

RULES/CONSTITUTION OF IVER HEATH BOWLS CLUB

Otium Cum Dignitate (Leisure with Dignity)

Rule 1 – Name

The name of the Club shall be “Iver Heath Bowls Club” (IHBC)

Rule 2 – Objectives/Purpose

The club is a not-for-profit organisation. The income of the club can only be used to further the organisation’s objectives and not to be distributed amongst members, trustees or directors.

The objectives/purpose of the club are to promote the amateur of flat green bowls in Iver Heath, Buckinghamshire and local community participation in the same.

To provide facilities for members and their guests, for refreshment, companionship and entertainment.

To provide and maintain club premises, green and surrounds to facilitate the attainment of the said objectives/purpose.

All matches shall be played in accordance with the laws of the sport as approved by Bowls England. The club and its members shall, as a condition of the continuation of affiliation to Bowls England at all times and in all respects conform to and be bound by the rules of Bowls England.

Rule 3 – Membership

(a) Membership of the club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership shall be according to available facilities and on a non-discriminatory basis.

There are 5 classes of membership, as follows:

1. Full Playing Members and their partners
2. Honorary Life Members – these shall be elected only by resolution at an A.G.M. for sustained and meritorious service to the club.

Only one Honorary Life Member shall be elected in any one year, and the current number shall not exceed (7) seven. These members shall have full voting rights. They shall have their subscriptions to the club paid by the club.

3. Associate Members- Full Playing Members with a minimum of (10) ten years active service in the club (or less at the discretion of the Management Committee) may apply to, or be invited by the Management Committee for transfer to Associate Membership, giving good reason for their wish to cease Full Playing Membership, e.g. disability, ill health etc.

These members shall have full voting powers but may not hold a post on the Management Committee other than that of Club President, Honorary Secretary or Honorary Treasurer.

The total number of non-playing members, Associate Members shall not exceed 15% of the total number of playing members.

4. Junior Members – A junior member is defined as per the Children's Act 1989 as a male or female who has not attained the age of (18) eighteen.

A junior will not be eligible to become a member until he/she has been interviewed by the Child Protection Officer/s with his/her parents and they have signed the requisite consent forms.

The Club will appoint 1 Child Protection Officer, whose accreditation will be displayed in the Club House at all times.

The committee reserve the right to refuse membership where they have good reason to believe that the applicant would be a disruptive influence or prejudice the good conduct of the club, but there must be no discrimination in such a decision. Junior members are expected to abide by the rules and bylaws of the club.

The yearly subscription rate for junior members will be determined at the AGM each year. Junior members will be protected as far as possible by the guidelines issued by the governing body of the sport.

Junior members will not be allowed to play on the green until they have satisfied the club coach of the requisite level of skill and understanding of the game and club rules.

Junior members will not be allowed to hold a set of club keys until they attain the age of (18) eighteen. Junior members are not allowed to become committee members or have a vote at any meeting until the age of (18) eighteen.

If any junior member has a complaint or wishes to put a Motion to the committee he/she should do so through the club child protection officer or club secretary.

5. Family Member- Each full paying, associate and life member can nominate one family member/partner each year. These members can attend the AGM, but will have no nomination rights or voting powers, nor hold a post on the Management Committee.

They may not be Club President.

They may be invited to attend the Management Committee meetings in an advisory or support role. They may be members of sub committees that are created at the Management Committee's discretion.

They will not be given keys, but they may access the club independently using their partner's keys for approved activities.

They are not allowed to play outdoor or indoor bowls, but may play short mat in the winter season.

(di) Candidature for full and junior membership is as follows:

Candidates must complete the official proposal forms, and be proposed and seconded by Full Playing Members

who have been members for at least (1) one calendar year, Honorary Life Members, and/or Associate members.

The Management Committee shall post this form on the noticeboard at least (14) fourteen days before consideration.

Applicants for Full Playing and Junior Membership must be of the age stipulated by Bowls England.

