

**BIDEFORD (STRAND) BOWLING CLUB
CHINGSWELL STREET, BIDEFORD EX39 2NG**

CLUB CONSTITUTION AND RULES



Where appropriate any reference to gender in these Rules shall include all genders and any reference to the singular shall include the plural and vice versa.

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SECTION 1

THE CLUB

1. The name of the Club shall be ‘The Bideford Bowling Club’ an unincorporated body held in trust for the benefit of its members but subject to the provisions of Clause 2 in Section 6.
2. Membership of the Club shall be open to any person regardless of race, gender, sexual orientation, religious belief or ability and consist of a maximum of one hundred and twenty-five playing members.
3. The purpose of the Club is to:
 1. Provide facilities for the playing of outdoor bowls.
 2. Provide appropriate accommodation to include kitchen, bar, lounge, changing rooms and other ancillary facilities as deemed beneficial to the members and the Club.
 3. Provide adequate facilities and equipment to maintain the bowls green and surrounds to provide a venue capable of hosting Section and County competitions.
4. The Club shall adopt and conform to Bowls England Rules & Regulations and the current *Laws of the Sport of Bowls*. The Club shall be affiliated to Bowls England and Bowls Devon.
5. The Club is a non-profit making organization. Any surplus on its revenue account shall only be used for the maintenance and improvement of the Club’s facilities.
6. All property and assets of the Club shall be vested in at least two and no more than four trustees who shall also be members of the Club
 1. From time-to-time and as necessary the General Purposes Committee shall nominate new trustees who shall be appointed at the Annual General Meeting or an Extraordinary General Meeting. A trustee shall hold office until they shall resign by notice in writing to the General Purposes Committee, or until a resolution removing them from office shall be passed at a meeting of the General Purposes Committee by a majority comprising two-thirds of the members present and entitled to vote
 2. All the property of the Club including land and investments shall be held by the trustees for the time being in their own names, as far as it is necessary and practicable, on trust for the use and benefit of the Club. In the event of the death, resignation or removal from office of a trustee and as soon as possible following the appointment of a new trustee(s) the Club will take all lawful and practical steps to procure the vesting of all Club property into the names of the trustees as thereafter constituted
 3. The trustees shall in all respects act, in regard to any property of the Club held by them, in accordance with the directions of the General Purposes Committee and shall have power to sell, lease or mortgage Club property so held for the purposes of raising or borrowing money for the benefit of the Club in compliance with the General Purposes Committee’s directions
 4. In pursuance of the authority vested in the trustees by the members of the Club the trustees shall be indemnified by insurance and if necessary out of the assets of the Club from and against any liability, costs, expenses or payments whatsoever which may be properly incurred or made by them or any one of them in the exercise of their duties in relation to any property of the Club vested in them or in relation to any legal proceedings

or which otherwise relate directly or indirectly to the performance of the functions of a trustee of the Club.

5. The General Purposes Committee shall endeavour to ensure that the following clause is incorporated into every contract, lease, licence transfer or other agreement entered into by the trustees of the Club:

“The liability of the trustees for the performance of any contractual or other obligation undertaken by them on behalf of the Club shall be limited to the assets of the Club”

6. All nominations for trustees shall be deemed to be within the scope of the Trustee Act 1925 and superseding legislation
7. The trustees shall maintain an up-to-date inventory of the Clubs property and assets which will be kept in a safe place with a copy also being lodged with the Club’s solicitors

