



# West Moors Memorial Bowling Club

## Club Rules

### Sportsmanship

***In the absence of any specific rule, let sportsmanship prevail and allow common-sense to find a way to complete a satisfactory solution to any problem.***

***Remember the Bowling Facilities are ours. Please look after them responsibly.***

### 1 Title and Objectives

- (a) The Club shall be named "West Moors Memorial Bowling Club", commonly known as "West Moors Bowls Club".
- (b) The object of the Club shall be to foster interest in and the playing of the game of bowls in West Moors in accordance with the rules of Bowls England. by: -
  - (1) Affiliation to the appropriate National, County, and other such local Associations as are desirable. Competing in league and other competitions conducted by the above associations and co-operating with similar clubs or associations in arranging friendly matches
  - (2) Arranging and conducting competitions and any other bowling events amongst members as required.
  - (3) Promoting social and other functions or ventures for the enjoyment of members or to benefit the club.
- (c) The game of Short Mat Bowls is played in accordance with the rules of the English Short Mat Bowling Association.
- (d) The Club is registered as a "Community Amateur Sports Club (CASC) with the Inland Revenue.

### 2 Premises

- (a) The Club shall use the premises at the rear of the Memorial Hall as defined in the Lease with the Memorial Hall Council.
- (b) The Management Committee if required to further the club's activities, can from time to time determine use of other premises.

### 3 Trustees

- (a) There shall not be more than three Trustees.
- (b) The trustees shall be appointed at an AGM or by a special meeting
- (c) Trustees shall hold office until death or retirement or removal from office by a resolution, which for any reason may seem sufficient to a 75% majority of votes cast at an AGM or special meeting called for that purpose
- (d) Where necessary a new Trustee may be selected by the Management Committee and appointed pro-tem by the Club Secretary. Such an appointment must be ratified by the membership at the next AGM.
- (e) The Trustees are responsible for all assets of the Club and have a responsibility to see that these are being used in a prudent manner.
- (f) The Trustees shall be indemnified against all risks and expenses out of the property and assets of the Club.
- (g) The Trustees can attend any meeting of the Club and are entitled to receive copies of Notices of any meeting together with the minutes thereof.
- (h) Should any of the foregoing be found to conflict with the provisions of the Trustees Act 1925; the provisions and requirements of the Act shall take precedence.

## 4 Membership

- (a) Membership shall be open to both sexes and be one of the following categories: -
  - (1) Playing Members, 75% of whom must reside in West Moors or the immediate vicinity, shall be entitled to partake in all activities of the club.
  - (2) Non-playing Members shall be entitled to all the benefits and privileges of membership except that they shall not be able to join the outdoor playing sections or play on the outdoor green without paying the appropriate green fee.
  - (3) Honorary Life Vice-Presidents, shall be elected at an AGM of the Club on the recommendation of the Management Committee. Honorary membership will normally be conferred upon members who have rendered long and valuable service to the Club. They will be entitled to all the benefits enjoyed by Playing Members.
- (b) Other categories of restricted membership to cover such as juniors, disabled persons and other special cases can be made from time to time by the Management Committee. These categories of membership will be of a temporary nature to comply with the circumstances at the time and can be revised as necessary.
- (c) Every candidate for membership shall complete an appropriate application form.
- (d) New Members, on acceptance, will be required to pay an entrance fee (as determined by the Management Committee) together with the due amount of Annual Subscription.

## 5 Administration

The Management Committee and the relevant Section Committees as detailed below will administer the Club. Where necessary for management purposes, the Section Committees will report to the Management Committee.

### 5.1 The Management Committee

To be responsible for all the business activities of the Club, this includes:

1. Finance
2. Legal
3. Membership
4. Publicity
5. Bar management. Catering and Social activities
6. Property maintenance and Services

The Management Committee to consist of the following;

1. Chairperson (Normally the Club President)
2. Vice-President
3. Green Maintenance Manager
4. Secretary (called the Club Secretary)
5. Treasurer
6. Membership
7. Two delegates from the Men's Playing Section
8. Two delegates from the Ladies Playing Section
9. Two delegates from the Short Mat Section

- (a) Five members are needed to form a quorum.
- (b) The Chairperson will in case of equality have a second and casting vote.
- (c) Committee members 1 to 6 inclusive to be elected annually at the club AGM and members 7 to 9 at the respective Section AGM.
- (d) At all times the Management committee shall have the power to: -
  1. Fill any committee vacancy, form any sub-committee, and co-opt additional members to any committee or sub-committee.
  2. Give rulings which shall be final unless set aside at the next Club AGM on all questions arising on the interpretation or application of the Rules and Byelaws.
  3. Make new, or amend existing Byelaws for regulating the conduct and internal management of the Club so far as it is not inconsistent with these rules.
- (e) At their first meeting **following any Club AGM** the Management Committee will appoint a Club Member to represent the Club at the Memorial Hall Council meetings.

