

Aldiss Park Bowls Club Constitution

1. Title and Affiliation

- a) The club shall be called the Aldiss Park Bowls Club
- b) The club shall be affiliated to the Norfolk Bowls Association (EBA), the Norfolk County Bowls Association (EBF) and any other association the Committee deems appropriate. The Club adopts and follows all policies and guidelines approved by Bowls England and UK Anti-Doping. It follows all procedures set out in Bowls England Regulation 9, 9A and 9B, It will abide with all sanctions, recommendations and/or decisions from the Case Management Panel or Disciplinary Panel.

2. Objects of the Club

To foster and promote the game of lawn bowls at all levels, providing opportunities for recreation and competition.

3. Membership

- a) There shall be four classes of membership:
 - Full Member
 - Junior Member (under 18)
 - Social Member
 - Honorary Member (to be voted on by members at a General Meeting on the recommendation of the Committee)
- b) Membership of the club shall be open to any person completing a membership form and paying the appropriate subscription fee, subject to confirmation by the committee following any necessary ID and safeguarding checks.

4. Officers

The officers of the club shall be as follows:

Chairperson

Secretary

Treasurer

All officers shall be elected at the Annual General Meeting of the club from, and by, the members of the club. All officers are elected for a period of one year, but may be re-elected to the same office or another in the following year.

5. General Committee

- a) The affairs of the club shall be controlled by a General Committee comprising of the Executive Officers of the club and other members elected from, and by, the full members of the

club. These non-executive Committee Members should have a particular function or functions to perform.

b) These non-executive Members shall be: team captains; the green-keeper; minutes secretary; fixture secretary; safeguarding officer; a social committee member;

c) The duties of the General Committee shall be:

To control the affairs of the club on behalf of members

To keep accurate accounts of the finances through the Treasurer. The annual accounts will be subject to independent examination.

To co-opt additional members to the committee as and when necessary.

Co-opted members shall not be entitled to a vote on the committee.

To make decisions on the basis of a simple majority vote; the Chairperson shall be entitled to an additional vote in the event of a split decision.

To hold regular meetings throughout the year.

To examine complaints and any breaking of constitutional rules, with the authority to suspend or expel members from Aldiss Park Bowls Club, acting within Bowls England Regulation 9.

6. Annual General Meeting

a) The Annual General Meeting shall be held no later than the end of November each year. 21 clear days' notice must be given to all club members. Members must advise the Secretary in writing of any business to be moved at the AGM at least 14 days before the meeting. The Secretary shall give notice of the agenda for the meeting to members not less than 7 days before the meeting.

b) The business of the Annual General Meeting shall be to:

confirm the minutes of the previous AGM

receive and adopt a verbal report of the Chairman

receive and adopt a verbal and written report from the Treasurer including independently examined accounts if available. If unavailable, to be presented to members at the Pre-Season General Meeting.

receive and adopt a verbal and written report from the Secretary

receive a verbal report from the club captains

elect the Officers of the club

transact any other business that has been notified to the Secretary

7. General Meetings

These meetings may be convened by the General Committee or on receipt by the Secretary of a request in writing from not less than 20% of full members of the club. At least 21 days' notice of the meeting shall be given. Decisions made at a General Meeting shall be by a simple majority vote from those full members attending the meeting.

8. Alterations to this constitution may only be considered at an Annual or General Meeting. Any amendments must be supported by at least two-thirds of the full members present at the meeting.

9. Dissolution

Should there be insufficient members for the club to be viable, the Bowls Club has to be dissolved, and any surplus funds distributed to current members in equal shares)

10. Club Bye-Laws

a) Dress. Club, County and National competitions – Aldiss Park club shirts, black below the waist, bowls shoes. Greys or whites may be required for certain EBF competitions.

b) The club expects all members to behave in a manner in accordance with the understood etiquette and rules of bowls.

c) The playing green must be respected at all times. Only flat-soled bowling shoes are allowed on the green.

d) Players are expected to be aware of the playing rules of the leagues and competitions in which they participate.

e) Members are expected to keep themselves up to date with games in which they have been selected to play.

f) Except for an emergency, and agreed by the two team captains, the use of mobile telephones is not allowed on the green during periods of play.

11. Alcohol Licence

The committee of Aldiss Park Bowls Club will be responsible for upholding the following objectives to meet the criteria of the alcohol licence. A list of committee members can be found in Appendix A, this list to be updated as required to reflect the current committee status.

a. General

The committee will ensure that, at all times we are open, and the bar is being used, that a committee member will be present to ensure that the terms of the licence are being met. One or two members of the committee will undertake online licencing training.

b. The prevention of crime and disorder.

Any incidents will be reported to the police. CCTV will cover the bar area and the outside entrance area. Recording will be kept for a minimum of 28 days and made available to Police and local authority officers on request.

c. Public safety

No smoking or vaping is allowed on any of our grounds. We will ensure that we have a fire extinguisher and blanket. All exits from the several buildings will be kept clear.

d. The prevention of public nuisance

All members and guests will be asked to leave the premises quietly and we will display notices informing of this.

e. The protection of children from harm

The committee members will ask persons who appear to be under 25 for photographic ID such as proof of age cards, driving licence or passport. We also have a designated safeguarding officer in line with Bowls England regulations.

The above constitution was accepted by members of Aldiss Park Bowls Club at the AGM held on 16 November 2025

Chairman: Jo Ashmore

Secretary: Sue Frost

Appendix A

This appendix to be updated/amended as necessary without requiring a vote at the AGM.

2025/6

Committee Members

Jo Ashmore – interim Chair, with assistance from Sue Frost

Sarah Copcutt – Club Secretary

Mervyn Walpole – Treasurer

Helen Hanley – Fixtures Secretary and Safeguarding Officer

Mel Mylum – Minutes Secretary

David Gamble - Greenkeeper

Captains who are also committee members

Alan Copcutt

Sarah Copcutt

David Gamble

Eileen Halliday

David Hicks

Bridget Horne

Lindsay Horstead

Mel Mylum

Pauline Scott

Eira Smith

Sylvia Thomas

Mervyn Walpole