

VINCIT QUI SE VINCIT  
THE CONSTITUTION  
OF  
RUNWELL HOSPITAL BOWLS CLUB

1. The Club shall be known as Runwell Hospital Bowls Club and World Bowls Board Laws for playing the Game in England, as approved from time to time by Bowls England, shall be always observed. We adopt and follow all policies and guidelines approved by Bowls England and UK Anti-Doping. We follow all procedures set out in Bowls England Regulations 9, 9A and 9B. We will abide with all sanctions, recommendations and/or decisions from the Case Management Panel or National Disciplinary Panel

Management Committee.

2. Control of the affairs of the club shall be vested in a Management Committee consisting of fourteen members, namely: -

a. Chairman, Honorary Secretary, Honorary Treasurer, Membership Secretary and Match Secretary, one member of the Events Committee, elected by all members present at the AGM;

b. Men's Captain, Maintenance Officer, Green Keeper and two other men, elected by all the men present at the AGM;

c. Ladies' Captain and two other ladies, elected by all the ladies present at the AGM.

The Committee shall have the power to fill any vacancy that may arise during the year.

(From 2025.) To remain affiliated to Bowls England every club must appoint a Safeguarding Officer, this position is not a Committee appointment, but the Safeguarding Officer may hold one of the aforementioned Management Committee positions in addition to being the Safeguarding Officer.

3. The Committee shall meet monthly during the playing season and at such other times as may be necessary. The Hon Secretary shall call and organise all meetings the minutes of which shall be displayed on the Club notice board and e-mailed to all members after they have been formally approved. Eight members form a quorum. Voting by proxy at any meeting is inadmissible, all decisions being reached by majority vote of those present. The Chairman shall have a casting vote.

4. The Committee shall at all times act to safeguard the interests and property of the Club. In major Club decisions the Committee may co-opt any member whose expertise they value to join the Committee temporarily, but any member so invited shall not have a vote. The Honorary Auditor may be invited to attend appropriate meetings of the Committee.

5. The Committee shall receive nominations for the post of Honorary President who will be elected at the AGM. The Committee may also elect to Honorary Life Membership any member who has rendered outstanding service to the Club.

6. The Committee shall have authority to make byelaws essential for the good conduct of the Club. Such byelaws with immediate effect shall be posted on the Club Notice Board and shall subsequently be presented to the next AGM for ratification.

### Annual General Meeting

7. The AGM shall be held in November each year and notice of it shall be sent to all members at least 28 days beforehand. All Officers, Committee members and the Honorary Auditor shall come up for re-election at each AGM. A form for nominations for these posts for the forthcoming season shall be exhibited in both the ladies' and men's pavilions for at least 14 days prior to the closing day of the current bowling season, and then be taken down on that day. [Postal votes for all the above posts will be accepted from any member not able to attend the AGM].

8. No business may be transacted at an AGM unless at least one third of the total membership is present. No rule shall be made, amended or rescinded except by the consent of a majority of members attending and voting at an AGM. The Chairman shall have a casting vote. Any matters for discussion at the AGM or proposed alteration to the existing rules, duly signed and seconded, shall be submitted to the Hon Secretary by Notice of Motion at least 14 days before the AGM and the proposal shall then be included on the agenda of that meeting. No other business will be discussed at the AGM.

9. The Accounts of the Club shall be made up as at 30<sup>th</sup> September each year for presentation to and acceptance by both the Management Committee and the AGM. The Annual Statement of Accounts shall include comparative figures for the previous year. At the AGM the Management Committee shall propose the level of joining fees, annual subscriptions and other levies for the forthcoming season.

### Extraordinary General Meetings

10. The Management Committee may call an EGM at any time. Such a meeting may also be convened on the written request of at least twelve Club members whose signatures must be appended to the request stating the purpose of the meeting. The Hon Secretary shall then fix the date of such an EGM within 14 days of receiving the requisition. The rules for conduct of business for an AGM shall then apply to the EGM.

11. The minutes of an AGM or EGM shall be displayed on the Club Notice Board within 3 months of the meeting.

### Spring Meeting

12. The Spring Meeting shall be held in March each year to hear Committee and other reports and deal with Any Other Business.

