

REDCAR BOROUGH PARK BOWLING CLUB
(A registered Community Amateur Sports Club)

RULES AND CONSTITUTION

PRELIMINARY.

1. The name of the club shall be "Redcar Borough Park Bowling Club" hereinafter called the Club.
2. The club room and headquarters of the Club shall be The Club House, Redcar Borough Park Bowling Club, 1 Thwaites Lane, Redcar. TS10 2FD.
3. The objects of the Club shall be:
 - (a) To promote, foster and safeguard the level green game of bowls and other sporting activities.
 - (b) To adopt and enforce the laws of the Yorkshire and English Bowling Associations.
 - (c) To organise the game within the club for the benefit of all its members.
 - (d) The maintenance of the club house for recreation, social and amenity purposes for members and their guests.
 - (e) To assist the Local Authority to maintain and secure the outdoor bowling greens.
4. The Club shall be a member's club and shall consist of members together with Honorary and Life Members as hereinafter mentioned.

MEMBERSHIP.

5. As far as reasonably practicable membership is open to all members of the community. In the unlikely event of a decision to refuse membership to any person, for a good reason, the reason for such refusal must be properly explained to that person in writing and that person must have the right to be heard, accompanied by a friend or advisor if necessary, before a final decision is made. Every candidate for membership, other than the present members, must be proposed by one member of the Club and this proposal must be seconded by another member. The name and address of any candidate proposed for membership, together with the names of his/her proposer and seconder shall be for a period of at least 48 hours before being elected to membership, be posted in the Club in the manner prescribed in rule 32. Election to membership shall be by the Club in General Meeting or by the General Committee of the Club by a simple majority.
6.
 - (a) Honorary Members, who shall not be liable to pay any entrance fees or subscriptions but shall be entitled to all privileges of membership, may be elected by the Club in General Meeting, provided that such nominees for Honorary Membership have completed 15 years continuous membership of the Club so however that there shall be at any one time not more than ten Honorary Members.
 - (b) Life Members may be elected by the Club in General Meeting upon payment by the nominee of a Life Membership fee. The Life Membership fee shall be as determined by the General Committee but not less than £300 per member
7. No person shall be a member unless being a founder member or having been elected as provided in Rule 5, he/she shall have paid to the Treasurer his/her first annual subscription.
8. No person, whether as Members, or Honorary or Life Members, shall be admitted to membership or be admitted as a candidate for membership to any of the privileges of membership without an interval of at least 48 hours between his/her nomination of application for membership and his admission. No person becoming a member without prior nomination or application may be admitted to the privileges of membership without an interval of at least 48 hours between his/her becoming a member and his/her admission. No person shall be entitled to play in any league or competition of the Club until admitted to membership.
9.
 - (a) On the occasion of any sporting event or game or other special occasion, members of visiting teams and persons accompanying them or persons invited by the Committee shall become temporary members and be entitled to the privileges of membership provided that:
 - (i) No person admitted by virtue of this Rule shall be entitled to vote or take part in the management of the Club.
 - (ii) Nor shall they be entitled to introduce visitors, but otherwise be subject to the same rules and bylaws as other members of the Club.

COMMITTEE AND OFFICERS.

10. The affairs of the Club, in all matters not in these rules reserved for the Club in General Meeting, shall be managed by the General Committee and the Management Committee of the Club. The General Committee shall consist of not less than five nor more than fourteen members of the Club who shall be elected at the Annual General Meeting of the Club. Each member of the General Committee shall be elected for a period of 2 years. Up to 7 members shall retire from Office at the end of each Club year but shall be eligible for re-

election. The Management Committee, which is answerable to the General Committee, shall consist of the President, Secretary and Treasurer and two members appointed by the General Committee.

The General Committee may appoint one or more sub-committees for such purposes as it may deem appropriate. Five shall constitute a quorum of the General Committee and three a quorum for the Management Committee or a sub-committee. Any casual vacancy of the General Committee may be filled by the Committee and any person so appointed shall hold office (or remain a member of the General Committee as the case may be) until the following Annual General Meeting.

