

**CONSTITUTION
OF THE
Abingdon Bowling Club
(Charity No 1108092)**

Approved 2010

CLAUSE	SUBJECT
1	NAME
2	ADMINISTRATION
3	OBJECTS
4	POWERS
5	MEMBERSHIP
6	HONORARY OFFICERS
7	EXECUTIVE COMMITTEE
8	VACANCIES IN COMMITTEE
9	SUB- COMMITTEES
10	CHAIRPERSON
11	HONORARY SECRETARY
12	HONORARY TREASURER
13	DETERMINATION OF MEMBERSHIP OF EXECUTIVE COMMITTEE
14	EXECUTIVE COMMITTEE MEMBERS NOT TO BE PERSONALLY INTERESTED
15	MEETINGS AND PROCEEDINGS OF THE EXECUTIVE COMMITTEE
16	GENERAL EXPENDITURE
17	ANNUAL AND GENERAL MEETINGS
18	SPECIAL GENERAL MEETINGS
19	PROCEDURE AT GENERAL MEETINGS
20	RECEIPTS AND EXPENDITURE
21	PROPERTY
22	ACCOUNTS
23	ANNUAL REPORT
24	ANNUAL RETURN
25	NOTICES
26	ALTERATIONS TO THE CONSTITUTION
27	DISSOLUTION
28	CLUB COLOURS
29	SUBSCRIPTIONS
30	VISITORS
31	PERMITTED HOURS FOR THE SALE OF INTOXICATING LIQUOR
32	OFF SALES OF INTOXICATING LIQUORS
33	PERSONS UNDER THE AGE OF EIGHTEEN
34	INSURANCE
35	COPY OF THE RULES
36	THE BOWLING GREEN
37	THE GREENKEEPER
38	EQUIPMENT
39	CLUBHOUSE RULES
40	ENTERTAINMENT, MUSIC AND RADIOS

SUBJECT	CLAUSE
ACCOUNTS	22
ADMINISTRATION	2
ALTERATIONS TO THE CONSTITUTION	26
ANNUAL AND GENERAL MEETINGS	17
ANNUAL REPORT	23
ANNUAL RETURN	24
CHAIRPERSON	10
CLUB COLOURS	28
CLUBHOUSE RULES	39
COPY OF THE RULES	35
DETERMINATION OF MEMBERSHIP OF EXECUTIVE COMMITTEE	13
DISSOLUTION	27
ENTERTAINMENT, MUSIC AND RADIOS	40
EQUIPMENT	38
EXECUTIVE COMMITTEE	7
EXECUTIVE COMMITTEE MEMBERS NOT TO BE PERSONALLY INTERESTED	14
GENERAL EXPENDITURE	16
HONORARY OFFICERS	6
HONORARY SECRETARY	11
HONORARY TREASURER	12
INSURANCE	34
MEETINGS AND PROCEEDINGS OF THE EXECUTIVE COMMITTEE	15
MEMBERSHIP	5
NAME	1
NOTICES	25
OBJECTS	3
OFF SALES OF INTOXICATING LIQUORS	32
PERMITTED HOURS FOR THE SALE OF INTOXICATING LIQUOR	31
PERSONS UNDER THE AGE OF EIGHTEEN	33
POWERS	4
PROCEDURE AT GENERAL MEETINGS	19
PROPERTY	21
RECEIPTS AND EXPENDITURE	20
SPECIAL GENERAL MEETINGS	18
SUB- COMMITTEES	9
SUBSCRIPTIONS	29
THE BOWLING GREEN	36
THE GREENKEEPER	37
VACANCIES IN COMMITTEE	8
VISITORS	30

| Approved and Issued 2010.

1 NAME

The name of the Association is Abingdon Bowling Club ("the Charity") and the place of meeting shall be the Bowling Green, Albert Park, Abingdon.

2. ADMINISTRATION

The Trustees are the Executive Committee. Subject to the matters set out below the Charity and its property shall be administered and managed in accordance with this constitution by the members of the Executive Committee, constituted by clause seven of this constitution ("the Executive Committee"). The organisation of the playing of bowls under the rules of Bowls England shall be the responsibility of the playing committee(s) as elected by the members at their Annual General Meeting(s). Arbitration in cases where there is dispute between members shall be the responsibility of the Executive Committee.

3. OBJECTS.

The Charity's object is:-

The promotion of community participation in healthy recreation, in particular by the provision of facilities for playing bowls.

