

# KENDAL VICTORIA BOWLING CLUB

## RULES AND CONSTITUTION – UPDATED 2020

### 1. NAME

The club shall be called Kendal Victoria Bowling Club (KVBC) and will be affiliated to the British Crown Green Bowling Association (BCGBA), through Cumbria County Crown Green Bowling Association (CCCGBA).

### 2. AIMS AND OBJECTIVES

The aims and objectives of the club will be: -

- To offer competitive opportunities in the sport of crown green bowls
- To promote the club within the local community
- To ensure a duty of care to all members of the club
- To be a not-for-profit club

### 3. MEMBERSHIP

Membership of the club shall be open to all persons, irrespective of ethnicity, nationality, sexual orientation, religion, beliefs, age, sex, or disability.

Members will be enrolled in one of the following categories: -

- Full member
- Junior member (see below)
- Life member

Junior membership is defined as anyone under 18 years of age. Junior members shall be entitled to the usual facilities of the Club, except –

- Will not be afforded the facilities of the bar for alcoholic beverages
- Will not be entitled to vote
- Will not be eligible for any office

Competitors and their guests, for all League, Cup, Open Competitions, and any other bowling events held at KVBC, shall be deemed as Members for the day.

### 4. SUBSCRIPTIONS AND OTHER FEES

The annual subscription and other fees shall be determined by the KVBC Committee or determined at the Annual General Meeting

Payment of renewals for membership are due before 1st May in any year.

## 5. APPLICATION FOR MEMBERSHIP

Applicants must complete the Membership Information form and pass on to the KVBC Committee for approval. Before this can be considered, an applicant's name should be listed on the club notice board for a period of 10 days, allowing existing members a chance to put forward any reasons why the club should refuse the application.

The KVBC Committee will then consider the application together with any comments from existing members, and reach a majority (>50%) decision whether to accept or reject the applicant. The secretary will then contact the applicant, letting them know the outcome of their membership request, and (if approved), how to make payment.

## 6. CESSATION OF MEMBERSHIP

Once a member of KVBC, this will continue until one of the following takes place: -

- i. The club is dissolved
- ii. Death
- iii. Non-payment of membership renewal (see section 4)
- iv. Resignation of membership – this must be done in writing to the KVBC Committee
- v. At the AGM, on the suggestion of the KVBC Committee – should the KVBC Committee feel (by way of >75% vote) that the continuation of membership of any individual is of detrimental effect to the club and/or its members, they can propose removal of membership by vote of the members at an AGM. In this instance, the name(s) and reason(s) for the suggestion of removal of membership should be clearly stated in the agenda, and a letter must be sent to the intended within 10 days of the AGM. The intended member must also be allowed time to respond to the reason(s) and state their case for continued membership at the AGM, before any vote is taken

Any person whose membership is removed by the members at an AGM cannot re-apply for membership of KVBC within 3 years

- vi. Serious Disciplinary Event – Should the KVBC Committee feel (by way of >75% vote) that a member's actions have had a serious negative impact on the club or its members, they may revoke a membership with immediate effect. Where such an event takes place, the KVBC committee have the power to suspend a membership for up to 30 days, to enable them to gather and discuss evidence before making a decision. Should the decision be made to remove a membership, the KVBC Committee must also agree on a timeframe during which membership cannot be re-applied for, between 3 and 10 years.

A member being removed due to a serious disciplinary event, has the right to appeal within 30 days, which must be done in writing to the Trustees. This will trigger an Extraordinary General Meeting, where the members vote as to whether to uphold or overturn the decision of the KVBC Committee, following a statement from each party

No refund of subscription fees will be issued for anyone ceasing to be a member mid-year.

## **7. PRESIDENT AND VICE-PRESIDENT**

The roles of President and Vice-President shall be elected annually at the Annual General Meeting, and shall be eligible for re-election.

The President (or Vice-President in their place) may attend any meeting of the KVBC Committee, but shall not be entitled to vote, unless they are a serving Member of the KVBC Committee.

## **8. COMMITTEE**

The affairs of the Club shall be vested in the KVBC Committee, which will consist of a minimum of seven full members, who shall appoint their own Chairperson.

