

Haywards Heath & Beech Hurst Bowls Club: Rules and Constitution

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This version: includes all amendments made up to and including EGM on 18.9.18

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1 Definitions

- 1.1 The name of the Club shall be the Haywards Heath & Beech Hurst Bowls Club.
- 1.2 The Club's premises shall be the Pavilion, Beech Hurst Gardens, Haywards Heath.
- 1.3 The Club shall be a not for profit organization. The objects of the Club shall be for the provision of recreational and social facilities and refreshments for men and women.
- 1.4 The Club shall be affiliated to and abide by the Rules of Bowls England pertaining to the level-green game of bowls. The rules of the Club shall apply to the management of the Club insofar as the same are not inconsistent with the Rules of the said Association.
- 1.5 The General Committee shall be the meeting of the whole Club.
- 1.6 The Committee shall be those officers elected to manage the Club by the General Committee.

2 Membership

- 2.1 The Club shall be a member's Club and shall consist of Junior, Ordinary Family Social and Honorary Members.
- 2.2 Anybody under eighteen years of age or a full-time student shall be eligible for junior membership only.
- 2.3 Family Members shall be non-playing members who are the spouses, civil partners, partners and children of Ordinary Members.
- 2.4 Social members shall not hold a Council Season tickets and therefore cannot use the outdoor rinks but shall be entitled to use all the club facilities including short-mat bowling in the close. season.

3 Membership Procedure

- 3.1 Membership to the Club runs from 1st April to 31st March.
- 3.2 Every new candidate for playing memberships (Junior and/or Ordinary membership) must be proposed and seconded by two Ordinary members of the Club.

- 3.3 Both proposer and seconder vouch for the candidate's fitness for membership.
- 3.4 The name and address of the candidate, together with the names of the proposer and seconder, shall for a period of at least two clear days before such candidate is elected, be posted on the Notice Board.
- 3.5 No person, whether a Junior or Ordinary Member shall be admitted to membership without an interval of at least two clear days between their nomination or application for membership and their admission.
- 3.6 No person shall be admitted to Junior, or Ordinary membership until, having been elected they have paid to the Treasurer their first annual subscription.
- 3.7 All prospective Junior or Ordinary candidates who have no previous bowling experience shall attend four coaching sessions prior to submission of an application for membership.
- 3.8 Any application for membership, including renewals, can be refused without the provision of any explanation to the candidate.

4 Honorary Members (Life Members)

- 4.1 Honorary Members shall not be liable to pay any entrance fee or subscription but shall be entitled to all privileges of Ordinary membership.
- 4.2 Honorary Members shall be elected by the General Committee.
- 4.3 There shall not be more than six Honorary Members at any one time.

5 Committee and Officers

- 5.1 The affairs of the Club, in all matters in these Rules not specifically reserved for the Club in General Committee, shall be managed by the Committee.
- 5.2 The Committee shall consist of the Chairman, Secretary, Treasurer, Captain, Vice-Captain, Ladies Secretary (or the Ladies Captain if the post of Ladies Secretary is unfilled), Match Secretary, Bar Manager and two additional Ordinary Members to ensure there are no more than ten full members.
- 5.3 All full members of the Committee shall have a vote save that

