

KINGS BOWLS CLUB ARTICLES of ASSOCIATION (established 1992)

SEPTEMBER 2023

1. CLUB NAME AND AFFILIATION

1.1. The club shall:

- a. be called Kings Bowls Club (New Eltham), trading as Kings Bowls (and is referred to as the Club in this document).
- b. be affiliated to Bowls England and the Kent County Bowling Association (or to any other local bowls associations at the discretion of the committee).
- c. adopt and conform to the Bowls England Rules and Regulations and the Crystal Laws of the Sport of Bowls.

2. OBJECTS

- 2.1. The objects of the Club shall be to play and enjoy the game of bowls and participate in social activities with other Club members, or members of other bowls clubs.
- 2.2. The Club is committed to encouraging the highest ethical standards. All individuals involved in the Club should conduct themselves with integrity, transparency, accountability and in a fair and equitable manner.

3. MEMBERSHIP AND FEES

3.1. The membership shall consist of the following categories:

- a. Full playing members (aged 18 or over)
- b. Social non-playing members
- c. Honorary members (as determined by the committee upon receipt of a recommendation with justification from a Club member)

3.2. Members in each category shall pay membership fees as fixed at each Annual General Meeting (AGM). The Club may also require members to contribute to the funds of the Club in addition to the membership fees. This may be requested at the AGM or during a General Meeting.

3.3. All members joining the Club shall be deemed to accept the terms of these articles of association (Articles) and the Club handbook (as amended from time to time).

3.4. Only full playing members shall be entitled to vote at any Club meeting and eligible to serve on the Management Committee (following being duly elected to do so).

3.5. Application for membership must be submitted to the Secretary in the form prescribed by the Management Committee from time to time. Applications will then be considered by the Management Committee.

- 3.6. The Secretary may publish the names of prospective members in the clubhouse from time to time. If a member has an objection to a prospective member joining the Club after the Secretary has published the name(s), they shall notify the Secretary in writing within seven (7) days, setting out the reasons for their objection.
- 3.7. Membership shall only be declined or rescinded for good cause and by decision of the Management Committee. Such good cause may include conduct likely to bring the Club into disrepute or safeguarding concerns.
- 3.8. Members who join the Club during the playing season shall be required to pay a pro-rata fee as agreed by the Management Committee.
- 3.9. Membership of the Club shall be open to anyone interested in the sport of bowls regardless of sex, sexual orientation, age, disability, gender, ethnicity, nationality, religion or other beliefs.
- 3.10. Membership fees shall normally be payable in two (2) parts. The first payment shall be due after the AGM and before the end of October in each year. The second payment shall be due at the pre-season meeting usually taking place in March or April of each year.
- 3.11. Failure to make payments by the respective due date may lead to a member being removed from the list of Club members at the Management Committee's discretion.

4. DIRECTORS AND CLUB MANAGEMENT

- 4.1. Any member of the Club who is willing, and not legally prohibited from serving as a director, can serve as a director of the Club.
- 4.2. There shall be a minimum of two (2) directors of the Club at all times. At least one (1) of the directors must normally be serving as an elected member of the Management Committee whilst they serve as a director.
- 4.3. The day-to-day management of the Club shall be conducted by a Management Committee which shall normally consist of the officers of the Club, four (4) elected members and a representative for Club maintenance, all of whom shall normally be elected at the AGM.
- 4.4. The Management Committee shall have full power to deal with all matters relating to the Club not reserved to a General Meeting in accordance with these Articles, including power to make public and enforce such byelaws as the Management Committee feel necessary to govern the activities of the Club and the power to amend the Club handbook.
- 4.5. The officers of the Club shall be the Chairperson, Club Secretary, the Captain, two Vice Captains, the Treasurer and the Fixtures Secretary. Officers shall hold no more than two (2) roles on the Management Committee.
- 4.6. Any two (2) Club members can nominate another member for election to the Management Committee (with the nominated member's consent).
- 4.7. Management Committee membership shall be determined annually. No committee member is entitled to automatically serve for a further term without being duly elected at the appropriate AGM.
- 4.8. If the post of any Management Committee member should fall or remain vacant after the AGM, the Management Committee shall have the power to fill the vacancy as they see fit until the following AGM.

- 4.9. Any director not serving on the Management Committee shall be entitled (but not required) to attend a meeting of the committee and receive information between meetings by request. Their attendance at a committee meeting shall count towards the meeting quorum and the director shall be entitled to vote on any matter being considered by the Management Committee.
- 4.10. The quorum at each Management Committee shall be a minimum of five (5) people, one of which must be the Chairperson or the Secretary.
- 4.11. The directors of the Club shall hold any property belonging to the Club in their name and shall further be entitled to sue and be sued on behalf of the Club in their capacity as a director. They shall all be entitled to personal indemnity out of the funds of the Club where they are acting bona fide in their capacity as directors of the Club subject to paragraph 8.
- 4.12. The directors of the Club shall be entitled to call a meeting of either the Management Committee or between themselves in order to discuss matters of concern in relation to the Club at any time. They shall also have the ability to remove members of the Management Committee if, after a reasonable process has concluded, it is determined that the Committee member has acted in a way that is detrimental to the Club or is not performing their duties satisfactorily.
- 4.13. Any director or Management Committee member may raise concerns about another director with the Management Committee. Concerns may be in relation to (1) the director not performing their duties in the best interests of the Club (2) the director acting in a way that brings the Club into disrepute, (3) the director does something, or allows something to happen, that is detrimental to the Club's objects.
- 4.14. Upon receipt of concerns in relation to a director the Management Committee shall determine whether an investigation is required and how to manage the situation. If after carrying out a reasonable process the Management Committee determines the director should not continue in their capacity, then the director will be required to resign their position with immediate effect.