The Secretary and Treasurer are automatically included as committee members.

The KVBC Committee shall have the power –

- To convene, should circumstances warrant, an Extraordinary General Meeting of the Club Members at any time, giving due notice
- To appoint sub-committees at their discretion and to delegate to such sub-committee such powers and duties as they may determine
- To determine any matter which may arise in connection with the Club which is not embodied in these rules, and their decision shall be final and conclusive
- Fill any vacancy that may occur, pending the next Annual General Meeting
- To appoint a successor to any Member of such committee whose reasons for absence for more than two consecutive meetings is unsatisfactory
- To elect as Honorary Life Members, without payment of any further subscriptions, any Member, who shall in the opinion of the Committee, have rendered services to the Club, but such election shall not take effect unless confirmed at the next Annual General Meeting. Members may submit to the KVBC Committee, nominations for Honorary Life Membership.

Four Members shall form a quorum for KVBC Committee meetings. All members of the KVBC Committee are entitled to vote.

## **9. WELFARE / SAFEGUARDING OFFICER**

The KVBC Committee shall appoint a Welfare Officer who holds a current DBS check. A Vice-Welfare Officer should also be appointed, if possible.

## **10. TRUSTEES**

The land and tenements of the Club shall be vested in three Trustees, who shall be appointed for a period up to six years. These terms should be calculated so that one Trustee stands for re-election every two years (at the AGM). In the event of the resignation

or demise of any Trustee, a successor will be appointed at the next Annual General Meeting, to continue their remaining term.

All deeds, documents of title and securities for money shall be held by the Trustees, who shall take such measures for the safe custody and preservation thereof at the expense of the club as they may think fit, and they shall be responsible for the safe custody of all such deeds, documents and securities as are placed in their hands, or under their control, and shall produce them for inspection by the Auditors when required, and also when requested by the KVBC Committee, or at a General Meeting.

The Trustees shall be the persons to sue and be sued on behalf of the club. No personal liability is attached to any Trustee, who shall be indemnified by the club in the absence of any misfeasance by such Trustee.

Trustees may at any time attend KVBC Committee Meetings and shall be entitled to vote.

No Trustee may act on his/her own. The three Trustees must agree, but in the event of disagreement, notice must be given to the Club Secretary, for referral to the KVBC Committee.

The duties of trustees are: -

1. A Trustee must always act in the best interest of the club and the Members
2. Accept responsibility for the safe custody of the Deeds
3. Make certain the club is run efficiently and in accordance with the constitution

The Trustees have no authority to rescind a decision taken by the KVBC Committee.

The Trustees have the right to convene an Extraordinary General Meeting in the event of a dispute between the Trustees and the KVBC Committee. At this meeting, evidence from both parties shall be heard, and voted on by full members attending, with the casting vote being held by the presiding officer for that meeting.

## **11. FINANCIAL**

Club monies over and above cash floats and balances, shall be banked in account(s) held in the name of the club.

Any cheques drawn against club funds should hold the signatures of two out of four KVBC committee members. Cheque signatories should be appointed by the KVBC Committee and include the treasurer and secretary.

The club treasurer will be responsible for the finances of the club.

The financial year ends on 31st October.

The Accounts and Balance Sheet, duly checked by an approved person (as appointed by the KVBC Committee), shall be produced at the Annual General Meeting.

## **12. ANNUAL GENERAL MEETING (AGM)**

An AGM of members of the Club shall be held between 1 February and 31 March each year, and a notice of such meeting to be displayed at the club within four weeks of this date.

All Notices of Motion to be in writing and handed to the Secretary within one week of the AGM, with a copy posted on the notice board.

The AGM will receive a report from the chairperson, secretary and treasurer, including a statement of the approved financial statements.

The roles of Secretary and Treasurer shall be elected annually at the AGM, and shall be eligible for re-election.

## **13. VOTING**

All full members of the Club are entitled to vote at Annual or Extraordinary General Meetings (EGM), with equal voting rights. A quorum of at least 25% of the members entitled to vote must be reached for an AGM or EGM to take place.

