

MATLOCK GOLF CLUB

BOWLS SECTION

CONSTITUTION

1. Purpose

The purpose of the Bowls Section is to encourage and co-ordinate the use of the outdoor Crown Bowling Green and the indoor Short-Mat bowling facilities for the benefit of the Golf Club and its Members.

2. Membership

All members of the Golf Club may join the Bowls Section without any further membership fees. The Bowls Secretary will keep a record of all Golf Club Members who have asked to become members of the Bowls Section in order that they may be kept informed of any relevant matters.

2.1 British Crown Green Bowling Association Membership

In order to play in any League Matches or Open Competitions it is necessary to be a member of the British Crown Green Bowling Association. Such membership will be arranged by the Bowls Secretary upon payment of a single Life Membership Fee (currently £10.00).

3. Organisational Structure

3.1 Bowls Sub-Committee

The formal management of the Bowls Section is the responsibility of the Bowls Sub-Committee, whose membership is as follows:

- The Chairman is appointed by the Golf Club Board for a period of three years on the recommendation of the Bowls Section membership as expressed at a General Meeting of the Bowls Section
- The Secretary is appointed by the Golf Club Board for a period of three years on the recommendation of the Bowls Section membership as expressed at a General Meeting of the Bowls Section
- Three members are elected at the Golf Club's Annual General Meeting for a period of three years, one member retiring each year
- The Captains of the teams playing in crown green bowls leagues shall be appointed by the Bowls Section members at the Bowls Section Pre-Season Meeting and shall be members of the Sub-Committee until the following Pre-Season Meeting

If any of the elected members of the Sub-Committee shall leave the committee for whatever reason before the end of their elected term of office then the remaining members of the Sub-Committee may co-opt a member of the Bowls Section for the period up to the next Golf Club AGM, at which time the vacant place will be filled for the remainder of the term, if necessary.

The members of the Sub-Committee shall also appoint a Treasurer from amongst their members at the first meeting following the Bowls Section Pre-Season Meeting.

3.2 Duties of the Chairman

- The Chairman will represent the views of the Sub-Committee to the Golf Club Board as and when necessary, and vice-versa.
- The Chairman will chair meetings of the Sub-Committee and the General Meetings of the Bowls Section.

3.3 Duties of the Treasurer

- The Treasurer shall collect any monies due to the Bowls Section and deposit the Section's funds in the Bowls Section's account within the main Golf Club bank account

- The Treasurer shall arrange for the provision of cheques for payment of any sums owed by the Bowls Section
- The Treasurer shall liaise with the Golf Club Secretary regarding the income and expenditure incurred on behalf of the Bowls Section
- The Treasurer shall produce and distribute a written Treasurer's Report at the Bowls Section AGM, and shall produce a verbal report for Sub-Committee meetings

3.4 Duties of the Secretary

- The Secretary will record the minutes of each Sub-Committee meeting and the Annual General Meeting of the Bowls Section, and any other General Meetings of the Section
- The Secretary will send a copy of the minutes of the last meeting and the agenda for the next meeting to each Sub-Committee member at least seven days before the next meeting
- The Secretary will place a copy of the approved minutes of each meeting of the Sub-Committee in a folder kept for public viewing in the Clubhouse
- The Secretary will send a copy of the minutes of the last General Meeting and the agenda for the next General Meeting to each Bowls Section member at least seven days before the next General Meeting
- The Secretary will keep a record of all members of the Bowls Section, including their addresses, telephone numbers and email addresses (where available)
- The Secretary is responsible for obtaining Life Membership of the British Crown Green Bowling Association for all members who wish to play in league matches or open competitions, and for keeping an up-to-date list of all registered players' membership numbers
- The Secretary is responsible for formal communication with all relevant national, regional and local Crown Green organisations, and for providing them with such details as they require regarding the club and its registered playing members
- The Secretary is responsible for formal communication with all Leagues in which the Bowls Section participates, including registering of teams and of players eligible to play in each league, but excluding the submission of the results of league matches – which is the responsibility of the relevant team captain
- The Secretary is responsible for any formal communication with other bowls clubs
- The Secretary is responsible for agreeing a date with the Golf Club Captain for the annual Bowlers and Golfers match
- The Secretary is responsible for arranging for the engraving of the various trophies that are presented at the annual Presentation Evening, and for the selection and purchase of prizes that are presented at the same time

3.5 General Meetings

- The Bowls Section will hold its Annual General Meeting in September or October of each year
- The Bowls Section will also hold a Pre-Season General Meeting in February or March of each year

3.6 Other Organisational Matters

- At its Pre-Season Meeting the Bowls Section will appoint a captain and (optionally) a vice-captain for each of the teams which will compete in a Crown Green Bowls League in that calendar year; the captains will also serve on the Bowls Sub-Committee until the next Pre-Season Meeting
- The dates for the Bowls Section's internal competitions shall be decided at the AGM, which shall also appoint an individual to have responsibility for the organisation of each competition
- The dates of any Open Competitions shall be decided at the AGM
- The Bowls Sub-Committee shall appoint an individual to liaise with the Golf Club Captain for that year over the arrangements for the annual Bowlers and. Golfers match
- If any issue(s) which should be decided at the AGM or other General Meeting cannot be so decided, then the Bowls Sub-Committee shall have the responsibility of resolving the issue(s)