

# **BONALBA BOWLS CLUB**

## **CONSTITUTION (2022)**



**It is the responsibility of every member to make themselves familiar with this document.**

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### **Addendum 1 - Management Committee responsibilities**

Bonalba Bowls Club (BB) is registered with the Consell Valencia de L'Sport and will abide by the Estatutos de Club Deportivo (Constitution) approved by that Authority and held in the "Club" records. The Rules detailed below are made in compliance with the Estatutos.

### **1. INTRODUCTION**

- (a) The Club shall be known as "Bonalba Bowls" (BB), hereinafter referred to as the "Club" and shall belong to the members
- (b) The aim of the Club is to promote and foster the game of Bowls in a friendly, sporting and competitive way for men and women.
- (c) The Club is affiliated to the "Levante Lawn Bowls Association (LLBA) and shall abide by its Rules and Constitution.
- (d) The Club is entered in the Registro de Consell Valencia de L'Esport" and shall abide by its Statutes and Articles of Association
- (e) The Club is registered with the "Federacion Territorial Valencia de Bolas" and shall abide by its Statutes and Articles of Association.
- (f) The Club is registered with the Federation and the sports Council
- (g) In being a member of LLB the Club shall observe their Rules and Constitution as with any other organisation(s) the Club deems *associated*.

(h) To observe with the Laws of the Game of Bowls as published by World Bowls.

## 2. MEMBERSHIP

Membership shall be by **application form** which must be proposed and seconded by a member of the club. In accordance with the new Privacy Laws the name of the applicant will be displayed on the club notice board until it is approved at the Committee Meeting following its receipt. Names of all applicants to be forwarded to the full membership via email four (4) days before a Committee meeting to allow time for any objections to be registered. If an objection is raised then the Committee will decide acceptance or rejection on a majority vote. The application can only be approved by the Club Committee.

### (a) Fees

- (i) **Annual Membership Fees** for bowlers and social members are payable on 1 January each year and cover the period 1 January to 31 December. The fees are set by the Committee one month before they are due
- (ii) **Annual Rink Fees** are payable on 1 January each year and must be paid to Bonalba Bowls via the Treasurer or his/her representative. These fees will be determined by the Committee one month before they are due and are pro-rata if members join through the year.
- (iii) **“Pay and Play” Members and Visitors** must pay Bonalba Bowls the appropriate fee before playing either to the person on duty for roll ups or into the Honesty box located in the lodge for times when there is no-one on duty.

(b) The club secretary will give each **new member** a copy of the Constitution, and booklet containing brief rules of the sport, etiquette, dress code and code of conduct.

(c) A copy of the Club Constitution must be displayed on the Club notice board

## 3. THE CLUB MANAGEMENT COMMITTEE

(a) A Committee, duly elected by majority vote at its AGM shall manage the Club. In exceptional circumstances a committee member may be elected at an Extra Ordinary General Meeting or co-opted by the Committee as required.

(b) The Club Management Committee shall have a maximum of 12 members made up of the following elected officers:

President  
Vice-President  
Secretary  
Treasurer  
Captain  
Vice-Captain  
Competition Secretary  
Social Secretary  
Membership Secretary  
General Members X 3

(c) If in the opinion of the President a committee member is unable to fulfil their duty due to reasonable circumstances, e.g. illness, then the management committee may elect, by majority vote, a replacement on a temporary basis to maintain continuity.