## **14. USE OF THE GREEN**

Any Member of the KVBC Committee shall have the power to prohibit play on the Green, when the conditions are such as to render the Green unfit for play.

## **15. MEMBERS AND VISITORS PROPERTY**

All property left by Members or visitors on the Club premises, shall be at the risk of the owners, and no liability will be accepted by the Club for the loss of any such property from any cause whatsoever.

## **16. LICENSING HOURS**

The permitted licensing hours of the Club shall be displayed in the Bar.

These hours may be extended on such occasions as the Authorities permit.

## **17. TEAM SELECTION**

### **Principles**

Except where stated in this policy, team selection should be on form and merit (not league merits) and not by favour.

All members (including juniors) are treated equally with regards to team selection.

Selection will be made in the best interests of the club, not specific teams or individuals.

As many players as practically possible will experience appropriate “match bowls” on a regular basis throughout the leagues’ seasons.

Players must play for the team they are selected for: they cannot choose the team they play for.

All players have a responsibility to represent the club in a sporting and fair-minded manner; any player not doing so is likely to have their selection jeopardised.

Any player making themselves unavailable for reasons other than holidays, illness, or other family circumstances cannot expect to be considered on form and merit when making themselves available again.

### **Pre-Season**

All members will be invited to declare their availability for the various leagues by signing their name on availability lists which will be posted on the club notice board. In declaring their availability, members are expected to represent the club at whatever level the selection process determines. Whereas members can opt to be available for one league (Kendal, Seniors, Rural), they cannot choose which team within a league to be available for.

### **Team Selection**

A selection committee shall be appointed by the club committee at the first meeting after the AGM.

The selection committee shall be led by a member of the club committee (not the chairperson). Three other club members (can also be from the committee, but not the chairperson) will also sit on the selection committee and assist in decision making.

The selection committee are responsible for: -

- appointment of team captains
- team selection in accordance with this policy
- display of team sheets on the notice board within 72 hours of the match start time

If a decision on team selection cannot be made democratically by the team selection committee, they should go to the club chairperson to make an executive decision.

If a member of the selection committee resigns, or is relieved of duty by the club committee, mid-season, the club committee shall reappoint this position as soon as possible.

Captains shall appoint their own vice-captain.

Team captains (and their vice, where responsibilities are delegated) are responsible for: -

- preparation of equipment (jacks, cards etc.) before home games
- arrangement of transport for away games as necessary
- submission of results with the relevant league
- relaying information on form and availability of players to the selection committee

If a captain resigns, or is relieved of duty by the selection committee, mid-season, the selection committee shall reappoint this position as soon as possible.

### **Grievance Procedure**

Any grievances with regards to team selection should be done in writing to the club secretary or chairperson.

## **18. COMPLAINTS, DISCIPLINE AND APPEALS**

All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the applicable child protection policy and procedures. The club Childrens Officer is the lead contact for all members in the event of any child protection concerns.

All complaints, disputes, suggestions, constructive criticisms in connection with Games, Social or Bar activities, or any other communication, must be made in writing to the Secretary or Chairperson, who shall bring the matter to the notice of the KVBC Committee.

The KVBC Committee will meet to hear complaints within 14 days of being lodged.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made, within 7 days of the hearing. There will be the right of appeal to the KVBC Committee following disciplinary action being announced. The KVBC Committee should consider the appeal within 14 days of receipt.

## **19. VOLUNTARY DISSOLUTION**

The CLUB may at any time be dissolved by the consent of its Members. This must be done at an Extra-Ordinary General Meeting, and have a 75% majority. (Full and Life Members only to vote).

After all professional and legal charges have been paid, the balance shown by the Dissolution Account will then be divided equally between all Honorary and all full Members who have been paid up Members for more than five years immediately preceding the date of such dissolution, or current social members who had been full members for more than five years immediately prior to them becoming social members.

## **20. AMENDMENTS TO THE RULES AND CONSTITUTION**

The rules and constitution can only be changed through agreement by majority vote at an AGM or EGM.

## **21. DECLARATION**

This version of the KVBC Rules and Constitution was approved by an AGM on 15 February 2020 and replaces any previous Rules and Constitution documents that precede it.

Chairperson .....

Secretary .....