

CHIPPING NORTON BOWLS CLUB

Affiliated to:

Bowls England
Oxfordshire Bowling Association,
Bowls Oxfordshire Ladies Bowling Association
English Indoor Bowling Association
Oxfordshire Indoor Bowling Association,
Oxfordshire Women's Indoor Bowling Association



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Registered CASC No 01991

President: Mrs Roberta Jarvie

An Inspired Facility



CONSTITUTION AND RULES OF CHIPPING NORTON BOWLS CLUB

Registered CASC No 01991

1. **NAME** Chipping Norton Bowls Club
2. **OBJECTIVES**
 - a. To promote both the Indoor and Outdoor game of flat green bowls in the Chipping Norton area and provide ancillary social facilities.
 - b. To adopt and enforce the laws of the game as laid down for the time being by the appropriate bodies.
 - c. To hold championships, competitions, play leagues, representative matches and other games as deemed desirable.
 - d. To provide opportunities for Bowls, social recreation and refreshments for the benefit of the Members.
 - e. The Club shall be affiliated to such appropriate National and Local Bowls Organisations as are deemed necessary by the Management for the benefit of the Members
3. **MEMBERSHIP**
 - a. Membership of the Club is open to all members of the community without any discrimination on the grounds of ethnicity, nationality, sexual orientation, religious beliefs, gender, age or disability except as a necessary consequence of the requirement of the sport of Bowls.
 - b. Candidates for membership to either the Outdoor and/or Indoor Sections must be proposed and seconded by current members of the Club. The full name and address, age if under 18, and the name of the proposer and seconder must be notified in writing to the appropriate Outdoor or Indoor Section Membership Secretary, who will ensure these particulars are exhibited in the club premises for at least seven (7) days prior to consideration by the appropriate Committee. Such process being in place to ensure all candidates are afforded full and equal opportunity to access to membership. Candidates so approved for membership will be elected by the appropriate Section Committee.
 - c. Membership may only be refused (or removed) for good cause eg conduct or character being likely to bring the Club or the sport of Bowls into disrepute. Appeal against refusal or removal may be made to the appropriate Indoor or Outdoor Section Committee.
 - d. Any person may be proposed as an Honorary Member at a Club Annual General Meeting.

- e. The Club may accept Social and Junior Members who will be considered in the same way as a full playing Member. When a Social or Junior Member wishes to become a full Playing Member, they must pay, at the discretion of the respective Committee, either a full joining fee applicable at the time, or part thereof.
- f. The joining fee, the subscription fee for Playing Members, the subscription for Juniors (defined as persons of no more than 16 years of age and those in full time education up to the age of 21) and subscriptions for Social Members shall be decided by the Management Committee in accordance with Annual General Meetings Resolutions.
- g. Subscriptions shall be paid by the commencement of each season. Members not having paid subscriptions within a period decreed by the Management Committee may be deemed non-Members.

4 TRUSTEES

- a. Trustees of the Club shall be the current Club President, Club Secretary and Club Treasurer acting on behalf of the Club Management Committee.
- b. In the event that all 3 principal officers are not elected at the AGM, a temporary trustee may be elected by members present subject to a nomination, seconder, acceptance by the contender(s) and a majority approval. Trustees so elected will be a member of the Management Committee for the year in question.
- c. If at any time, due to illness or unforeseen circumstances, only 1 trustee is available the Management Committee shall have the power to appoint a temporary Trustee in order to carry out the business of the club.
- d. The property of the Club shall be vested in the Trustees who may deal with the said property as directed by resolution of the Management Committee.

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5. CLUB MANAGEMENT

The management of the Club shall be the responsibility of Committees and Officers all serving in a voluntary capacity and constituted as follows:

