



Founded 1921

HASTINGS ROSEMOUNT BOWLS CLUB **CONSTITUTION AND GENERAL RULES.**

1. Title

1.1 The Club shall be called:- HASTINGS ROSEMOUNT BOWLS CLUB, hereafter to be referred to as “the Club” and shall be affiliated to Bowls England and the Sussex County Bowling Association.

2. Objectives

2.1 To foster and promote the sport of flat green bowls at all levels, providing opportunities for recreation and competition.

2.2 All matches shall be played in accordance with the Laws of the Game as approved by Bowls England.

2.3 To endeavour to inspire a spirit of fraternity amongst its members and supporters of the Club.

2.4 To arrange matches with other Clubs and such Competitions as may seem desirable.

3. Membership

3.1 Membership of the Club shall be open to any person, regardless of race, gender, sexual orientation, religious belief or ability, who completes a membership application form and pays the relevant subscriptions/joining fees determined by the Club.

4. Subscriptions and Fees

4.1 The annual subscription for Playing Members – which is inclusive of all Club Competition Fees – shall be the amount determined and approved at the Annual General Meeting, payable on or before the first day of May. The above excludes Social Members from representing the Club in Matches or Club Competitions unless Subscription is upgraded to Full Playing Member.

4.2 Participation in any of the Clubs activities shall be conditional upon the subscription and fees having been paid.

4.3 Fees for County Competitions (men only at present time), are to be paid for by the end of September by each individual member or skips for teams. Double Fours will be paid for by the Club.

5. Officers of the Club

5.1 The officers of the Club will comprise of the following:- President, Captain, Secretary, Treasurer, Vice Captain, Match/Competition Secretary, County Delegate and Immediate Past Captain.

5.2 All officers shall be elected at the Annual General Meeting of the Club from and by the members.

5.3 All officers are elected for a period of one year, but may be re-elected to the same office or another office for the following year. Any officer wishing to resign from their position must do so in writing and sent to the Secretary of the Club.

6. General Committee

- 6.1** The affairs of the Club shall be administered by a General Committee comprising of the officers of the Club and no more than six other members, elected from, and by the Annual General Meeting. All of whom may not be members of any other Bowls England and/or Sussex County Bowling Association affiliated club. The General Committee shall meet at agreed intervals and not less than three times per year, unless circumstances arise that need an urgent Committee Meeting to be called. All except the Immediate Past Captain shall retire annually and be eligible for re-election. Five committee members shall form a quorum.
- 6.2** The committee shall elect from its members a Chairperson who shall control all its meetings. In the absence of the Chair the Captain shall deputise.
- 6.3 The duties of the General Committee shall be:-**
- 6.3.1** To control the affairs of the Club on behalf of the members.
- 6.3.2** 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 Annual General Meeting. The Club shall maintain a current bank account. Any cheques drawn against Club funds should be signed by the Treasurer and one other appointed officer.
- 6.3.3** To make decisions on the basis of a simple majority vote. In the case of equal votes the Chairperson shall be entitled to a second and casting vote.
- 6.3.4** To co-opt additional members of the Committee as the General Committee feels necessary. Co-opted members are not entitled to a vote on the Committee. Also to appoint Sub-Committees as necessary to fulfil the Clubs business.
- 6.3.5** The Committee shall have the power to cancel the membership of any person at any time Provided that such cancellation shall be effective only on a two-thirds majority of those voting at the meeting at which the matter is raised. Should such cancellation occur during the playing season (May to September inclusive) the subscription of the person concerned shall be refunded.
- 6.3.6** The Committee shall have the power to act upon any matter that is not provided for in this Constitution and General Rules Document.

7. Annual General Meeting

- 7.1** The Annual General Meeting shall be held not later than the end of November each year. 21 clear days written notice shall be given to members of the Annual General Meeting by either circulating to each member by hand or by post to their home address or by email also a notice will be posted on the Club Notice Board. Members must advise the Secretary in writing of any business to be considered at the Annual General Meeting at least 14 days before the meeting. The Secretary shall also circulate or give notice of the agenda for the meeting to members not less than 7/14 days before the meeting. 10 Members shall form a quorum.
- 7.2 The business of the Annual General Meeting shall be to:-**
- 7.2.1** Confirm the minutes from the previous Annual General Meeting and any General Meetings Held since the last Annual General Meeting.
- 7.2.2** Receive the examined accounts for the year from the Treasurer.
- 7.2.3** After consideration of the Annual Report and Accounts all Officers and Committee Members shall relinquish their respective duties.
- 7.2.4** Elect the Officers and Committee Members of the Club. Also elect an Accounts Examiner.
- 7.2.4.1** Note that any nominations for election of Officers and Committee Members must be submitted in writing at least 14 days before the Annual General Meeting and must have a proposer and seconder and also be signed by the proposed candidate (to show their approval of nomination).