### Membership Rules

13. It is mandatory that members of the Bowls Club shall also be subscribing members of Runwell Hospital Sports & Social Club. Every member shall be supplied with a copy of the Club Constitution and Rules.

14. All Club subscriptions, fees and levies, including the Sports and Social Club fees, are payable by - 31<sup>st</sup> January each year. Should any subscriptions remain unpaid by that date the related membership shall be deemed to have lapsed. A lapsed member who later wishes to renew their membership shall be regarded as a new applicant, subject to a further joining fee in addition to the annual subscription.

15. A candidate for membership shall complete an application form, which must then be signed by a proposer who has been a member of the Club for at least one year. A meeting of three members of the Management Committee shall then be called to interview each new applicant. The Management Committee reserves the right to refuse any application for membership.

16. Country Membership shall be made available to any member who wishes temporarily to forgo full membership, the cost being 25% of full membership, rounded up to the nearest E5, plus the annual Social Club subscription. Country members have no bowling rights, except by invitation, and only then at the cost of a E1 green fee payable each time they bowl. They shall be entitled to attend Club meetings, but they shall have no voting rights.

17. Junior membership is available to young people between the ages of 12 years and 18 years for relatives of full members of the Club. They shall be eligible to enter appropriate competitions, but they shall not be eligible to attend any meetings and have no voting rights.

18. If in the opinion of the Management Committee it is expedient that any member shall cease to be a member of the Club in consequence of misconduct, or where conduct shall be deemed to be contrary to the interests of the Club or injurious to its reputation, the Hon Secretary shall give such a member a written notice specifying the particulars of the complaint against them and giving them seven days to appear before the Committee to answer such complaints. If they shall fail to attend the meeting or if, in the opinion of the members of the Management Committee present at the meeting, they shall fail to give a satisfactory explanation of their conduct, the Committee shall have the power to expel them from the Club, provided that at least two-thirds of the members present are in favour of such action.

#### Club Purchases & Payment for Services Rendered

19. Other than sundries, no expenditure or agreement to purchase shall be made by a member until authorised to do so by the Honorary Treasurer. As a safeguard, two quotations shall be sought to ensure value for money. The Honorary Treasurer shall have power to authorise expenditure to the value of E100 without consulting the Committee. No member shall, except for professional or green keeping services at the request of the Committee, receive any profit salary or emoluments from the funds or transactions of the Club,

#### Dissolution of the Club

20. All members shall be informed if a proposal for dissolution of the Club is on the agenda of either an AGM or an EGM, and at such a meeting no less than half the members shall be present. If the resolution for dissolution is passed by a majority of the members voting thereon the Committee shall, at such future date as shall be specified in the resolution, proceed to realise the assets of the Club. After discharging all liabilities of the Club the Committee shall then disperse any monies remaining as the meeting decides.

#### Miscellaneous

21. The ladies of the Club shall elect a Committee to conduct their necessary business within the Club and with the Essex County Women's Bowling Association. As a minimum the Committee shall include the Ladies' Captain, their Competitions Secretary and their Match Secretary.

22. The men of the Club shall elect a Committee to conduct their necessary business within the Club. As a minimum the Committee shall include the Men's Captain and their Competitions Secretary.

# THE RULES OF RUNWELL HOSPITAL BOWLS CLUB

## Dress on the Green

1. Correct dress shall be observed on the green at all times.
2. The dress required for matches will be clearly shown on the related match fixture cards, namely:

W — whites above and below the waist

G — whites above, greys below the waist.

In representative games, i.e. Group 6 and Basildon League, everyone to wear the club crest on their regulation shirts (polo or tailored) above the pocket; inclusion of their names is optional. Club ties will not be worn in representative games.

Men may still wear plain white shirts and club ties for friendlies, if they wish.

3. For Club competitions and roll-ups dress will normally be greys, but whites will be worn for all Club finals. Heelless, flat soled bowling shoes must be worn at all times and all items of rainwear must be white in colour. During all rounds of competitions and at roll-ups, but not the finals, plain white regulation shirts or blouses with sleeves and collars for ladies may be worn. During hot weather ties (if worn) may be discarded at any match, but only after the Captain's permission has been given.