The candidate, *accompanied by his/her proposer*, must attend a meeting of the Management Committee before acceptance.

(dii) Candidature for Family membership is as follows:

The full member will complete a simple application form at the start of each season.

(e) Condition of Membership

The conditions of membership are as follows:

It is a condition of membership that all members (other than Associate and Family Members) shall make themselves available for selection for Club matches, and failure to do so may result in their membership being reconsidered by the Management Committee.

(f) Subscription and Joining Fees

All subscription and joining fees shall be determined by resolution at the Annual General Meeting.

Subscription fees shall be due at or before the Pre-Season Meeting, or no later than 1st May, failure to comply will mean that the member shall be deemed to have forfeited their membership.

Joining fees shall be payable within (28) twenty eight days of acceptance.

Rule 4 – Copies of Rules and Constitution of the Club

All members shall, on election, have access to the club rules and constitution. The club rules, policies and constitution shall be available for inspection within the club premises.

Proposers of potential members to the club are recommended to allow the potential member to read the club rules and constitution, in their presence, prior to interview by the committee.

Rule 5 – Resignation of Members

Any member who hands or posts their resignation to the Honorary Secretary shall be deemed to have resigned from the Club henceforth, but such notice must be accompanied with all monies due at the time of resignation.

Rule 6 – Expulsion of Members

Rules concerning the expulsion of members from the Club are as follows:

6.1 The Management Committee may at any time, and in its absolute discretion, invite the resignation of any member, who, in the opinion of the Management Committee, has acted contrary to the rules of the club, or whose conduct, whether within or without the club's premises, shall in their opinion render the person unfit for membership.

- 6.2 If the member fails to resign within (14) fourteen days, the Management Committee shall submit evidence for expulsion to an Extraordinary General Meeting, to be convened by the Honorary Secretary as soon as it is practicable.
- 6.3 The Management Committee shall send to the member concerned a statement of the evidence, and an invitation to refute such evidence. The member concerned shall also be sent a notice of the meeting (by Recorded Delivery) as provided for in Rule 6.2, and such notice and statement and invitation, referred to above, shall be sent together at the same time and under the same cover.

Rule 7 – Annual General Meeting and Other General Meetings

7.1 A General Meeting of all Honorary Life, Full Playing, Junior, Associate and Family Members of the Club shall be held within (10) ten weeks of the end of the Club's financial year.

7.2 A General Meeting may be called at any time, to consider and decide upon matters of urgency, in accordance with the rules and other relevant business which has been sent in writing to the Honorary Secretary at least 28 clear days before the meeting.

Only Honorary Life, Full Playing and Associated Members shall have voting powers at such meeting, this applies to any General meeting, including the Annual General Meeting.

- 7.3 Notice of date, time and venue of any General Meeting shall be sent in writing to those mentioned in 7.1 above, at least (14) fourteen clear days in advance, and with such notice shall be sent a statement of the principle business to be transacted, together with nominations for all Officers and Management Committee, where this is part of the business of the meeting.
- 7.4 The quorum at all general meetings shall be any number in excess of 50% of the qualifying membership of the Club, (Honorary Life, Full Playing and Associate Members).
- 7.5 Proxy voting shall be permissible when a qualifying member has good reason to be absent, and when motions and/or posts within the Club have been proposed and seconded, and this information has been circulated to all qualifying members prior to the meeting being convened.

7.6 The business of the Annual General Meeting shall be as follows:

7.6.1 The submission and, if accepted, the passing of the accounts for the preceding financial year to the 30th

September, as passed by the Club Auditors.

7.6.2 Election of any Honorary Life Members.

7.6.3 Election of Officers of the Management Committee and Club Auditors, all of whom will serve until next Annual General Meeting.

7.6.4 Election of the Club President, when appropriate.

The President shall be elected to remain in office for two years.