SECTION 2

MEMBERSHIP

1. Election to membership of the Club shall be:
 1. In a form agreed by the General Purposes Committee.
 2. Subject to the applicant agreeing to the Club's Code of Conduct and these Club Rules.
 3. Subject to approval by the General Purposes Committee which shall conduct a secret ballot at which the applicant must be elected by at least two-thirds of those members of the Committee present.
2. Where possible any application for membership shall be accompanied by a letter of introduction from a current or previous club or by the endorsement of a current member.
3. Upon election to membership the successful applicant shall be notified by the Honorary Secretary of the fees due. Upon payment of such fees, they shall become a member of the Club and will be given a copy of these Rules and any Bye-Laws currently in force. They shall be deemed to have consented to the holding of relevant personal data for the purposes of the Data Protection Act(s).
4. Should the fees due on election to membership not be paid within 14 days of notification, then the applicant's application for membership shall be deemed to have been withdrawn until such time payment is made.
5. The General Purposes Committee, acting reasonably, shall have absolute discretion with regard to the election of new members.
6. The General Purposes Committee shall have full power to categorize any member and decide on any subscription and other fees due depending on individual circumstances. Any such decision by the General Purposes Committee shall be final and binding.
7. The following categories of membership may make any proposition and attend and vote at Annual or Extraordinary General Meeting.
 1. Full Playing Member. They are eligible to play in all games of bowls either on the green or indoor on short-mat. They may introduce guests to the Club by recording their name in the Visitors Book and will be responsible for their conduct whilst at the Club.
 2. Life Members. The General Purposes Committee may propose a member to Life Membership who in their opinion has rendered outstanding service to the Club. Any such proposal will have been put to a secret ballot and a two-third majority will be required to take this to a vote at an Annual General Meeting. At such Annual General Meeting a simple majority of members present will be needed to confirm the proposal. Life members are eligible to play in all games of bowls either on the green or indoor on short-mat. They may introduce guests to the Club by recording their name in the Visitors Book and will be responsible for their conduct whilst at the Club. They shall not have to pay any annual subscription but will be responsible for paying any affiliation fees or other fees or levies imposed by the Club.
8. The following categories of membership may not make any proposition or vote at any Annual or Extraordinary General Meeting. They are entitled to attend any such meeting.

1. Short Mat Members. These are playing members who for reasons of health or physical difficulties are no longer able to bowl outdoors. To qualify for transfer to playing short mat only, they must have been a Full Playing Member for at least 5 continuous years or if a shorter period, at the sole discretion of the General Purposes Committee. They may introduce guests to the Club by recording their name in the Visitors Book and will be responsible for their conduct whilst at the Club.
 2. Junior Members. These are playing members who are at least 9 years old but are under the age of 18 at the time subscriptions and other fees are due.
 3. Social Members. These are members who do not take part in either outdoor or short mat bowls but have access to all the social occasions at the Club and can use the bar and other Club facilities when they are open. Anyone attending the Club on more than three occasions in any one year, and who is not a member registered in 7.1, 7.2, 8.1 and 8.2 above, must be enrolled as a Social Member. They may introduce guests to the Club by recording their name in the Visitors Book and will be responsible for their conduct whilst at the Club.
9. Guests. Guests are considered as ‘members for the day’ and as such are not entitled to make any proposition or attend and vote at any Annual or Extraordinary General Meeting. Guests may attend or be introduced to the Club and may use all the facilities of the clubhouse on no more than three occasions in any calendar year. Guests can only play bowls by paying an appropriate green fee. All members of a recognised Bowls Club participating in competitions or matches played at the Club shall be classed as Guests. Anyone who has been expelled or suspended from membership may not be a guest unless prior written approval has been given by the Honorary Secretary. The General Purposes Committee has the power to restrict the number of guests to the clubhouse or bowls green at any time.
10. Fees and Subscriptions. The Club year for subscription purposes shall be the Opening Date (usually combined with a Captain v President match) in April or other such date as the General Purposes Committee may direct. The General Purposes Committee shall decide on the subscriptions and fees due for the membership year and members will be advised by direct notification to their last known postal or email address and a notice will be posted on the Club Notice Boards. Any member whose subscription remains unpaid 14 days after it became due shall be suspended from all rights and privileges of membership until it is paid. Should the subscription remain unpaid 28 days after it became due then that member shall cease to be a member of the Club.
11. Resignation. A member may resign their membership at any time by giving notice in writing to the Honorary Secretary. That member will not be entitled to any reimbursement of their subscription.
12. Cessation of Membership. When membership ends for any reason, that member shall forfeit all rights and claims upon the Club and its property and shall return all Club property including gate and locker keys. However, the ending of membership shall not prejudice any outstanding claim by the Club against that member.
13. Notices. No member may display a notice of any kind on any part of the Club’s premises without the express permission of the Honorary Secretary.
14. Code of Conduct and Safeguarding. All members shall agree to abide by the Club’s Code of Conduct and the Safeguarding Guidelines issued by Bowls England.

