

1. **Name**

The Club shall be called the Bournemouth Indoor Bowling Club and will be the Bowling Club based at the Centre, situated in Kings Park, owned and operated by the Bournemouth Indoor Bowls Centre Ltd (The Company).

2. **Constitution**

The Club is a proprietary club, the proprietor of which is Bournemouth Indoor Bowls Centre Limited ("the company") and whose registered office is at Kings Park Drive, Kings Park, Bournemouth, Dorset BH7 6JD. The Club is non-profit making. All surplus income or profits are re-invested in the Club. No surpluses or assets will be distributed to members or third parties.

3. **Objectives**

To promote and further the sport of indoor bowls and to adopt and enforce the laws of the sport and to provide the usual amenities including food and refreshment to club members and guests.

4. **Affiliation**

The Club shall be affiliated to the major indoor bowls governing bodies ("the Associations"), as decided from time to time by the Committee.

5. **Laws**

Members shall conform to the Laws of the Sport as adopted by the Associations from time to time and will accept the constitutions of the Associations.

6. **Premises**

The Company shall provide the Club with the premises and equipment and furnishings for use by Club members, guests and visitors and will be solely responsible for all expenses connected therewith and for staffing the premises and all other matters involving the expenditure of money.

7. **Rules**

Any alteration or addition to these rules may only be made at a General Meeting of the Club and must be passed by a minimum of 60% of those present. Notice of any such proposed alteration or amendment must be given, in writing, to the Secretary at least 28 days prior to the Meeting.

8. **Protection Of Children & Vulnerable Adults**

- a. We shall prevent abuse as far as possible by abiding by the guidelines set down by the Associations.
- b. We shall recognise and acknowledge that abuse occurs and train people to recognise it.
- c. We shall act by reporting any suspicions of abuse through official channels.

9. **Election To Membership**

a

(i) 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 according to available facilities is allowable on a non-discriminatory basis.

(ii) The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.

(iii) The Club Executive Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the members.

b

The Club consists of the following members:-

- a. Ordinary: Members at the date hereof as listed by the Company in the register of members or elected hereafter under rule 9.
- b. Founder: Ordinary members appointed founder members by the Company acting by its secretary.
- c. Life: Ordinary members appointed Life members by the Company acting by its secretary.
- d. Elderly: Ordinary members who qualify for reduced subscription by virtue of their age.
- e. Junior: Ordinary members who qualify for reduced subscription by virtue of their age.
- f. Temporary: Members of the public so admitted under rule 9 (g)
- g. (i) Temporary members are visitors who have paid a fee for the use of the bowling green as bona fide bowlers either as guests of members, or members of a visiting team or organisation, or visiting members of the public and shall be regarded as temporary members for the day of their visit only.
- (ii) Guests: Members may introduce and entertain friends at the Club. Their admission shall be registered at reception on arrival. The introducing member shall be responsible for his guest strictly observing the Club rules and regulations and must not leave the Club premises before his guest. The Company may suspend any member who takes any undue advantage of this privilege to the detriment of the Club. No person whose membership of the club has been terminated shall at any time be introduced as a guest.
- (iii) People attending the club on legitimate company business (e.g. meetings, conferences).
- h. Provisional: Applicants awaiting committee ratification of their application for ordinary, elderly or junior membership.

Electoral process:

