



Bournemouth Bowling Club

Constitution

Revised V3.00 : March 2025

Conforms to the Bowls England Model Constitution for Community Amateur Sports Clubs

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Section 1: Name and Objectives

- 1.1 The name of the Club shall be Bournemouth Bowling Club (hereinafter referred to within this constitution as the 'Club').
- 1.2 The Club shall be affiliated to Bowls England, Bowls Hampshire, Bournemouth & District Bowling Association and Bournemouth & District Women's Bowling Association.
- 1.3 The objectives of the Club are to provide facilities for, and to promote participation in, the amateur sport of outdoor flat green bowls in Bournemouth and the surrounding area.
- 1.4 The Club shall adopt and conform to Bowls England Rules & Regulations and the current Laws of the Sport of Bowls.

Section 2: Officers of the Club

- 2.1 The Officers of the Club shall be Full Members of the Club and shall consist of President, Vice-President, Secretary, Treasurer, Match Secretary, Competitions Secretary, Rota Steward, Social Secretary, Bar Manager, Green Liaison Officer, Contracts Manager, Men's Captain, Ladies Captain, Ladies Secretary and Safeguarding Officer. Officers shall be elected at the Annual General Meeting and shall hold office for the period of election, retiring at the end of the period of election. All Officers of the Club shall be eligible for re-election to the same office or another office at the end of their current period of election.
- 2.2 The committee will also include a minimum of five non-office holding members from the Club membership. These non-office holding members shall be selected from the membership at the AGM and should consist of at least two ladies.
- 2.3 The Past President, if not elected in any other office holding role, shall be asked to serve for a single year as a non-office holding committee member without election.
- 2.4 In order to stand for election or serve as an Officer a member must have been a Full Member for at least one (1) year.

A brief description of the duties and responsibilities of each officer is given at Appendix A.

Section 3: Membership

3.1 Categories and votes of Membership

- 3.1.1 The club may have different classes of membership and subscription on a non-discriminatory and fair basis.

There shall be the following categories of membership with power to vote at all relevant meetings of the Club as indicated hereunder.

- (a) A FULL MEMBER – being a person who, on the date of election, shall have attained the age of 18 years. The fee payable shall be the Club Membership Subscription and the Capitation Fee. Full Members shall be entitled to participate in all Club matches and all other Club activities. Full Members may attend General Meetings of the Club and are eligible to hold any Club Office and serve on any Club Committee.
- (b) A PAY AS YOU PLAY MEMBER – being a person who, on the date of election, shall have attained the age of 18 years. The fee payable shall be the Club Membership Subscription only. On payment of the relevant green fee, they shall be entitled to participate in all Club matches and casual play. Pay as You Play Members shall be entitled to attend General Meetings of the Club and are eligible to hold any Club Office and serve on any Club Committee.
- (c) AN ASSOCIATE MEMBER – being a person who, on the date of election, shall have attained the age of 18 years. The fee payable shall be agreed by the Club Committee. Associate Members shall be entitled to play casual bowls only and may participate in all Club social activities for which they should pay the appropriate fee. Associate Members may attend General Meetings of the Club but may not vote. They shall not be eligible to hold any Club Office or serve on any Club Committee. Associate Members shall pay the appropriate green fee when playing. Associate Members will not be entitled to enter Club competitions, league matches or national competitions.
- (d) A JUNIOR MEMBER – being a person who, on the date of election, is under the age of 18 years. The fee payable shall be 50% of the Club Membership Subscription and 50% of the Capitation Fee.
- (e) LIFE VICE – PRESIDENT/HONORARY MEMBER – open to Full or Associate Members who have made, in the opinion of the Management Committee, a contribution to the Club that makes them worthy of the honour of appointment as a Life Vice-President/Honorary Member. They must have been a Full Member or Pay as You Play Member in the year elected to the position of Life Vice-President. They must have been an Associate Member in the year elected to the position of Honorary Member. With the approval

of the Management Committee members in this category are not required to pay the Club Membership Subscription. If they so choose not to pay any membership fee, they will have no rights to serve on the committee or vote at meetings.

