



# Tamworth & District Indoor Bowls Club Ltd

Incorporating Tamworth Bowls Club

A Community Amateur Sports Club



## CONSTITUTION

### 1 Name of Club

*The Club will be called Tamworth & District Indoor Bowls Club (hereinafter will be referred to as The Club), incorporating Tamworth Outdoor Bowls Club. It may also be known as T.I.B.C. The Club will be affiliated to the relevant Governing bodies.*

### 2 Aims and Objectives

*The aims and objectives of the Club will be:*

- To provide facilities for the promotion of the sport of flat green bowling in Tamworth & adjacent areas.*
- To make the Club a safe environment for all members & visitors with health & safety a priority*
- To continue to make arrangements for disabled persons to participate in the sport of flat green bowling by the provision of appropriate equipment, assistance & opportunity.*
- To encourage young persons to participate in the sport of flat green bowls by providing discounted charges, coaching assistance & access to County & National schemes for young persons.*
- To encourage local, Regional & National bodies to make use of the facilities & to further promote their use.*
- To offer coaching and competitive opportunities in Flat Green Bowls*
- To promote the club within the local community and Bowls in general*
- To ensure a duty of care to all members of the club*
- To provide all its services in a way that is fair to everyone irrespective of age, disability, ethnicity, religion or gender.*
- To provide & manage TIBC facilities for the recreation & other leisure time activities of our members.*

### 3 Membership

*(a) Membership of the Club is open to anyone interested in promoting, coaching, volunteering or participating in Flat Green Bowls, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.*

*(b) The membership shall consist of the following categories:*

- Full member*
- Junior member*
- Life member*
- Social member*



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- (c) *All members will be subject to the regulations of this Constitution and by joining the Club will be deemed to accept these regulations and codes of practice that the club has adopted.*
- (d) *Members in each category will pay membership fees, as determined at the appropriate Annual General Meeting.*
- (e) *Individuals (other than Social Members) shall be eligible to take part in the business of the Club, vote at general meetings or be eligible for selection of any Club team or play in any league &/or National Competition providing the applicable subscription has been paid by the due date and/or membership has been agreed by the Club committee.*

## 4 Sports Equity

- (a) *This Club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:*

*“Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society”.*

- (b) *The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.*
- (c) *The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment, foul language or abuse.*
- (d) *All Club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.*
- (e) *The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.*

## 5 Health & Safety

- (a) *The Club is committed to ensure as far as is practical for the health and well-being of all Club members & visitors.*
- (b) *All members have a duty to take reasonable care for both their own and other people's health, safety & well-being.*
- (c) *The Club will provide a Health & Safety notice board where Club policies in this area will be displayed.*



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## 6 Management Committee(s)

- (a) i) *The affairs of the Indoor facilities shall be conducted by a Management Committee which shall consist of the Chairman, Club Manager, League Secretary, Competition Secretary, Fixture Secretary & Chief Coach.*
- ii) *The affairs of the Outdoor facilities shall be conducted by a separate Management Committee which shall ideally consist of the Outdoor President, Secretary, Treasurer, Team Captain, Fixture Secretary, Competition Secretary & BBA Captain. However, in times of low membership, the Committee may consist of just the Outdoor President, Secretary & Treasurer.*
- iii) *Except for the Club Manager who is a Board Appointment, and each Chairman, these shall all be elected at their Annual General Meetings plus one Board member on each Committee, who may also occupy one of these positions.*
- (b) *The Chairman of each Committee shall be elected by members of that Committee. The Chairman may or may not be a current member of that Committee.*
- (c) *All Committee members must be members of the Club and any Club member (other than Social members) shall be eligible to stand for office.*
- (d) *If required, Committees shall elect a Vice Chairman from among its number.*
- (e) *The term of office shall be for one year, and members shall be eligible for re-election.*
- (f) *If the post of any officer or ordinary Committee member should fall vacant after such an election, each Management Committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.*
- (g) *Each Committee will be responsible for adopting new policy, codes of practice and rules that affect the bowling organisation of the club.*
- (h) *Each Committee will have powers to appoint advisers to the Committee as necessary to fulfil its business.*
- (i) *Each Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. Each Committee will be responsible for taking any action of suspension or discipline following such hearings. (See section 10)*



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- (j) *The Committee meetings will be convened by the Chairman of the Management Committee and be held as frequently as is necessary to ensure the smooth running of the relevant section.*
- (k) *Only the posts listed in 6 (a) above will have the right to vote at committee meetings.*
- (l) *The quorum required for business to be agreed at Management Committee meetings will be four members (Indoor), three members (Outdoor).*
- (m) *Minutes of all Management Committee meetings shall be retained. These may be kept in electronic form & a copy posted on the Club notice board. A copy will also be sent to the Board Secretary*
- (n) *A member may hold a maximum of two Management Committee positions*
- (o) *In the event of there being more than one nomination for a position, a secret ballot shall be taken by those members present.*