15. Disciplinary Procedures. Shall it become necessary to instigate disciplinary procedures against any member, that member agrees to abide by Bowls England Regulations 9, 9A and 9B.
16. Complaints. Shall a member have any complaint about the Club generally or members or guests in particular, they shall take these up with the Honorary Secretary either personally or in writing or by email. Shall the Honorary Secretary be unable to satisfactorily resolve any complaint then it will be given to the General Purposes Committee to resolve and their decision shall be final.
17. Members and their guests use the Club and the premises entirely at their own risk and impliedly accept that the Club does not accept any liability for any damage to their property or for personal injury however caused.

SECTION 3

MANAGEMENT

1. General Purposes Committee. There shall be a General Purposes Committee to oversee the general management, business and strategy of the Club.
 1. The General Purposes Committee shall comprise the President, Vice-President, Immediate Past President, Honorary Secretary, Honorary Treasurer, Ladies Captain, Ladies Vice-Captain, Men's Captain, Men's Vice-Captain, Match Organizer and the Safeguarding Officer who are all ex-officio members together with three Full Playing Members of the Club duly elected at the Annual General Meeting.
 2. The General Purposes Committee shall have full executive and administrative powers to sell, charge, lease or otherwise dispose of, or acquire property or assets on behalf of the Club subject to the limitations imposed on them by Clause 2 in Section 3.
 3. Any two members listed in Clause 7 in Section 2 can nominate a member for election to the General Purposes Committee. Such a nomination shall be in the form prescribed and be lodged with the Honorary Secretary at least 10 days prior to the Annual General Meeting. Nominations shall be included in the Notice of the Annual General Meeting sent to members. Such a notice will be displayed on Club notice boards and will be sent to members not less than 7 days prior to the Annual General Meeting. Should there be more than one nomination for a particular position then the candidate to be elected shall be decided by the voting procedures in Clause 3 Section 4.
 4. Any elected member who fails to attend three consecutive General Purposes Committee meetings is deemed to have ceased to be an elected General Purposes Committee member unless just cause is shown.
 5. Where a vacancy exists for any reason, the General Purposes Committee may appoint a member as listed in Clause 7 in Section 2 to that vacancy. That member shall hold office until the next Annual General Meeting but is eligible for re-election.
 6. The General Purposes Committee can co-opt one or more members to serve on the General Purposes Committee in any capacity. Such members shall have no voting rights on the General Purposes Committee.
 7. The General Purposes Committee shall meet regularly at such intervals as they decide, but there shall be no more than two months between such meetings.
 8. A Special Meeting of the General Purposes Committee shall be called by the Honorary Secretary upon receipt of a requisition signed by at least three members of the General Purposes Committee which states the nature of the business to be discussed.
 9. The Honorary Secretary shall give at least 3 days' notice of any meeting to all General Purposes Committee members.
 10. Six members of the General Purposes Committee shall constitute a quorum.
 11. The General Purposes Committee may delegate any of its powers to Sub-Committees which shall work within the parameters given to them. With the approval of the Club President the Sub-Committee can co-opt any member to serve on such Sub-Committee.
 12. The General Purposes Committee shall appoint one Male and one Female Full Member to act as Delegates at any Section or County Meeting. Such Delegates shall vote in

accordance with the instructions of the General Purposes Committee on any matter requiring a vote from an affiliated club.