- 3.1.2 No member may use the Club premises, or any of the facilities of the Club, until forty-eight hours have elapsed from the date of posting of notice of election.
- 3.1.3 Candidates for membership shall have no privileges whatsoever in relation to the use of the Club or premises until they have become a member.

3.2 Membership Fees

- 3.2.1 The rate of Membership Fees (if any) for each category of Membership shall be proposed by the Committee to the members at the Annual General Meeting in each year. Any proposed changes shall be approved by a majority of those present and entitled to vote and shall become operative from 1st April. The current rate of Membership Fees (if any) shall be prominently displayed in the Club premises.
 - (a) Membership of the Club shall be open to anyone interested in the sport of outdoor flat green bowls on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. Membership may however be limited according to available facilities on a non-discriminatory basis.
 - (b) Membership Fees will be kept at levels that will not pose a significant obstacle to people participating.
 - (c) The Club Committee may refuse membership or remove it, only for good cause 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 shall be that as set out at point 3.5.2 of this Constitution.
- 3.2.2 All members shall pay their first annual subscription fee upon election to the Club and thereafter by 1st May each year.

3.3 Members' duty to provide contact details

- 3.3.1 Every member shall furnish the [Honorary] Secretary with up-to-date contact details that shall be recorded in the Register of Members and any notice sent to such address/es either by post or electronically shall be deemed to have been duly delivered.
- 3.3.2 Contact details to be provided should include: Name, Home Address, Home Telephone Number, Mobile Telephone Number, Emergency Contact Number and E-mail address.

3.3.3 Any personal data provided by members is for Club use ONLY and will not be passed to any other organization, except as required for affiliation to Bowls England and Bowls Hampshire.

3.4 Election and retirement of members

3.4.1 Application for membership

- (a) An application for membership shall be in the form prescribed by the Committee and shall include the name, address and contact details of the candidate.
- (b) If a person allows his/her membership to lapse and wishes to re-join he/she will be considered to be a new applicant for membership.
- (c) Persons who have not been Club members before, or have allowed their membership to lapse, shall submit an application form to join/re-join the Club. The form must be signed by the applicant and by two members having Full Membership status acting as Proposer and Secunder. The application shall be posted on the Club notice board for a period of not less than 10 days. Out of season the Management Committee will consider the application and make a decision. Any member wishing to object to the application must do so in writing to the [Honorary] Secretary, stating the grounds for objection.

3.4.2 Election of Members

- (a) Upon receipt of an application for membership, there shall be an interval of at least two days before the meeting of the Committee at which such application for membership shall be considered. The election of all classes of members is vested in the Committee and shall be a simple majority vote of those of the Committee. The Committee may refuse applications only for good cause such as conduct likely to bring the Club into disrepute. The [Honorary] Secretary shall inform each candidate in writing of the candidate's election or non-election. The [Honorary] Secretary shall furnish an elected candidate with a copy of the Rules and Byelaws of the Club and make request for such payments as are necessary.

3.4.3 Payment of Fees upon Election

- (a) Upon election, a candidate shall pay, within one calendar month, fees as shall be requested. In default of such payment, the election shall be void unless sufficient cause for delay be shown.

3.4.4 Retirement of a member

- (a) A member wishing to resign their membership shall give notice in writing to the [Honorary] Secretary before 31st March and shall not then be liable to pay the subscription for the following year.

- (b) A member who retires in accordance with this Rule shall not be entitled to have any part of the annual membership fee or any other fees refunded.

3.4.5 Arrears of Subscription

- (a) The Committee may cancel, without notice being given, the membership of any member whose annual subscription and other annual fees are more than one month in arrears provided that the Committee may, at its absolute discretion, re-instate such member upon payment of arrears. No member whose annual payment is in arrears may use the Club premises or vote at any meeting.

3.5 Conduct of Members

3.5.1 Under-taking by members to comply with rules

- (a) Every member, upon election and thereafter, is deemed to have notice of, and undertakes to comply with, the Club Rules and any Byelaws and Regulations of the Club.

