

**WINSLOW BOWLS CLUB**

**CLUB CONSTITUTION AND RULES**

**Adopted November 2023**

## PRELIMINARY

1. In these Rules:
  - (a) 'Accounting year' shall mean the period from and including 1 October in any year until and including 30 September in the following year;
  - (b) 'Committee' shall have the meaning given in rule 43;
  - (c) 'Member' shall have the meaning given in rule 7;
  - (d) 'Membership year' shall mean the period from and including 1 April in any year until and including 31 March in the following year;
  - (e) 'Officer' shall have the meaning given in rule 39; and
  - (f) 'Trustee' shall have the meaning given in rule 30.

## CONSTITUTION AND OBJECTS

2. The Club shall be a members' club and shall be called Winslow Bowls Club.
3. The objects of the Club shall be:
  - (a) to provide facilities for, and to encourage, the playing of bowls, in accordance with the laws of the game as prescribed from time to time by Bowls England and the English Short Mat Bowling Association;
  - (b) to promote and organise the playing of bowls matches, including friendly matches, against similar clubs in the area;
  - (c) to promote and organise the playing of internal competitions for its Members;
  - (d) to provide a clubhouse with catering and refreshment facilities for its Members, their guests and visiting teams; and
  - (e) to host and promote social activities for its Members and their guests.
4. The Club shall be affiliated to Bowls England, the Buckinghamshire Bowls Association, the Buckinghamshire Short Mat Bowling Association, Disability Bowls England and to such other similar organisations as the Committee shall from time to time determine.
5. The Club shall continue to exist from year to year unless at a General Meeting called for the purpose in accordance with these Rules a two-thirds majority of those Members present and voting shall resolve to dissolve the Club.
6. If a resolution to dissolve the Club shall be passed in accordance with rule 5 above the Trustees shall, as soon as practicable, realise the assets of the Club, discharge its liabilities and dispose of any remaining assets and money to such one or more of the following as the Trustees may in their absolute discretion determine:
  - (a) Registered Community Amateur Sports Clubs established within the County of Buckinghamshire;
  - (b) The Club's national governing body, for use by that body as it thinks fit in the promotion of the playing of bowls; and
  - (c) Registered charities established within or benefitting the residents of the County of Buckinghamshire.

## MEMBERS

7. There shall be the following classes of Members:
  - (a) Full Members, who must be aged 18 years or over, and who shall be entitled to make full use of the Club's bowling facilities, to attend, speak and vote at General Meetings and to hold any of the offices hereafter defined;
  - (b) Junior Members, who must be under the age of 18 years and who shall be entitled to make full use of the Club's bowling facilities, but may not vote at General Meetings, may not hold any of the offices listed in rule 39 and may not be appointed as a Trustee;
  - (c) Non-playing Members, who must be a former Full Member, the spouse or civil partner of a Full Member, the spouse or civil partner of a former Full Member who is also a Non-playing Member, or the widow, widower or (in the case of civil partnership) survivor of such a Member, who shall not be entitled to make any use of the Club's bowling facilities but who may attend, speak and vote at General Meetings, and may hold any of the offices hereafter defined.
8. A Junior Member who attains the age of 18 years shall automatically become a Full Member.
9. A Full Member who wishes to become a Non-playing Member may do so by notification in writing to the Secretary.
10. An application for membership by a person who is not then a Member of the Club, or by a Non-Playing Member who wishes to become a Full Member, must be made in writing on the form for the time being prescribed by the Secretary (which may be in paper or digital form) and the application must be proposed and seconded by Full Members.
11. On receipt of a properly completed, proposed and seconded application for membership the Secretary shall:
  - (a) Display the name and address of the candidate, the fact of his or her application for membership and the class of membership applied for prominently within the clubhouse for a period of seven days and at the same time notify each member of the Committee in writing of the application; and
  - (b) Receive and record any objection by an existing Member to the application and forthwith provide a copy of any such objection to each Committee member.
12. The Committee members shall consider each application for membership and the objections, if any, so notified to them and, within seven days following the expiry of the period referred to in rule 11(a) above, each Committee member shall notify the Secretary in writing whether he or she approves the application.
13. If a majority of the Committee members approves the application and the candidate pays the prescribed subscription he or she shall forthwith become a Member in the category for which he or she has applied. If a majority of the Committee members does not approve the application or the candidate fails to pay the prescribed subscription he or she shall not become a Member. In the event of an equality of votes of the Committee members, rule 49 below shall apply.
14. A candidate for membership whose application is rejected may not apply again for membership in the same or a different class for a period of one year from the date on which his or her application was rejected.
15. Notwithstanding the foregoing rules a Member whose subscription has not been paid in full within fourteen days of the due date for payment shall not be entitled to use any of the facilities of the Club unless the Committee otherwise determines, may not vote at meetings and may not hold any office.

