



RULES & REGULATIONS

Luton Town Bowling Club

Version 3 | Revised: January 2023

Contents

Section 1: Name and Location

- 1.1 The name of the Club shall be LUTON TOWN BOWLING CLUB
- 1.2 The Club shall be affiliated to Bowls England and Bowls Bedfordshire.
- 1.3 The Club is located at Ashcroft Road Recreation Ground, Stopsley, Luton, LU2 9AD.
- 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 Chairman, Hon. Secretary, Hon. Treasurer, Club Captain, Match Secretary, Bar Committee rep, Social Committee manager, Green Manager and 2 committee members.

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.

A member may only serve on the committee once they have completed 1 full years membership

- 2.2 A President and one or more Vice-Presidents may also be elected but these are honorary positions only and hold no executive rights or responsibilities.

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) Full – being a person who, at the date of election, shall have attained the age of eighteen years (Full Voting Rights).
- (b) Senior - Persons over 75 years of age with 20 years membership. (Full voting rights)
- (c) Student - Persons 16-21 years of age who are in full time education. (No voting rights).
- (d) Junior – being a person who, at the date of election, is under the age of 16 years shall have no vote. Such a member shall be one who at the commencement of the subscription year joins the Club other than as a full member.
- (e) Honorary/Life Member – who shall have one vote.

3.2 Rights and privileges of members

3.2.1 The rights and privileges of each category of membership shall be as follows:-

- (a) A Full/Senior member shall have the full use of all Club facilities. Affiliation Fees shall be payable to Bowls Bedfordshire and Bowls England.
- (b) A Student/Junior member shall have the full use of all Club facilities subject only to 8.4 of this Constitution. Affiliation Fees shall be payable to Bowls Bedfordshire and Bowls England.
- (c) An Honorary/Life Member shall have the full use of all the Club facilities. Affiliation Fees shall be payable to Bowls Bedfordshire and Bowls England.

3.2.2 Candidates for membership shall have no privileges whatsoever in relation to the use of the Club or premises until they have become a member.

3.3 Membership Joining Fee & Subscription Fee

3.3.1 The rate of Joining Fee (if any) and Subscription Fee 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 Joining Fee (if any) and Subscription Fee 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 subscriptions 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 3.6.2 of this Constitution.

3.4 Members' duty to provide contact details

- 3.4.1 Every member shall furnish the 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.
- 3.4.2 Every member shall sign GDPR form giving permission for other members only to see their contact details e.g. phone and e-mail address

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 Constitution Rules 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 in writing to the 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.

3.6 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

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 eight and no more than twelve 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 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 four times a year plus as required 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 Chairman (or or other nominated person) shall be entitled to a second and casting vote.

4.2.3 Five 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 Chairman (or other nominated person) prior to the start of the meeting. The Chairman (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 Constitution Rules and Regulations 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 Limitation of Committee's authority

4.5.1 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.

4.6 Members' indemnification of Committee

4.6.1 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 Nomination of Honorary Members/Life Members by Committee]

4.7.1 The Committee may nominate for election at an Annual General Meeting such Honorary/Life Members as the Committee may think fit.

4.7.2 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: Officers of the Club

Committee Members:

Chair

- To Chair all relevant meetings of the Club;
- To have the casting vote at all relevant meetings of the Club in the event of equality.

Secretary

- To keep a register of Club members' contact details;
- To conduct the correspondence of the Club;
- To keep custody of all Club documents;
- To keep full minutes of all meetings of the Club, the Committee and Sub-Committees;
- To deal with all matters relating to the Club's Charitable Incorporated Organisation.

Treasurer

- To collect all relevant fees from Club members;
- To make all relevant payments on behalf of the Club;
- To prepare Annual Balance Sheet for examination;
- To present Accounts for approval at the Annual General Meeting
- To administer such insurance policy or policies as may be needed to fully protect the interests of the Club, its Officers and its members.

Club Captain

- To select relevant representative teams for Club matches.

Match Secretary

- To arrange matches as relevant with other clubs.

Competition Secretary

- To arrange internal competitions for Club members to participate in.

Bar Committee Rep

- To purchase liquor and organise the bar in accordance with the Licencing Act.

Social Committee Manager

- To organise social events within the Club.

