EWHURST SHORT MAT BOWLS CLUB

CONSTITUTION AND RULES

1. Name

The name of the club shall be- "Ewhurst Short Mat Bowls Club".

2. Objects

The purpose of the Club is to promote the amateur sport of Short Mat Bowls in Ewhurst and the surrounding district, and community participation in the same.

3.Safeguarding

The Club shall adopt and follow the Safeguarding policy and Guidelines, as approved by Bowls England, which can be viewed via the link https://www.bowlsengland.com/safeguarding/, and on the notice board at the Clubhouse.

Members shall be deemed to have agreed to be bound by UK Anti-Doping (UKAD) Rules.

4. Membership

Membership of the Club shall be open to all persons in the community wishing to play short mat bowls, without discrimination on the grounds of age, sex, ethnicity, nationality, sexual orientation, religion or other beliefs, or disability, except as a necessary consequence of the requirements of the sport.

The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.

Applications for Full, Social or Junior membership shall be made on the approved form, obtainable from the Club Secretary. Applicants must be proposed and seconded by two Full or Honorary members, each of at least one year's standing, before being considered by the Committee.

The Club Committee shall approve all applications by a simple majority: in the event of an application being rejected, the proposer and seconder may submit the application to an AGM/EGM of members as a Special Resolution. However, the Committee may still refuse membership, or remove it, given good cause, such as conduct or character likely to bring the sport into disrepute, or to impair the enjoyment of Club members.

On election to the Club, and on payment of the Joining Fee, together with the Annual Subscription, the new Member may use the facilities of the Club after two full days have elapsed from election by the Committee. Any new members shall be subject to six months trial period.

The Club shall have a minimum of 25 members.

5. Full Membership

A Full Member shall enjoy all the privileges and facilities available to members within the rules of the club.

6. **Social Membership**

This category is for non-playing members, e.g. spouses and friends of playing members, who may enjoy all of the privileges and facilities of the Club other than playing bowls and voting at a General Meeting.

7. Honorary Life Membership
This may be awarded to individuals, members or non-members, at a General Meeting of Full Members, for special meritorious service to the Club. No subscription shall be required. Honorary Life Members shall enjoy the same privileges as Full Members.

8. Junior Membership
The Committee may approve a lower level of Annual Subscription for Junior membership, and may waive the joining fee for such Junior Members, whilst they qualify to remain as Junior Members. Junior Members must be under 16 years of age, or continuing to receive full time education up to 21 years of age.

9. Guests
Any member shall be entitled to introduce Guests to the Club, provided that no person, whose application has been declined, or who has been expelled from the Club, shall be introduced as a Guest. Each Guest shall pay a 'Green Fee' per session as determined by the Committee, and the number of times that each Guest can play is limited to five visits per year.

10. Committee
The Committee of the Club shall comprise a Chair, Secretary, Treasurer, Match Secretary, and two other Members, The quorum for the Club Committee shall be four. The Committee shall resign at each AGM, but can be eligible to offer themselves for re-election.

11. Management
The management of the Club shall be the responsibility of the Committee. The Committee shall have the power at any time, to co-opt any individuals who can fill a vacancy or offer expert advice on a given subject.

12. Subscription and joining fees
The Annual Subscription, Joining fee, and Green fee shall be decided upon by the Committee prior to the AGM, and advised to Members at the AGM. Annual Subscriptions become due on the first of September for the following season. Members who fail to pay their Annual Subs within two weeks of the start of the season may be suspended or expelled from membership, by resolution of the Committee.

13. Accounts

The Accounts of the Club, for the Financial Year to 30th April, shall be presented by the Treasurer to the Members at the AGM, for their approval. The Accounts must be examined, prior to the presentation at the AGM, by a person appointed to do so by the Members at the preceding AGM.

14. Meetings

An Annual General Meeting (AGM) of Members shall be held each year, within 60 days of the end of the financial year (30th April). 21 days' notice must be given to all Members by the Secretary, and the Notice of the Meeting must include an Agenda, and relevant details of all business to be transacted at the meeting. The Club Committee, consisting of Chair, Secretary, Treasurer, and Match Secretary and two other Members, shall be elected

at this meeting, and notice shall be given to the Secretary, of the names of members, duly proposed and seconded, prior consent having been obtained, who wish to stand for election. (A 'Nominations for Election' list will be posted on the notice board, at least 21 days before the AGM). The nomination list will be removed ten days before the AGM. In the event of no prior nomination for a vacant position, the Committee will fill the vacancy by co-option at the first meeting held after the AGM.