- (d) The Committee may vote by majority that a member may carry out specific tasks if directed by a majority vote of the Committee.
- (e) Anyone wishing to be considered for the Committee must be a member of the Club and should have been a member of the Club for the previous twelve months. In the event of a nominee not having been a member of the Club for the previous twelve months the Committee may accept the nomination if such a nomination be in the best interest of the Club.
- (f) Committee shall meet once in every month or as required.
- (g) The Club Committee, before proceeding with its meeting must have a quorum of five (5) members.
- (h) In the case of an Emergency Committee Meeting, the President or Vice President or Club Secretary or Captain or Treasurer **must** be present and all committee members notified immediately of any decisions made.
- (i) The Committee may recommend alterations to the Constitution which will be made at an AGM or EGM and must be ratified at that meeting. Any changes to the Club Constitution must be posted on the Club's notice board.
- (j) Members wishing to bring matters to the attention of the Committee must do so in writing to the Club Secretary. The matter will be discussed at the next Committee meeting. An answer will be notified as soon as possible.
- (k) The period of office is twelve months from the date of the AGM for any Committee member. All Committee members may be re-elected if nominated each consecutive year.

#### **4. FINANCE**

- (a) Club Accounts  
The Club accounts for the previous financial year will be closed one month before that year ends, to enable the Treasurer to produce accounts to be audited for presentation and approval at Annual General Meeting
- (b) All payments must be paid to the Treasurer (or representative) and a receipt obtained.
- (c) No payments will be made to any member of the Club save "out of pocket" expenses accompanied by an appropriate receipt or other Committee approved expenses with appropriate receipts.

#### **5. MEETINGS**

- (a) The Annual General Meeting (AGM) of the Club is the method of governing the Club and is composed of all members of the Club. For an AGM to be valid a quorum must constitute at least twenty five (25) per cent of the members.
- (b) The Annual General Meeting of the Club shall be held in April each year.

- (c) The Club Secretary shall give at least twenty eight (28) days notice of the Annual General Meeting to the membership by way of a notice on the Club notice board and email.
- (d) Every member is entitled to vote at AGMs and EGMs on general matters.
- (e) Only Federated Members are entitled to vote at AGMs and EGMs on bowling matters, i.e. Club Captain and Vice-Captain.
- (f) The Officers of the Club shall be elected by Ballot at the Annual General Meeting. Nomination lists must be posted on the Club notice board at least twenty eight (28) days before the Annual General Meeting. This Notice will be removed at twelve (12) noon seven (7) days before the AGM.  
No nominations are acceptable from the floor at the AGM.
- (g) Proxy Votes – these are for members who are unable to attend an AGM or EGM. In using a proxy vote the member authorises another eligible club member to act on their behalf. On arrival at the AGM/EGM the authorised person will hand the signed proxy vote or a copy of the proxy vote along with the original email from the person they are representing, to the Club Secretary and will be given the necessary voting slip/s. **No proxy vote will be accepted without an authorising signature or an original email.**

**Postal Votes – these are for members who are unable to attend an AGM or EGM. They detail their voting requirements in a letter/email to the Club secretary which are then cast at the AGM/EGM.**

- (h) The Secretary will distribute a draft agenda fourteen (14) days before the AGM (by email and placing a copy on the notice board). Members wishing to put forward items for the Annual General Meeting agenda must do so in writing to the Club Secretary no later than seven (7) days before the meeting. Only items submitted in the proper manner will be discussed at the AGM.
- (i) Members wishing to put forward proposals for alterations to the Constitution at the Annual General Meeting must do so in writing, signed by the proposer and a seconder, to the Club Secretary no later than fourteen (14) days before the meeting.
- (j) An Extra Ordinary General Meeting of the members may be convened by the President or the Club Committee as deemed necessary. A request in writing to the President, of not less than 10% of the members, who must give their reasons in writing at least fourteen (14) days before the date of the requested meeting. No other business, other than that submitted in writing, will be discussed at the meeting. The same requirements regarding a quorum are necessary as for an Annual General Meeting.
- (k) The Committee shall call an informal "Open Forum" in October each year to inform members of any new developments and for the members to ask questions of the Committee. No voting may take place at this meeting.