7.6.5 The Club Chairman shall be an ex-officio of all Committees and Sub-Committees.

7.6.6 The examination and modification of Club rules.

Where this is necessary due notice of any intention to change the Club Rules should be clearly known by all Members at least (14) fourteen clear days in advance of a General Meeting.

7.6.7 The determination of the Annual Subscription Fees and joining Fees.

Rule 8 – Convening of General Meetings

A general Meeting may be called by the Honorary Secretary for one, or more, of the following reasons:

- 8.1 Upon the direction of the Management Committee and in accordance with such direction.
- 8.2 Upon a requisition signed by any (10) ten qualifying members, stating the special objective of the General Meeting, and accompanied by a deposit of £1.00 from every qualifying member signing.
- 8.3 Such meetings shall be held in not less than fourteen (14) and not more than twenty-eight (28) days from the receipt by the Honorary Secretary, of the deposit and requisition.

Rule 9 – The Management Committee

Rules concerning the Management Committee are as follows:

- 9.1 A Management Committee shall manage the club.
- 9.2 The Management Committee shall be elected at each Annual General Meeting and shall consist of not less than nine (9) Honorary Life and/or Full Playing Members, nor more than fifteen (15) Honorary Life and/or Full Playing Members and will comprise the Officers of the Club namely, Chairman, Honorary Secretary, Honorary Treasurer, Club Captain – Men, Club **Captain – Ladies**, Bar Chairman, Fixture Secretary and a minimum of two (2) and maximum of eight (8) additional qualifying members.
- 9.3 Official Nomination Forms, obtainable from the Honorary Secretary, for qualifying members willing to serve as an Officer or General Committee Member, should be exhibited on the notice board not later than the first day of September each year, and should remain on the notice board until the commencement of the Annual General Meeting. However, nominations will be closed twenty six (26) days prior to the Annual General Meeting in order that action under Rule 7.3 can take place. Two qualifying members, who have obtained the prior consent of the nominee, must sign all nominations.
- 9.4 Any seven (7) General Committee Members shall form a quorum at a meeting of the Management Committee.
- 9.5 Only the Management Committee, or an Officer, appointed by the Management Committee, shall have the power to order goods, or agree work to be done. The work or goods being a requirement of the Club, and the need being consistent with the objectives of the Club. (Rule 2)
- 9.6 The Management Committee has the right to form Sub- Committees, and to co-opt all classes of membership for these Sub-Committees, as may be necessary. Clear ‘Terms of Reference’ must be given to any Sub-Committee, and any amendment may only be made by the Management Committee.
Family members may be invited to attend the Management Committee meetings in an advisory or support role. They may be members of sub committees that are created at the Management Committee’s discretion.

9.7 Management Committee minutes (or extracts from minutes, where an item, or items, is in camera) should be available for viewing on the Club notice board within two (2) weeks of the minutes having been approved.

Rule 10 – Bye Laws

10.1 The Management Committee may make, vary or rescind Bye-Laws for regulating the affairs of the Club, providing that such Bye-Laws are not contrary to the provisions contained within the 'Rules and Constitution'.

10.2 Such Bye-Laws must be posted on the notice board in the Club by the Honorary Secretary, and shall henceforth be binding on all members (Honorary Life, Full Playing, Associate and Juniors).

10.3 Bye-Laws should be considered annually by the Management Committee for continuance, modification or may be rescinded as necessary.

Rule 11 – Interpretation of Rules

The Management Committee shall be the sole authority for the interpretation of the Club Rules, or any part of the Club Rules.

However, any member may call for an interpretation of the Club Rules to be confirmed, or may propose modification to the Club Rules, at the Annual General Meeting. Members intending to propose modification to the Club Rules should give proper attention to Rule 7.6.6.

Rule 12 – Alteration to Club Rules

12.1 No alterations, or additions, to these Club Rules shall be made except by a resolution carried by at least two thirds of the voting members (those present at a General Meeting, plus those who have satisfied the proxy voting system as stated in Rule 7.5).