2. Financial Controls. The General Purposes Committee shall have the executive and administrative powers to sell, charge, lease or otherwise dispose of, or acquire property and assets on behalf of the Club subject to certain limitations.
 1. The General Purposes Committee shall ensure that the Club retains a minimum cash reserve equivalent to one year of annual member subscription income.
 2. It shall not have the power to distribute any profits or surpluses. The Club is a non-profit making organization. Any surplus on its revenue account shall only be used for the maintenance and improvement of the Club's facilities.
 3. It cannot pay a salary or honorarium to anyone who is an Officer or Shadow Officer of the Club. This includes any member of the General Purposes Committee, any Sub-Committee, a Trustee or any person acting as an intermediary between the Club and such Officer or connected with such Officer.
 4. It cannot purchase from any Officer, Shadow Officer, intermediary or connected person as above, any land, the use of land (e.g. where rent is paid), services in managing or administering any of its facilities, or any goods or services.
 5. The General Purposes Committee shall obtain prior membership approval at a General Meeting passed by a two-thirds majority to commit more than 50% of the annual member subscription income to any project on the green, clubhouse and its surrounds and any other building or land owned by the Club.
 6. The limits on expenditure shall not apply to works of general maintenance, reparation, reinstallation or replacement or to conform with any legal obligations.
3. Accounts. At every Annual General Meeting the General Purposes Committee shall produce the Accounts of the Club comprising an Income and Expenditure Account for the year, a Balance Sheet as at 31 September, a Report from the Honorary Treasurer and a Report from the Honorary Auditor certifying such Accounts.
 1. Copies of the Accounts and Reports shall be available at the Club for all members listed in Clause 7 Section 2 before the Annual General Meeting.
 2. At each Annual General Meeting the Honorary Auditor of the Club shall be appointed by resolution at the meeting. They shall hold office from the end of that meeting until the next Annual General Meeting.
4. Club Officers. Any two members listed in Clause 7 in Section 2 can nominate a member for election as a Club Officer. Such a nomination shall be in the form prescribed and be lodged with the Honorary Secretary at least 10 days prior to the Annual General Meeting. Nominations shall be included in the Notice of the Annual General Meeting sent to members. Such a notice will be displayed on Club notice boards and will be sent to members not less than 7 days prior to the Annual General Meeting. Should there be more than one nomination then the candidate to be elected shall be decided by the voting procedures in Clause 3 Section 4. Where a vacancy for a Club Officer exists for any reason, the General Purposes Committee may appoint a member as listed in Clause 7 in Section 2 to that vacancy. That member shall hold office until the next Annual General Meeting. The duties of Club Officers is expanded in Section 5.
 1. President. The President is eligible for re-election but may not serve for more than three consecutive years. Following their year (or two/three years) of office they shall remain on the General Purposes Committee until the incoming or next President ends their term.

2. Vice-President.
 3. Honorary Treasurer.
 4. Assistant Treasurer.
 5. Honorary Secretary.
 6. Ladies Captain. The Ladies Captain is eligible for re-election but may not serve for more than three consecutive years.
 7. Ladies Vice-Captain.
 8. Men's Captain. The Men's Captain is eligible for re-election but may not serve for more than three consecutive years.
 9. Men's Vice-Captain.
 10. Match Organizer.
 11. Safeguarding Officer.
5. Licencing. The Club holds a Club Premises Certificate under the Licencing Act of 2003. The General Purposes Committee is responsible for the purchase of alcohol and shall decide the hours during which the Clubhouse will be open and the hours of the day during which intoxicating liquors may be sold. The Act prohibits the consumption of alcohol on the Club premises that is not purchased from the Club bar.
6. Bye-Laws. The General Purposes Committee has the discretion to make any Bye-Law for regulating the conduct and affairs of the Club, providing they do not conflict with these Rules. A copy of the Bye-Laws currently in force shall be displayed on the Club's Web Site and Notice Boards.

SECTION 4

MEETINGS

1. Annual General Meeting. An Annual General Meeting of the Club shall be held in November each calendar year. All General Meetings of the Club other than the Annual General Meeting shall be deemed to be Extraordinary General Meetings.
 1. A minimum of 7 days' notice of an Annual General Meeting shall be sent to members and that notice will also be displayed on Club notice boards. The notice shall specify the place, date and time of the meeting together with the business to be transacted.
 2. Any two members listed in Clause 7 in Section 2 may make a proposition at the Annual General Meeting. Such a proposition shall be in the form specified and be lodged with the Honorary Secretary not less than 10 days prior to the date of the Annual General Meeting.
 3. The Club President shall chair an Annual General Meeting. If the President is not available then the Vice-President or any member of the General Purposes Committee present shall chair the meeting as agreed amongst themselves.
 4. Fifteen members as listed in Clause 7 Section 2 shall constitute a quorum.
2. Extraordinary General Meeting. The General Purposes Committee shall convene an Extraordinary General Meeting on receipt of a requisition in writing signed by at least ten members as listed in Clause 7 Section 2. Such members must be fully identifiable and have stated in detail the object of the meeting together with a proposition or propositions to be placed before the members.
 1. An Extraordinary General Meeting may be called:
 - i. For a vote of no confidence in the General Purposes Committee.
 - ii. For a proposed sale of any Club asset.
 - iii. For any capital spend in excess of the limits imposed in Clause 2.5 in Section 3 or any capital spend within such limits proposed by the General Purposes Committee.
 - iv. For a change in the Club Rules.
 - v. Dissolution of the Club as Section 5.
 2. A minimum of 10 days' notice of an Extraordinary General Meeting shall be sent to members and that notice shall also be displayed on Club notice boards. The notice shall specify the place, date and time of the meeting together with the business to be transacted.
 3. The Club President shall chair an Extraordinary General Meeting. If the President is not available then the Vice-President or any member of the General Purposes Committee present shall chair the meeting as agreed amongst themselves.
 4. Thirty members as listed in Clause 7 Section 2 shall constitute a quorum.
3. Voting. Every member as listed in Clause 7 Section 2 shall have one vote at any Annual General Meeting or Extraordinary General Meeting.
 1. Members may only vote by attending in person.

