

Constitution and Rules
of
THE ST. IVES
BOWLING CLUB

(Affiliated to Bowls England, Bowls Cornwall and Cornwall County Short Mat Bowling Association.)



GREEN:

**The Belyars, Trenwith Lane,
St. Ives, Cornwall**

REVISED March 2019

www.stivesbowlingclub.org.uk

1. TITLE

The Club shall be called "The St. Ives Bowling Club" and shall be referred to as "The Club" for the rest of this document. References throughout to "he" shall be read as "he/she".

2. OBJECTIVES

The Objectives of the Club are to promote the games of Rink Bowls and Short Mat Bowls and to provide the facilities for members to pursue the sport both outdoors and indoors.

3. GOVERNMENT AND MANAGEMENT OF THE CLUB

(a) The Governing Body of The Club shall consist of a President, Chairperson, Honorary Secretary and Honorary Treasurer who shall also be deemed as the Trustees of the Club.

The liability of the Trustees for the time being in respect of any breach by members of their obligations under the Constitution shall be limited in amount to the realisable value of the assets of The Club that are for the time being vested in the Trustees and nothing contained in this Constitution entitles any member to any right or remedy against the personal estate or property effects or assets of any of the Trustees or against any assets for the time being vested in the Trustees that are part of The

Clubs assets.

(b) The General Management Committee shall consist of:-

- (1) The Governing Body.
- (2) The Secretary of the three Sections or their delegate.
- (3) The Club Captain
- (4) Each of the three Sections of the Club shall have the authority to elect

Committees and Co-Opt members to Sub Committees as necessary.

4. GENERAL MEETINGS

A General Meeting of the club will be held annually, normally in the month of October and prior to Bowls Cornwall and Group One's Annual General Meetings. Notice of the date of this meeting will be published in all Club Fixture Lists. The presentation of the Annual Report, Audited Report of Accounts and Election of the Governing Body will take place at this meeting. Proposals for this meeting must be delivered to the Honorary Club Secretary 14 days before the date of the meeting and must be signed by a Proposer and Seconder. The Honorary Club Secretary shall prepare an agenda which must be published on The Club Notice Board 10 days before the meeting. No other business may be raised at the meeting. 15 members shall form a quorum.

5. GENERAL MANAGEMENT MEETINGS

Three days notice to be given unless the urgency of the matter requires a shorter period. The General Management Meetings will be held bi-monthly. The Club Secretary shall be empowered to call additional meetings as and when required and will read out all correspondence received since the previous meeting.

Five members of the Management Committee will form a quorum.

6. EXTRAORDINARY GENERAL MEETINGS

The Chairperson, Honorary Secretary or any two Members of the General Management Committee may call Extraordinary General Meetings. Any ten members of the Club may call such a meeting by written notice to the Club Secretary and in all cases indicating the reason for such a meeting. The Club Secretary shall give members 7 days notice of meetings under this rule by posting a notice in the Clubhouse.

7. VOTING

Unless otherwise provided in these rules all Proposals, Resolutions and act shall be deemed duly passed by a majority of members present and voting at any meeting.

The Chairperson shall have a second and casting vote in the case of an equality of votes. Voting by proxy will not be allowed.

8. MEMBERSHIP

Membership shall consist of two classes:

a) Playing Members who shall be entitled to vote.

b) Life Members: The Club at the Annual General Meeting and only upon the recommendation of the Club Management Committee shall have the power to elect Honorary Life Members of the Club for long and meritorious services to the Club and services rendered to the sport of bowls. The said members shall have the right to speak at meetings but will have no voting rights.

Members wishing to nominate members for Life Membership of the Club will submit their names with a seconder to the Club Secretary or Chairman.

c) Social Membership shall consist of three categories.

Category 1: Social Membership.

Category 2: Social Bowling.

Category 3: Short Mat and Social Bowling outdoors.

The above members can speak at meetings but have no voting rights. The fees will be set annually by the Management Committee.