11. (a) There shall be a President (who acts as Chairman) a Secretary and a Treasurer who shall be elected by the Club, from time to time, in General Meeting from among the members of the Club who shall be ex-officio members of the General Committee and such other Officers as the Club may in General Meeting appoint.

The President, Secretary and Treasurer and every other such Officer shall act in all matters in accordance with the directions of the General Committee of the Club. Subject to any directions given to him/her by the General Committee the Secretary may, on behalf of the club, engage any domestic staff and other club servants as may be necessary for the efficient and economical running of the Club, and may lawfully terminate any such engagement. In the event of equality of votes on any resolution before the General Committee, the President shall have a second or casting vote.

- (b) At each Annual General Meeting the Treasurer shall submit an audited account of the Club's income and expenditure for the previous year.
- (c) The members in Annual General Meeting may appoint a President and Vice President who shall hold Office until the next Annual General Meeting.

TRUSTEES.

12. There shall be four Trustees of the Club who shall be appointed from time to time by the Club in General Meeting from among the ordinary or honorary members who are willing to be so appointed.

A Trustee shall hold office during his/her life or until he/she shall resign by notice given in writing to the General Committee or until a resolution removing him/her from office shall be passed at a General Meeting of the Club by a majority of two thirds of the members present and entitled to vote.

13. All property of the Club, including land and investments, shall be held by the Trustees for the time being, in their own names as far as necessary and practicable for the use and benefit of the Club. On the death, resignation or removal from office of a Trustee the General Committee shall take steps to procure the appointment by the Club in General Meeting of a new Trustee to take his/her place and shall as soon as possible thereafter take all possible steps to procure the vesting of all club property into the names of the said Trustees as constituted after the said appointment. The Trustees shall in all respects act, in regard to any property of the club held in him/her, in accordance with the directions of the General Committee and shall have the power to sell, lease, mortgage or pledge any Club property for the purpose of raising or borrowing money for the benefit of the Club in compliance with the Committee's directions; but no purchaser, lessee or mortgager shall be concerned to enquire whether any such direction has been given.

SUBSCRIPTIONS, FINANCES AND ACCOUNTS.

14. The annual subscription for a member and any additional fee for bowling in the indoor bowls hall or the use of club facilities shall be sums respectively as the General Committee may from time to time determine. At the discretion of the General Committee a member may be allowed to pay a reduced rate for any period less than a year.
15. Annual subscriptions shall be payable on election as provided in Rule 7 and thereafter without demand by the last day of March every year. The General Committee may terminate the membership of any member whose annual subscription remains unpaid on the last day of April.
16. The Treasurer shall keep such proper books of account as will enable him to present at every Annual General Meeting of the Club, or at any other time if required (at reasonable notice to him/her) by the General Committee, an accurate report and statement concerning the finances of the Club for the preceding year, or for the current year as the case may be, and shall present such report and statement accordingly.
17. The Club shall be a member's club and such is a non profit making organisation and any surplus income or gains must be reinvested in the Club.

INTOXICATING LIQUOR.

18. The supply of intoxicating liquor in the Club premises shall be permitted at the discretion of the General Committee during the following hours.

Weekdays and Sundays: 11am to 11pm.

Saturdays: 11am to 12midnight.

Christmas Day: 11am to 10.30pm.

New Year's Eve: 11am to 2am.

No intoxicating liquor shall be supplied to members or any other persons on the Club premises other than by or on behalf of the Club.

19. The General 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, 2003 and all other acts relating thereto, and of any conditions attached to any license held by or on behalf of the Club for the supply of intoxicating liquor or to any club premises certificate granted in respect of the Club premises.
20. 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 pecuniary 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.

GENERAL MEETINGS.