3.5.2 Disciplinary action against members

- (a) All disciplinary matters will be dealt with in accordance with Bowls England Regulation 9 (Misconduct).
- (b) Should any member be expelled, the former member shall not be entitled to have any part of the annual membership fee refunded and must return any property belonging to the Club.

3.5.3 Complaints

- (a) Complaints of any nature shall be addressed to the Safeguarding Officer and/or in writing to the [Honorary] Secretary.

3.5.4 Members of other Bowls England Affiliated Clubs

- (a) A member of any Club affiliated to Bowls England (a list whereof is published by Bowls England annually) may be authorised to use the premises of the Club.

3.5.5 Members personal gain.

- (a) No club member shall display any type of personal or business related advertisements on the club premises unless approval is given by the Committee.
- (b) No club member shall personally profit from any club activity without declaring the intentions to the approval of the Committee.

3.6 Limitation of Club liability

3.6.1 All references to the Club in this Section shall mean each and every individual member of the Club from time to time.

3.6.2 Members are bound by the following Rule which shall also be exhibited in a prominent place within the Club premises:

“Members of the Club may use the Club premises, and any other facilities of the Club, entirely at their own risk and impliedly accept:

(a) The Club will not accept any liability for any damage to or loss of property belonging to members.

(b) The Club will not accept any liability for personal injury arising out of the use of the Club premises, any other facilities of the Club either sustained by members or caused by the said members whether or not such damage or injury could have been attributed to or was occasioned by the neglect, default or negligence of any of them, the Officers, Committee, Trustees or Servants of the Club.”

3.6.3 Membership of the Club and acceptance of these Rules by the member will be deemed to constitute consent to the holding of relevant personal data for the purposes of the Data Protection Act.

Section 4: Management Committee

4.1 Composition of Committee

- 4.1.1 The Committee shall consist of the Officers, ex officio, and not less than five Full Members (who have attained the age of eighteen years) elected at the Annual General Meeting to hold office for the term of their elected period.
- 4.1.2 Candidates for election to the Committee shall be those members of the retiring Committee eligible to offer themselves for re-election and such other full members whose nominations (duly proposed and seconded in writing by Full members of the Club) with their consent shall have been received by the [Honorary] Secretary at least twenty-eight days before the date of the Annual General Meeting in each year. Such nominations, together with the names of the Proposer and Secunder shall be posted to the Club premises at least fourteen days prior to the date of the Annual General Meeting.
- 4.1.3 If the number of candidates for election is greater than the number of vacancies to be filled then there shall be a ballot of those members present and entitled to vote at the Annual General Meeting.
- 4.1.4 If the number of candidates for election is equal to or less than the number of vacancies to be filled then all candidates shall be deemed to be elected if majority of those present at the Annual General Meeting, and entitled to vote, vote in favour of such election.
- 4.1.5 In the event of the ballot failing to determine the members of the Committee because of an equality of votes the candidate or candidates to be elected from those having an equal number of votes shall be determined by lot or previously nominated person.
- 4.1.6 If, for any reason, a casual vacancy shall occur, the Committee may co-opt another person to fill such a vacancy until the next following Annual General Meeting. Co-opted Members will be entitled to vote.

4.2 Committee Meetings

- 4.2.1 The Committee shall endeavour to meet at regular intervals throughout the year making such arrangements as to the conduct, place of assembly and holding of such meetings as it may wish.
- 4.2.2 Voting shall be by show of hands. In the case of equality of votes the President (or other nominated person) shall be entitled to a second and casting vote.
- 4.2.3 Eight (8) members personally present shall form a quorum at a meeting of the Committee.

- 4.2.4 Any conflict of interest must be declared to the President (or other nominated person) prior to the start of the meeting. The President (or other nominated person) will determine if the person may remain in the meeting and/or vote when the item is discussed.

4.3 Powers of the Committee

- 4.3.1 The Committee shall manage the affairs of the Club according to the Rules and shall cause the funds of the Club to be applied solely to the objects of the Club.
- 4.3.2 In particular the Committee shall ensure that the property and funds of the Club will not be used for the direct or indirect private benefit of Members other than as reasonably allowed by the Rules. No surpluses or assets will be distributed to members or third parties and all surplus income or profits will be re-invested in the Club.