2. In the case of a resolution to dissolve the Club, Postal or Email Votes in the prescribed form shall be accepted.
3. In the case of an equality of votes, the Chair of the meeting shall have a second or casting vote.

SECTION 5

OFFICERS AND COMMITTEES

1. General Purposes (GP) Committee. This Committee shall be responsible to all the members for the proper and efficient running of the Club in accordance with its rules and constitution.
2. President. The President is the nominal head of the Club and is responsible for ensuring the proper running and wellbeing of the Club. They shall ensure that the interests of the majority of club members is borne in mind whilst still protecting the interests of the minority. They shall liaise with the Club Secretary and ensure that any serious problems are dealt with expeditiously and in a manner that complies with the Club Constitution. The President shall be first choice to represent the Club at any external function.
3. Vice-President. In the absence of the President, they shall be prepared to fulfil the President's duties. They shall be aware of all matters concerning the smooth running of the Club.
4. Secretary. The Secretary shall liaise with the President and produce agendas for all GP Committee meetings and keep minutes of all such meetings which shall be circulated prior to the next meeting. They shall deal with all correspondence as directed by the GP Committee. They shall prepare agendas, summon all meetings and generally perform all duties as directed by the GP Committee. Any matter of some urgency shall be brought to the attention of the President as soon as practicable. They shall keep an up-to-date record of the membership subject to any Data Protection Regulations in force at the time. The Secretary shall be an authorized signatory on the Club's bank account.
5. Treasurer. The Treasurer shall receive all monies on behalf of the Club and shall keep an account of all financial transactions. They shall report the financial status of the Club at each GP Committee meeting and shall provide a detailed account to the members at the AGM. The Treasurer shall be responsible for the approved payment of any contractor, supplier or casual employee. They shall be responsible for submitting the entries for County and Section Competitions and for the due payment of affiliation fees. The Treasurer shall liaise with the Football Club for the allocation and payment of car parking fees for the season and collect any monies due from members for their tickets. The Treasurer shall be an authorized signatory on the Club's bank account
6. Assistant Treasurer. The Assistant Treasurer shall be responsible for the allocation of lockers. They shall understudy the duties of the Treasurer so that they can assume full responsibility if necessary. The Assistant Treasurer shall be an authorized signatory on the Club's bank account.
7. Men's Captain. He shall be the Club Representative at all friendly matches and shall always act in a manner that reflects well upon the Club. The Captain shall ensure that matches are fairly allocated to playing members wishing to take part and keep a record of the number of times players have entered and been selected for these matches. The Captain shall assume responsibility for discipline on the green, for ensuring that players behave in a proper and sporting manner and that the correct dress code is worn at all times. The Captain shall collect all monies due and pass this on to the Treasurer properly annotated for allocation into the accounts. He shall ensure that his Vice-Captain has the opportunity throughout the season to understudy his duties and responsibilities. The Captain (or nominated Captain of the Day) is responsible for ensuring that all equipment is correctly put out on the green prior to matches and that the Club flag is flown (and then taken down at the end). The Captain (or nominated Captain of the Day) shall take all reasonable steps to notify all team members if a match is cancelled and inform

other Clubs if we have to cancel. They shall also be responsible for all travel arrangements except where coach travel is involved when the Match Organizer shall take responsibility. The Captain shall automatically be a member of the Men's Selection Committee. When playing mixed friendly matches, the Men's and Ladies Captains shall decide between them who shall be captain of the day.