5. GENERAL MEETINGS

- 5.1. The Club shall hold an AGM in the month of October each year to:
- a. Approve the minutes of the previous year's AGM.
 - b. Receive reports from the Management Committee.
 - c. Receive the annual accounts.
 - d. Elect the Management Committee.
 - e. Confirm the fees for the following year.
 - f. Consider any changes to the Club's governing documents.
 - g. Deal with any other relevant business at the Management Committee's discretion or by request of a member in accordance with paragraphs 5.4 and 5.5.
- 5.2. The Club Secretary shall provide at least fourteen (14) calendar days' notice of an AGM and share an agenda to all fully paid members.

- 5.3. The Club may hold an Extraordinary General Meeting (EGM) at any time at the discretion of the Management Committee. Alternatively, ten (10) fully paid members may request an EGM is called by writing to the Secretary with the justification and providing at least twenty-eight (28) calendar days' notice. The Secretary shall then be required to give all members fourteen (14) days' notice of the requested EGM.
- 5.4. Any member can request an item is added to the agenda of an AGM or EGM by providing twenty-one (21) days' notice to the Secretary.
- 5.5. Any member can request to present at an AGM or EGM by giving the Secretary seven (7) calendar days' notice.
- 5.6. Any motions passed at an AGM, EGM or General Meeting will require a simple majority of members who are present and entitled to vote except changes to the Club's governing documents will require at least two-thirds of members present and eligible to vote to pass the motion.
- 5.7. The quorum for each AGM, EGM or General Meeting shall be at least thirty (30) members, or fifty percent (50%) of the total membership should it fall below fifty (50) at any time.

6. FINANCE AND ACCOUNTS

- 6.1. The financial year shall run from October to September each year.
- 6.2. The Treasurer shall be responsible for:
- a. the preparation of annual accounts of the Club.
 - b. ensuring all Club funds are accounted for and expenditure is properly documented.
 - c. producing an annual income and expenditure account (with a balance sheet).
- 6.3. The accounts shall be certified by an appropriate independent person selected at the discretion of the Management Committee.
- 6.4. All payments drawn against the Club's funds shall be authorized by the Treasurer and one other member of the Management Committee or one of the directors.
- 6.5. All directors of the Club shall be jointly and severally responsible for the financial liabilities of the Club, subject to the limits of liability in paragraph 8.

7. SAFEGUARDING

- 7.1. The directors and the Management Committee shall, at all times, be mindful of the need to safeguard vulnerable adults who may visit the Club or may be members of the Club.
- 7.2. In the event that a safeguarding concern is raised with the Management Committee or a director, the Bowls England safeguarding guidance will be followed (available online at <https://www.bowlsengland.com/safeguarding/>)
- 7.3. The Management Committee shall appoint a Committee member or director to the role of Safeguarding Officer on an annual basis who will perform the responsibilities set out here: https://www.bowlsengland.com/wp-content/uploads/2022/05/Safeguarding_Officer_JD_Final_March22.pdf

7.4. There shall be no term limits for the role of Safeguarding Officer, providing the individual remains a member of the Management Committee or is a director and subject to annual confirmation by the Management Committee.

8. LIMITATION OF LIABILITY

8.1. Members may use the Club premises, and any other facilities of the Club, entirely at their own risk and upon becoming a member accept that the Club will not:

- a. accept any liability for any damage to or loss of property belonging to members.
- b. accept any liability for personal injury arising out of the use of the Club premises, any other facilities of the Club either sustained by members or caused by the said members whether such damage or injury could have been attributed to or was occasioned by the neglect, default or negligence of any of them, the Management Committee or any directors.

8.2. The liability of the directors shall be limited to the amount of money and assets owned by the Club at the point of any claim arising.

9. DISSOLUTION

9.1. If at any General Meeting of the Club a resolution is passed calling for the dissolution of the Club, the Secretary shall immediately convene a Special General Meeting (SGM) to be held within one (1) month of the General Meeting to discuss and vote upon the dissolution resolution.

9.2. At such SGM the resolution shall only be passed if at least two-thirds of the members present and eligible to vote approve the resolution to dissolve the Club. If approved, the Management Committee shall then support the directors to wind-down the Club's operations (including commencing the termination of any lease or license with STC Sports Club).

9.3. The Club is a non-profit making organisation. All profits and surpluses will be used to maintain or improve or develop the Club's facilities or to carry out the objects of the Club. No profit or surplus will be distributed other than to another non-profit making body of a similar nature on a winding-up or dissolution of the Club.

9.4. If, upon the winding up or dissolution of the Club there remains any property whatsoever, the same shall be transferred to some other organisation(s) having objects similar to the objects of the Club, such organisation(s) shall be determined by the directors of the Club at the time.