4.4 Appointment of Sub-Committees

- 4.4.1 The Committee may appoint such sub-committees as it may deem necessary and may delegate such of its powers as it may think fit upon such terms and conditions as shall be deemed expedient and/or required by the law.

4.5 Disclosure of Interest to Third Parties

- 4.5.1 A member of the Committee, of a sub-committee or any member of the Club, in transacting business for the Club, shall disclose to third parties that they are so acting.

4.6 Limitation of Committee's authority

- 4.6.1 The Committee, or any person or sub-committee delegated by the Committee to act as agent for the Club or its members, shall enter into contracts only as far as expressly authorised, or authorised by implication, by the Committee. No one shall, without the express authority of the Committee, borrow money or incur debts on behalf of the Club or its membership.

4.7 Members' indemnification of Committee

- 4.7.1 In pursuance of the authority vested in the Committee by members of the Club, members of the Committee are entitled to be indemnified by the members of the Club against any liabilities properly incurred by them or any one of them on behalf of the Club wherever the contract is of a duly authorised nature or could be assumed to be of a duly authorised nature and entered into on behalf of the Club.

- a) 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 there from, or incurred in good faith in the purported discharge of such duties."

- (b) *"Save in any such case where any such costs, expenses and liabilities arise in connection with any negligence, default, breach of duty or breach of trust."*

- 4.7.2 The limit of any individual member's indemnity in this respect shall be a sum equal to one year's subscription at the then current rate of that category of membership unless the Committee has been authorised to exceed such limit by a General Meeting of the Club.

4.8 Contractual Liability

- 4.8.1 The Committee shall endeavour to ensure that the following clause is incorporated in every contract, lease, licence or other agreement entered into by the Committee and/or Trustees of the Club, as appropriate.

"The liability of the [Committee/Trustees] for the performance of any contractual or other obligation undertaken by them on behalf of the Club shall be limited to the assets of the Club from time to time."

4.9 Nomination of Honorary Members/Life Members by Committee]

- 4.9.1 The Committee may nominate for election at an Annual General Meeting such Honorary/Life Members as the Committee may think fit.
- 4.9.2 The election of Honorary/Life Members shall be placed before the Annual General Meeting each year and such Honorary Members shall be duly elected if two thirds of those present, and entitled to vote, vote in favour of election.

Section 5: Annual General Meeting

5.1 Annual General Meeting

- 5.1.1 An Annual General Meeting of the Club shall be held each year in the winter on a date to be fixed by the Committee. The [Honorary] Secretary shall at least fourteen days before the date of such meeting circulate to each member notice hereof and of the business to be brought forward thereat. This may be either by post or electronically.
- 5.1.2 No business, except the passing of the Accounts and the election of the Officers, Committees and Auditors, and any business that the Committee may order to be inserted in the notice convening the meeting shall be discussed at such meeting, unless notice thereof be given in writing by a member entitled to vote to the Honorary Secretary at least 28 days before the date of the Annual General Meeting.
- 5.1.3 A copy of the financial statement shall be available for each member at or before the AGM as the Treasurer shall decide.

5.2 Special General Meeting

- 5.2.1 The Committee may at any time, upon giving twenty-one days' notice in writing, call a Special General Meeting of the Club for any special business, the nature of which shall be stated in the summons convening the meeting, and the discussion at such meeting shall be confined to the business stated in the notice sent to members.
- 5.2.2 The Committee shall call a Special General Meeting upon a written request addressed to the [Honorary] Secretary signed by at least 10 members. The Committee shall meet within 10 days of the request in order to call an SGM. The Committee shall give twenty-one days' notice in writing of any such Special General Meeting. The discussion at such meeting shall be confined to the business stated in the notice sent to members.
- 5.3 At every meeting of the Club the President will preside, or in their absence, the Vice President or a Chair elected by a majority of those present shall preside.
- 5.4 One third of members entitled to vote at the relevant meeting and personally present shall form a quorum at any General Meeting of the Club. In the event of no quorum being present within 30 minutes of the Meeting's start time, as per the notice convening the Meeting, the members present shall stand adjourned for one week. At the reconvened Meeting, the members present shall constitute a quorum.
- 5.5 Only Full Members, Pay As You Play Members or Honorary Members (who have paid their Membership Fees) shall vote at any General Meeting of the Club. Other members may attend and speak but are not entitled to vote.