16. A Member whose subscription has not been paid in full within two calendar months of the due date for payment shall, unless the Committee otherwise determines, cease to be a Member.
17. A Member may resign his or her membership of the Club at any time by notice in writing to the Secretary.
18. A Member may be suspended from membership for a period, invited to resign or expelled if the Committee is satisfied, after affording the Member concerned a reasonable opportunity of denying, explaining or justifying the conduct in question, and after complying with the requirements of the Rules and Regulations of Bowls England published in September 2022 or any later replacement of them, that he or she:
  - (a) has committed an offence of dishonesty, whether or not affecting the Club;
  - (b) is in breach of rule 38;
  - (c) has committed a serious or persistent breach of rule 66 or rule 67;
  - (d) has acted in a manner likely to endanger other Members or to damage the Club's property;  
or
  - (e) has acted in such a manner as to bring the Club into disrepute.

#### MEETINGS OF THE MEMBERS

19. An Annual General Meeting of the Members shall take place each year in the month of November or as near thereto as is practical for the following purposes:
  - (a) to receive and, if thought fit, approve the minutes of the last preceding General Meeting;
  - (b) to receive and, if thought fit, approve a statement of accounts for the last preceding accounting year;
  - (c) to elect by ballot the Officers of the Club and those Members who are to serve on the Committee for the ensuing year;
  - (d) to amend these Rules and to ratify or, as the case may be, reverse or modify any resolution or decision of the Committee to amend, add to or revoke any of these Rules in accordance with Rule 51;
  - (e) to agree or, as the case may be, to reject the Committee's recommendation of the subscriptions to be paid by Members in respect of the next following membership year;
  - (f) if the Committee's recommendation is rejected, to fix the subscriptions to be paid by Members in respect of the next following membership year; and
  - (g) to conduct such other business as may be necessary or appropriate.
20. The persons elected in accordance with Rule 19(c) above shall take office immediately following the conclusion of the Annual General Meeting.
21. An Extraordinary Meeting of the Members may be called at any time
  - (a) by the Committee; or
  - (b) on an application signed by not fewer than 15 Members of the Club.
22. Not less than 14 days' notice of any meeting of the Members called in accordance with Rule 19 or 21 shall be given by the Secretary to all Members, Provided that those Members attending and voting at the meeting may ratify the giving of shorter notice.

23. A Member wishing to propose any resolution falling within Rule 19(d) or 19(g) above shall give notice of his or her desire in writing to the Secretary not less than seven days before the day fixed for the meeting.
24. Notice of any such Extraordinary Meeting called by the Committee, and an application made in accordance with rule 21(b), shall state the nature of the business it is proposed should be conducted at the Meeting.
25. The Secretary shall publish the agenda for any General Meeting of the Club not less than five days before the day fixed for that meeting.
26. A quorum of a General Meeting is twenty Members, including at least three members of the Committee. If a quorum is not present within 15 minutes after the time appointed for the commencement of the Meeting, the Meeting shall be postponed to a later date.
27. The Chairman shall preside at every General Meeting of the Members. In his absence another Committee member chosen for the purpose by those Members present at the Meeting shall preside.
28. A Member may speak no more than once on each agenda item unless the Chairman or person chosen in accordance with rule 27 determines otherwise. The Chairman shall also determine the order in which those who wish to address the meeting may speak.
29. Save in the case of a resolution pursuant to rule 5, decisions at a General Meeting shall be taken by simple majority of those Members present and voting. In the event of an equality of votes the Chairman or person chosen in accordance with rule 27 shall have a second or casting vote. For the avoidance of doubt, proxy and postal votes are not permitted.