21. An Annual General Meeting of the Club shall be held between the first day of January and the last day of March for the purpose of receiving the report of the General Committee and the accounts, election of Officers and such other business as the General Committee may decide. Notice of the day and time of the Annual General Meeting shall be posted in the Club in the manner prescribed in Rule 32 for at least fourteen days before such day.
22. A General Meeting of the Club may be summoned at any time by the General Committee and shall be summoned immediately upon any thirty ordinary members delivering to the General Committee a written request in that behalf specifying the business to be put before the meeting.
A General Meeting shall be summoned by causing a notice thereof to be posted in the Club premises in the manner prescribed in Rule 32 for a period of at least fourteen days immediately before the day appointed for the meeting but this period may be abridged at the discretion of the General Committee if the urgency of the business to be discussed in their opinion so requires.
23. At any Annual General Meeting of the Club every member of the Club shall be entitled to be present, and every life and ordinary member shall be entitled to one vote upon every question raised. In the case of inequality of voting the Chairman of the General Committee or (if he is not present within ten minutes of the time notified of the meeting) the Chairman of the meeting (who shall be a member elected for the occasion by the meeting before any other business is opened) shall have a second or casting vote. Any member wishing to propose a resolution or the discussion of any topic at any General Meeting, which is not on the agenda, therefore, shall give written notice to the Secretary by 31st October annually.

VISITORS.

24. Members may introduce and entertain guests at the Club and there shall be kept at the Club premises a Visitors Book which both the member and his/her guest shall sign. Any guest may not be introduced on more than 5 occasions in any 12 month period. The member introducing a maximum of 3 guests shall be responsible for his/her guests strictly observing these rules and the Club by laws and shall not leave the Club premises before his/her guests. No person whose membership of the Club has been terminated under Rules 15 and 30 or is for the time being suspended under Rule 28 or whose application for membership has been at any time rejected shall be introduced as a guest. No guest shall be permitted to purchase intoxicating liquor in the club house. Non members may be allowed to bowl in the indoor bowls hall at the discretion of the General Committee.

CHILD PROTECTION POLICY.

25. The club is responsible for administering a policy under the Child Protection legislation which recognises and acknowledges its responsibilities to safeguard the welfare of young persons and other vulnerable people taking part in its activities. The full Child Protection Policy of the Club is clearly displayed on the Club premises.

DRUG ABUSE AND ANTI DOPING POLICY

26. Any member participating in a bowls event organized by, or under the auspices of the governing bodies of the sport, will if required submit to a drugs test. If anyone is found to have taken a prohibited substance they may be suspended from taking part in all forms of bowls for a period, subject to disciplinary procedures.

BY LAWS

27. The General Committee may from time to time make, vary and revoke by laws (not inconsistent with these rules) for the regulation of the internal affairs of the Club and the conduct of members, and the by laws for the time being in force shall be binding on all members.

CONDUCT OF MEMBERS.

28. No betting shall be permitted in the Club. No lottery shall be promoted by any member or officer on behalf of or in any way connected with the Club or with any entertainment or event held in connection with the Club without previous written authority of the General Committee. Gaming shall be permitted in the Club so, however, as not to contravene any of the provisions of the Statue for the time being in force.

DISCIPLINE AND APPEALS PROCEDURES.

29. The General Committee may take disciplinary action against any member whose conduct, whether on the Club premises or elsewhere, may result in a breach of the Club rules, or is or has been in the opinion of the Committee contrary to the interests of the Club or injurious of its reputation. Disciplinary action may take the form of a warning, verbal or written, temporary suspension or expulsion.

30. (a) An initial hearing should be held by the General Committee or a Sub-Committee appointed for that purpose, to establish whether or not there is a case to answer. It will not be essential for the alleged offender to be present at this stage, although he/she should be made aware that they are being investigated and the reason for the investigation. The minutes of this meeting should be recorded in writing.
- (b) If the initial hearing determines that there is a case to answer, the alleged offender should be advised of the case against him/her in writing by the Club Secretary and invited to attend a hearing by the General Committee. The alleged offender must be informed that he/she has a right to be represented at the hearing.
- (c) At the hearing the General Committee should reiterate the allegations, allow the alleged offender to answer and then ask any questions that are deemed relevant and both the questions and answers should be recorded. The hearing must also hear any evidence from any witnesses. The minutes of this hearing must be recorded in writing. Having heard all the evidence the General Committee should determine whether the alleged offender is guilty of the offence or not. If it so decides it should then determine what action, if any, is to be taken. It is important that any action is seen to be what is a fair and reasonable person would deem appropriate having regard to the offence committed. The General Committee's decision of disciplinary action must be communicated to the offender in writing as soon as possible and in any case within 48 hours of the hearing. The notice of disciplinary action should include a statement setting out the following.
- (i) Details of the offence of which he/she has been found guilty of.
 - (ii) Details of the decision of the General Committee and the action taken.
 - (iii) An explanation of the offenders right of appeal to the Club in General Meeting, and
 - (iv) An explanation of the Appeal procedure.
- (d) The explanation of the Appeal procedure given to the offender shall explain
- (i) That the request for an Appeal hearing should include the basis of the request (e.g. new evidence or information, unreasonable disciplinary action for the offence committed etc)
 - (ii) That the request for an appeal hearing must be made in writing.
 - (iii) That the request for an appeal hearing should be addressed to the Club Secretary or other nominated person
 - (iv) That the offender may be represented at the hearing if he/she so wishes.
 - (v) That the appeal must be lodged within fourteen days of the receipt of the decision of the General Committee and
 - (vi) That the decision of the Club is final and binding

