



LEICESTER INDOOR BOWLS AND SOCIAL CLUB LTD

CONSTITUTION

OCTOBER 2018

A COMMUNITY AMATEUR SPORTS CLUB



LEICESTER INDOOR BOWLING AND SOCIAL CLUB LTD

CONSTITUTION

1. The Club will be called Leicester Indoor Bowls Club hereinafter referred to as “the Club” and will be affiliated to The English Indoor Bowling Association.

The Club is limited by Guarantee and has no share Capital.

(Company Registration Number 01068661)

The Club is CASC (Community Amateur Sports Club) Registered and as such, membership is open to any member of the public upon completion of a membership form regardless of sex, age ,disability, ethnicity, nationality, sexual orientation, religion or other belief and the application shall include name, address and contact details of the applicant.

2. Aims and Objectives

- To promote the game of indoor bowls at all levels.
- To offer coaching and competitive opportunities in the sport of Indoor Bowls.
- To ensure a duty of care to all members of the Club
- To provide services in a way that is fair to everyone.
- To operate according to the Company Business Plan.

3. Membership

Membership will consist of Directors, other officers of the Club who must be Full Members and all other members as outlined below.

Upon receipt of an application for membership, this will be put before the Management Committee at which such application shall be considered. A simple majority vote is required.

The Management of the Club may refuse membership or remove it only for good reason such as Conduct or Character likely to bring the Club or sport into disrepute.

Members will be enrolled in the following categories:

- Full Member – being a person over the age of 18 and who shall have one vote at AGMs
- Associate Member – who shall have no vote but will have use of the Club facilities other than bowling. There shall be no more than 50% in number
- Junior Member – being a person under the age of 18 upon joining and shall have no vote, but will have full use of the Club facilities
- Student Member – being a temporary members from University/ College
- Life Member – The Council of Management may recommend at an AGM that where special circumstances exist a Full Member should be granted Honorary Life Membership and determine what privileges are associated with Life Membership. Such members will be entitled to a vote.

All members will be subject to the regulations of the constitution and by joining the Club will be deemed to accept these regulations and codes of practice that the Club has adopted.

4. Membership Subscriptions.

The rate of joining fee and subscription for each Category of membership will be proposed by the Council of Management to the members at the AGM in any year. Any proposed changes shall be approved by those present and entitled to vote and shall become operative from 1st October a majority of two thirds of members present is necessary. Annual subscriptions shall be payable on election to the Club for a new member. Any member whose subscription remains unpaid at 31st October in any year shall cease to enjoy the privileges of membership.

5. Council of Management and Officers of the Club

In accordance with the terms of the Company's Articles of Association, the Club will be managed by The Council of Management.

The members of that Council do not receive any remuneration for acting as such. The Company is limited by Guarantee and has no share capital, the financial interest of the Council is identical to those of the members.

Constitution of the Council of Management:

- A Chairperson – elected from the Council
- A minimum of 7 Directors – elected at AGM for a 3 year term.
- Company Secretary – nominated by The Council.
- President & Secretary of both the Men's and Ladies Committees.
- A Finance subcommittee of 3 members will be elected annually from The Council.

6. Function & Powers of the Council of Management. (The Management Committee)

The Management Meetings will be convened by the Company Secretary and held no less than 6 times per year.

The quorum required for the meetings will be 5 members.

The Management will be responsible for adopting new policies, codes of practice and rules that affect the organisation of the Club. It will have the power to make, amend or revoke bye-laws regulating club internal affairs

The Management Committee will have powers to appoint sub committees as necessary and appoint advisers to the committee as necessary to help fulfil its business.

The Management Committee will be responsible for disciplinary hearings of members who infringe the Club rules/regulations and will be responsible for taking any action of suspension or other discipline following such hearings.

In the event of any issue requiring a vote if the vote is tied the Chairman has the casting vote.

7. Finance

The Company's Financial Year runs from 1st May to 30th April each year.

All monies will go to furthering the aims and objectives of the Club.

All Club monies will be banked in the name of the Club.

The Club Manager will be responsible for the finances of the Club via a named Director.

An audited Statement of Annual Accounts will be presented at the Annual General Meeting.

Any cheques drawn against Club funds will require the signatures of the Club Manager and one other named Director.

8. Annual General Meetings

The Company holds an Annual General meeting in October of each year.

On any resolution properly put before the meeting relating to the creation, repeal or amendment of any Rule, Byelaw or regulation of the club this must be by a majority vote of at least two-thirds of those present and entitled to vote provided that no such change shall jeopardise the Club's status as a Community Amateur Sports Club. Or in any event alter its objectives or winding up provisions. A majority of two thirds of members present at an AGM is required for any other vote taken and the Chairman will have the Casting vote in all cases.

9. Extra Ordinary General Meetings

- a. Can be called by the Company Secretary within 14 days of receipt of a notice of motion signed by a minimum of 21 Full Members
- b. Can be called by the Company Secretary in accordance with the Disciplinary Procedure Policy.
- c. Can be called by the Company Secretary on instructions from the Council of Management.

10. Discipline Policy

The Management Council has an expectation that all members and visitors shall comply with the Constitution and Club rules and expects that members and visitors are able to use the facilities without fear or intimidation or discrimination.

The Discipline/Complaints procedure applies to all persons being members or users of the Club. The Full Policy is contained in a separate document and is available to view in the Club Office or through the Club Manager or Company Secretary.

11. Amendments to the Constitution

Amendments to the Club constitution will only be made at an AGM or Extra ordinary general meeting convened for that purpose and that proposals have been submitted in accordance with the required period of notice. i.e. a minimum of 14 days prior to the meeting. A two thirds majority will be required from those present at the meeting and entitled to vote.

12. Dissolution of the Company.

If upon the winding up or dissolution of the Company there remains after the satisfaction of all debts and liabilities, any cash or property whatsoever the same shall not be paid to or distributed among members of the Club but shall be applied for some approved sporting or charitable purpose such as:

- a. Another Club with similar sports purpose which is a charity and/or
- b. Another Club with similar sports purposes which is CASC registered and/or
- c. To the governing body of the sport for use by them in related community sports.

13. Bye Laws

Bye Laws are rules and regulations made by the Company to control the actions of members and exist in conjunction with the Constitution.

The Management Committee may make, vary or revoke bye-laws provided that they are not inconsistent with these rules for the administration and control of the day to day internal affairs of the Club.

Club Bye Laws are contained in a separate document available from the Company Secretary or Club Manager.

14. Health & Safety Policy

The elected Management committee of the Club has the responsibility for the provision and administration of an effective Health & Safety Policy. The Full Policy and risk assessment is contained in the policy Document available from the Company Secretary or in the Club Office.

15. Data Protection

The Company adheres to current Data Protection Legislation.

Each year when applying for membership Members will be asked to consent to the Club holding and processing data given by members either electronically or in paper form and such data will only be used for the following purposes.

- To contact about meetings, news or events.
- To contact about availability to play.
- To share details with the Company Secretary, Club Finance Director or Club Manager.
- No personal data will be passed to any other person or organisation without members consent.
- Members can withdraw or change consent at any times however removal from our records will mean emails, correspondence or telephone calls regarding Leicester Indoor Bowls Club cannot be sent.

16. Indemnity Clause

The Company indemnifies Directors, Officers, and members against liability incurred by them provided that any such member so indemnified has been properly authorised in relation to the duties undertaken on behalf of the Club.

Declaration

Leicester Indoor Bowls and Social Club hereby adopts this Constitution as a current operating guide regulating the action of Members.

Signed _____ Date _____
Position _____

Signed _____ Date _____
Position _____
Company Secretary