9. ELECTION OF MEMBERS

Each candidate for membership shall be proposed and seconded by members of the club and then approved by the General Management Committee. The application by the candidate is to be sent to the Club Secretary. The applicants name will be posted on the club notice board for a period of 7 days before a decision is made. A member, once approved, and having paid the subscription shall be subject to the Constitution and Rules of the Club. Members who have resigned may apply for the return of their membership.

10. SUBSCRIPTIONS

Annual Subscriptions shall be set by the General Management Committee payable by the 1st March. Members who have not paid their subscription by the due dates will be ineligible to play in club matches or in competitions, shall be treated as a visitor and asked to pay fees as set by the General Management Committee for such play. No member may vote at any meeting until their subscription is paid. Subscriptions will be made up of four parts:

(a) A standard administration fee.

(b) Any affiliation fee set by each of the County or National Bodies. A member playing in more than one facet of bowling shall pay each and every affiliation fee due.

(c) Either a fixed seasonal amount in the case of outdoor sections and/or a pay to play charge in the case of indoor sections.

(d) Any additional levy imposed by the General Management Committee and voted by a majority of members at the Annual General Meeting.

Members whose CCSMBA affiliation fees have not been paid via St. Ives Bowling Club (Short Mat Section) will not be permitted to play roll-ups at St. Ives Bowling Club on the day of the St. Ives Bowling Club home matches.

11. CONDUCT

All disciplinary matters will be dealt with by the General Management Committee in accordance with Bowls England Disciplinary Rules. Should any member be expelled from the Club that member will not be entitled to receive any part of the Annual Membership Fee or any other fees.

12. RESIGNATION

Membership will only cease when the Club Secretary has received written notice from such members.

13. DISSOLUTION OF THE CLUB

As specified in Bowls England Rules "Section 7"

14. ALTERATIONS TO THE CONSTITUTION AND RULES

No alterations to the Constitution and Rules may be made except at an Annual

General Meeting or at an Extraordinary General Meeting called for that purpose

15. BYE LAWS

The General Management Committee is authorised to make Bye-Laws to regulate conduct or to restrict access. In the event of any matter arising as an emergency and not within the scope of this document then the General Management Committee are authorised to deal with the matter at their discretion.

16. THE CLUB CHAIRPERSON

The Club Chairperson will control all meetings of The Club and the General Management Committee. He/She is to ensure that all meetings are conducted in accordance with the Standing Orders for meetings.

By virtue of this office, He/She will represent the Club at all Administrative or Legal Meetings with outside bodies and have authority to attend all meetings of Committees or Sub-Committees within the Club. He/She or a delegated deputy will be the official host for all visitors to the Club.

17. THE CLUB SECRETARY

The Honorary Club Secretary shall manage all the correspondence of the Club and call all meetings of the Governing Body and the General Management Committee. He/She shall keep an up to date inventory of the assets of the Club and liaise with the Club Treasurer to ensure insurance cover is adequate. He/She shall keep a list of all current members. All monies received by correspondence shall be recorded and passed to the Club Treasurer. He / She shall by virtue of this office have authority to attend all meetings of Committees or Sub-Committees within the Club. A non-voting Minutes Secretary shall be appointed by the General Management Committee.

18. THE CLUB TREASURER

There shall be one bank account for the whole club. The Club Treasurer shall record all financial transactions for the club. The financial year shall be from 1st August to 31st July in the following year. A Financial Report and Balance is to be submitted to the General Management Committee annually. An Audited Financial Report and Balance is to be submitted to the Annual General Meeting. All monies collected shall be passed to the Honorary Club Treasurer and deposited in the bank account existing for St. Ives Bowling Club. Cheques drawn for the Club will be signed by the Club Treasurer and either the Club Chairman or the Club Secretary. The Club Treasurer is to check and if necessary, initiate insurance for all Club and members activities and to include public liability and members liabilities.

19. CHILD WELFARE

The Club is committed to promoting a safe environment in which children and vulnerable adults can enjoy taking part in the game of bowls and any other such activities within The Club. It will seek to ensure this commitment by following and promoting the joint Child Protection Policy and Procedures as laid down by the National Governing Bodies. The Club will appoint a Junior Child Welfare Officer annually at The Clubs Annual General Meeting, the details of which will appear on the Club notice board. The Child Welfare Policy will be reviewed annually at The Clubs Annual General Meeting.

