

# EAST DORSET INDOOR BOWLS CLUB

## RULES

Registered under the Co-operative and Community Benefit Societies Act 2014 No. 21692R  
Community Amateur Sports Club Registration No. CASC00442

### 1. NAME

The name of the Club shall be “East Dorset Indoor Bowls Club Ltd” and its registered office shall be at Stony Lane South, Christchurch, Dorset BH23 1HW

### 2. OBJECT

- a) The object of the Club is to provide facilities for and promote participation of its Members in the sport of bowls and community participation in the same. The Club shall be affiliated to the England Indoor Bowls Association and all play shall be governed by the rules of the said Association.
- b) The income and property of the Club shall be applied solely towards promoting the Club’s objectives as set forth in these rules and no portion thereof shall be paid or transferred, directly or indirectly, to the Members of the Club.

### 3. MEMBERSHIP

- a) Membership of the Club shall be open to all persons irrespective of ethnicity, nationality, sexual orientation, religion or beliefs; or of age, gender or disability except as a necessary consequence of the requirements of bowling as a particular sport. However, limitation of Membership is allowable on a non discriminatory basis.
- b) Application for Membership**
  - i. Shall be in writing to the Membership Secretary on an application form.
  - ii) The Management Committee shall consider all applications without exception, and their decision as to whether an application is successful or not, is final.
  - iii) No rejected candidate shall be proposed again within 6 months of the rejection date.
  - iv) The Committee may require the attendance of any candidate, to answer such questions as may be put to them.
  - v) No candidate shall be deemed to be a Member or participate in the privileges and benefits until accepted by the Management Committee and having paid all relevant monies.
  - vi) All successful applicants shall hold one Share in the Club at a cost of 10 pence which cannot be withdrawn or transferred. When they cease to be a Member the amount paid is forfeited and the share cancelled.

#### c) Membership shall terminate on:

- i) Resignation  
Any Member wishing to resign from the Club should submit their resignation in writing to the Club Secretary on, or before, the Club’s Annual General Meeting. Any keys or intellectual property relating to the Club must be returned at the time of resignation.
- ii) Expulsion. See Rule 16
- iii) Death. Should a claim be made by a personal representative to property belonging to the deceased, the Club shall return said property.

The same condition will apply to the trustees in bankruptcy of a bankrupt Member

**d) Honorary Life Member:** The Committee may invite any Member who has been a Member of the Club and a Committee Member to be an Honorary Life Member, though there may not be more than eight Honorary Life Members at any one time.

**e) Social Members:** The number of social Members shall be limited to a number determined by the Management Committee, and shall be charged the appropriate fee. They will not be eligible to take office or vote at any meetings and will be bound by the Club Rules in all matters. They may not bowl except as a guest, therefore up to three times a year.

**f) Any Member changing their address** shall, within fourteen days, give notice to the Secretary in writing of such change and until such notice is given, all communications sent to their last address shall be deemed to have been served upon that Member.

**g) To facilitate communication,** a Member Contact List will be made available on the Club website under a secure log-in. So as to comply with the current General Data Protection Act, individual Members will be asked to give permission for their contact information to be held.

#### **4. MANAGEMENT**

**a)** The affairs of the Club shall be managed by a Management Committee consisting of full Members only, who have held that Membership for not less than 12 months, and shall be elected annually at the Annual General Meeting.

**b)** The Management Committee will be made up of a Chairman, President or Vice President, Club Secretary, Treasurer/Accounts Manager, Membership Secretary, Facilities Officer and two elected Committee Members. Should a vacancy occur during the term of the said committee's office, then full Members can be co-opted to the vacancy until the next AGM. All retiring Members may be eligible for re-election.

**c)** Any of the above Committee Members may be removed by a majority of the total Members present at a Special General Meeting called for that purpose.

**d) Authority of Management Committee**

The Committee shall conduct the general business of the Club, regulate the internal management, have power to enforce Rules, and make such bye-laws as may be necessary. They may also appoint sub-committees when necessary. The Chair, in the event of a drawn decision shall have the casting vote.