8. Men's Vice-Captain. He shall automatically be a member of the Games and Entertainments Committee and shall decide with the Ladies Vice-Captain after the AGM who shall chair that Committee for the ensuing year. In the absence of the Men's Captain he shall be prepared to fulfil the Captain's duties.
9. Ladies Captain. She shall be the Club Representative at all friendly matches and shall always act in a manner that reflects well upon the Club. She shall collect all monies due from visiting Ladies teams and pass this on to the Treasurer properly annotated for allocation into the accounts. She shall ensure that her Vice-Captain has the opportunity throughout the season to understudy her duties and responsibilities. She is responsible for ensuring that all equipment is correctly put out on the green prior to matches and that the Club flag is flown (and then taken down at the end). The Captain shall take all reasonable steps to notify all team members if a match is cancelled and inform other Clubs if we have to cancel. They shall also be responsible for all travel arrangements except where coach travel is involved when the Match Organizer shall take responsibility. The Ladies Captain shall automatically be a member of the Ladies Selection Committee. When playing mixed friendly matches, the Men's and Ladies Captains shall decide between them who shall be captain of the day.
10. Ladies Vice-Captain. She shall automatically be a member of the Games and Entertainments Committee and shall decide with the Men's Vice-Captain after the AGM who shall chair that Committee for the ensuing year. In the absence of the Ladies Captain she shall be prepared to fulfil the Ladies Captain's duties.
11. Section Delegates. The Club shall elect one male and one female to represent them at all Bowls Devon Section 1 meetings. The Delegates shall report back to the GP Committee and shall take things forward to Section meetings if instructed by the GP Committee. Delegates shall vote at the Section meetings as instructed by the GP Committee.
12. Match Organizer. The Match Organizer shall be responsible for arranging all friendly fixtures with other clubs. They shall keep a detailed record of all such fixtures, together with any County or Section fixture allocated to the Club, and shall keep the GP Committee advised of all such arrangements. They shall arrange for a fixture list to be printed and given to all paid up members prior to the start of the season. Where any fixture necessitates travel by coach, the Match Organizer shall be responsible for all such arrangements. They shall prepare a rink booking register at the beginning of the season, itemizing all friendly, County and other fixtures that have been arranged. It is the Match Organizer's responsibility to ensure that the Captain of the Day is aware of what fees to collect. The Match Organizer shall liaise with the Men's and Ladies Captains should any fixture need rearranging.
13. Ladies Selection Committee. This shall comprise of the Ladies Captain, Ladies Vice-Captain and one other Lady member elected annually at the AGM. This Committee shall be responsible for selecting players for all representative matches (i.e. all matches other than friendlies) and Triples League. At the beginning of each season the Committee shall allocate handicaps to all Lady members and keep these under review
14. Men's Selection Committee. This shall comprise of the Men's Captain and two Male members elected annually at the AGM. This Committee shall be responsible for selecting players for all representative matches (i.e. all matches other than friendlies) and Triples League. At the

beginning of each season the Committee shall allocate handicaps to all Male members and keep these under review

15. Games and Entertainments Committee. This shall comprise of the Men's and Ladies Vice-Captains and six other members elected annually at the AGM. This Committee shall be responsible for organizing and running all Club competitions including Club Nights. They shall keep a record of all such competitions, purchase awards and arrange for engraving of any trophies. The Committee shall run such fund raising and social events as they can including inter alia pre and post season coffee mornings, 100 Club, club draws and the like.
16. Tournament Committee. This Committee shall be responsible for organizing and running the Annual Tournament including purchasing any prizes, organizing rotas for the bar and catering, putting on social activities during the week, supervising the green, liaison with other Clubs (if there is a need to use other greens) and producing a P&L statement for inclusion in the Club's Annual Accounts.
17. Green Committee. This Committee shall be responsible for maintaining the green all year round. They shall establish an annual maintenance regime and organize a rota of volunteers to carry this out. A schedule of fertilizer, seed, top dressing and other product requirements shall be maintained and ordered in a timely fashion. The Committee shall elect its own Chair who will be the final arbiter as to whether the green is available for play on any given day. This Committee shall also be responsible for the proper care and maintenance of all equipment and machinery.
18. House Committee. This Committee shall be responsible for the routine maintenance and upkeep of the clubhouse, changing rooms and outbuildings. They shall have authorization to spend up to £150 on minor repairs without recourse to the GP Committee but shall immediately advise the Treasurer of all such spend.
19. Bar Committee. The legal responsibility of operating a licenced bar shall be vested in all members of the GP Committee.
20. Health and Safety. The legal responsibility of all Health & Safety aspects of operating a Sports Club shall be vested in all members of the GP Committee.
21. Youth and Vulnerable Adults. An appropriately trained Club Member shall be appointed on an annual basis to safeguard the position and interests of any youths and vulnerable adults that are Club Members or Visitors. Their name shall be registered with Bowls England.