## **6. FIXTURES, MATCHES AND COMPETITIONS**

- (a) The Captain, Match and Competition Secretaries in conjunction with the Committee, shall arrange all matches involving Club members, except external "Open Competitions" and similar events held outside the auspices of Bonalba Bowls Club.
- (b) ALL Matches and Competitions are to be held under The Laws of the Sport of Bowls - Crystal Mark Edition © World Bowls Ltd, latest edition. The Rules of the game shall be those stated in the Federation & Costa Blanca Bowls Association Rules latest edition.
- (c) The date of the draw for all internal competitions shall be notified to the participants, who may be present as the draw is undertaken.
- (d) Members entering any internal Club competition must be a fully paid up member of Bonalba Bowls Club at the time. The entrant must also be available to play in any further Competition and/or Tournament resulting from becoming a Club Champion, (i.e. Champion of Champions) failure to comply with this rule may result in a member being precluded from entering into further Internal Competitions.
- (e) The Competition Secretary will arrange the date for completion of each round of the Club's Championships. It is the responsibility of the competing members to ensure that games are completed by the required date unless arrangements have been made with the Competition Secretary.
- (f) Entry Fees for **ALL** Internal Club Competitions must be paid **before** the Competition commences and will be decided by the Competition Secretary/Management Committee.
- (g) The Competition Secretary shall publish the rules for all Club Competitions and place on display at the Club, to include the foregoing and any further rules deemed necessary and approved by the Committee.
- (h) The Match and Competition Secretaries together with the Committee shall be responsible for all "Open Competitions" held at and by the Club.
- (i) Names submitted on the appropriate "availability for selection forms" posted on the Club notice board, shall be those players for selection. The selection committee for all competitive games shall be the Captain and Vice-Captain. The Captain at his/her discretion may nominate other members to assist in this matter. The final selection will be that agreed by the selection committee whose decision shall be deemed final.

## **7. DRESS ON THE GREEN**

### **The Club colours are White and Blue**

- (a) All members and visitors **MUST** wear flat **smooth soled shoes** or sandals with back straps. Such footwear must be predominantly white, brown, grey or black.
- (b) The minimum dress is Smart Casual wear for visitors and members. For League matches, friendlies against other clubs, any competitions and at such times as may be determined by the Captain, with prior notice, the dress will be in accordance with the LLB dress code: -  
**Men:** - White Shirt or Club Team Shirt, White trousers or tailored shorts.  
**Ladies:** - Tailored White Blouse and Club colours or Club Team Shirt, White tailored Trousers, skirt, shorts, culottes or cut-offs.  
**Note:** - patch pockets are not permitted on any form of trousers or shorts.

## 8. DISCIPLINARY PROCEDURE

Any member who is deemed by the Club's Committee, to have behaved inappropriately or brought the Club or the game of Bowls into disrepute, may have their Club membership withdrawn.

- (a) Complaints can come from any quarter – the Committee, a Committee Member, a Club member or number of members.
- (b) It would be hoped, if possible, that the complaint could be dealt with immediately by a senior member of the Committee present (although all complaints must be reported to the Club Committee).
- (c) If this is not possible, whoever is making the complaint should submit their complaint in writing to the Club Secretary. Within twenty eight(28) days of receiving a written complaint the Committee should hold a meeting of the complaints Committee consisting of the Club Captain, Vice President, Club Secretary (provided these are not party to the complaint in which case another Committee Member(s) will be appointed).
- (d) All parties to the complaint shall have the right to attend the Complaints hearing and bring relevant witnesses if necessary.
- (e) The Complaints Committee, having heard the complaint, will pass on their findings and decisions for dealing with the dispute, to the Club Committee for ratification
- (f) In the event of a dispute over the decision, an appeal must be lodged in writing, to the Club Secretary within twenty-one (21) days of being notified of the Complaints Committee's decision. The Club Committee shall appoint an Appeals Committee which will consist of the Club President and four (4) Committee Members (none of whom considered the original complaint).  
This Appeals Committee must meet within seven (7) days of the appeal being received.
- (g) Any member can be suspended for a specific period or expelled for:
  - (i) Misconduct within the confines of the Club **or while representing Bonalba Bowls at another club.**
  - (ii) Bringing the game or the Club into disreputeA person who has been suspended shall be denied all facilities of the Club and shall not enter upon the Club's premises during their period of suspension.
- (h) For minor infringements/complaints etc, the following are usually given and placed on file:
  - (ii) A verbal warning
  - (iii) A written warning