4. POWERS

In furtherance of the objects but not otherwise the Executive Committee may exercise the following powers:

- (i) power to raise funds and to invite and receive contributions provided that in raising funds the Executive Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;
- (ii) power to buy, take on lease or in exchange any property necessary for the achievement of the objects and to maintain and equip it for use;
- (iii) power subject to any consents required by law to sell, lease or dispose of all or any part of the property of the Charity;
- (iv) power subject to any consents required by law to borrow money and to charge all or any part of the property of the Charity with repayment of the money so borrowed;
- (v) power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them;
- (vi) power to establish or support any charitable trusts, associations or institutions formed for all or any of the objects;
- (vii) power to appoint and constitute such advisory committees as the Executive Committee may think fit;

(viii) Abingdon Bowling Club is committed to promoting a safe environment in which children and vulnerable adults can enjoy taking part in games by bowls. It will seek to underpin and ensure commitment by following and promoting the joint Child Protection Policy and procedures of the National Governing Bodies.

(ix) power to do all such other lawful things as are necessary for the achievement of the objects.

5 MEMBERSHIP

(a) Playing & Non Playing Membership of the Charity shall be open to any person interested in furthering the objects and who has paid the annual subscription.

(b) Members shall be elected by the Executive Committee.

The Executive Committee may only refuse an application for membership if, acting reasonably and properly, they consider it to be in the best interest of the club to refuse the application..

(c) Every member shall have one vote.

(d) Persons under the age of eighteen years will only be allowed on the Club premises under the supervision of two adult Club members who are approved by the Child Protection Officer.

(e) Facilities to be made available for youngsters showing an interest in the game to play a limited number of times, as a visitor on the green, and to be accompanied by two adult Club members who are approved by the Child Protection Officer.

(f) *Playing Members* will be entitled to full facilities of the Club and green. Junior membership will be available to anyone under 18 years of age and in full-time education. They will be liable to a reduced membership fee.

(g) *Non Playing Members* are not permitted to play in any competition, leagues or 'organised' sessions, but may play a limited number of Roll-ups and to be accompanied by an adult playing member, the latter being responsible for the payment of the appropriate 'Casual Bowling' fee to the Treasurer.

(h) *Visitors*. Every member shall have the privilege of introducing a visitor, except a person who has been expelled from or rejected as a member of the Club. The Committee shall have the right to refuse admission to such persons as they may deem necessary in the interests of the Club. Visitors are not allowed to bowl except in roll-ups for a maximum of six times as the guest of a Adult Playing member, the latter being responsible for the payment of the appropriate 'Casual Bowling' fee to the Treasurer.

(i) *Life Members*. A member, upon the recommendation of the Committee, may be elected a non-subscribing life member at an Annual General Meeting and shall have the same rights and privileges as other members The total number of life members at anyone time shall not exceed five.

(j) *List Of Members*. A complete list of names and addresses of all members must at all times be kept on the Club premises.

(k) *Termination of Membership.* The Executive Committee may by unanimous vote and for good reason terminate the membership of any individual: Provided that the individual concerned shall have the right to be heard by the Executive Committee, accompanied by a friend, before a final decision is made. The member shall have the right, however, of appeal to a General Meeting specially called for the purpose.

(l) *Handling Complaints.* Complaints shall be in writing to the Hon. Secretary of the Executive Committee. The Executive Committee shall take action at the earliest opportunity, depending on the severity of the complaint. All complaints shall be acknowledged in writing.

6 HONORARY OFFICERS

At the Annual General Meeting of the Charity the members shall elect from amongst themselves a Chairperson a Hon Secretary and a treasurer, who shall hold office from the conclusion of that meeting.

7 EXECUTIVE COMMITTEE

(a) the Executive Committee shall consist of not less than 11 members nor more than 15 members being:

(1) the honorary officers specified in Clause 6.

(2) not less than 8 and not more than 12 members elected at the Annual General Meeting who shall hold office from the conclusion of that meeting. The members will consist of the following:-

House and Social Manager

Bar Manager

Building Manager

Greenkeeper

President of the Men's Section or Deputy President

President of the Women's Section or Deputy President

Child Protection Officer

Two other members

(b) the Executive Committee may in addition appoint not more than 3 co-opted members but so that no-one may be appointed as a co-opted member if, as a result, more than one third of the members of the Executive Committee would be co-opted members. Each appointment of a co-opted member shall be made at a special meeting of the Executive Committee called under clause 15 and shall take effect from the end of that meeting unless the appointment is to fill a place which has not then been vacated in which case the appointment shall run from the date when the post becomes vacant.

(c) All the members of the Executive Committee shall retire from office together at the end of the Annual General Meeting next after the date on which they came into office but they may be re-elected or re-appointed.