- 5.6 Voting, except upon the election of members of the Committee, shall be by show of hands.
- 5.7 In the case of an equality of votes the President (or other nominated person) shall have a second or casting vote, on any matter.
- 5.8 On any resolution properly put to a meeting of the Club relating to the creation, repeal or amendment of any Rule, Byelaw or Regulation of the Club such Rule, Byelaw or Regulation shall not be created, repealed or amended except by a majority vote of at least two-thirds of those present and entitled to vote.
[Provided that no such change shall jeopardise the Club's status as a Community Amateur Sports Club within the meaning of the Finance Acts, or in any event alter its objects or winding-up provisions].

Section 6: Dissolution of the Club

- 6.1 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 Special General Meeting to be held not less than one month thereafter to discuss and vote on the resolution.
- 6.2 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.
- 6.3 Upon the winding up or dissolution of the Club, any surplus Club Funds shall be distributed equally between such full members of the Club who have been members for a period of not less than twelve months, excepting that if a majority of the said full Club members so vote, part or all of the said surplus Club Funds may be paid to one or more other non-profit-making bodies of the members' choice. For the avoidance of doubt, "surplus Club Funds" means available funds after making provision for all debts and winding-up expenses.

Section 7: Miscellaneous

- 7.1 Opening of Club Premises
The Club premises shall be open to members at such times as the Committee shall direct and those times will be posted on the club notice board.
- 7.2 Safeguarding
The Club shall adhere to the Safeguarding Policy of Bowls England and will ensure that all the contents are communicated to members and clearly displayed within the club premises for Members and Visitors.
- 7.3 Equalities
The Club shall adhere to the Equality Policy of Bowls England.
- 7.4 Catering and Cleaning Services
 - 7.4.1 The Club sub-contract part of the Clubhouse for Catering and Cleaning Services. The contract shall be reviewed annually by the Management Committee and renewed on a rolling basis.
 - 7.4.2 The contract will be from January to December of each year.
 - 7.4.3 The Club has the right to terminate the contract by giving two months' notice in writing to the other party.
- 7.5 Licensing
The Club shall adhere to the requirements of the Licensing Act (or any subsequent Act) with regard to the purchase and supply of excisable goods.
- 7.6 The Members acknowledge this document constitutes a legally binding contract to regulate the relationship of the members with each other and the Club.

Appendix A: Responsibilities of Officers

This appendix gives a brief outline of the duties entrusted to the Officers of the Club.

President

The Club President, hereafter called 'the President', shall be the Principal Officer of the Club.

The elected President shall serve the Club in that position for one year and be empowered to attend and preside as Chairperson (if agreed by the Committee) at all General and Management/Committee meetings. The President shall be succeeded by the Vice-President (if nominated at the AGM).

The President of the Club shall be responsible for leading the Club to achieve its goals and objectives for the year and will be an Ambassador of the Club. The President shall, at all times, preserve the prestige of the Club and shall maintain an impartial balance between all other members. The President will ensure that conflicts are resolved within the Club and is responsible for ensuring that in all matters the Club Constitution and rules are adhered to, and all legal rules and regulations, applicable to the Club are strictly enforced.

The President, as Chairperson, at all General and Committee meetings, shall ensure opportunities for all attendees to participate fully and shall have the casting vote in the event of a tie.

Vice-President

The Vice President shall be the efficient deputy in the absence of the President. In the President's absence only, the Vice President will take on all the President's normal duties. The Vice President shall be an ordinary voting member of the committee, with all the responsibilities of a committee member, and may simultaneously hold another position within the club.

Secretary

The Club Honorary Secretary (hereafter called 'the Secretary'), is responsible for the day to day running of the Club under control of the Management Committee. The elected Secretary shall serve the Club in that position for one year and is required to attend all General and Management/Committee meetings except for exceptional circumstances.