31. If an appeal is correctly made an Extraordinary General Meeting must be called. At this Extraordinary General Meeting details of the allegation(s) against the offender and the disciplinary action taken shall be related (in the presence of the offender and/or his/her representative if they attend) to the Meeting by a member of the General Committee. The offender will be asked to put a case forward explaining why they believe the decision of the General Committee was unacceptable. The offender should be permitted to

introduce witnesses who may have other information about the alleged offence or who may be simply character witnesses. When all the evidence has been provided the members should consider the case and a vote should be taken. The members have the option of confirming the decision of the General Committee or changing it in the light of any additional information that may have been provided at the Extraordinary General Meeting. The decision of the Meeting should be minuted and communicated in writing to the offender and shall be binding.

NOTICES.

- 32.** Each member shall keep the Secretary informed at the Secretary's office on the Club premises of that members' private address, or of some other address at which communications may be addressed to him/her. Nevertheless it shall not be necessary to send any notice intended for members generally to any member, by post or otherwise, except in the case of the notice convening any General Meeting for any of the purposes in Rule 35. All notices shall be posted by being affixed to a prominent position on the Club premises in a part of the club that is frequented by members and it shall be the duty of the Secretary to ensure that any such notice remains so exhibited throughout any period required in that behalf by or under these Rules.

ALTERATION OF RULES.

- 33.** (a) These Rules may be revoked, added to or altered by a majority comprising two thirds or more of the members present and entitled to vote at any General Meeting of the Club of which notice has been duly given under Rule 21 or Rule 22 specifying the intention to propose the revocation, addition or alteration together with full particulars thereof.
- (b) In the event of any such alteration, addition, amendment or revocation the Secretary shall within seven days thereof give notice to the Licensing Authority and the Chief Constable of Cleveland of such alteration, addition, amendment or revocation of the said Rule.

EXCLUSION OF LIABILITY.

- 34.** Neither the Club nor any Officer thereof shall be liable to any member or guest of any member for any loss or damage to any property occurring from whatever cause, in or about the Club premises, and a notice to this effect shall be at all times displayed in a prominent position on the Club premises

DISSOLUTION.

- 35.** If the numbers of members of the Club shall at any time fall below 25 or if at any time the Club shall pass in General Meeting by a majority of two-thirds or more of the members present and entitled to vote a resolution (in the Rule called "the First Resolution") of its intention to dissolve, the General Committee, or failing them the Trustees shall take immediate steps to convert into money all property of the Club, with power however to postpone or delay conversion of any particular property if the Club in General Meeting so authorize. Out of the proceeds of such conversion the Trustees shall discharge all debts and liabilities of the Club, including the expenses of such conversions, and any balance remaining in their hands shall be passed on to another Community Amateur Sports Club, a registered Charity or the sports' Governing Body and thereupon the Club shall for all purposes be dissolved.

A copy of the Notice of a General Meeting under this Rule shall be sent by the Secretary by post to every member at his/her address last notified to the Secretary, under Rule 32, not less than fourteen days before the date appointed for the Meeting; but accidental omission to send such a copy or the non receipt of the same shall not invalidate any proceedings or resolution.