(d) The proceedings of the Executive Committee shall not be invalidated by any vacancy among their number or by any failure to appoint or any defect in the appointment or qualification of a member.

(e) Nobody shall be appointed as a member of the Executive Committee who is aged under 18 or who would if appointed be disqualified under the provisions of the following clause.

(f) No person shall be entitled to act as a member of the Executive Committee whether on a first or on any subsequent entry into office until after signing in the minute book of the Executive Committee a declaration of acceptance and of willingness to act in the trusts of the Charity as a Trustee.

(g) Nominations for the Executive Committee shall be made in writing and sent to the Hon Secretary prior to the opening of the Annual General Meeting. The consent of the nominee must first be obtained.

(h) Serious incidents – such as fraud or a disqualified Trustee – shall be reported to the Charity Commission at the earliest opportunity.

8 VACANCIES IN EXECUTIVE COMMITTEE

The Executive Committee shall be empowered to fill vacancies which occur in their number during the year.

9 SUB-COMMITTEES

The Committee shall be empowered to appoint as they deem necessary such sub-committees for such purposes and with such powers the Executive Committee may determine. Membership of such sub-committees need not be restricted to membership of the Committee and shall not exceed four persons which shall include at least two members of the Executive Committee. All sub-committees shall report their proceedings promptly to the Committee.

The Chairperson may attend all sub-committee meeting and be entitled to a vote.

10. CHAIRPERSON

The Chairperson or nominated deputy shall preside at all Committee and General Meetings of the Club and will have an original and also a casting vote.

11 HONORARY SECRETARY

The Honorary Secretary shall convene all General and Special Meetings of the Club and meetings of the Executive Committee and shall attend all such meetings and take minutes of the proceedings, correspond with members and others on all matters connected with the Club excepting such as are under the control of the Honorary Treasurer.

12 HONORARY TREASURER

The Honorary Treasurer shall collect all subscriptions and other monies, pay all expenses sanctioned by the Executive Committee, submit statements of finance to the Executive Committee, prepare the annual Statement of Accounts and submit them for independent examination before the Annual General Meeting.

13 DETERMINATION OF MEMBERSHIP OF EXECUTIVE COMMITTEE

A member of the Executive Committee shall cease to hold office if he or she;

(a) is disqualified from acting as a member of the Executive Committee by virtue of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision);

(b) becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs

(c) is absent without the permission of the Executive Committee from all their meetings held within a period of six months and the Executive Committee resolve that his or her office be vacated; or

(d) notifies to the Executive Committee a wish to resign (but only if at least three members of the Executive Committee will remain in office when the notice of resignation is to take effect).

14 EXECUTIVE COMMITTEE MEMBERS NOT TO BE PERSONALLY INTERESTED

(a) No member of the Executive Committee shall acquire any interest in property belonging to the Charity (otherwise than as a trustee for the Charity) or receive remuneration or be interested (otherwise than as a member of the Executive Committee) in any contract entered into by Executive Committee.

15 MEETING AND PROCEEDINGS OF THE EXECUTIVE COMMITTEE

(a) The Executive Committee shall hold at least two ordinary meetings each year. A special meeting may be called at any time by the Chairperson or by any two members of the Executive Committee upon not less than 4 days' notice being given to the other members of the Executive Committee of the matters to be discussed but if the matters include an appointment of a co-opted member then not less than 21 days notice must be given.

(b) The Chairperson shall act as Chairperson at meetings of the Executive Committee. If the Chairperson or nominated deputy is absent from any meeting, the members of the Executive Committee present shall choose one of their number to be Chairperson of the meeting before any other business is transacted.

(c) There shall be a quorum when at least one third of the number of members of the Executive Committee for the time being or three members of the Executive Committee, whichever is the greater, are present at a meeting.

(d) Every matter shall be determined by a majority of votes of the members of the Executive Committee present and voting on the question but in the case of equality of votes the Chairperson of the meeting shall have a second or casting vote.

(e) The Executive Committee shall keep minutes, in books kept for the purpose, of the proceedings at meetings of the Executive Committee and any sub-committee.

(f) The Executive Committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No rule may be made which is inconsistent with this constitution.

16 GENERAL EXPENDITURE

If the Statement of Accounts placed before the Annual General Meeting shows that the ordinary expenditure has exceeded the income for the year, the meeting will decide what action is to be taken.