## **5.2 Men's Playing Section** (herein after called the Men's Section)

To comprise all male playing members and to be responsible through a committee for all matters relating to the men's playing activities, including fixtures, matches, competitions and team selection.

- a) The Men's Section Committee will consist of the following members who will be elected annually at the Section AGM and will be responsible for transacting the business of the section:-
  1. Captain
  2. Vice Captain
  3. 2<sup>nd</sup> Team Captain
  4. Secretary (called the Section Secretary)
  5. Match Secretary
  6. Competition Secretary
  7. Two delegates to the Management Committee.  
*(The two delegates to the Management Committee will normally be the Captain and Secretary).*
- b) Four members are needed to form a quorum
- c) The Captain who will be the Chairman will, in case of equality, have a second and casting vote.
- d) At all times the Men's Section committee shall have the power to: -
  1. Fill any committee vacancy, form any sub-committee and co-opt additional members to any committee or sub-committee that is with their responsibility.
  2. Give any immediate rulings or interpretations on playing matters. If, however, the Rules and Byelaws of the Club are affected, the approval of the Management Committee must subsequently be obtained.
- e) At the Men's Section AGM the members will elect two of their members who, together with the Captain, Vice - Captain and 2<sup>nd</sup> Team Captain will form the Selection Committee, whose duty will be: -
  1. To select and publish teams which will in their opinion best serve the interests of the Section.
  2. To select as required, individuals or teams to play or recommended for selection to play in representative matches of affiliated associations.
  3. To allocate handicaps to members for Club handicap events.
- f) Where there are mixed men's and ladies events the Men's Section committee is responsible for all arrangements in liaison with the Ladies Section Competition Secretary.
- g) The Men's Section will provide as required the representatives to attend the meetings of the affiliated associations.

## **5.3 The Ladies Playing Section** (herein after called the Ladies Section)

To comprise all Lady playing members and to be responsible, through a committee, for all matters relating to the ladies playing activities, including fixtures, matches, competitions and team selection.

- a) The Ladies Section Committee will consist of the following members who shall be elected annually at the Section AGM and will be responsible for transacting the business of the Section:
  1. Captain (called the Ladies Captain)
  2. Vice Captain (called the Ladies Vice Captain)
  3. Treasurer (called the Ladies Treasurer)
  4. Secretary (called the Ladies Secretary)
  5. B&D League Secretary
  6. Dorset League Secretary
  7. Competition Secretary
  8. Two delegates to the Management Committee.  
*(The two delegates to the Management Committee will normally be the Captain and Secretary)*
- b) Five members to form a quorum
- c) The Captain who will be the Chairwoman will in the case of equality have a second and casting vote.
- d) At all times the Ladies Section committee shall have the power to: -
  1. Fill any committee vacancy, form any sub-committee, and co-opt additional members to any committee or sub-committee that is within their responsibility.
  2. Give any immediate rulings or interpretation on playing matters. If however the Rules and Byelaws of the Club are affected the approval of the Management Committee must subsequently be obtained.

- e) At the Ladies Section AGM the members will elect two of their members who together with the Captain, Vice Captain and League Secretaries will form the Selection Committee. The Selection committee will select and publish teams for all matches, which will in their opinion best serve the interests of the Section.
- f) The Ladies Section will provide as required the representatives to attend the meetings of the affiliated associations.

#### 5.4 The Short Mat Section

To comprise all categories of members who have paid the registration fee as required under Rule 9b, and will be responsible for all matters relating to the short mat playing activities including fixtures, matches, competitions and team selection:

- a) The Short Mat Section committee is responsible for transacting the business of the Section and will consist of the following members who shall be elected at the Section AGM
  - 1 Captain (called the Short Mat Captain)
  - 2 Secretary (called the Short Mat Secretary)
  - 3 Competition Secretary
  - 4 Two Committee Members without portfolio
  - 5 Two delegates to the Management Committee (*one or both to be a Section officer*)
- b) Three members are needed to form a quorum
- c) The President who will be the chairperson will in case of equality have a second and casting vote.
- d) At all times the Short Mat Section Committee shall have the power to: -
  - 1 Fill any committee vacancy, form any sub-committee, and co-opt additional members to any committee or sub-committee that is within their responsibility.
  - 2 Give any immediate rulings or interpretations on playing matters. If however the Rules and byelaws of the Club are affected the approval of the Management Committee must subsequently be obtained.
- e) The Short Mat Section will provide as required the representatives to attend meetings of the affiliated associations.