**See Rule 16** concerning discipline/expulsion.

#### **BOWLS COMMITTEE**

All Bowls matters shall be managed by a Bowls Committee chaired by the President or Vice President and consisting of the Match Secretary, Competition Secretary, League Secretary and one male and one female Committee Member and one male and female Selector.

#### **SELECTION COMMITTEES for Representative Matches**

**The Selection Committees** shall consist of two panels, one for Men's and one for Women's matches. The Selectors for each panel, shall be elected at the AGM.

#### **5. HONORARIUMS**

The Management Committee may, from time to time, authorise honorariums for Members for specific reasons.

## **6. ANNUAL GENERAL MEETING**

- i)** The Annual General Meeting of the Club shall be held in **March** of each year – the date of which will be published giving 6 months notice
- ii)** A Notice convening the AGM must be posted on a Club notice board **21 days** before the date of the AGM.
- iii)** Any Proposition, duly proposed and seconded, shall be submitted to the Club Secretary in writing within **ten days** of the posting of the Notice convening the meeting. Each playing Member has one vote for each Proposition.
- iv)** All nominations for Club Officers must be registered (entered on Nomination Sheet in the Club) duly proposed and seconded and signed by the nominee. The Notice shall remain posted for **ten days** from the posting date. Each playing Member has one vote for each vacancy.
- v)** The Agenda and annual accounts shall be posted on the Club notice board at least **seven** days before the date of the AGM.
- vi)** In the event of a ballot 3 Scrutineers will be appointed at the AGM.

## **7. MEETINGS**

Committee meetings will take place once a month. Where a vote is necessary, the Chairman shall have the casting vote. In the absence of the Chairman, President or Vice President, the Members present shall, if a quorum, elect a Chairman. (Four Members to form a quorum) The Minutes of these meetings (amended where matters of a confidential nature are involved) will be placed in a file for Members' perusal at the Club.

## **8. SPECIAL MEETINGS**

A Special Meeting of the Club may be convened within fourteen days of a written request to the Club Secretary and signed by not less than Thirty of the Club Membership, specifying the business to be discussed, and only this business will be discussed at that meeting. At all Special Meetings Thirty of the Club Membership, in addition to the Club Officers, shall form a quorum.

## **9. APPOINTMENT OF SUB COMMITTEES**

The Committees may appoint a Sub-Committee from any Member of the Club if deemed necessary for any special purpose. This Sub-committee to be Chaired by a Member of that Committee.

## **10. THE EMERGENCY COMMITTEE**

The Emergency Committee shall comprise of any three Management Committee Members, two of whom shall be empowered to act on any matter too urgent to await the calling of a full Management Committee meeting. All matters discussed shall be recorded for the next full Management Committee Meeting.

## **11. SOCIAL COMMITTEE** (Please refer to item 9)

The Social Committee shall consist of a social secretary and 2 co-opted full Members. They shall arrange functions for the benefit of the Members, attend to any catering requirements and return the Club to an orderly state.

## **12. COMPETITIONS**

The Competition Secretary shall be elected at the Annual General Meeting. The Competition Secretary shall arrange all Club competitions in accordance with the competition rules. Any complaints regarding competitions shall be made to the Competition Secretary whose decision shall be final. The Competition Secretary may co-opt any full Members of the Club to assist.

## **13. ANNUAL SUBSCRIPTIONS**

The Club Annual Subscriptions shall be reviewed by the Management Committee prior to the renewal period. Subscriptions are to be paid before the 1 October and will run until 30 September the following year.

In certain circumstances the Management Committee, at its discretion, will consider late and pro-rata payments.

Prospective Members may, on payment of the joining and subscription fees, obtain Membership of the Club. Any Member wishing to participate in County Competitions, Association Competitions, League Matches, Friendly Matches or Club Competitions, must be in possession of Full Membership.

