshire under the terms of its constitution.

3.5 Resignation of membership.

A member may resign their membership by giving notice to the Secretary to that effect. Every notice shall be deemed to take effect immediately. If such a member is a Representative or holds an elected position of the Club; the MC shall appoint a replacement to serve until the next AGM.

3.6 Guest Member

Bowlers who are members at another Bowls Wiltshire/Bowls England registered or affiliated Club and who play in a fixture for the Club on an occasional basis *(max. 3 times per season)* must be ‘signed in’ in the Visitors Book by the Captain of the Day.

3.7 Non-members

Non-member bowlers may hire a rink if one is available providing that they are signed in by an existing member who will be responsible for their conduct and safety whilst they remain on Club premises. Non-members must sign the visitor’s book and will then be deemed as temporary members.

# 4. Club Management

4.1 The affairs of the Club shall be managed by the MC comprising of the President,

Chairperson, Secretary, Treasurer and Officers. All shall be elected at the Annual

General Meeting of the Club from, and by, the members to serve for a period of one

Year but may be re-elected to the same office or another office the following year. The

Elected Officer roles will be defined in a bye-law and each role will have its

responsibilities documented. Each role will fall within the responsibility of an MC

representative. (See appendix A for the current structure)

* 1. The President shall be elected to stand for 2 years.

**5. Management Committee (MC)**

5.1 The MC shall meet at agreed intervals and not less than four times per year. MINUTES OF

ALL MEETINGS TO BE TAKEN AND MADE AVAILABLE TO THE MEMBERSHIP.

Four MC Members constitute a quorum for MC meetings.

5.2. The duties of the MC shall be:

5.2.1 To manage the affairs of the Club on behalf of the members.

5.2.2 To arrange for Officersto manage their area of responsibility.

5.2.3 To keep accurate accounts of the finances of the Club through the Treasurer. These should

be available for reasonable inspection by members and should be examined by the

appointed accounts examiner before every AGM. The Club shall maintain a bank current

account. Any expenditure payment approved by the MC will be paid by the Treasurer

through the BACS system or if by cheque then an additional signature obtained from a

designated Bank Signatory

5.2.4 To co-opt additional members to the MC as necessary. Co-opted members shall

not be entitled to vote on the MC.

5.2.5 To make decisions based on a simple majority vote. In the case of equal votes, the

Chairperson shall be entitled to a second and casting vote.

5.2.6 To appoint Sub-Committees as necessary to fulfil the Club’s business.

5.2.7 Any member of the MC who fails to attend three consecutive meetings shall, unless they

have notified the Secretary of a satisfactory reason for their inability to attend, be deemed

to have resigned from the MC.

**6. Other Committees.**

6.1 Selection Committees.

The number of selection committees and the number of selectors required will be decided by the MC. The selection committees shall be drawn from members who have the necessary experience in the leagues and competitions they will select for. All selectors will be elected at the AGM or a SGM in special circumstances.

6.2 Emergency Committee.

An Emergency Committee comprising any three members of the MC shall have the power to deal with any important Club matter not covered by these rules, but their decision must be reported to and be ratified at the next MC Meeting.

6.3 Attendance at Other Officers Committee Meetings.

Any members of the above Committees who fail to attend three consecutive meetings shall, unless they have notified the Secretary of a satisfactory reason for their inability to attend, be deemed to have resigned from the Committee.

**7. General Meetings**

7.1 The Annual General Meeting (AGM) of the Club is to be held during the first two weeks of

November. Twenty-one (21) clear days’ written notice shall be given to members of the AGM.

The notice advising of the meeting shall be displayed in the clubhouse and on the Club’s website and will contain the agenda. No other additional business should be brought up at the AGM unless fourteen days’ written notice is given to the Secretary. All male and female members may attend the AGM. Ladies may not vote on matters solely concerning men nor may men vote on matters solely concerning ladies.

7.2 The business of the AGM shall be to:

7.2.1 Confirm the minutes of the previous AGM and any Special General Meeting (SGM) held

Since the last AGM.

7.2.3 Receive the examined accounts from the Treasurer.

7.2.4 Receive the annual report of the MC from the Secretary.

7.2.5 Elect the Officers and other elected roles of the Club.

7.2.6 Transact such business received in writing by the Secretary from members 14 days prior to

The meeting and included on the agenda.

7.3 SGMs may be convened by the MC or on receipt by the Secretary of a request in writing

from no fewer than ten members of the Club. At least 21 days’ notice of the meeting shall be

given to members.

7.4 Nomination of candidates for election of Officers and other elected roles shall be made in

writing to the Secretary at least 14 days in advance of the AGM.