There is no limit as to the number of terms the Secretary may serve. The Secretary shall at all times preserve the prestige of the Club and ensure the Club Constitution and rules are strictly adhered to.

The Secretary's responsibilities are:

- (a) To arrange Club meetings, including dates and compiling and issuing meeting agenda.
- (b) Ensure that meeting minutes are prepared and issued in a timely fashion.
- (c) Oversees the timely performance of actions as agreed in meetings.
- (d) To administer such insurance policy or policies as may be needed to fully protect the interests of the Club, its Officers and its Members.
- (e) The Secretary shall be responsible for handling all relevant Club correspondence and maintaining all Club records including, but not restricted to, list of names and address of all members of the Club.

Treasurer

The Club Honorary Treasurer, (hereafter called 'the Treasurer') is responsible for all financial matters relating to the Club. The elected Treasurer shall serve the Club in that position for one year and is required to attend all General and Management/Committee meetings except for exceptional circumstances.

There is no limit as to the number of terms the Treasurer may serve.

The Treasurers responsibilities will be to:

- (a) Keep accurate accounts of Club finances, including all incoming and outgoing expenses.
- (b) Ensure all Club expenditure is carried out in a responsible, timely and suitable fashion.
- (c) Be a signatory of Club bank accounts.
- (d) Manage and control the Club bank accounts.
- (e) Facilitate examination of Club accounts by the appointed auditor before every AGM.
- (f) Submit an annual financial report to the AGM.
- (g) Collect and record all membership and game fees paid by people using the club facilities.

Match Secretary

The Match Secretary arranges Club matches and ensures that there are sufficient members to fulfil the fixture requirements and to liaise with other clubs, if necessary, for the provision of players to complete the team requirement. To assist other clubs when requested, in the provision of players to meet their shortfall.

Competitions Secretary

The Competitions Secretary makes arrangements for all Club competitions including but not limited to arranging the 'draw', adjudicating over disputes, assisting in arranging games, finals and will make all arrangements for trophies and trophy presentations.

Rota Steward

The Rota Steward will arrange and monitor Club members involved with stewarding duties.

Social Secretary

The Social Secretary will organise and coordinate all social events at the Club.

Bar Manager

The Club Bar Manager is responsible for all matters relating to the Club Bar, their responsibilities will be to:

- (a) Oversee the purchase, stocking, storage and sale of alcoholic and non-alcoholic beverages sold through the bar.
- (b) Ensure that all legalities and the Club Constitution and Rules, concerning the sale of alcohol are strictly followed.
- (c) Ensure that the bar, and bar area, and bar equipment is maintained in a clean, hygienic and serviceable condition, and all empties and rubbish are correctly disposed.
- (d) Keep accurate accounts of bar income and expenditure, which will be audited regularly, and liaise closely with the Club Treasurer, paying bar income to same.
- (e) Ensure bar pricing is accurate and correctly set and displayed.
- (f) Liaise with the Committee to ensure the bar is prepared for all Club events.

Green Liaison Officer

The Greens Liaison Office (GLO) is responsible for the general planning of the greens maintenance in line with the green keeper's recommendations with ongoing reviews of both greens. The Green Keeper being a specialist Contractor requires regular monitoring by the GLO and constant liaison to ensure that work being carried out on both greens is in line with their contractual requirements and expectations of the club members.

The GLO will have responsibility to determine availability of rinks and settings, within reason and coordination with the club captains including the authority to close any of the greens in bad conditions.

The GLO shall be aware of all greens equipment and machinery, reporting to the committee on any repairs and maintenance requirements to ensure adequate planning to ensure equipment is available in working use at all times. Proposals for the purchase of any new equipment are to be presented and approved by the committee prior to purchase.

The Green Keeper under instruction from the GLO will be responsible for monitoring and controlling water usage and quantities to the sprinkler systems. Input and comments relating to the playing condition of the greens by the club captains shall also be taken into consideration and discussed accordingly.