**9. GENERAL**

- (a) Club days are for the purpose of practice and socialisation between members and minor competitions which will be held at the times displayed on the Club notice board.
- (b) In the case of "competitions" taking place on Club days the competition will take preference. Members are expected to accept this.
- (c) Members MUST adhere to the code of conduct and behave in a proper and orderly manner at all times.
- (d) Smoking, is not permitted within two (2) metres of the playing surface. Eating and drinking are not permitted on the green.
- (e) Bonalba Bowls are NOT responsible for members or visitors property whilst they are on the premises.
- (f) No notices to be displayed anywhere on the premises without the prior permission of the Committee.

GeoffreyDowson

Janice Dowson

.....  
President

.....  
Secretary

7<sup>th</sup> April, 2022

Date of Signing.....

**The original copy of this document is displayed on the Club Notice Board with actual signatures.**

## **ADDENDUM 1 Duties of Officers**

### **President**

The President is the nominal head of the Club. He/She would normally be elected as a long standing, well respected member and should always ensure that common sense prevails in Club meetings. He/She is the legal representative of the Club under Spanish Statutes and must act as such. He/She is responsible for the fabric/day to day maintenance of the club including negotiations of all contracts in conjunction with the Secretary and/or appointed representative. Final decisions on policies and expenditure are made by the Committee. He/She will ensure that all valid, adopted agreements are carried out at General Meetings, Committee Meetings and will control the conduct of all Club meetings.

### **Vice President**

The Vice President undertakes the duties of the President when he/she is not available and generally assists the president in his/her duties at other times.

### **Treasurer**

The Treasurer is the receiver of the Club funds and collects the Annual green fees. He/She will sign all receipts and authorise all payments. All cheques and withdrawals are to be authorised by the Treasurer and President and/or one other committee member. All should be resident in Spain for purposes of continuity. He/She will hold the Club accounts and maintain these in a legal and efficient manner. He/She shall produce a financial statement for scheduled Management Committee Meetings. Advise the committee on financial matters.

### **Secretary**

The Secretary is the keeper of the Club records. He/She shall make a written record of the proceedings of all Club meetings and those present. He/She will advise, as necessary, on correct procedures in accordance with the Constitution. He/She should ensure that a copy of the Constitution and Club Rules are available to the members if required.

### **Captain**

The Captain is primarily responsible for all Bowling matters and attends the CBBA meetings as the Club representative. This post should work in conjunction with the Competition Secretary.

### **Vice Captain**

He/She undertakes the duties of the Captain when he/she is not available and generally assists the Captain in his/her duties at other times

### **Competition Secretary**

The Competition Secretary is responsible for arranging the Club Championship Competition, the organising and running of any other Club competitions and similarly the organisation and keeping of the competition records.

### **Social Secretary**

The Social Secretary is responsible for the Social activities of the Club, including raffles, social events and the welfare of members.

### **Membership Secretary**

Receive membership applications; display the applicants name/s on the notice board until 4 days before the next Committee meeting then send an email to all members notifying them of who has applied to join. Bring all new applications to the Committee meeting for the committee to approve membership. Produce membership list with contact phone numbers and e-mail addresses (of those members who have given written permission for their data to be shared). Collect annual membership fees.

**Complete all LLBA Federation forms relating to membership and submit reports as required**



**LLBA Rep**

**To be responsible for:**

**Fed 4's Competition selecting teams,**

**Reporting on results of LLB meetings to the Committee**

**Fed cup events - entering teams, organising Fed events held at Bonalba**

**Entries for Valencian Championships and Spanish Nationals**

**VCL team selection and entry**

**20/20 Competition team selection and entry**