#### CLUB PROPERTY AND INCOME

30. The freehold property of the Club and any property in which it holds a leasehold or tenancy interest shall be vested in not less than three nor more than four Trustees who shall be Members of the Club nominated by the Committee.
31. If a casual vacancy among the Trustees shall arise by reason of the death, incapacity or resignation of a Trustee, or because a Trustee ceases to be a Member of the Club or is removed from office by resolution of the Committee, the Committee shall nominate a Member or (as the case may require) Members who have signified his, her or their willingness to act as Trustee to fill the vacancy or vacancies. The entry in the Minute Book of the name or names of the persons so nominated shall be conclusive evidence that they have been duly nominated in accordance with these Rules.
32. It is declared that the President for the time being of the Club is the person nominated, in accordance with section 36(1)(a) of the Trustee Act 1925, to appoint new Trustees and that upon notification to him or her of the names of the person or persons so nominated the President shall by writing so appoint him, her or them.
33. Trustees so appointed shall hold office until death, incapacity, resignation, their ceasing to be a Member of the Club or until removal from office by the Committee in accordance with rule 50(b).
34. The Trustees shall be indemnified by the Club against any and all loss, liability or expense occasioned to them and arising out of their holding the office of Trustee save in case of their own negligence or breach of trust.
35. The income and funds of the Club shall be applied only in the furtherance of the Club's objectives save that the Committee may decide if it sees fit to make a charitable donation.

36. No asset of the Club shall be offered as security for any loan or borrowing or in any other manner unless such an offer shall previously have been approved at a General Meeting of the Club.
37. No Member may receive any payment from the Club save for work or materials or both which he or she has supplied to it with the prior agreement of the Committee, or pursuant to rule 40(c).
38. No Member may accept from a third party any commission for services rendered or supplies made to the Club save with the prior written approval of the Committee.

#### OFFICERS OF THE CLUB

39. The Officers of the Club shall be:
  - (a) the President;
  - (b) the Chairman;
  - (c) the Treasurer;
  - (d) the Secretary;
  - (e) the Captain;
  - (f) the Vice-Captain;
  - (g) the Short Mat Captain;
  - (h) the Ladies' Captain (a female Member, to be appointed only if the Captain is male);
  - (i) the Men's Captain (a male Member, to be appointed only if the Captain is female);
  - (j) the Fixture Secretary;
  - (k) the Competitions Secretary;
  - (l) the Bar Manager;
  - (m) the Grounds Manager;
  - (n) the Clubhouse Manager;
  - (o) the Website and Media Manager;
  - (p) the Social Secretary;
  - (q) the Child and Vulnerable Adult Officer; and
  - (r) the Auditor.
40. For the avoidance of doubt it is recorded that (a) save as otherwise indicated, any of the said offices may be occupied by a male or a female Member; (b) all of the said offices are honorary and that none of the Officers may be paid any remuneration for so acting; but (c) expenses reasonably incurred by an Officer for the purposes of the Club may be reimbursed.
41. The duties, responsibilities and authority of each Officer are set out in summary and by way of guidance but not by way of prescription in the Appendix to these Rules.
42. An eligible Member may hold more than one of the said Offices, save that he or she may not be simultaneously:
  - (a) President and Chairman, Treasurer, Secretary or Captain;
  - (b) Chairman and Treasurer or Secretary;
  - (c) Treasurer and Secretary or Auditor; or

- (d) Captain and Vice-Captain.

#### MANAGEMENT OF THE CLUB

- 43. The Club shall be managed by its Committee, which shall be composed of:
  - (a) the Chairman;
  - (b) the Treasurer;
  - (c) the Secretary;
  - (d) the Captain; and
  - (e) two other Members who may (but need not) hold any other Office and who are elected so to act at the Club's Annual General Meeting.
- 44. The Committee shall meet at such times as it may determine but not less than three times in each year.
- 45. An extraordinary meeting of the Committee may be convened by notice stating the business to be dealt with, given by not less than three of its members to the Secretary.
- 46. The Secretary shall give to each Committee member not less than five days' notice in writing of a meeting of the Committee and shall attach to the notice an agenda of the items to be discussed. A Committee member may add an item to the agenda not less than three days before the day of the meeting but the Committee may in addition determine that a matter not on the agenda shall be discussed and decided.
- 47. A quorum of the Committee is four members including at least two of the Chairman, Treasurer and Secretary. If a quorum is not present within 15 minutes after the time appointed for the commencement of the meeting, the meeting shall be postponed to a later date.
- 48. The Chairman shall preside at each meeting of the Committee. In his absence the Committee members present shall choose another among their number to preside.
- 49. Decisions of the Committee shall be made by a simple majority of those present. In the event of an equality of votes the Chairman (or the Member presiding at the meeting in his or her absence) shall have a second or casting vote.
- 50. The Committee shall:
  - (a) fill any casual vacancy in its membership occasioned by the death, incapacity, resignation or disqualification of any Committee member by appointing as replacement an able and willing Member, who shall hold office until the conclusion of the next Annual General Meeting;
  - (b) remove any Trustee who has ceased to be eligible to act as a Trustee or who has failed after reasonable request to undertake the duties of a Trustee;
  - (c) nominate a Member to replace a Trustee who is for any reason no longer able to act as a Trustee (see rule 31);
  - (d) recommend to the Annual General Meeting the amounts of the subscriptions payable by Members of each class for the next ensuing membership year (see rules 19(e) and 19(f));
  - (e) accept or, as the case may be, reject applications for membership;
  - (f) expel or suspend a Member or invite him or her to resign, in accordance with rule 18;