The GLO shall organise working groups from the club membership as required to reduce the external cost of contractors wherever possible.

Contracts Manager

The Contracts Manager oversees the existing sponsorship agreements and develops new sponsorship where possible. They will ensure that all the Club's sponsorship requirements are met and invite sponsors to Club events where it is felt appropriate.

Club Captain(s)

The Club Captain(s) take responsibility for all matters relating to the playing of bowls at the Club, including their own section (Men's or Ladies) and mixed matches. The Club Captain(s) will also be the

main contact in all bowling matters with external clubs and bowling authorities. It is the responsibility of all captains to ensure that all matches are played according to the rules and traditions of the game and Club Constitution. The Club Captain(s) is responsible for selecting and organising all teams and to ensure all players are aware of their selection, however the Club Captain(s) can nominate other members to organise and/or Captain teams representing the Club.

The Club Captain will formally welcome all opponents to the Club on match day before the commencement of the match.

Safeguarding Officer

The Safeguarding Officer is to ensure that everyone who participates in bowls at our club can do so in a safe, positive and enjoyable environment. All participants are entitled to feel safe and protected from any form of abuse and neglect.

Ladies Secretary

The Ladies Secretary is required to manage correspondence relating to B&DWBA activities and to act as the Club's representative at B&DWBA meetings.

Auditor(s)

Auditor(s), being non-voting Committee Members will be elected at the AGM. It is the duty of the auditor(s) to check and approve the annual accounts, sign a declaration of acceptance or otherwise of the Financial Statement and report to the Management Committee any area of concern they may have on the preparation or presentation of the Club accounts.

Committee Member

The Committee Member is required to attend all regular Committee and Club Meetings whenever possible. It is the responsibility of all Committee Members to familiar with the Club Constitution and procedures and ensure that they are followed. All Committee Members will promote the Club and Its values and encourage participation of Club Members in all Club activities.

Ordinary Club Member

It is the duty of all Ordinary Club Members to be familiar with club rules and procedures and ensure that they are followed. Ordinary Members are to be encouraged to attend the AGM and SGM and to exercise their right to vote when called upon to do so.

Associate Member

It is the duty of all Associate Members to be familiar with club rules and procedures and ensure that they adhere to them.

Appendix B: Amendment History

Any proposed alteration to the Club's Constitution may only be considered at an AGM or SGM convened with the required written notice of the proposal.

Version number – the main number refers to a major revision to the Constitution. Sub numbers refer to amendments to the main document as revisions pending approval at the next AGM or SGM when the main number will be increased after acceptance.

Version	Date	Reason for Change
v0.01	01 Feb 2021	Updated from existing Constitution, Rules and Regulations dated 2020.
v0.02	15 Feb 2021	Addition of Catering and Cleaning Services (Section 7 Miscellaneous).
v0.03	23 Feb 2021	Minor change. Membership Fees, Section 3.2.1 (c) should read 3.5.2 and not 3.6.2.
v0.04	14 Mar 2021	Retain the wording for the role of an Auditor from the Constitution of February 2020.
v1.00	15 Mar 2021	Version 1.00 issued following approval at Committee Meeting.
v1.01	03 Sept 2021	Change to the wording for the role of an Auditor, being non-voting Committee Members will be elected at the AGM.
v2.0	24 March 2024	<p>Section 2.1 Amend the wording of Greens Manager to Greens Liaison Officer and to add Safeguarding Officer.</p> <p>Section 2.2 before the word five, add the words, a minimum of.</p> <p>Section 3.53 (a) to include additional reference to the Safeguarding Officer.</p> <p>Appendix A amended from Green Manager to Green Liaison Officer plus changes to the wording of the GLO responsibilities. Text added to include the responsibilities of the Safeguarding Officer.</p>
V3.00	29 March 2025	<p>Section 2.3 Text added to allow the Past President to serve as a non-office holding committee member without election for 1 year.</p> <p>Section 3.2.2 Text amended to include Emergency contact number.</p> <p>Section 3.5.5 a) and b) Text added to identify members responsibilities relating to personal advertisements and any personal profit without Committee approval.</p>