7.5 At all General Meetings, the Chair shall be taken by the President or in his/her absence by

the Chairperson or, in his/her absence, by a deputy appointed by the MC prior to

commencement of the meeting.  
7.6 Decisions made at a General Meeting shall be by a simple majority of those members,

attending the meeting. In the event of equal votes, the meeting Chairperson shall be entitled

to a second and additional casting vote.

7.7 Twenty members shall form a quorum at any General Meeting.

7.8 Each member (not social) shall be entitled to one vote at General Meetings.

# 8. Constitution and Byelaws and Policies

8.1 Any proposed alterations to the Club’s Constitution may only be considered at an Annual

or SGM convened with the required written notice of the proposal. Any alteration or

amendment must be duly proposed and seconded. Such alterations shall be passed if

supported by a simple majority of those members present at the meeting, if a quorum has

been achieved.

8.2 The MC will have the authority to propose the creation and amendments of Bye Laws and/or

Policies. These proposals will be displayed in the clubhouse and on the website for a period

of 14 days before their implementation. The exception to this requirement will be where, new

Policies or Bye laws are created in the interests of “The Health and Safety or Welfare” of all

members, visitors or the general public and which are deemed to be an urgent requirement

by the Management Committee.

* 1. Any Club member can make a proposal in writing, to the MC for the

adoption of a new or alteration of an existing bye law or policy for its consideration.

8.4 Any member of the Club who has an objection to a proposed new or alteration to an

existing Bye Law or policy, should submit their objection in writing within the 14 day

display period to the MC, who must debate the validity or

otherwise of the objection, before the new or amended Bye Law or Policy are

implemented.

8.5 Policies, Rules, and Regulations

The Club shall adhere to the Policies, Rules and Regulations of Bowls England. All

information is available from bowlsengand.com/policies-rules-and-regulations/

# 9. Indemnity Clause

# Each member of the Club shall (to the extent that such person is not entitled to recover under any policy of insurance) be entitled to be indemnified out of all funds available to the Club which may lawfully be so applied against all costs, expenses and liabilities whatsoever [reasonably] incurred by such person in the proper execution and discharge of duties undertaken on behalf of the Club arising therefrom, or incurred in good faith in the purported discharge of such duties. (Provided that any such member so indemnified has been properly authorised in relation to the duties undertaken on behalf of the Club by the MC.)

# 10. Finance.

# 10.1 Non-profit Making.

# All surplus monies are to be reinvested in the Club. No surpluses or assets will be distributed to

# members or third parties.

# 10.2 Financial Year.

# The Club’s financial year will be from the first day of October until the last day of September

# each year.

# 10.3 Club Subscription.

# The annual Club membership subscription including competition subscriptions shall be

# recommended by the MC and ratified by an AGM or SGM.

Membership Subscriptions shall be paid by members on or before the first day of May each

year. If such subscriptions are not paid by the 1st May it is deemed that their membership has

lapsed. New members joining after 31st May shall pay a reduced subscription to be

determined by the MC.

# 11. Dissolution

11.1 Upon dissolution of the Club any remaining assets be given or transferred to another

registered Community Amateur Sports Club (CASC), a registered charity or the Sport’s

Governing body for the use by them in related community sports.

11.2 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 SGM to be held not less than one month

thereafter to discuss and vote on the resolution.

11.3 If, at that SGM, the resolution is carried by a simple majority of the members present, the

MC shall thereupon, or at such date as shall have been specified in the resolution, proceed to

realise the assets of the Club, discharge all debts and liabilities of the Club and then transfer

any remaining surplus or assets in line with section 11.1 above.

**CHIPPENHAM TOWN BOWLS CLUB – MANAGEMENT STRUCTURE**

**Appendix A**

**CLUB & COUNTY REPRESENTATIVES**

**SECRETARY (Secretary)**

Recruitment

New Member Integration &

Retention

Club Coaches

Events Co-ordinator

Member Welfare

Health & Safety

Children & Vulnerable Adults

Club Kit

Club & Member Insurance

Greenkeeper

Team Captains

Vice-Captains

Fixture Secretaries

Selectors

Competition Secretaries

Clubhouse Maintenance

Grounds Maintenance

Catering

Club & Recruitment Advertising

Press Contact

Website

**CHAIRPERSON**

**PRESIDENT**

**MEMBER**

Club Contact

Club Vice

Captain

**TREASURER**

**CLUB CAPTAIN**

**WELFARE OFFICER**

**MARKETING**

**FACILITIES**

**Nov 2021**