4 Lady bowlers may wear grey skiffs, trousers, including cropped, for roll-ups, league matches and Club competitions. [Lady Bowlers may wear royal blue jackets during all games.]

- 4a All members may wear Bowls England logo or tailored shorts only, of the appropriate colour in all games unless this is not permitted by local, County or National bodies in their rules. Socks to be ankle length and of the appropriate colour.

## Arrangements for Fixtures

5. The Club Match Secretary is responsible for compiling the Match Fixture Handbook, a copy of which is distributed to all members at the Spring Meeting. It is the duty of the Match Secretary to make the arrangements for all fixtures and the Match Secretary should be consulted on any matters involving current and future matches, both home and away.

6. A selection Committee comprising at least two persons from the Captains, Vice-Captains and Match Secretaries will select all Club teams. However, the appropriate Managers will select the teams for Group 6 and Basildon League matches. The teams selected will be posted on the Club notice board one week before the date of each match. Members selected to represent the Club must tick their names off (including tea makers) on the selection sheet by the Friday before the game at the latest. If a selected member finds that they cannot play they are responsible for notifying the reserve, or Match Captain if no reserve is listed-

7. The Captains, or in their absence the Vice-Captains or a member of the Committee, shall have full control of play on the green. They should be consulted about any difficulties that may arise and their decision in such matters is final. It is also the duty of the Captain of the day to collect any monies for food and green fees that are due. The Captain may nominate a substitute for this task.

## Club Competitions

8. The rink diary held in the Men's Pavilion records all League home fixtures that have been arranged. The diary should also be used to book rinks for National, County or District games and Club Competitions. The detailed rules for the conduct of Club Competitions are set out in the Club Handbook. Holders of related Club Trophies are required to return them to the Competitions Secretary in the condition in which they were presented to them before Finals Day. Members shall not play in the competitions of another Outdoor Bowls Club, but entry to County and Local Bowling Association Competitions is encouraged.

## General

9. Members may invite guests to play in roll-ups, provided that they are not novices, subject to a £1 green fee. All guests are required to abide by the dress code set out above and the inviting members are responsible for the actions of their guests at all times. Each guest is restricted to playing five games/rollups in any one season.

10. For the use of all Club Members the Green opening times are as published in the rink diary. However, on the Friday evening session three rinks are reserved for use by the Men with the remaining rinks prioritised for County and District Competitions and Leagues and Club Competitions.

On Tuesday afternoon and evening sessions there are three rinks reserved for use by the Ladies. During the afternoon session the remaining rinks are prioritised for County and District Competitions and Leagues and Club Competitions. However, during the evening session all six rinks must be made available if required for County and District Competitions and Leagues and Club Competitions.

11. All members will be charged a tea levy, payable annually with their Club subscription. This will be used to pay for teas and light refreshments at all home friendly and Basildon & District League matches. All Club members will be put on a tea-making and/or cleaning rota during the playing season. The rotas will be made available at the Spring Meeting and will subsequently be displayed on the notice board in the Tea Room. If any member finds that they are unable to undertake their particular duties, for whatever reason, it is their responsibility to arrange for another person to take their place.

12. An Events Committee shall be elected at the AGM to organise all the social activities and functions of the Club.

The above Constitution & Rules were adopted by unanimous vote of all members present at the Annual General Meeting-

## Amendments

The Constitution Article 7. The final sentence in square brackets [ ] was added by majority vote at the AGM held on 13.10.02.

The Rules Article 10. A Proposal that Ladies Club night be changed to a Tuesday was passed by a majority vote at the AGM held on 14, 10.2007 . Rule 10 re-written. The Rules Article 4. The final sentence in square brackets [ ] was added by majority vote of the Ladies at the AGM held on 14.10.07.

The Rules Article 2. The amendment concerning club crests on men's shirts was agreed unanimously at the AGM held on 10.10.2010

The Rules Article 4a. The Rule concerning the wearing of tailored shirts men was passed at the 2013 AGM

The Constitution Article 2a. The addition of Competition Secretary to the Committee was passed at the 2013 AGM