- a. The Management Committee: responsible for the control of the expenditure and overall management decisions. The membership of the Committee shall be the ~~Club~~ President, Vice President, ~~Club~~ Secretary, ~~Club~~ Treasurer, Assistant ~~Club~~ Secretary, Deputy ~~Club~~ Treasurer (all to be elected by the members at the Annual General Meeting of the Club), the Chairman of both the Indoor and Outdoor Committees, and the Greenkeeper.
- b. The Indoor Section Committee; responsible for the control of all indoor functions and routine expenditure up to an amount agreed by the Management Committee. This Committee shall comprise a Chairman, Secretary, Fixtures Secretary, Competition Secretary, Membership Secretary, League Secretary, Indoor Captain and Vice Captain, Ladies Captain and Vice Captain, O.I.B.A. delegate, O.W.I.B.A. delegate and three Committee Members elected on a staggered three year cycle. All to be elected by the Indoor Section Annual Meeting.
- c. The Outdoor Section Committee; responsible for the control of all outdoor functions and routine expenditure up to an amount agreed by the Management Committee. This Committee shall comprise the Chairman, Secretary, Fixtures Secretary, Competitions Secretary, Membership Secretary, Outdoor Captain and Vice Captain, Outdoor Ladies Captain and Vice Captain, O.B.A. delegate, O.W.B.A. delegate and three Committee members elected on a staggered three year cycle. All to be elected by the Outdoor Section Annual Meeting.
- d. Junior Sections may be established within both Indoor and Outdoor Sections.
- e. A Bar Manager will be appointed by the Management Committee, who will be the licensee with the legal responsibilities set out within the license requirements. In addition, the Bar Manager will:
 - (i) Be responsible for the ordering or purchasing of stock for future sale.
 - (ii) Be responsible for setting the sale prices for stock, in consultation with the Treasurer.
 - (iii) Be responsible for selecting and training competent and trust-worthy persons to be voluntary bar staff, who will be authorised to gain access to the bar for selling products.
 - (iv) Be responsible for the security of stock and monies collected from sales until this is passed to the Treasurer.
- f. The Club President shall be a playing Member of both Indoor and Outdoor Sections or honorary member of the Club.
- g. The Chairman of the Management Committee shall be appointed by the Committee annually.
- h. Committees have the power to:

- (i) To co-opt any Member to perform a special duty or to fill vacancies during the year.
and
- (ii) To appoint Sub-Committees, which may themselves co-opt for special purposes.

i The Trustees, Officers and Management will be indemnified by the Club against any liability or action that may result from their taking legitimate decisions and actions on behalf of the Club.

j **National Emergency situations:**

In times of a national emergency, the normal situation can change very quickly and good communication and decision making is essential. In such situations a temporary management committee will have full authority to manage the clubs affairs with similar arrangements for outdoor and indoor sections. The Emergency committees will consist of six members who have telephone, text and email facilities.

The Management Committee will normally be the Chairman, Secretary, Treasurer, Outdoor Chairman, Indoor Chairman and one other person, dependant on the issues that need to be addressed.

The Emergency Outdoor committee will normally consist of the Outdoor Chairman, Secretary, Fixtures Secretary, Greenkeeper, Membership Secretary and one other person, dependant on the issues that need to be addressed.

The Emergency Indoor committee will normally consist of the Indoor Chairman, Secretary, League Secretary, Fixtures Secretary, Membership Secretary and one other person, dependant on the issues that need to be addressed.

All decisions and the thought process behind the decisions will be documented through this period for each of the emergency committees and made available to absent committee members and at the Annual General Meeting.

Other committee members should receive communications and be able to comment, raise proposals or ask questions throughout this period, albeit through other mediums and not by face to face contact. Opportunities to use virtual means of communicating on serious matters should be considered (ie Zoom meetings).

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6. FINANCE

- a. The Management Committee shall be empowered to borrow such money as required for the benefit of the Club as directed by a Resolution of the members at an Annual General Meeting of the Club.
- b. The Club will operate as a Community Amateur Sports Club and as such is a non profit making establishment. Any financial surplus at the end of the financial year may only be used for the betterment or improvement of the Club. No form of dividend shall be made to members or any other persons.

7. GENERAL MEETINGS

- a. An Annual General meeting shall be held every calendar year during the month of January. At least twenty-one (21) days notice shall be given of the meeting.
- b. Twenty-one (21) days notice shall be given of any proposed Special General meeting of the Club.
- c. Amendments to the Club Constitution shall only be made at the Club Annual General Meeting or at a Club Special General Meeting. Notice of such changes shall be given to the Club Secretary at least ten (10) days before the meeting. Any amendments to the proposal must be in the possession of the Secretary at least seven (7) days before the meeting.
- d. Annual Meetings of the Indoor and Outdoor Sections of the Club shall be held every calendar year on the months of April and October respectively. At least fourteen (14) days notice shall be given. Fourteen (14) days notice shall be given of any proposed Special Section Meetings.
- e. A Quorum for all Club General Meetings and Indoor Section Annual Meetings shall be fifteen (15) members. A Quorum for the Outdoor Section Meeting shall be ten (10) members.

8. VOTING

- a. Social and Junior Members shall not be entitled to vote on any Club matters.
- b. Items of business at Club General Meetings shall be voted on only by Club Members holding current membership.

9 SPECIAL MEETINGS

Special Meetings of the Club or of the Club Sections may be called by a minimum of ten (10) named Members who shall submit a signed request to the Club Secretary or Section Secretary as appropriate. The request must state the matter to be discussed. Only the stated business may be discussed at a Special Meeting.