7.2.5 Any alterations and/or additions to this Constitution and Rules Document.

7.2.5.1 Any proposed changes to the Clubs Constitution or General Rules may only be considered at an Annual General Meeting or Special General Meeting convened with the required written notice of the proposal. Any alteration or amendment must be duly proposed and seconded (and signed by both) and forwarded to the Secretary by the end of September so as to be included on the agenda for the Annual General Meeting, such alterations shall be passed if supported by not less than two-thirds of those members present at the meeting, assuming that a quorum has been achieved.

7.3 Transact any other business received in writing by the Secretary from Members 14 days prior to the meeting and included on the agenda. (Any other business not on the agenda can be provided for but Members are encouraged to refer other items to the General Committee and give the required notice for important Annual General Meeting Business).

7.4 At all General Meetings the Chair will be taken by the President/Chairperson or, in their absence, By a deputy appointed by the Members attending the meeting.

7.5 Special General Meetings may be convened by the General Committee or on receipt by the Secretary of a request in writing and signed by not less than 12 Members of the Club. The Secretary will give at least 14 days clear notice of the Special General Meeting being called. The notice for the meeting shall state the purpose for which the said meeting is being called and no other business shall be transacted at that meeting. 16 Members shall form a quorum for this meeting.

7.6 Decisions made at a General Meeting shall be by a simple majority vote from all Members (one vote per member) attending the meeting. In the event of equal votes, the President/Chairperson shall be entitled to a second and additional casting vote.

8. Children and Vulnerable Adults

8.1 We as a Club do not currently meet any of the current criteria as set out by the Government regarding the appointment of a Children and Vulnerable Adults Officer, (but should the Clubs criteria change then the Club would be legally obliged to comply).

9. Misconduct, Suspension and Exclusion of Members

9.1 Any disciplinary matters will be dealt with in accordance with Bowls England Regulation No.9 - Disciplinary Regulations, (this regulation now applies to all Counties and Clubs). To be dealt with at Club level initially (a separate Committee to be formed for this purpose appointed by the General Committee of the Club).

10. Procedure following an allegation of misconduct at Club and County level

In the event of an incident considered necessary for possible disciplinary action by a Club or County Association against one of its members, the following procedure recommended should be:-

10.1 The person or persons concerned must be advised preferably in writing, that an issue is to be considered for possible action.

10.2 In the event of a formal hearing the relevant parties concerned must be given the right to be heard and be accompanied by an advisor.

10.3 The delegated committee appointed by the governing body of the Club or County Association must be impartial and must hear all sides of the story. It should then adjourn and consider its decision. The decision must be given in writing as soon as possible after the hearing. A copy of the minutes of the hearing must be made available to all parties.

10.4 In the event of disciplinary action being taken then the person or persons involved must be informed must be advised of their right of appeal to the County Association (in the case of disciplinary proceedings by the Club) or to Bowls England (in the case of disciplinary proceedings by the County Association) and a minimum stated period of 14 days given to lodge any such appeal.

11. Health and Safety

11.1 All members of the Club are encouraged to achieve a positive and effective health and safety culture within the Club and activities the Club may be involved in.

12. Discrimination, Equal Opportunities and Human Rights

12.1 The Club under no circumstances will accept the act of Discrimination towards any other Club Member or any other persons whatsoever.

12.2 All Club members will be responsible for the implementation and administration of the Clubs Equal Opportunities Policy.

12.3 All members and any other parties Human Rights will be observed at all times.

13. Club Competitions

13.1 Club competition rules and regulations will be posted on the Clubs notice board.

14. Honorary Vice Presidents

14.1 The Honorary Vice Presidency of the Club may be conferred on any member for outstanding and meritorious service. Recommendations for appointment shall be notified to the Secretary for consideration by the Club Committee and shall be subject to approval by the Club at the Annual General Meeting. The number of such Honorary Vice Presidents shall not at anytime exceed SEVEN.

15. Life Membership of the Club

15.1 Rosemount Bowls Club may through the General Committee of the Club award Life Membership to any person who has rendered exceptional services to the Club.

15.2 Any nominations to confer Life Membership shall be submitted to the Secretary not later than 14 days before the Clubs Annual General Meeting.

15.3 Any Life Membership nomination shall be conferred to the Annual General Meeting and upon agreement being made by the showing of hands Life Membership for the nominee will be passed and confirmed in the minutes of the meeting.

16. Dissolution of the Club

16.1 If, at any General Meeting of the Club, a resolution be passed calling for the dissolution of the Club to allow for the amalgamation of the Club with another Club, the Secretary shall immediately convene a Special General Meeting to be held not less than one month thereafter to discuss and vote upon the resolution.

16.2 If, at that Special General Meeting, the resolution is carried by at least two-thirds of the Members present, the Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities of the Club.

16.3 After discharging all debts and liabilities of the Club, the remaining assets of the Club shall not be paid or Distributed amongst Members of the Club, but shall be transferred to the Club with which the dissolved Club is to be amalgamated with.

The above Constitution and General Rules Ammendments were read by M.Naylor at the Club's Annual General Meeting On Sunday 20th November 2011 and were passed by the Membership.

Amendment to rule 16.1.2.3. Was read by M.Naylor at the Club's Annual General Meeting on Sunday 25th November 2012 and was passed by the Membership to take immediate effect.