- i) The candidate must sign a form of application for membership giving all particulars required by the Company with an undertaking to be bound by all the rules and byelaws of the Club if elected.
- ii) The name of every candidate will be prominently displayed on the Club premises for not less than 7 days before his election.
- iii) Any member who objects to the candidate may make his objection in writing addressed to the club secretary stating the grounds of objection.
- iv) The club secretary must communicate any objection to the committee but to no other person. Candidates must be elected by the Committee and no one may be admitted to full membership of the Club until so elected.
- v) A candidate who received a majority of the votes of the members of the Committee present and voting must be declared elected.
- vi) The name of every candidate for membership who is duly elected must immediately be communicated by the club secretary who must inform the member that he has been elected and send him a copy of the club rules with a request for payment of his entrance fee and first annual subscription.
- vii) An elected candidate must pay his entrance fee and first annual subscription, within one month of being notified and is then entitled to all the privileges of membership and is deemed to have agreed to be bound by these rules and all byelaws made in accordance with these rules.
- viii) A register shall be kept on the Club premises showing the names and addresses of all duly elected Club members. This shall be made available for inspection by any Police Officer on request.
- ix) No persons who are not members of the Club may be admitted to the Club premises except guests accompanied by their host who is a member of the Club.
- x) Provisional membership may be granted at the sole discretion of the Company to those applicants awaiting ratification of their membership applications by committee.
- xi) If any member's subscription is in arrears, the Committee may send a notice by first class post with a request for immediate payment and, if the subscription is not paid within 14 days from the time when the notice would be received in the ordinary course of post, the committee may remove the members name from the register of members, and he then ceases to be a member and forfeits all rights of membership provided that the Committee may at any time at its discretion restore him to membership on payment of subscriptions due.
- xii) A member may resign his membership at any time by letter addressed to the club secretary at the Club premises, but is liable for his subscription for the year during which he resigns.
- xiii) Any member who is adjudicated bankrupt or who makes a composition with his creditors under the provisions of any statute or is convicted of any indictable offence immediately ceases to be a member of the Club provided that, if his adjudication is annulled or his conviction is set aside, the Committee may, restore him to membership as from the date when he ceased to be a member.
- xiv) The Committee may expel from the Club any member whose conduct is in its opinion injurious to the character of the Club or the interests of the members. Subject to the process outlined in the Conduct section of these rules.
An expelled member forfeits all the privileges of membership and all rights against the Club. An expelled member is not entitled to any refund of his subscriptions and remains liable for his subscription for the year during which he is expelled.
The right of appeal to the next AGM shall be reserved to the member concerned.

10. Management

- i) The Club will be governed by the executive committee("the Committee"), which shall consist of a Company Appointee, together with a President (Lady/Gentleman by rotation), Secretary, Treasurer, Ladies' Captain and Men's Captain, who will be elected at the A.G.M. The Executive Committee shall have the right to co-opt persons (non-voting) on to the Committee whilst specific matters are dealt with requiring their assistance. In addition they have the specific power to appoint an assistant to the Treasurer or Secretary as necessary. Such assistants shall have the right to attend Committee Meetings but with voting rights only in the absence of the office holder.
- ii) The Executive Committee shall, at their discretion, have the power to fill any vacancy that may occur during the year.
- iii) The Executive Committee shall meet as necessary throughout the year, one meeting to be in the 14 days preceding the A.G.M., and one to be in the 14 days preceding the Pre-Season Meeting. At least 5 clear days notice shall be given of any such meeting. Four members of the Executive Committee shall form a quorum.
- iv) The Company Appointee shall be the Chairman of all meetings of the Club. The Chairman shall have a second and casting vote, as and when necessary.
- v) Any committee member being absent from three consecutive Committee Meetings shall, unless he sends a written explanation which the Committee deem satisfactory, cease to be a member of that Committee. Any vacancy so caused shall be filled as provided under Rule 10 ii above.
- vi) Shall promote such open competitions, friendly matches, National, International or exhibition matches as it shall deem appropriate.

11. Officers Duties

- i) Club Secretary - to conduct all correspondence of the Club, to compile the minutes of all meetings in a book, or file, kept for that purpose. To conduct the day to day running and to perform all duties generally required of them by these Rules. To prepare and submit an Annual Report to the A.G.M.
- ii) Treasurer - to receive all monies due to the Club and to pay into the bank account forthwith. To settle the minor accounts of the day to day business personally. Any expenditure in excess of £1000 must first be authorised by the Executive Committee. Three bank account signatories shall be registered by the Treasurer, as approved by the Executive Committee; any two of the three to sign cheques for payment. Audited accounts shall be presented by the Treasurer at each Annual General Meeting for the preceding twelve months. The financial year is from 1st May to 30th April.
- iii) Captains - it shall be the duty of the Men's and Ladies' Captains to conduct the day to day running of National Club Team Competitions and other representative fixtures as required. It shall be the duty of the appropriate Captain to act as Chairman of the Men's and Ladies' Selection Committees.

12. Team Selection

- i) The Selection Committees will be responsible for selecting teams as determined by the respective Captain.
- ii) The Selection Committees will comprise the respective Captain and other members, approved by the Executive Committee.