If present incumbents are standing for re-election, this must be stated, but they do not need to be proposed and seconded.

The business to be transacted at the AGM may comprise all, or some of the following;-

Chair's comments

Minutes of the previous AGM and any EGMs held since

Secretary's Report

Presentation and adoption of Accounts

Proposed Annual Subscription/Joining Fee

Match Secretary's Report

Election of Examiner

Election of Officers and Committee

Any other business which has been given to the Secretary, in writing, by the end of the Financial Year (30th April), and which has been advised to Members with the Notice of the Meeting, has to be submitted up to twenty one days before the AGM.

The date for the next AGM will be decided at the January/February committee meeting.

15. Extraordinary General Meeting (EGM

Definition of the above

This only to be called for seriously extraordinary matters that cannot wait for an AGM, impact the future of the Club, or cannot be discussed at Committee level.

An Extraordinary General Meeting (EGM) of Members may be called, at any time, by the Committee, or by 10 Members who have given notice in writing to the Secretary together with brief details of the business to be discussed, and precise details of any resolutions to be put to Members. The Secretary shall issue a Notice of Meeting to all Members, at least 14 days before the date of the Meeting. The notice shall specify brief details of the business to be discussed, and precise details of any resolutions to be put to Members.

The names of those Members responsible for calling the meeting, and a maximum half-page (A4) statement from them, and a similar statement, if any, of comments from the Committee shall also be included.
No proxy or postal voting will be permitted.

16. Discipline
The Club shall adopt and follow the procedures set out in Bowls England Regulation 9 when dealing with any disciplinary/misconduct issues. The procedures can be found via the link www.bowlsengland.com/wp-content/uploads/2022/01/Regulation-9.pdf, and on the notice board at the club.

17. Permitted Hours
Subject to the provisions of the Licensing Act 2003, or any statutory modification or re-enactment thereof, intoxicating liquor shall be supplied only during such hours as shall be authorised by the Committee. Until the Committee otherwise resolve, the hours shall be, Monday to Saturday, from 10.30 to 23.00 hours, and on Sunday from 12.00 to 22.30 hours. No sale of intoxicating liquor shall take place on Christmas Day.
Alcohol is supplied to members by and on behalf of the Club. The purchase of alcohol for the Club is under the direct control of the Committee of the Club.

18. Sales of intoxicating liquor to strangers
There may be admitted to the Club's registered premises persons other than members or their guests, and intoxicating liquor may be sold to such persons by, or on behalf of the Club, for consumption on the premises, and not elsewhere, at a function or meeting authorised by the Committee to be held there during permitted hours, or an extension thereof. Functions shall be limited to 12 per year.

19. Commission
No person shall, at any time, be permitted to receive, at the expense of the Club, any Commission, percentage or similar payment, on or with reference to the purchases of intoxicating liquor by the Club; nor shall any person, directly or indirectly, derive any pecuniary benefit from the supply of intoxicating liquor by, or on behalf of the Club to Members or guests, apart from any benefit accruing to the Club as a whole, and apart also from any benefit which a person derives indirectly by reason of the supply giving rise to a general gain from the carrying on of the Club.

20. Trustees of the Ewhurst Bowling Centre
Two trustees shall be appointed by resolution of the members of the Ewhurst Short Mat Bowls Club in AGM/EGM and shall hold office for a term of four (4) years, unless superseded by death, resignation, or removal from office by members at an AGM/EGM. If, at the end of this term, they wish to seek re-election, this shall be carried out in the same way as other election of officers at the AGM.
The trustees shall have the lease of the Ewhurst Bowling Centre vested in them, jointly with the two trustees appointed by the Ewhurst Bowling Club, and shall deal with the lease as they deem necessary. In the event that less than two trustees represent the Ewhurst Short Mat Bowls Club, the position will be filled in an ex-officio capacity be an

Officer(s) of the Ewhurst Short Mat Bowls Club committee until such time as new trustee(s) can be elected.
Trustees must be members of the Ewhurst Short Mat Bowls Club and be registered with the Surrey Short Mat Bowls Association, as Ewhurst Short Mat Bowls Club members.
In the event that no member(s) are willing to stand as trustees, a member of the committee shall be co-opted to stand as a trustee.