12.2 Notice of any such proposed alterations, or additions, must be given in writing to the Honorary Secretary, at least twenty eight (28) clear days in advance of a General Meeting, and such notice must contain full particulars of the proposed alterations and/or additions.

Rule 13 – Administrative Matters

13.1 Should any Officer or member of the Management Committee cease to be a full member of the Club, a General Meeting of Honorary Life, Full Playing, Junior and Associate Members may be convened in order to restore the Management Committee to the required number. In instances where the Management Committee's membership is at, or above, the minimal requirement, this action will not be necessary.

13.2 The Honorary Secretary shall at all times maintain, and keep up to date, the Members Register. The Members Register shall contain the names and addresses of all Members of the Club, and this register must at all times be kept on the Club premises. Club members may permit the register to record their home telephone number.

13.3 Immediately after each Annual General Meeting the Honorary Secretary shall compile a complete list of names of:

The officers of the Club

The Members elected to the Management Committee

The Member(s) elected as Bar Chairman

13.4 The contents of 13.3 shall be provided for members to view on the Notice Board and in the Member's Register.

- 13.5 All cheques for orders for payment of bills or accounts on behalf of the Club must always bear two (2) signatures, these being any of two of either the Honorary Secretary, Honorary treasurer, Club Chairman or Bar Chairman.
- 13.6 Any member making any purchase on behalf of the Club shall pay , and obtain the appropriate receipt for re- imbursement by the Club Treasurer.

Rule 14 – Affiliations and Games

- 14.1 The Club shall be affiliated to Bowls England and the ***Buckinghamshire Bowls Association*** (BBA)) or any such name as may be adopted by the County in the future.
- 14.2 All games shall be played under the Laws of Bowls England.

Rule 15 – The Green

- 15.1 The green shall be open for play (during the Bowling Season) and weekdays from noon onwards, and from 10.00 a.m. on Saturdays, Sundays and Public Holidays, unless otherwise decided by the Green Keeper.
- 15.2 All Members are expected to take good care of the green and avoid damage at all times. Mats are provided by the Club for the appropriate use.

Rule 16 – Club Competitions

- 16.1 Club Competitions shall be open to members who have paid the appropriate entrance fee, and have paid the Annual Club subscription.
- 16.2 The Rules of the Club Competitions shall be as decided by the Competitions Committee.
- 16.3 Copies of Competition Rules shall be attached to all Competition Entry Forms, and these Rules should be strictly adhered to in order to continue participation in the competition concerned.

Rule 17 – Code of Behaviour and Dress

- 17.1 All members are expected to adhere to the high standards of behaviour associated with Iver Heath Bowls Club, in particular, and the Bowling fraternity in general, at all times (on and off the green).
- 17.2 All members must wear the appropriate standard of dress while on the green, attention being given to the demands of the Captain on match days. Players must change their outdoor shoes into smooth soled bowling shoes (not sandals), of a colour to be determined by the Management Committee must be worn on all occasions and only worn on the green. The appropriate standard of dress is as follows:
- (a) Roll Up – Any dress that is clean and tidy, no ripped jeans. Always wearing correct bowling shoes.
 - (b) Club competitions, friendly games and representative games – Navy blue trousers, cut offs or shorts with club shirts.
- 17.3 Improper language is not acceptable at any time, and members are expected to be courteous to all visitors, guests of the Club and fellow members. Remember our motto “Otium Cum Dignitate” is also a statement of principle.
- 17.4 Officers of the Club, Management Committee and all Sub-Committees give their time and skills at zero cost.
- Members should appreciate their work and show the appropriate respect.

Rule 18 – Bar Facilities

The Rules concerning the availability of services, at or around the bar are as follows:

18.1 The hours during which intoxicating liquor may be supplied and consumed on the Club premises shall be within those advised by the Local Licensing Authority.

18.2 Members of the Bar Committee have the right to refuse service without having to give reasons for such refusal.

Members should appreciate that those who carry out bar duties are volunteers, and without their assistance the social benefits of the Club would be severely limited and subscriptions would be increased.