## **7 Finances**

- (a) *The Board of Directors will be responsible for the finances of the Club.*
- (b) *The financial year of the Club will run from 1<sup>st</sup> January and end on 31<sup>st</sup> of December*
- (c) *All Club monies will be banked in accounts held in the name of the Club.*
- (d) *A certified statement of annual accounts will be presented by the Board or its representative at each Annual General Meeting.*
- (e) *Any cheques drawn against main Club funds should hold the signatures of either the Treasurer plus one Director or two Directors. . The Outdoor section may raise cheques from its own account holding the signatures of two Officers or one Officer & one Director.*
- (f) *The liabilities of the Club and its members are limited.*

## **8 Annual General Meetings and Extraordinary General Meetings**

- (a) *General Meetings are the means whereby the members of the Club exercise their democratic rights in conducting the Club's affairs.*
- (b) *The Club shall hold the Annual General Meeting (AGM) in the month of March in order to:*
  - *Approve the minutes of the previous year's AGM.*
  - *Receive reports from the Chairman of the Board & other Officers.*



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- *Approve the Annual Accounts.*
- *Receive a report from those responsible for certifying the Club's accounts.*
- *Consider any proposed changes to the Constitution.*
- *Elect the officers on the Indoor Management Committee.*
- *Agree the indoor membership fees for the following year.*
- *Agree the Indoor rink fees for the following year.*
- *Deal with other relevant business.*

Note: The Outdoor section shall hold an additional Annual meeting at a time of their choosing to make those decisions which are specific to the running of the Outdoor Section.

- (c) *Notice of the AGM will be given by the Board Secretary with at least 21 days' notice to be given to all members together with the previous AGM /or EGM Minutes & accounts.*
- (d) *Nominations for Officers of each Committee will be sent to the Chairman at least seven days prior to the AGM.*
- (e) *Proposed changes to the Constitution shall be sent to the Board Secretary at least two weeks prior to the AGM, who shall circulate such proposals at least 7 days before an AGM.*
- (f) *All members, other than Social Members, have the right to vote at the AGM.*
- (g) *The quorum for AGMs will be 10% of the voting membership,*
- (h) *The Chairman shall hold a deliberative as well as a casting vote at general and committee meetings.*
- (i) *An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Chairman supported by at least 10% of the members of the Club. The Board of Directors &/or the appropriate Management Committee shall also have the power to call an EGM by decision of a simple majority of the Committee members.*
- (j) *All procedures shall follow those outlined above for AGMs.*

## **9 Amendments to the constitution**

*The constitution will only be changed through agreement by majority vote at an AGM or EGM.*



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## 10 **Discipline and appeals**

- (a) *All concerns, allegations or reports of poor practice/abuse relating to the welfare of children, young people and vulnerable adults will be recorded and responded to swiftly and appropriately in accordance with the Club's child protection policy and procedures.*
- (b) *The Club Welfare Officer is the lead contact for all members in the event of any child protection or vulnerable adult concerns.*
- (c) *All complaints regarding the misconduct or behaviour of members should be submitted in writing to the Chairman of the appropriate Management Committee.  
The Chairman may at this point, appoint an independent mediator to try to bring both parties together to come to a satisfactory resolution  
Alternatively, or if mediation fails, then, following investigation, the Chairman considers that a prima facie case of misconduct exists he will appoint a Club Disciplinary Committee which will consist of three disinterested parties, who may not all be Club members, of whom one will be appointed as Chairman, who will deal with the complaint.  
They will meet within fourteen days of receiving the complaint or fourteen days after mediation has failed. The Disciplinary Committee has the power to take appropriate disciplinary action, including termination of membership.*
- (d) *The accused member(s) will be advised in writing of the complaint and that the matter will be referred to the Club Disciplinary procedure.*
- (e) *The date of any hearing, where possible, shall be agreed with the members involved, otherwise the Club will provide three dates, which shall be within twenty-eight days of the date of notification to the accused.*
- (f) *The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within seven days of the hearing.*
- (g) *There will be a right of appeal to the Board of Directors who will consider the appeal within fourteen days from receiving the appeal.*
- (h) *Outdoor members have a right of appeal in accordance with the current Bowls England Disciplinary Procedure.*



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## 11 **Dissolution**

- (a) A resolution to dissolve the Club can only be passed at an AGM or EGM through a majority vote of the membership.
- (b) In the event of dissolution, all debts should be cleared with any Club's funds. Any assets of the Club that remain following this will become the property of a Community Amateur Sports Club having similar objectives to this Club, or to the English Indoor Bowling Association.

## 11 **Declaration**

Tamworth & District Indoor Bowls Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of all members.

<b>Name</b>	<b>Malcolm Machin</b>	<b>Position</b>	Chairman (Indoor Management Committee)
<b>Sign</b>		<b>Date</b>	24 <sup>th</sup> March 2018

<b>Name</b>	<b>Terry Harris</b>	<b>Position</b>	Chairman (Outdoor Management Committee)
<b>Sign</b>		<b>Date</b>	24 <sup>th</sup> March 2018

<b>Name</b>	<b>Brian Burton</b>	<b>Position</b>	Chairman (Board)
<b>Sign</b>		<b>Date</b>	24 <sup>th</sup> March 2018