- (g) purchase, lease or otherwise lawfully acquire equipment, goods and services it deems appropriate for the purposes of the Club and dispose of equipment and goods which are redundant or surplus to the Club's requirements;
  - (h) determine the sums to be paid by participating Members as competition entry fees, match fees, meal charges or for similar purposes;
  - (i) determine, on a year-by-year basis, into which bowls league or leagues, and into which knock-out or similar competitions, the Club should enter a team or teams;
  - (j) modify the roles of the Officers, as set out in the Appendix to these Rules, by adding to or subtracting from the responsibilities set out therein, or by assigning a responsibility to a different Officer (in particular but not exclusively if an Office is vacant); and
  - (k) otherwise manage the Club's affairs in order to advance its objectives as set out in these Rules.
51. The Committee may, if it thinks it expedient to do so, resolve to amend, add to or revoke any of these Rules with effect from a date specified by the Committee. In any such case the rule or rules as amended or added shall prevail in place of the original rule or rules, and a revoked rule shall cease to apply, but the amendment, addition or revocation, if not ratified by it, may be reversed or modified at a General Meeting of the Members (see rule 19(d)).

#### SUBSCRIPTIONS

52. Each Member wishing to retain his or her membership of the Club shall pay the amount determined in accordance with rule 19(e) or, as the case may be, rule 19(f) to the Treasurer by not later than 1<sup>st</sup> April next following.
53. A Member who, for any reason, ceases to be a Member during a membership year for which he or she has paid the prescribed subscription shall not be entitled to the refund of all or any part of that subscription.
54. A Full Member who becomes a Non-Playing Member during a membership year for which he or she has paid the prescribed subscription shall not be entitled to the refund of all or any part of that subscription.
55. A Junior Member who, by reason of attaining his or her majority during a membership year, becomes a Full Member shall not be required to pay a supplementary subscription.

#### VISITORS AND GUESTS

56. Persons representing other clubs playing matches on the Club's green or, in the case of short-mat matches, in the clubhouse and those accompanying them as spectators (together, 'visitors') shall be permitted, from a reasonable time before the start until a reasonable time after the conclusion of the match, to use all of the Club's facilities, including the bar facilities if the bar is open, save that spectators may not play on the green or on the short mats.
57. A Playing Member may invite a non-Member guest to play on the Club's green or by using its short-mat facilities, at any time other than when a match is in progress, on not more than three occasions per guest in any membership year. The Member must accompany the guest at all times when the guest is present on the Club's premises.
58. All Members may introduce guests to use the clubhouse facilities when they are open to Members. For the avoidance of doubt 'open to Members' means open to Members generally,

and not opened solely in order that the Member may entertain the guest. The Member must accompany the guest at all times when the guest is present on the Club's premises.

59. Notwithstanding rules 57 and 58, a Member may not introduce as a guest any person whose application for membership has been rejected in accordance with rule 13 or any former Member who has been suspended, invited to resign or expelled in accordance with rule 18.
60. Neither a visitor nor a guest may be permitted to enter the service area of the bar.
61. No Member shall purchase alcoholic liquor for consumption by a person under the age of 18 years, nor permit any guest or visitor to do so.