17 ANNUAL & GENERAL MEETINGS

- (a) There shall be an Annual General Meeting of the Charity in of March in each year. A further general meeting shall be held in the Autumn in each year.
- (b) Every general meeting shall be called by the Executive Committee. The Hon Secretary shall give at least 21 days' notice of the general meeting to all the members of the Charity. All the members of the Charity shall be entitled to attend and vote at the meeting.
- (c) The Executive Committee shall present to each Annual General Meeting the Committee's report and accounts of the Charity for the preceding year to 31st. October.
- (d) Nominations for election to the Executive Committee must be made by members of the Charity in writing and must be in the hands of the Hon Secretary of the Executive Committee at least 14 days before the Annual General Meeting. Should nominations exceed vacancies, election shall be by ballot.
- (e) A member requiring business to be included in a General Meeting must give notice to the Hon. Secretary in writing at least 28 days before the General Meeting. No business other than that in the Agenda shall be discussed at the meeting.
- (f) The Autumn agenda will include a review of subscriptions and fees

18 SPECIAL GENERAL MEETINGS

The Executive Committee may call a special general meeting of the Charity at any time. If at least ten members request such a meeting in writing stating the business to be considered the Hon Secretary shall call such a meeting. At least 21 days' notice must be given. The notice must state the business to be discussed.

19 PROCEDURE AT GENERAL MEETINGS

- (a) The Hon Secretary or other person specially appointed by the Executive Committee shall keep a full record of proceedings at every general meeting of the Charity.
- (b) There shall be a quorum when at least one tenth of the number of members of the Charity for the time being or ten members of the Charity, whichever is the greater, are present at any general meeting.
- (c) When the chairperson of the meeting rises during a debate, any member speaking shall sit down and remain silent until the chairperson has been heard.
- (d) No member shall speak on any question or motion for more than ten minutes, except by leave of the meeting.

(e) Voting shall normally be by a show of hands. When 15% of members present so request, voting shall be by ballot. Members who are unable to attend the meeting may register their votes to the Hon. Secretary by a written proxy, these votes to be counted whether the voting is by show of hands or by ballot.

(f) Except by leave of the members present, no item on the Agenda shall be withdrawn

(g) Tellers appointed shall not be members of the Committee

20 RECEIPTS AND EXPENDITURE

(a) The funds of the Charity, including all donations contributions and bequests, shall be paid into an account operated by the Executive Committee in the name of the Charity at such bank as the Executive Committee shall from time to time decide. Signatories to cheques will be any two of the following: Chairperson, Hon. Treasurer, Hon. Secretary, or any other Trustee as designated by the Committee.

(b) The funds belonging to the Charity shall be applied only in furthering the objects.

21 PROPERTY

(a) Subject to the provisions of sub-clause (2) of this clause, the Executive Committee shall cause the title to:

(1) all land held by or in trust for the charity which is not vested in the Official Custodian for Charities; and

(2) all investments held by or on behalf of the Charity to be vested either in a corporation entitled to act as custodian trustee or in not less than three individuals appointed by them as holding trustees. Holding trustees may be removed by the Executive Committee at their pleasure and shall act in accordance with the lawful directions of the Executive Committee. Provided they act only in accordance with the lawful directions of the Executive Committee, the holding trustees shall not be liable for the acts and defaults of its members.

(b) If a corporation entitled to act as custodian trustee has not been appointed to hold the property of the Charity, the Executive Committee may permit any investments held by or in trust for the Charity to be held in the name of a clearing bank, trust corporation or any stockbroking company which is a member of the International Stock Exchange (or any subsidiary of any such stockbroking company) as nominee for the Executive Committee, and may pay such a nominee reasonable and proper remuneration for acting as such.

22 ACCOUNTS

The Executive Committee shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to:

(a) the keeping of accounting records for the Charity;

(b) the preparation of annual statements of account for the Charity;

(c) the auditing or independent examination of the statements of accounts of the Charity; and

(d) the transmission of the statements of accounts of the Charity to the Commission

23 ANNUAL REPORT

The Executive Committee shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual report and its transmission to the Commission

24 ANNUAL RETURN

The Executive Committee shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual return and its transmission to the Commission

25 NOTICES

Any notice required to be served on any member of the Charity shall be in writing and shall be served by the Hon Secretary or the Executive Committee on any member either personally or by sending it through the post in a prepaid letter addressed to such member at his or her last known address in the United Kingdom, and any letter so sent shall be deemed to have been received within 10 days of posting.

26 ALTERATIONS TO THE CONSTITUTION

(a) Subject to the following provisions of this clause the Constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at a general meeting. The notice of the general meeting must include notice of the resolution, setting out the terms of the alteration proposed.