20. SUGGESTIONS AND COMPLAINTS

Any complaints or suggestions must be made in writing to the Club Secretary who shall lay same before the next General Management Committee meeting.

21. CAPITAL EXPENDITURE

All capital expenditure shall be authorised by the General Management Committee

22. AUDITED ACCOUNTS

An auditor shall be appointed at the Clubs AGM.

23. SMOKING

Smoking will not be allowed at any time within the confines of the club buildings or on the green.

BYE LAWS

RULES FOR GAMES.

1. The Laws of the game shall be those adopted by Bowls England & The English Short Mat Bowling Association. The code of rules posted in the clubhouse shall be the sole guide in all cases of dispute.
2. All competitions and heats shall be played within the time specified. Any competitor not attending within fifteen minutes of the time arranged shall be disqualified.
3. Inter Club matches and heats shall take precedence over ordinary games.
4. During rollups members shall have the right to enter any incomplete rink on request.
5. Members must vacate a rink at the conclusion of a game if other members are waiting to play and no other rink is available.
6. Players, after delivering their bowls, shall exercise care when walking to the jack so as to avoid disturbing play on their own and neighbouring rinks.

RULES OF THE GREEN.

1. An elected House and Grounds Sub-Committee shall have the power to prohibit play if in their opinion the ground is unfit.
 2. Bowls dress and footwear will conform to current Bowls England and England Short Mat Bowling Association rules.
 3. Bowls and jacks must be delivered carefully on the green and not dropped to cause damage to the green.
- No dogs are allowed in Club buildings or on the green.

REGULATIONS

1. In the event of any matter arising not within the scope of these byelaws the Management Committee shall have the power to deal with this matter at their discretion.

SECTIONAL RULES NOT COVERED BY THE CONSTITUTION AND RULES OF ST. IVES BOWLING CLUB

MEN'S SECTION

1. AFFILIATION

The section shall be affiliated to Bowls England, Bowls Cornwall and Group 1 and shall pay the fee set by those bodies.

2. COMMITTEE

The Section shall be managed by a Committee comprised of the Chairman, Secretary, Captain of the A team, Captain of the B and WCL team. The Captain of the "A" team will be the overall Captain of the Section. Three members may form a quorum.

3. GENERAL MEETINGS

A General meeting of the section will be held annually at least 10 days prior to the AGM of St. Ives Bowling Club. The presentation of the annual reports, election of Committee and Sub-Committee members will take place at this meeting. Proposals for this meeting. must be delivered to the Section Hon. Secretary 14 days before the date of the meeting and must be signed by a proposer and seconder. The Hon. Secretary shall prepare an Agenda and this must be published on the club notice board 10 days before the meeting. No other business may be raised at the meeting. A third of the affiliated members will form a quorum.

4. EXTRAORDINARY GENERAL MEETINGS

Extraordinary General Meetings of the section may be called as allowed in rule 6 of the Constitution of St. Ives Bowling Club.

5. STANDARD OF DRESS

The standard of dress will be as published on the Club Notice Board and this will be strictly followed. Formal matches will be in regulation dress but in general dress will be grey trousers, club shirts and club sweaters.

6. SELECTION COMMITTEE

The Selection Committee shall consist of the "A" Team Captain (who shall chair the meeting) Vice Captain "A" Team, Captain "B" Team Captain West Cornwall League Team and two members elected from the floor. Teams for friendly games shall be chosen equitably from members expressing a wish to play on a list displayed on the club notice board. The Selection Committee shall choose the registered players as required by Bowls Cornwall.

7. THE CHAIRMAN

The Chairman will control all meetings of the section. He is to ensure that all meetings are conducted in accordance with standing Orders for meetings

8. THE SECRETARY

The Secretary shall take minutes of all meetings and manage all correspondence of

the section and call meetings as required. By virtue of his office he will represent the Section at all meetings of bodies to which the section is affiliated and where this is not a function of the Management Committee of the parent Club, also with other outside organisations or individuals.