## **14. ALTERATION OF THE CLUB RULES**

No Rule of the Club shall be repealed or altered and no new Rule be made unless twenty-one days prior notice of alteration be given in writing, and duly proposed and seconded, to the Club Secretary and approved by two thirds of the Club Members present at an Annual General Meeting or Special General Meeting.

## **15. COMPLAINTS**

Complaints shall be made in writing to the Club Secretary who shall submit them to the appropriate committee. A written reply will be given within 5 days after the next relevant committee meeting has taken place.

## **16. DISCIPLINE OR EXPULSION OF MEMBERS**

The Management Committee shall be responsible for reprimanding, suspending (period not exceeding 6 months) or expelling any Member who infringes the Club Rules or Bye Laws; or whose conduct shall, in their opinion, be prejudicial to the character or interest of the Club. Any Member guilty of conduct likely to endanger the welfare, unanimity or good order of the Club shall be expelled by the committee. Their Membership may not be renewed unless by special consent of the Committee.

However, no Member shall be suspended or expelled without first being given the opportunity to present a defence. Seven days notice in writing shall be given to the Member when summoning them before the committee, and such notice shall contain a statement of the complaint brought against them. Should the Member fail to appear before the Committee the case will be dealt with in their absence.

**The decision of the Committee shall be final.**

## **17. CLUB PRESIDENT**

It shall be the duty of the Club President to promote the well-being of the East Dorset Indoor Bowls Club; to Chair the Bowls Committee Meetings and to preside over Club functions whenever possible. In their absence the Vice President should take over.

## **18. CLUB SECRETARY**

It shall be the duty of the Club Secretary to conduct the general business of the Club, to implement decisions of the Management Committee and other sub-committees as may be appropriate, and to record all Minutes. These will then be made available in abbreviated form for Membership perusal.

## **19. CLUB TREASURER/ACCOUNTS MANAGER**

The Treasurer/Accounts Manager shall receive all monies of the Club and pay the same into a bank or building society account in the name of the Club. Withdrawals from Club accounts shall be made on the signature or instructions of persons authorised by the Management Committee to do so and will be processed under any special conditions as required by the Management Committee. The Treasurer/Accounts Manager shall keep proper records of accounts to enable Financial Statements to be made up to the 30<sup>th</sup> September each year to be presented at the A.G.M. of the Club in the following March.

## **20. CLUB ACCOUNTS AND PROFESSIONAL EXAMINATION**

The Club's financial year end will be 30 September. The Club's financial statements will be prepared in accordance with the requirements of the Laws by which the Club is governed and in accordance with accepted accounting practice. The accounts will be presented to the Members at the Club's Annual General Meeting. The accounts will only be subject to an audit where necessary in Law, or where the Membership require, which will be carried out by a registered auditor.

## **21 MATCH SECRETARY**

It shall be the duty of the Match Secretary to arrange all Friendly Matches and to carry out the administration of the visiting Clubs concerned. The Match Secretary will also be responsible for all aspects of play regarding Friendly Matches; to confirm availability of players and organise teams and to ensure that players behave correctly on the Green at all times. The Match Secretary will act as Club Captain or nominate a Club Captain for the day. The Club President or Vice-President will act as Club Captain for each Club Friendly Match when available.

## **22. WELFARE**

The Management Committee shall appoint a Welfare Officer and /or a Safeguarding Officer who shall be responsible for all welfare matters within the Club. A Safeguarding Officer shall be appointed to ensure the safety of under 18 year olds and people with disabilities.

## **23. DISSOLUTION**

In the event of the dissolution of the Club, any assets remaining after the satisfaction of all debts and liabilities shall **not** be paid to or distributed among the Members of the Club, but shall be given or transferred to one or more of the following approved sporting or charitable bodies.

- a) A registered charitable organisation(s).
- b) Another Club which is a registered CASC Member.
- c) The sports national governing body for use by them for related community sports.