(b) No amendment may be made to clause 1 (the name of charity clause), clause 3 (the objects clause), clause 14 (Executive Committee members not to be personally interested clause), clause 27 (the dissolution clause) or this clause without the prior consent in writing of the Commissioners.

(c) No amendment may be made which would have the effect of making the Charity cease to be a charity at law.

(d) The Executive Committee should promptly send to the Commission a copy of any amendment made under this clause.

27 DISSOLUTION

If the Executive Committee decides that it is necessary or advisable to dissolve the Charity it shall call a meeting of all members of the Charity, of which not less than 21 days' notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting the Executive Committee shall have power to realise any assets held by or on behalf of the Charity. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the Charity as the members of the Charity may determine or failing that shall be applied for some other charitable purpose. A copy of the statement of accounts, or account and statement, for the final accounting period of the Charity must be sent to the Commission.

28 CLUB COLOURS

Green and Gold

29 SUBSCRIPTIONS

- (a) The annual subscription for members, shall be determined by a General Meeting.
- (b) New members who join during the playing season shall be liable to the payment of fees applicable from the date of their election.
- (c) The subscription of existing members shall become payable by the end of February. Subscriptions paid after that date can be subject to an additional penalty payment.

30 VISITORS

- (a) *Visiting Teams.* All members and officials of teams visiting the club for the purpose of playing matches or competitions may, at the discretion of the Committee, be admitted to the Club premises and may on the day of such activity purchase intoxicating liquor for consumption on the Club premises.
- (b) *Non-Members Attending The Club For Social Or Other Functions*
Intoxicating liquor may be sold to persons attending the Club premises for social or other functions organised or authorised by the Club. No function shall be permitted to which admission may be obtained by payment at the door whether for a ticket or otherwise.
- (c) *Guests.* Any member may introduce up to three bona fide guests into the Club premises at any one time, subject that no guest may be introduced more than six times in any one season if eligible for membership. Members introducing guests must ensure that the names and addresses of their guests together with their own name are entered in the Visitors' Book which must be kept on the premises for this purpose. These guests may purchase intoxicating liquors for consumption on the club premises.

31 PERMITTED HOURS FOR THE SALE OF INTOXICATING LIQUOR

The bar may be open for the sale of intoxicating liquor as applied for by the Hon. Secretary at times requested by the Committee and granted by the Licensing Authority. The bar will be opened, at the discretion of the Management Committee, so as to comply with permitted licensing hours.

32 OFF SALES OF INTOXICATING LIQUORS

No person other than a member may purchase intoxicating liquor for consumption off the premises

33 PERSONS UNDER THE AGE OF EIGHTEEN

Under no circumstances may a person under the age of eighteen years be supplied with intoxicating liquors.

34 INSURANCE

The property of the Club shall be insured against loss or damage by fire with an Insurance Company approved by the Committee. Each member (and employees from time to time) of the Abingdon Bowling 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 the funds available to the Abingdon Bowling Club, which may lawfully be so applied, against all costs, expenses and liabilities whatsoever incurred by such person in the proper execution and discharge of duties undertaken on behalf of the Abingdon Bowling Club, or arising there from, or incurred in good faith in the purported discharge of such duties.

35. COPY OF THE RULES

A copy of the playing rules and other rules in force shall be exhibited upon the Club Notice Board and all members shall be bound thereby.

36 THE BOWLING GREEN

Shall be open to members from 12 noon each day during the playing season or earlier with the prior approval of the Greenkeeper.

37 THE GREENKEEPER

The Greenkeeper or his duly authorised representatives shall give instructions for the proper keeping of the green; have power to prohibit play if injury may be done thereby, and decide in which direction members shall play on the green, having regard to the preservation of the turf. No smoking is allowed on the green.

Any member playing in such a manner as to damage the green will be asked by any Officer of the Club to leave the green.

38 EQUIPMENT

Members shall be responsible for equipment provided by the Club whilst they are using it and must see it is returned to the appropriate place after use.

39 CLUBHOUSE RULES.

No Smoking is allowed in the Clubhouse.

Animals other than guide dogs are not permitted in the Clubhouse.

40 ENTERTAINMENT, MUSIC AND RADIOS

Social events for members and guests to include regulated entertainment for example Whist Drives, Discos, making music, singing and dancing, use of radios, television sets or equipment capable of producing music may be held on the Club premises with Committee authorisation and only if the appropriate licences including Performing Rights Society licence are held by the Club .

This constitution was adopted on the date mentioned above by the persons whose signatures appear at the bottom of this document.

Signed

..... (C Turner – Chairperson)

..... (A Cruttenden – Honorary Secretary)

..... (G Twinn – Honorary Treasurer)