#### MISCELLANEOUS

62. In these Rules, 'writing' and words derived from it include writing on paper, emails and forms completed by means of the Club's website but do not include text messages sent by mobile phone or social media communications.
63. A notice is deemed to have been given to Members by its being displayed in paper form within the clubhouse and on the Noticeboard page of the Club's website for not less than the period prescribed by these Rules. The Secretary or other Member or Members giving a notice shall in addition email it to all those Members who have provided an email address.
64. A notice is deemed to have been given to members of the Committee by its being displayed on the Noticeboard page of the Club's website for not less than the period prescribed by these Rules. The Secretary or other Member or Members giving a notice shall in addition email it to all those Committee members who have provided an email address.
65. Notwithstanding the use in these Rules of masculine pronouns, they apply (unless otherwise expressly stated) in exactly the same way to all Members, their guests and visitors to the Club regardless of their sex or gender identity.
66. The Club is committed to the equal treatment of all Members, their guests and visitors to the Club and to conducting its activities in a manner which avoids discrimination on grounds of age (save in providing that Members under the age of 18 years may not be Full Members), sex, gender identity, sexual orientation, race, nationality, religion or otherwise. All Members are required to recognise and promote that commitment and to treat others with courtesy and respect.
67. Smoking, including vaping, is prohibited at all times within the fenced area of the bowling green and the fenced area of the clubhouse.
68. Members playing in matches against other clubs, including friendly matches, and in Club competitions must wear the clothing specified by whichever of the Captain, the Vice Captain, the Ladies' Captain, the Men's Captain or the Short-Mat Captain is responsible for the match, as appropriate for that occasion.
69. Members and visitors stepping on the green (whether or not to play) shall at all times wear suitable flat-soled footwear.

## APPENDIX

### ROLES OF THE CLUB'S OFFICERS

**The President** shall be the Club's representative at any formal or ceremonial engagement with another club or organisation, shall present the prizes, trophies or awards granted following any internal competition and shall appoint new Trustees at the direction of the Committee.

**The Chairman** shall, if present, preside at any meeting of the Members or of the Committee, shall exercise a casting vote when these Rules so require, shall maintain periodic contact as necessary and appropriate with those Officers of the Club who are not Committee members, and shall take the responsibility of ensuring that the Club is at all times properly managed, that these Rules are correctly applied and that the objects of the Club are actively promoted. He or she, together with the Secretary, shall represent the Club in its relations, other than ceremonial, with national associations and (save in relation to matches) with other similar clubs.

**The Treasurer** shall maintain full and accurate books or electronic records of account detailing the Club's income, expenditure, assets and liabilities, shall present management accounts to the Committee at each of its meetings and shall prepare annual accounts for approval by the Auditor and by the Annual General Meeting. He or she shall also produce the Club's accounting records to the Auditor at such intervals as the Auditor shall reasonably require. He or she shall be responsible for the collection of Members' subscriptions and the Club's other income, including charges levied for the hire of the clubhouse, for the discharge of the Club's liabilities and for the general management of its finances in the best interests of the Club. He or she shall recommend to the Committee the amounts to be charged to Members by way of subscriptions and for match and competition fees, and in conjunction with the Bar Manager shall determine the prices at which drinks and other goods are to be sold from the Club's bar. The Treasurer shall also be responsible for the arrangement and management of the Club's insurances.

**The Secretary** shall undertake those functions imposed upon him or her by these Rules and shall in addition maintain the Club's records of its Members, the minutes of its meetings and of such other items as the Committee may from time to time direct. He or she shall be responsible for ensuring that the Club secures any necessary licences or permits and that it complies with those statutory or regulatory requirements which may apply to it. He or she, together with the Chairman, shall represent the Club in its relations, other than ceremonial, with national associations and (save in relation to matches) with other similar clubs.

**The Captain** shall ensure that Members wishing to play in outdoor matches (competitive or friendly) against other clubs have the means to put their names forward, shall encourage others to play if insufficient Members have put their names forward, and shall select the Members who are to play in those matches and the rinks on and positions in which they are to play; shall, when he or she is playing in such a match or is present as non-playing captain, agree with the opposing captain on the format of the match and its duration and shall prepare, distribute and collate the scorecards and, together with the opposing captain, agree upon the result of the match; and in the case of a home match shall ensure that the green is properly equipped and that at the end of play the equipment is cleared and stored. He or she shall report to the Annual General Meeting and, as he or she deems necessary, to the Committee on the Club's progress in competitions and shall prepare match reports to be posted on the Club's website. If female, the Captain shall undertake the duties of the Ladies' Captain and if male those of the Men's Captain.