## 6 Annual General Meetings

**6.1 The Annual General Meeting of the Club** shall be held in November each year. All categories of members are eligible to attend and take part in the Club AGM but only playing members and Hon. Life Vice-Presidents are entitled to vote and become members of Management Committee - 50 Playing members shall form a quorum. The essential business of the meeting shall be: -

- a) To receive the Club Secretary's Report
- b) To receive the Treasurer's Report and Statement of accounts.
- c) To elect a President and Vice-President of the Club
- d) To elect the Management Committee as per Rule 5.1
- e) To elect one Internal Financial Examiner/Accountant
- f) To elect a Bar Committee, as required by rule 10(b)

**6.2 The Annual General Meeting of the Men's Section** shall be held after the 30<sup>th</sup> September each year, but not after the Club AGM. Only male playing members are eligible to attend and vote at this AGM. One third of the playing members entitled to be present shall form a quorum. The essential business of the meeting shall be: -

- a) To receive Reports from the Captain, Section Secretary, Match Secretary and Competition Secretary.
- b) To elect the Section committee as per Rule 5.2 and the Selection Committee as per Rules 5.2(d) and 5.2(e)

**6.3 The Annual General Meeting of the Ladies Section** shall be held after the 30<sup>th</sup> September each year but not after the Club AGM. Only Lady playing members are eligible to attend and vote at this AGM. One third of the members entitled to be present shall form a quorum. The essential business of the meeting shall be: -

- a) To receive the Section Secretary's report.
- b) To elect the Section Committee as per Rule 5.3(a) and the Selection Committee as per Rule 5.3(e).

**6.4 The Annual General Meeting of the Short Mat Section** shall be held after 30<sup>th</sup> March each year. All members who have paid the registration fee as required under Rule 9b are eligible to attend and vote at this AGM. One third of all members entitled to be present shall form a quorum. The essential business of the meeting shall be: -

- a) To receive the Section Secretary's report
- b) To elect the Section Committee as per Rule 5.4(a)

**6.5 For any General meeting (excluding a Special General Meeting): -**

- a) A notice of the meeting shall be **emailed** by the relevant secretary to every member entitled to be present, **with an email address**, at least seven days before the meeting specifying a time and a place. **For members not having email address notices will be available in the Club Hall.** A member intending to put forward a motion for resolution by vote at a general meeting shall give written notice of intention and furnish a text of the proposed motion. This must reach the secretary on or before the 30<sup>th</sup> September (15<sup>th</sup> February in the case of the Short Mat Section AGM)
- b) Members elected at any General Meeting shall hold office from the moment they are elected.

## 7 Special General Meetings

The Club Secretary shall convene a Special General Meeting of members when: -

- a) So directed by the Management Committee
- b) In an emergency, the Club President and the Club Secretary, consulting together, agree on its necessity
- c) Demand by a requisition in writing, signed by at least fifteen playing members stating the matter at issue.

On each occasion a notice of the meeting will be **emailed** to relevant members **with email addresses**, at least seven days before the meeting specifying a time and place and an indication of voting qualifications. **Members not having email addresses will be telephoned and notices will also be available in the Club Hall.** Matters not relevant to the topic for which the meeting has been called will not be discussed.

## 8 Finance and Accounts

- a) No money or property of the Club or any gain arising from the carrying on of the club shall be applied otherwise than for the benefit of the Club as a whole, or for worthy donations to registered charities or other CASCs as authorized by the Management Committee.
- b) As part of the management function, the Management committee may authorize any reasonable expenditure on the normal requirements of the Club, but shall not incur expenditure exceeding £7,500 without the consent of a General Meeting.
- c) The Club Treasurer shall receive all monies and make all payments on behalf of the Club and shall be the only officer to give receipts or to draw cheques on the Club's banking accounts; except that in the absence of the Club Treasurer the Club Secretary shall have full power to act on his/her behalf including the signing of cheques.
- d) The Club Treasurer shall keep such proper books of accounts as will enable him or her to present at every Annual General meeting of the club for the year ending 30<sup>th</sup> September (or at any time if required on reasonable notice to him by the Management committee) an accurate report and statement concerning the finances of the Club; including a separate analysis with regard to the purchase and supply of intoxicating liquor and shall present such report and statement accordingly.