10 DISCIPLINARY PROCEDURE

The code of conduct as introduced by the English Indoor Bowling Association shall be adopted by the Club and relates to events under their direct control. The Club reserves the right to conduct a full inquiry into all incidents and to take whatever action is deemed appropriate in the circumstances.

a. Disciplinary Action

Disciplinary action may be taken against any Member(s) for any breach of the rules of the Club, or for conduct likely to bring the Club into disrepute and, if proven, action taken could include a verbal or written warning, temporary suspension from the Club or expulsion.

b. Method of Reporting

All complaints relating to this code of conduct shall be reported in writing to the appropriate Section Secretary of the Club within seven (7) days of the alleged incident.

c. Initial Enquiry

The initial enquiry will be held by the Section Secretary and Chairman (or other delegated Representatives) if they are not able to resolve the matter directly with the Member(s) involved OR if in their opinion the matter is of such a serious nature that they deem it possible that disciplinary action may be taken against the Member(s). In which circumstances they will then, by consultation, determine the next course of action and may request that an investigation be carried out by a person or persons selected by the President of the Club. At the conclusion of the investigation and if in the opinion of the person(s) carrying out the investigation, there is a case to answer, a Disciplinary Panel of three (3) Management Committee Members selected by the President of the Club, may be formed to hear the complaint. The Member(s) involved and the person(s) carrying out the investigation may be required to attend. At the Hearing the Member(s) concerned in the enquiry have the right to be represented.

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d. The Hearing

At the Hearing the allegations should be reiterated to the alleged offender(s) who shall have the right to ask and answer whatever questions are deemed to be relevant. The total proceedings of the Hearing will be recorded. Both sides may call witnesses.

e. The Decision

The decision of the Disciplinary Hearing will be communicated to the Member(s) involved, in writing within a period of forty-eight (48) hours. If found innocent the communication will simply state this finding. If found guilty it will give the following details:

1. Details of the offence which the Member(s) has/have been found guilty
2. Details of the decision of the Hearing and the action to be taken.
3. An explanation of the offenders right to appeal against the findings and/or the penalty.
4. An explanation of the appeal procedure.

Appeal Procedure

Any appeal against a disciplinary decision must be notified, in writing, to the appropriate Section Secretary within seven (7) days of the disciplinary decision being received. Such an appeal should contain any new evidence not previously heard. Only such evidence or submission shall be permitted at the Appeal Hearing. The decision of this Appeal Hearing shall be final. The composition of the Appeal Hearing shall be any three (3) Officers of the Club who have not had any involvement in the previous stages of the Enquiry, investigation or Hearing.

11 CLUB REGISTRATION

The Club may hold a Registration Certificate under the terms of the Licensing Act 1964 as amended from time to time and the following rules shall apply to the Club as so registered:-

- a. The purchase and supply of intoxicating liquor within the Club shall be the responsibility of the Bar Manager as constituted in paragraph 5(e) of the Constitution.
- b. The permitted hours for the supply of intoxicating liquor shall be within locally approved licensing hours.
- c. Intoxicating liquor may be supplied to Club Members for consumption on or off the Club premises and may be supplied on the premises only to persons who are not Members of the Club but who are visiting for purposes of partaking in games, social functions and similar activities with the approval of the Management Committee.
- d. No alcoholic liquor may be supplied to any person below the age of eighteen years.

- e. Any Member of the Club is restricted to a maximum of three guests at any time.

12 COMPETITIONS

Any member who is also a member of another Club affiliated to Oxfordshire Bowling Association and who has not entered any National Competitions from Chipping Norton Bowls Club, will NOT be allowed to enter the Chipping Norton Men's or Ladies Singles Competition. Should they have entered a National Championship from Chipping Norton Bowls Club, they may enter the Club Singles on the clear understanding that they could only represent Chipping Norton Bowls Club at the Oxfordshire Bowling Association Champion of Champions Cup.

13 GENERAL

- a. Members names and addresses shall be maintained, and retained on the premises.
- b. The names and addresses of all Guests, and the names of the members signing them in shall be entered into a book kept on the premises and maintained for that purpose.

14 WINDING UP OF THE CLUB

- a. The members may vote to wind up the Club, if not less than three quarters of those present and voting, support that proposal at a properly convened general meeting.
- b. The Management Committee will then be responsible for the orderly winding up of the club's affairs.
- c. After selling all liabilities of the Club, the Committee shall dispose of the net assets remaining to one or more of the following:
 - 1. to another Club with similar sports purposes which is a charity and/or
 - 2. to another Club with similar sports purposes which is a registered CASC and/or
 - 3. to the Club's national governing body for use by them for related community sports.

As amended by members at the Club AGM held on 13th January 2022