SECTION 6

DISSOLUTION OF THE CLUB

1. Dissolution of the Club. If at any General Meeting a resolution for the dissolution of the Club is passed by a majority of the members listed in Clause 7 Section 2, the General Purposes Committee shall convene an Extraordinary General Meeting within the next 42 days. If at that Extraordinary General Meeting the resolution to dissolve the Club is confirmed by a two-thirds majority of votes cast by the members listed in Clause 7 Section 2, the General Purposes Committee shall take all necessary steps to realise the Club's assets and discharge all debts and liabilities of the Club.
2. The nett realisation of the dissolution of all the Club's assets after fees and expenses shall be given or transferred to another voluntary organization having similar objectives or to a local charity or charities as determined by the General Purposes Committee.

SECTION 7

THE RULES GENERALLY

1. Any notice required by these Rules may be given in person or by sending it by email or post. Any notice sent to the Club shall not be guaranteed to have been received. Any notice sent by the Club to any member at their last known address or email account shall be deemed to have been served 72 hours after posting or emailing.
2. These Rules may only be altered or added to by a resolution at an Annual General Meeting or Extraordinary General Meeting and passed by a two-thirds majority. Any addition or alteration to these Rules shall be effective from the end of the meeting at which they were approved.
3. The General Purposes Committee shall be the sole authority for the interpretation of these Rules and any Bye-Laws that are in force. The decision of the General Purposes Committee upon any question or interpretation of these Rules or upon any matter affecting the Club and not provided for by these Rules or such Bye-Laws shall be final and binding on the members.

SECTION 8

MEMBERS CODE OF CONDUCT

All members and guests shall agree to the following Code of Conduct. This Code applies throughout the Club premises and whilst representing the Club at away events. Any breach of the Code may result in action being taken as per the Disciplinary Rules. This may include sanctions or penalties up to and including expulsion from the Club.

1. Members and guests will be expected to:

- Help to create and maintain an environment free of intimidation and harassment, in particular towards fellow members and volunteers at the Club.
- Help to create an environment where all have an equal opportunity to participate.
- Communicate with others in a manner that reflects respect and care.
- Demonstrate proper personal behaviour and conduct at all times.
- Promote the positive aspects of bowls when representing yourself or the Club (e.g. fair play, honesty and etiquette).
- Be organized and on time out of respect for others.
- Treat organizers, Club representatives and coaches with respect.
- Observe instructions or restrictions required by General Purposes Committee members or members working in a voluntary capacity at the Club.
- Respect the green and the property of both the Club and other members.
- Ensure that banter remains so and does not intimidate or offend others.
- Avoid offensive language or telling sexist or racist jokes that may be overheard and upset or offend other members or guests.

Conduct which appears to fall below the expected standards of the Club shall be reported to the Honorary Secretary.

2. Examples of unacceptable conduct:

- Any form of verbal, physical, sexual and emotional abuse including harassment or bullying.
- Verbal abuse or harassment toward volunteers working at the Club.
- Offensive and insulting written/email communications to any member or guest.
- Any form of discrimination on the grounds of age, gender reassignment, marital status, race, colour, nationality, ethnicity, disability, sexual orientation, religion or beliefs.
- Illegal behaviour such as smoking indoors, consuming alcohol not purchased on the premises or consuming illegal drugs or stimulants.
- Excessive foul language and loud swearing.
- Posting hurtful comments or personal attacks on social networking sites.
- Drunkenness which leads to offensive behaviour.