18.3 No juveniles (under 18 years of age) may purchase alcoholic drinks at the Club's bar, or consume alcoholic drinks on the Club premises.

18.4 In normal circumstances minors should leave the Club premises by 9.00 p.m., but it is recognised that where parents/guardians have particular responsibilities, or where circumstances require some leniency, this will not always be possible. Where children can be 'seen and not heard', and where their presence is accepted by those present, no problem is envisaged. If, however, the presence of minors does cause problems, then those responsible will be asked to leave.

18.5 Members are permitted to bring their dog(s) into the club premises (inside and out) but must ensure that their animal is under control at all times, and does not cause annoyance to others.

18.6 Any alcoholic drink purchases at the bar must be consumed within Club boundaries.

Rule 19 – Bar Committee

19.1 The Bar Committee will report to the Management Committee and shall be composed of at least three full members, two of whom (minimum) shall be Club Officers, namely the Bar Chairman, Honorary Treasurer, *plus* at least two other members.

19.2 The Bar Chairman shall be responsible for the good Management and legal conduct of the Bar, and for the purchase, supply and sale of all intoxicating liquor, as well as control of the amenities of the Bar and the Bar area.

19.3 Stocktaking will be carried out as required by the Bar Committee, and report back to the Management Committee.

19.4 At no time shall any payment or commission, either in cash or kind, be offered to, or accepted by, or for any member, or other person in respect of the ordering, supply, or sale on behalf of the Club. Except insofar as all members may benefit from the ordinary activities of the Club.

Rule 20 – Members Guests

Any member may introduce guests into the Club subject to the following:

20.1 No guest shall be admitted who has been refused membership, or has been expelled from membership.

20.2 Member may introduce not more than two (2) visitors to the Club at the Clubs discretion (excluding close family) at any one time, such visitors not be introduced as such more than once a month, and the introducing member only shall be entitled to purchase intoxicating liquors for those visitors.

20.3 Members of visiting teams and their guests shall be entitled during the period of the visit to purchase for their consumption on the Club premises intoxicating Liquors.

20.4 On the occasion of organised social functions the Management Committee may make restrictions of the number of guests.

20.5 Intoxicating liquor may be sold to persons attending the club premises for social or other functions organised or authorised by the Club, provided always that the number of such functions shall not exceed *twenty four (24)* in any one year. No function shall be permitted to

which admission may be obtained by money at the door, whether by purchasing a ticket or otherwise.

Rule 21 – Dissolution

If in the unlikely event that the Club is recommended (or forced) to cease its activities, then the members at that time will require rules to guide their actions. The rules for dissolution are:-

21.1 A resolution to dissolve Iver Heath Bowls Club shall only be proposed at a General Meeting. Where due notice and the required quorum, as stated in the appropriate rules have been satisfied.

21.2 The Club may be dissolved by resolution passed by a simple two-thirds majority of those present and voting at a Special General Meeting.

21.2 The dissolution shall take effect from the date of the resolution, and the Management Committee shall be responsible for the winding up of Club's assets and liabilities.

21.3 If confirmed, the committee shall distribute any assets remaining after payment of all bills to other charitable groups or organizations having aims similar to the Club or some other charitable purpose as the Club may decide.

Rule 22 – Indemnity

The members of all Committees and Sub-Committees of the club shall be indemnified out of the assets of the Club, and in the event that the assets of the Club are insufficient, then by the members of the club, against all costs, claims and demands made against them, or any of them, and incurred by them, in the proper discharge of their duties.

Rule 23 – Health and Safety

The Club wishes to conform to the Health and Safety Executive Policies and Procedures, and as a result safeguard members, premises, property, equipment, visitors, contractors and the general public.

The Club will liaise with the Council (and other appropriate authorities) on health and safety matters, which have dual responsibility, and will also monitor health and safety matters, which are the sole responsibility of the Council.

A copy of the appropriate legislation will be displayed as appropriate.