



## Oakley Bowling Club

# Rules and Constitution

## Approved AGM 2017

- Rule 1     **Title**. The Club shall be known as Oakley Bowling Club.
- Rule 2     **Objects**. The object of the Club is to provide facilities for and promote participation of the whole community in the Sport of Bowling.
- Rule3.1   **Membership**. Membership of the Club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, religion, nationality, sexual orientation or other beliefs. The Committee may however limit membership, according to available facilities, but shall do so only on a non-discriminatory and fair basis. No one shall be entitled to enjoy the privileges of membership until at least 2 days after their acceptance into membership.
- 3.2       Subject to the normal membership procedure Associate Members may be admitted. The annual subscription shall be determined by the Committee. Associate membership will be over and above any limitation of bowling membership as may be fixed from time to time.
- 3.3       Life Vice Presidency is a class of membership which can be bestowed on those Club Members who, in the opinion of the Committee, have given outstanding or exemplary service to the Club during their time of membership.
- Life Vice Presidency shall be free of all dues but shall not entitle the beneficiary to play on the green, for which payment of a full membership will still be necessary. A Life Vice President may be elected as a member of the Committee.
- 3.4       Junior members may be admitted, the qualification for junior membership being that the individual shall be both in full time education and under the age of 25. Junior Subscriptions shall be determined by the Committee.
- 3.5       Voting rights will be restricted to fully paid up full members (including juniors) and Life Vice Presidents. Associate Members shall have no voting rights.
- 3.6       The Club may refuse membership or expel/suspend from membership only for good and sufficient cause, such as conduct or character likely to bring the Club or sport into disrepute. Any member who is the subject of disciplinary action shall have his/her case considered by an impartial delegated committee. Appeal against any decision may be made to the

Club's members and decided by a majority vote. Disciplinary matters involving members shall be handled in accordance with Bowls England Regulation No 9.

Rules 4-5 Not Used

## **MANAGEMENT**

- Rule 6 **President.** A President of the Club shall be appointed at the Annual General Meeting of the Club.
- Rule 7 **Vice President.** A Vice President of either sex shall be appointed at the AGM. This is a progressive office.
- Rule 8 **Officers.** The Officers of the Club shall consist of the President, the Vice President, the Club Captain, Club Vice Captain, Men's Captain and Ladies' Captain, the General Secretary, the Ladies or Men's Secretary, the Treasurer, the Competition Secretary, the Match Secretary, the Welfare Officer and the Social Secretary. The retiring President may serve for one year as Immediate Past President if he or she so desires.
- Rule 9 **Administration.** The affairs of the Club shall be administered by a Committee consisting of the Officers of the Club, and four other Club Members. In the event of a person being elected to more than one office the balance of the Committee will be maintained by the election of another person. In addition, an Almoner shall be appointed although this appointee need not serve on Committee.
- Rule 10 **Meetings.** The Annual General Meeting shall take place within six weeks of the end of the Club's financial year. At least 21 days' notice of the AGM shall be given to the members and any proposals must be in the hands of the General Secretary at least seven days before the meeting.
- Any other Extraordinary General Meeting of the Club shall require 21 days notice to be given to the members. An EGM may be called either by a majority decision of the Committee or by written application of the full proposals to the General Secretary by either 10% of the membership or 10 members whichever is the higher.
- A quorum shall be 25% of the paid -up membership for all General Meetings of the Club.
- Rule 11 **Nominations.** A list for nominations for all Officer and Committee posts will be posted in the Clubhouse. Nominations for all Officer posts (except the Men's Captain, Ladies Captain and the Ladies or Men's Secretary) and other members of the Committee may be proposed and seconded by members of either sex.

Nominations for Men's Captain, Ladies Captain and the Ladies or Men's Secretary may only be proposed and seconded by members of the same sex as the nominee.

The proposer must ensure that the nominee is prepared to stand for the post for which he/she is nominated before submitting the nomination. All nominations so notified will be circulated in the Notice of the AGM together with nomination forms for any further nominations. Notices of meetings shall be sent by post or by electronic mail to those who have access to the

latter. The Club may also use its website and social media as a means of communication with members. All further nominations must be received by the General Secretary at least 7 days prior to the AGM. No nominations will be accepted from the floor at the AGM unless any post remains vacant.

Rule 12 **Elections**. The Officers, other Members of the Committee and the Almoner shall be elected at every AGM and shall hold office until the next AGM following that at which they were elected. Voting for all posts (except those single sex posts referred to in Rule 9 above) shall be by members of either sex. Voting for those specific posts shall be restricted to members of the same sex as the nominee.

Rule 13 **Meetings of the Committee**. The meetings of the Committee shall take place at least eight times a year. At the first meeting of the Committee after the AGM the members of the Committee shall elect a Chairman and a Minute Secretary and will also agree the schedule of Committee meetings to be held. The Chairman shall preside over meetings of the Committee and ensure that the Minute Secretary keeps correct minutes of the proceedings of such meetings. The Committee shall meet together for the despatch of business, adjourn and regulate their meetings as they think fit.

Questions arising at any meeting shall be determined by a majority of votes. The only vote the Chairman shall have is a casting vote. At any meeting of the Committee eight shall be a quorum.

Rule 14 **Sub-Committees**. The AGM or Committee shall appoint Sub-Committees for any such purpose as they may determine. Sub-Committees shall comply with any instructions that may be given to them by the Committee. Any such Sub-Committees shall include at least one member of the Committee whose function is to give regular reports on the activities of the Sub-Committee to the main Committee.