13. **Conduct**

Any member acting in such a way which can be considered detrimental to the interest of the Club, or which can be considered a breach of these Rules, or can be considered likely to endanger welfare, or good order of the Club shall :-

- i) Be sent a letter outlining the complaint against him/her and invited to appear before the President, Secretary and appropriate Captain to account for their alleged action (The Secretary to give at least 7 days notice in writing to the member concerned.)
- ii) Subsequently, be notified of the result of the Meeting referred to in paragraph 13 i above, and, in the event of the complaint being upheld, receive a written warning - a copy of which will be sent to the Executive Committee.
- iii) In the event of a further complaint being made against him/her, again being invited to appear before the President, Secretary and appropriate Captain (again the Secretary will give at least 7 days notice).
- iv) Subsequently, be notified of the result of the Meeting referred to in paragraph 13 iii above, and, in the event of the complaint being upheld, the matter shall be referred to the Executive Committee with recommendation that the individual's membership be cancelled. Pending the decision the member shall be suspended.
- v) Should the member concerned fail to appear before the Executive Committee, without giving an acceptable reason for his/her non-appearance the case shall be dealt with in his/her absence.
- vi) However, despite the above arrangements, should the incident, or event be deemed serious enough, the matter may be referred immediately to the Executive Committee and the member concerned be suspended.

14. **Entrance fees, Subscriptions, Green fees, Match fees, League fees and Competition fees. ("the fees") are all payable to the Company and**

- i) The Annual subscription and entrance fees are payable by a member on election and are such sums that the Company shall determine from time to time.
- ii) A member elected after 1 February in any year need pay only half the subscription that year.
- iii) Green fees shall be payable to the Company BEFORE entry on the green.
- iv) Annual subscriptions are due on 1st September in each year and must be paid to the office of the Company or to the bank account of the Company on or before that date in each year.

15. **Rights and Liabilities of Members**

Every member of the Club is entitled to use and enjoy in common with the other members of the Club and bona fide visitors to the premises, the Club rooms, furniture, equipment and other things provided by the Company for the use of the Club subject to compliance with these rules, but shall not by any reason of his membership be under any financial liability (except for payment of his entrance fee subscription and his fees to the Company).

16. General Meetings (Annual or Extraordinary)

- i) The Annual General Meeting will take place during the months of March or April each year, as determined by the Committee and published in the Club handbook.
- ii) An Extraordinary General Meeting of the Club may be convened at any time by a written requisition signed by 30 fully paid up members of the Club, or by the Executive Committee, stating the reason for such Meeting. The Meeting shall be called within 14 days of the receipt of such request by the Secretary.
- iii) At any General or Extraordinary General Meeting, sixty (60) members shall form a quorum.
- iv) No other business, except that for which any General or Extraordinary General Meeting has been called, shall be allowed.
- v) A sheet for the nomination to all offices on the Executive Committee, (excluding the Company Appointee and President) and for two checkers, shall be displayed on the Club Notice Board for at least three weeks prior to its removal one week before the date of the Annual General Meeting. Nominees, their proposers and seconders must have been a full member of the Club for at least twelve months before the date of the A.G.M.

17. Dissolution

- i) The Club may be dissolved by the Company at any time.
- ii) Upon dissolution of the club any remaining assets shall be given or transferred to another registered CASC, a registered charity or the sport's governing body.
- iii) Notifying Address: Every member shall communicate his current address to the Secretary and all notices posted to the last address communicated shall be deemed to have been duly given two days after the date of posting.

18. Club Hours

The hours of opening and closing of the Club shall be fixed from time to time by the Company at its sole discretion subject to the conditions of the Justices Licence and these rules.

19. Membership Cards

Shall be issued to every member of the Club, should be shown on every entry to the premises, and must be shown if requested by a member of the Committee. Cards must be returned immediately on the request of the Committee and for renewal at the commencement of each year. Membership cards are not transferable.

20. Liability of the Club (it's officers) and the Company

Neither the Club nor The Company shall be responsible to the Members or guests for any loss or damage arising by reason of fire, accident, theft, or negligence of servants, agents, fellow members or for any other causes, whilst such members or guests or any of their belongings are on the Club premises and any members who introduce a guest to the Club premises and any members who introduce a guest to the Club is deemed thereby to have indemnified the Club and the Company against all claims and demands of such guests arising by reason of any matters herein before mentioned.

21. Disputes

Any disputes or differences which may arise as to the meaning or interpretation of these rules or of any byelaws or as to the powers of the Committee or any sub-committee or the validity of any election or proceedings of the Committee must be determined by the Company, whose decision is final and binding on all members of the Club.

22. Interpretations

In the interpretation of these rules and the byelaws:

"director", and "secretary" respectively means, director and secretary of the Company, and "he", "his" or "him" shall in the case of women mean "she", "hers" or "her" and vice versa.

24. The Directors of the Company are on Public Record at Companies House.