Green Manager

- To advise and oversee all work relating to the bowling green to keep it in the best possible condition for bowling.

President

- To represent the Club on match days and other special events.
(Honorary position only with no executive rights or responsibilities)

Non-Committee Members:

Welfare Officer

- To ensure that the Club fully accepts its legal and moral obligation to exercise its duty of care to protect all children and vulnerable adults participating in its activities and safeguard their welfare.

First Aid Officer

- To hold a First Aid Certificate and ensure that the first aid facilities at the Club are maintained.

Section 6: Licensing Act

Purchase and supply of excisable goods

1. The purchase for the Club of excisable goods and the supply of the same upon Club premises shall be exclusively and solely under the control of the Committee, or of a special sub-committee appointed by the Committee.
2. Intoxicating liquor may only be sold for consumption on the Club premises to persons over the age of eighteen who are entitled to the use of the Club premises in pursuance of the Rules, Bye-laws and Regulations for the time being in force. No Junior Member under the age of eighteen may purchase or attempt to purchase intoxicating liquor within the Club premises nor may a Junior Member under the legal age purchase or attempt to purchase tobacco or cigarettes within the Club premises.
3. The Committee shall cause the Club bar to be opened (subject to terms of the Club premises certificate) at convenient times (and such times shall be prominently exhibited in the Club premises) for the sale of excisable goods to persons who are entitled to the use of the premises of the Club in pursuance of these Rules (except Junior Members as aforesaid) PROVIDED THAT visitors' names and addresses and the name of their introducer shall have been entered in the Visitor's Book upon entry to Club premises.

4. No person shall take a commission, percentage or other such payment in connection with the purchase of excisable goods for the Club. Any profit deriving from the supply of such goods shall (after deduction of the costs of providing such goods for the benefit of the Club) be applied to the provision of additional amenities or the purchase of property to be held in trust for the benefit of the Club.
5. Proper accounts of all purchases and receipts from excisable goods shall be kept and presented at the Annual General Meeting in each year and such information as the [Honorary] Secretary or [Honorary] Auditors may require shall be furnished to enable any statutory return or statement and the payment of excise or other duty or tax to be made.

Section 7: Club Rules

Guests in the Club

Members shall enter the names of all guests in the Visitor's Book. Not more than two guests may be introduced in any one day and the same guest may not be introduced more than six times in any calendar year.

Any member introducing a guest must accompany them while they are on the Club premises, and shall be responsible for their behaviour throughout their visit.

Damage to Club property

A member shall not knowingly remove, injure, destroy or damage any property of the Club and shall make restitution for the same if called upon to do so by the Committee or by the Secretary upon the instructions of the Committee.

Exhibiting of notices

A member shall not cause any communication in whatever form to be exhibited on Club notice boards or premises without prior written permission of the Secretary.

Bar Opening Times

This will be open, at the discretion of the Management Committee, to comply with permitted licensing hours. Under normal circumstances this will be during and after bowling activities and during occasional fund-raising activities.

VISITORS shall not be supplied with excisable liquor in the club premises unless on the invitation and in the company of a member, and the member shall, upon admission of such visitor to the Club premises or immediately on him/her being supplied with such liquor, enter his/her own name and the name and address of the visitor in a book kept for that purpose. No person may purchase intoxicating liquor for consumption off the premises

No excisable liquor shall be sold or supplied to any person under the age of eighteen.

Settlement of Accounts

A member shall settle any indebtedness for refreshment or otherwise before leaving the Club premises, or in accordance with any byelaw relating to the settlement of such indebtedness.

Bye-laws

The Club may adopt such Bylaws or Regulations as it considers appropriate for the good management of the Club and its facilities.

Section 8: Miscellaneous

- 8.1 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.
- 8.2 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.
- 8.3 Equalities
The club shall adhere to the Equality Policy of Bowls England.
- 8.4 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.
- 8.5 Dress Code
Dress for matches will be Grey, White or Blue below the waist as specified for a particular match and white above the waist. Dress for roll-ups will be grey below the waist and white above. In addition cardigans, windcheaters etc. in Club colours may be worn when required by the weather conditions.
- 8.6 The Members acknowledge this document together with the Constitution are a legally binding contract to regulate the relationship of the members with each other and the Club.