Rule 15 **The General Secretary**. The General Secretary shall ensure a register of names and addresses of all members is maintained in the Clubhouse. He will call meetings, keep correct minutes of the proceedings at all General Meetings of the Club, conduct the correspondence appertaining to the office, and carry out such duties in connections with the men's or ladies matters and other affairs of the Club as the Committee may from time to time direct.

Rule 16 **The Ladies or Men's Secretary**. A Ladies or Men's Secretary will be appointed who will be of the opposite sex to the General Secretary and shall represent his/her part of the membership in County/District matters. This officer shall work in conjunction with the General Secretary and carry out such duties, in connection with men's and ladies matters and other affairs of the Club, as the Committee may from time to time direct.

Rule 17 **The Treasurer**. The Treasurer shall receive and, on the authority of the Committee, disperse all monies due to and from the Club. The Treasurer shall be responsible for regularly maintaining the books appertaining to this office and for preparing an income and expenditure account and balance sheet for audit at the end of the Club's financial year.

The Treasurer will render to each member by the 1<sup>st</sup> March an account showing all monies due, in respect of Oakley Bowling Club subscriptions, competition entry fees and other miscellaneous subscriptions and fees.

The names of any members who have not settled their subscription accounts by 31<sup>st</sup> March will be notified to the Committee, who will normally lapse their membership and delete their names from the register of members. Such members will be required to apply for re-election before they are entitled to resume using the facilities of the Club.

Rule 18 **Competition Secretary**. The Competition Secretary shall be responsible for collating and preparing entry forms for all outside competitions (County and Area) and for ensuring their correct submission by the due date.

The Competition Secretary shall be responsible for organising and administering all Club Competitions. All Club competition draws are to be made by the Competition Secretary who should normally be assisted by two other Committee members.

The Competition Secretary shall notify the Treasurer by 28<sup>th</sup> February of all competitions entered by each member for the purpose of rendering accounts.

Rule 19 **Match Secretary**. The Match Secretary is responsible to the Committee for arranging, in conjunction with the Secretaries, as necessary, all friendly matches.

The Match Secretary is also responsible for the co-ordination and publication of the fixture card by liaison with the Secretaries, the Competition Secretary and the delegates to the Basingstoke and District and Whitchurch and District Associations.

Rule 20 **Club Captain**. The Club Captain shall ensure members can apply to play in friendly games and shall select the teams. He/She, or whoever deputises, shall act as the match official providing support to the President or whoever is taking the game.

Rule 21 **Men's and Ladies' Captains**. The Men's Captain and the Ladies Captain shall, where appropriate consulting with League Team Managers or others they wish to take advice from, select teams to compete in National, County and District team competitions (but not Leagues). *(As at 2016 these competitions are BE Men's Double Fours, BE Men's Top Club, BE Women's Top Club, BE Tony Allcock Trophy, BH County Club Championship, BH Thornbery Trophy, BH Mixed Top Club, BDBA Hants & Berks Cup, NHWBA Gazette Cup, LVIBC Cusheon Trophy and LIBC Moreton Cup.)*

Rule 22-25 Not Used

## **FINANCIAL**

Rule 26 **Surplus**. The Club is a non profit making organisation with all surplus income and profit being retained within the Club. Neither surpluses nor assets may be distributed to members or third parties.

Rule 27 **Subscriptions**. The subscriptions shall be fixed at the Annual General Meeting and will fall due on the 1<sup>st</sup> March in each year. Charges in addition to the aforesaid subscriptions may be prescribed by the Committee for any activities of the Club, to be payable by members participating therein.

Prior to the commencement of each season the Committee will determine:

- (a) the fee, if any, to be paid by members on election or re-election.
- (b) a sliding scale of subscription charges to be paid by new members who are elected to membership during the season.
- (c) A green fee per game to be paid by “visitors” or persons who express an interest in the game.

Rule 28 **Operating of the Club’s Bank Accounts**. Bank accounts will be run in respect of General funds, Catering, Tour, Deposits and Major Projects (if any). All cheques will require two signatories from the following: Treasurer, General Secretary, Men’s/ Ladies’ Secretary, President and one other committee member. Any transfer of funds without cheques (e.g. phone or internet transactions) can only be made by the Treasurer and/or the General Secretary. Transfers made between Club Accounts require a sole authorisation; transfers of monies outside the Club require dual authorisation.

Rule 21 **Audit**. The accounts of the Club shall be up to the 31<sup>st</sup> October in each year and be audited by one auditor elected at the AGM. The Auditor will not be a member of the Committee.

Rule 22 **Bar Management**: The Committee shall have responsibility for the purchase and supply of intoxicating liquor and shall determine opening hours within the following limits:

Monday to Saturday	10.30am to 11.00pm
Sunday and Good Friday	noon to 10.30pm
Christmas Day	No opening

Rule 23 **Winding Up**  
The Members may vote to wind up the Club if not less than three quarters of those present and voting support that proposal at a properly convened General Meeting. In the event of dissolution and after settling all liabilities the net assets shall be disposed of to one or more of the following:

- a. to another Club with similar sports purpose which is a charity and/or
- b. to another club with similar purposes which is a Registered CASC and/or
- c. to the Sport’s national governing body.

Rule 24 **Indemnification and Insurance**  
Each member of the Club shall (to the extent that such person is not entitled to recover under any policy of insurance) be entitled to be indemnified out of any, and all, funds available to the Club, which may be lawfully applied, against all costs, expenses and liabilities whatsoever incurred by such person in the proper execution and discharge of duties undertaken in the Club or arising there from or incurred in good faith in the purported discharge of such duties.