21. Legal Indemnity
The Trustees and Committee Members shall not be liable (other than as members) for any loss suffered by the Club as a result of the discharge of their respective duties on its behalf, except such loss as arises from their respective willful default, and they shall be entitled to an indemnity out of the assets of the Club for all expenses and other liabilities incurred by them in the discharge of their respective duties.

22. Property and Funds
The Club is strictly of a non-profit making nature, with any surplus income or gains re-invested by the Club. No distribution of cash or assets may be made to Members or third parties. Donations may be made to registered charities or to other Bowling Clubs which are registered as Community Amateur Sports Clubs (CASCs).
The Club may provide sporting and related social activities, club sporting equipment, coaching, courses, insurance cover, match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.

23. Dissolution
Members may vote to wind-up the Club if a minimum of three-quarters of those present and voting, support that proposal at a properly convened AGM/EGM. The Committee shall then be responsible for the orderly dissolution of the Club's affairs.
After settling all liabilities of the Club, the Committee shall dispose of the net assets remaining, to another Short Mat Bowls Club (which is registered as CASC), or to a registered charity, or to the Surrey Short Mat Bowls Association (or their successors), as determined by a simple majority of the Members present at the Meeting.
As Landlords of the premises, Ewhurst Parish Council shall be offered such equipment as they may wish to purchase. The proceeds will form part of the disposals referred to above.

24. Health and Safety Policy.
Provide and maintain a safe clubhouse and a safe environment for it's members, including volunteers working for the Club and it's guests.
Ensure hazards and risks are identified and that there are regular and recorded risk assessments.
Ensure the Club takes appropriate preventative and protective measures.
Promote awareness of Health and Safety encouraging best practice to all members.
Ensure the policy is reviewed annually and monitored for effectiveness.
As a Club member you have a duty to:
Use all equipment provided by the Club correctly and safely.

Not lift beyond your capacity and assistance should be sought when lifting, moving heavy furniture or other equipment.

25. Changes to the Constitution

Any amendments to, additions to, or deletions from, this Constitution and Rules of the Ewhurst Short Mat Bowls Club may be made only by duly notified resolution submitted to, and approved by, a majority of Members voting in AGM/EGM. The Committee may, from time to time, make and issue By-Laws for the good management and running of the Club. No addition or alteration shall be made (if relevant) which jeopardises the Club's status as a Community Amateur Sports Club as first provided for by the Finance Act of 2002.

26. Priority

For the purposes of this Rule, Rules 2, 3, 20, 21 and 23 are 'Key Rules' and, where there is any conflict between any of these Key Rules and any other Rule or Rules, the Key Rules will take priority.

Interpretation of all the Rules must be consistent with the statutory requirements for CASCs (which means Community Amateur Sports Clubs as first provided for by the Finance Act of 2002)

Change notes

1. Constitution amended to reflect CASC aims, and passed unanimously by Members at Extraordinary General Meeting of Ewhurst Short Mat Bowls Club on 22 April 2004

2. Transcribed in August 2010 by Peter Sheather from a copy held by Jack Low.

3. End of financial year changed in two places from June 30 to April 30 at AGM Sept 2010

4. Various small changes relating to types and conditions of membership and critical dates. Approved at AGM June 2012

5. Change to wording of Clause 18 Trustees, agree at AGM Thursday 6 June 2013

6. Change to documents relating to points 3 and 16 ‘will be on the club notice board’. Inclusion in section 11 re filling vacancies. Changes to section 14 re timings for meetings. 15. Conditions for calling an EGM. Changing ‘General Meeting’ for AGM/EGM for clarity. 1st October 2024

7. Safeguarding additions in Clause 3 (EGM on 19th Dec. 2025)

8. Additions to Clause 4 (EGM on 19th Dec. 2025)

9. Additions to Clause 17 (EGM on 19th Dec. 2025)

10. Changes to Clause 20 (EGM on 19th Dec. 2025)

.

Change notes:-

1 Constitution amended to reflect CASC aims, and passed unanimously by Members at Extraordinary General Meeting of Ewhurst Short Mat Bowls Club on 22 April , 2004

2 Transcribed in August 2010 by Peter Sheather from a copy held by Jack Low

3 End of financial year changed in two places from June 30 to April 30 at AGM Sept 2010.