9. DOMESTIC AND CLEANING DUTIES

It is the condition of the club that all members must take their fair share of the domestic and cleaning duties.

LADIES SECTION

1. COMMITTEE

The Officers and Committee Members shall be elected at an General Meeting of the section held at least ten days prior to the Annual General Meeting of St. Ives Bowling Club. Annual Reports will be submitted at this meeting. Candidates for any position must be proposed and seconded and accept the nomination before being submitted for election. Retiring Officers and Committee Members are eligible for re-election. The Officers of the section shall consist of the Chairperson, Secretary and Captain. These together with 2 members for selection shall form the committee and will have powers to co-opt members to sub-committees.

2. SELECTION COMMITTEE

The Selection Committee shall consist of the Chairperson, Captain, Vice-Captain, Secretary and two members from the floor.

3. EXTRAORDINARY GENERAL MEETINGS

Extraordinary General Meetings of the section may be called as allowed in rule 6 of the Rules Constitution of St. Ives Bowling Club.

4. CHAIRPERSON & SECRETARY

In accordance with the Rules & Constitution, Rules 16 & 17

5. GAMES AND DRESS

All in accordance with the Rules of Bowls England and Bowls Cornwall. Date, Rippon and Fours Challenge Shield, Club Shirts and White Skirts/Trousers will be worn. Club Competitions (apart from singles when Club Shirts with Grey Skirts/Trousers will be worn for all games apart from the final when Club Shirts and White Skirts/Trousers will be worn. Tournaments, Club Shirts and White Skirts/Trousers will be worn. Club Competitions, Bowls England rules will apply. For Mixed games, Club Shirts and white Skirts/Trousers will be worn.

SHORT MAT SECTION

1. AFFILIATION

The Section shall be affiliated to the County Short Mat Bowling Association and to The West Area Short Mat Bowls and shall pay the fees set by these bodies

2. COMMITTEE

The section shall be managed by a Committee comprised of Chairman, Secretary, Captain, and two members elected from the floor at the Annual General Meeting of the Short Mat Section. Three members shall form a quorum.

3. GENERAL MEETINGS

A General Meeting of the Section will be held annually, normally in the month of April. The presentation of the annual reports, report of accounts and election of committee and sub-committee members will take place at this meeting.

Proposals for this meeting must be delivered to the Section Secretary 14 days before the date of the meeting and must be signed by a proposer and seconder. The Secretary shall prepare an agenda and this must be published on the club notice board 10 days before the meeting. No other business may be raised at the meeting. One third of the membership shall form a quorum.

4. EXTRAORDINARY SECTION GENERAL MEETINGS

Extraordinary General Meetings of the Section may be called as allowed in Rule 6 of the St. Ives Bowling Club Constitution.

5. STANDARD OF DRESS

The required standard of dress will be as published on the club notice board and this must be strictly followed.

6. SELECTION COMMITTEE

The Selection Committee shall comprise of the Captain, Vice-Captain and five members elected from the floor. In the event of the Captain not being available to attend meetings, the Vice Captain will take the chair. Any team once selected that does not have a player on the committee shall elect a squad member of that team to attend all subsequent Selection Committee Meetings. Teams for friendly games shall be chosen equitably from members expressing a wish to play on a list displayed on the club notice board.

7. THE CHAIRPERSON

The Chairman shall control all meetings of the Section in accordance with Rule 16 of St. Ives Bowling Club Constitution. He/She is to ensure that all meetings are conducted in accordance with the standing orders for meetings published by the C.C.S.M.B.A.

8. THE SECRETARY

The Section Secretary/Minutes Secretary shall take minutes of all meetings, shall manage all the correspondence of the section and call meetings as required. He/She shall keep a list of all current members. By virtue of this office He/She will represent the section at all meetings of bodies to which it is affiliated and where this is not a function of the Management Committee of the parent Club, also with other

outside organisations or individuals. Where a second delegate is required this shall be the Captain.

9. SECTION CLEANING DUTIES

It is a condition of membership of the Section that all members must take their fair share of domestic and cleaning duties.