**The Vice-Captain** shall, when so requested, assist the Captain in the selection of players to form teams for matches against other clubs and shall deputise for the Captain, whenever he or she is absent or otherwise unable to perform the Captain's duties.

**The Ladies' Captain** (if appointed) shall use her best endeavours to encourage potential female Members to join the Club, to encourage female Members to participate in matches and Club competitions (and in particular but not exclusively those reserved for female players) and shall generally promote the playing of bowls by ladies.

**The Men's Captain** (if appointed) shall use his best endeavours to encourage potential male Members to join the Club, to encourage male Members to participate in matches and Club competitions (and in particular but not exclusively those reserved for male players) and shall generally promote the playing of bowls by men.

**The Short Mat Captain** shall ensure that Members wishing to play in indoor matches (competitive or friendly) against other clubs have the means to put their names forward, shall encourage others to play if insufficient Members have put their names forward, and shall select the Members who are to play in those matches and positions in which they are to play; shall, when he or she is playing in such a match or is present as non-playing captain, agree with the opposing captain on the format of the match and its duration and shall prepare, distribute and collate the scorecards and, together with the opposing captain, agree upon the result of the match; and in the case of a home match shall ensure that the playing equipment is properly laid out and that at the end of play the equipment is cleared and stored. He or she shall report to the Annual General Meeting and, as he or she deems necessary, to the Committee on the Club's progress in competitions and shall prepare match reports to be posted on the Club's website.

**The Fixture Secretary** shall arrange with other Clubs and in consultation with the Captain or, as the case may be, the Short Mat Captain for the playing of those competitive matches to which the Club has committed itself together with as many friendly matches as he or she and the Captain or Short Mat Captain agree may be accommodated and for which opposing clubs can be identified. He or she shall prepare an annual fixture list to be provided at the Club's expense to all Members.

**The Competitions Secretary** shall organise and promote those competitions open only to Members which are to be played within the Club each year. He or she shall have the discretion to introduce new formats of competition or to withdraw or vary an existing format.

**The Bar Manager** shall manage the bar by the purchase of such alcoholic and non-alcoholic drinks and other goods (but not including tobacco products or vaping materials) as he or she thinks fit and shall, in conjunction with the Treasurer, determine the selling prices of those drinks and goods. For the avoidance of doubt the Bar Manager is not required to be on the Club's premises at all times when the bar is open. He or she shall account to the Treasurer at such intervals as they may agree for the cost of purchases and the proceeds of sales.

**The Grounds Manager** shall be responsible for the maintenance of the green and its surrounds and the Club's buildings other than the clubhouse. He or she may recommend to the Committee that certain works should be undertaken by a third party or that equipment or consumables should be purchased, but may not engage such third party, nor make such purchases, without the permission of the Committee.

**The Clubhouse Manager** shall be responsible for the maintenance of the clubhouse and its contents, including their cleaning, and for promoting, organising and overseeing the hire of the clubhouse by third parties. He or she may recommend to the Committee that certain works should be undertaken by a third party or that equipment or consumables should be purchased but may not engage such third party, nor make such purchases, without the permission of the Committee.

**The Website and Media Manager** shall maintain the Club's website (including, if he or she thinks fit, by correcting, repositioning or removing postings to it made by others) and he or she shall determine what pages appear on the site and the routes by which they may be accessed by

users. He or she shall also control any use made of other electronic media (other than emails or text messages) for the purposes of or in the name of the Club.

**The Social Secretary** shall use his or her best endeavours to devise and promote social events for the entertainment of Members and their guests and with a view to raising funds for the benefit of the Club or charities approved by the Committee.

**The Child and Vulnerable Adult Officer** shall ensure that the Club has in place at all times a robust and practical policy for the protection of such children and vulnerable adults as may at any time be on its premises and that such policy is made known to Members and adhered to by them.

**The Auditor** shall, as frequently as he or she reasonably deems necessary, inspect the Treasurer's accounting records and at least annually shall compare the accounts produced by the Treasurer to the source materials. He or she shall report to the Annual General Meeting that in his or her opinion the accounts do, or as the case may be do not, present a true and fair record of the Club's income, expenditure, assets and liabilities.