## **24. INTOXICATING LIQUOR**

No intoxicating liquor shall be supplied to any persons on Club premises, other than by, or on behalf of the Club. No intoxicating liquor shall be supplied for payment to any person on the premises except a Club Member or a Member of another Club affiliated to the English Indoor Bowling Association. Club Members, their guests and supporters and any other persons taking part, or supporting any bona fide activity at the Club, may, at the absolute discretion of the Management Committee, be admitted to the premises and allowed to purchase intoxicating liquor for consumption within the designated Licensed Areas.

## **25. BAR COMMITTEE**

The Bar Committee shall be appointed by the Management Committee and include one person involved in the day to day running of the bar.

The Bar Committee shall arrange the supply of intoxicating liquor by the Club to Members, and to other persons on the Club premises and shall secure the due **observance of the provisions of the Licensing Act 1964** and all other Acts relating thereto, and of any conditions attached to any licence held by, or on behalf of the Club, for the supply of intoxicating liquor, or to any registration certificate granted in respect of Club premises. No person shall be paid at the expense of the Club, any commission, percentage, or similar payment on, or with reference to, purchases of intoxicating liquor by, the Club, nor shall any person directly or indirectly, derive any benefit from the supply of intoxicating liquor by or on behalf of the Club, to Members or guests, apart from any benefit accruing to the Club as a whole.

The permitted hours for the supply of intoxicating liquor are the general licensing hours for the licensing district in which the Club is situated, as permitted by the Licensing Act and may be varied from time to time in accordance with the statutory provisions in force at the time.

## **26. VISITORS**

Members may introduce and entertain guests at the Club and a Visitors Book will be available for the Member and guest to sign. The Member introducing the guest shall be responsible for their guest strictly observing these rules and the Club bye-laws, and shall not leave the Club premises before their guest. A Member may sign in no more than two guests on any occasion and the total number of guests present at any one time may not exceed 40% of the Club's full Membership. No person whose Membership of the Club has been terminated under Rule 16 or is for the time being suspended or whose application has at any time been rejected shall be introduced as a guest. Any person introduced as a guest may be signed in on no more than three occasions in a calendar year.

## **27. CLUB SEAL**

The Club shall have a common seal with the name of the Club engraved on it. All Contracts and Deeds shall have the Company Seal affixed in the presence of and be signed by any two Officers of the Management Committee and countersigned by the Club Secretary.

## **28. APPLICATION OF PROFITS**

The income and property of the Club whence so ever derived, shall be applied solely towards the promotion of the objects of the Club as set forth in these rules and no portion thereof shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise howsoever, by way of profit, to Members of the Club.

## **29. BORROWING POWERS**

i) The Club shall have the power to borrow money, issue loan stock and to secure the repayment of any money borrowed by mortgaging or charging any of its property, provided that the amount of money borrowed shall not exceed £100,000 and the interest to be paid (except money borrowed by way of a bank overdraft) shall not exceed 6% p.a. or 1% p.a. above the Bank of England's current lending rate, whichever is the higher.

ii) The Committee shall have the power to determine the terms and conditions upon which money is borrowed or loan stock is issued and to vary such terms and conditions.

iii) The Club shall not receive money on deposit.

iv) From the date of registration of these new Rules, at the absolute discretion of the Committee, any interest-free loans made to the Club by the Members shall be repaid on the basis of first in first out, as the Club's financial position, determined as at the previous financial year end, may permit.

## **30. INVESTMENTS**

The funds of the Club may, where applicable, be invested in a deposit or reserve bank account.

## **31. PAID MEMBERS OF STAFF**

The Management Committee will ensure that appropriate payments for the employment of staff shall be made e.g. Salaries and HMRC. The Management Committee shall have responsibility for staff members' well-being.

## **32. HIRING OF PREMISES**

As part of the Club's presence in the community, the Management Committee may hire out various areas of the premises to non-Member organisations, and it is understood that these organisations will have completed a Contract of Hiring, giving information including the Club's Health and Safety and Fire Regulations Policies.