## 9 Subscriptions

- a) All members shall pay an Annual subscription of such amount as shall be determined by the Management Committee. At the discretion of the Management committee a reduced subscription of half the Annual Subscription may be accepted in the case of a playing member who joins the club after the 1<sup>st</sup> July.
- b) All members joining the Short Mat Section will be required to pay an annual registration fee as determined by the Management Committee.
- c) The Annual Subscriptions shall run from 1<sup>st</sup> January to 31<sup>st</sup> December. Payment for any such year shall be due on 1<sup>st</sup> January, or in the case of a member joining after that date, immediately on admission
- d) All members will be given notice of the amount and due date of subscriptions by the date of the Club AGM, and any individual whose subscription has not been paid by 31<sup>st</sup> January can be deemed to have ceased to be a member.

## 10 Bar Management and Regulations for the sale of intoxicating Liquor

The sale of intoxicating liquor in the Club premises will be permitted during the hours 11.00am to 11.00pm

- a) The Club shall be open between the hours of 10.00am and 11.00pm on each day provided that the Management Committee shall have the power to extend or reduce these hours on any specified occasion or occasions.
- b) The purchase for the Club and the supply by the Club of intoxicating liquor shall be in the absolute discretion of a committee entitled "The Bar Committee" and consisting of not less than three members elected at the Club's Annual General Meeting, one of whom shall be the Club Treasurer. Such Bar Committee shall in no way be restricted in freedom of purchase.
- c) No person shall at anytime be entitled to receive at the expense of the Club, any commission percentage or similar payment with reference to the purchase of intoxicating liquor by the Club nor shall any person directly or indirect derive any pecuniary benefit from the supply of intoxicating liquor by or on behalf of the club to members or guests apart from any benefit which a person derives directly by reason of the supply giving rise or contributing to a general gain from the carrying on of the Club.
- d) Any member shall be entitled to introduce guests to the Club providing that no person who has been expelled from the Club shall be introduced as a guest
- e) All members of visiting teams and their guests shall be entitled to be admitted to the Club premises to use the facilities thereof and to be sold intoxicating liquor in accordance with current Licensing Regulations.

## 11 Licensing Act

It is intended that these rules shall conform with the requirements of the current licensing Regulations and in the event of any conflict between these rules and the said Regulations, the latter shall be deemed to take precedence.

## 12 Amendments to Rules

No alteration or addition to these rules shall be made except by a resolution carried by a majority of at least two thirds of the members qualified to vote who are present at a General Meeting of the Club, the notice of which shall have contained particulars of the proposed alteration or addition. The Club Secretary shall as soon as possible, advise such alteration or addition to the Chief Officer of Police and to the Licensing Authority of Christchurch and East Dorset District Council the district in which the Club is situated.

## 13 Miscellaneous

- a) Where in any rule a particular gender is used referring to a member, it shall be taken, where the context permits, to refer also to the other gender.
- b) A copy of these Rules and of any Byelaws made by the Management Committee shall be available for reference and posted in a prominent place in the clubhouse
- c) No betting or gaming (i.e. the playing of a game of chance for money or moneys - worth) shall be permitted on the Club premises except for small amounts as may be authorised by the Management Committee. No drunkenness, bad language or disorderly conduct shall be permitted on the Club premises. Any infringement of this rule will be dealt with under Rule13 (e). All members of the Club shall endeavour to prevent and terminate any such offence, and should report the same forthwith to the Club Secretary for the information of the Management Committee.
- d) **Any member or person wishing to make a complaint of misconduct by a member must do so in writing to the Club President. If after preliminary investigation the President considers that a prima facie case of misconduct exists, the President will form a Club Disciplinary Committee to deal with the complaint.**
- e) Any member deemed to have intentionally infringed the Rules or Byelaws, or to have persistently acted in a manner detrimental to the best interests of the Club, shall be so informed and invited to answer the charge at a special meeting of the Management Committee. If he/she/gender neutral refuses to attend, or fails to give a satisfactory explanation, a resolution to expel him/her/gender neutral shall be effective if carried by a majority vote (in secret ballot) of two thirds of the committee members present. Bows England Regulation No. 9 'Disciplinary Regulations' will be used for procedural guidance.

## 14 Liabilities

Neither the club nor its landlords can accept any responsibility for the loss of or any damage to any article left on the club premises; nor for any injury sustained by any person whilst on or entering or leaving the Club premises.

## **15 Dissolution**

If at any General Meeting a Resolution for the dissolution of the Club shall be passed by a majority of at least two thirds of the members present and such Resolution shall, at a Special General Meeting held not less than one month thereafter at which not less than one half of the members shall be present, be confirmed by a Resolution passed by a majority of two thirds of the members voting thereon, the Trustees shall thereupon, after such a period for reflection as shall be specified in the Resolution, proceed to deal with the property and all the assets of the club which remain after consideration of any legal claims from outside bodies and deduction of all expenses and liabilities as follows:- the property and assets shall be transferred to another CASC, a registered charity or to the Sports Governing Body.s