- 5.3.1 the Chairman's vote shall be exercised only in the event of a hung decision
- 5.3.2 if any one member holds more than one office they shall only have one vote.
- 5.4** Each Committee member shall be eligible to stand for re-election on a yearly basis. Any eligible Club member may stand for any Committee position – including Club Captain - subject to being duly proposed and seconded. When more than one valid nomination, or more than two for General Committee posts, are received a secret ballot will be held to decide which candidate, or candidates for the General Committee posts, is/are elected to the relevant Committee position(s) for the following year.
- 5.5** The President shall be an ex officio member of the Committee and shall have voting rights unless holding an office as set in clause 5.2.
- 5.6** The Committee may appoint one or more sub-committees for such purposes as it may deem appropriate; the members of such sub-committees do not have to be members of the General Committee.
- 5.7** Five full members shall constitute a quorum in the Committee and two in a sub-committee.
- 5.8** The Committee shall from time to time invite the Junior Vice Captain, Competition Secretary, Ladies' & Men's County Delegates, Mid Sussex League Delegate, 100 Club organizer and a representative from a works team to attend or to prepare a written report for the General Committee. On attending a meeting as a result of any such invitation they shall not have the right to vote on any decisions.
- 5.9** The Committee may from time to time invite other members to attend committee meetings as it in its absolute discretion sees fit. Such invitees shall have no voting rights.
- 5.10** The Secretary, Treasurer and every Officer shall act in all matters in accordance with the directions of the Committee of the Club.
- 5.11** The Committee shall meet as frequently as the Chair / Secretary and other Committee Members decide is necessary but not less than once every two months during the season (April – September) and not less than once every three months during the close Season. The dates for the Committee Meeting shall be published in the club house.
- 5.11** Any club member may bring a matter to the Committee by writing to the Secretary. The Secretary shall bring it to the Committee at the next Committee Meeting.

- 5.12** Subject to any directions given by the Committee, the Secretary may, on behalf of the Club, engage 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.
- 5.13** 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 all funds available to the Club which may be lawfully so applied, against all costs, expense and liabilities whatsoever incurred by such person in the proper execution and discharge of duties undertaken on behalf of the Club or arising there from or incurred in good faith in the purported discharge of such duties.

6 Subscriptions

- 6.1** The annual subscription for Junior, Social, Family and Ordinary members shall be such sum as the Club in General Committee may determine.
- 6.2** Annual subscriptions shall be payable on election as provided in section 3 and without demand by the end of April in every year.
- 6.3** The Committee may terminate the membership of any member whose annual subscription remains unpaid at the end of April in every year.
- 6.4** All new members shall pay a joining fee which is determined annually by the General Committee.

7 Finances

- 7.1** The club's financial year shall run from the 1st Oct to the 30th September.
- 7.2** The Treasurer shall keep such books of account as will enable there to be presented at every General Committee or at any other time if required (on reasonable notice to the Treasurer) by the Committee an accurate report concerning the finances of the Club both historic and projected.
- 7.3** The Bar Manager shall report to the Treasurer in respect of the Bar income and expenditure.

- 7.4** Annual accounts, with separate accounts in respect of the bar, shall before presentation to the General Committee, be verified by an Accounts Examiner elected annually by the General Committee.
- 7.5** The Club's bank account shall be maintained at such bank as the Treasurer shall from time to time decide. It shall be in the name of the Haywards Heath & Beech Hurst Bowls Club and cheques shall be signed by any two of the following Officers: the Treasurer, Chairman and Secretary.
- 7.6** Any income or capital held by the Club shall be re-invested in and for the benefit of the Club.

8 Loans

- 8.1** The Club may with the authority of the General Committee sitting either at an Annual General Meeting or Extraordinary General Meeting obtain a loan from a bank or any source or sources for the benefit of the Club.
- 8.2** Powers to obtain such a loan are vested in the Treasurer, Secretary and the Chairman.
- 8.3** It is further agreed that this Rule be applied retrospectively to 1st January 1993.

9 The Bar, Alcohol & Live Performances

- 9.1** The Committee can apply to the Local Authority for such licenses or permissions as may be required to enable the Club to operate a licensed bar and provide live entertainment.
- 9.2** The purchase for the Club and the supply by the Club shall be at the absolute discretion of the Bar Manager who shall report to the Committee.
- 9.3** No person shall be entitled to receive payment for or retain any commission percentage or similar payment on or by virtue of the purchases of alcohol. Any such payments shall be accounted to the Treasurer.
- 9.4** The permitted hours for the supply of alcohol shall be determined by the Committee at the recommendation of the Bar Manager and in accordance with the relevant permission.
- 9.5** No alcohol shall be supplied to or consumed by any Junior Member or other person who is, or appears under the age of 18 years, on the Club premises.

10 General Committee Meetings

- 10.1** A General Committee meeting of the club shall be convened annually.
- 10.2** Such General Committee meeting shall usually be held in November or December each year.
- 10.3** There shall not be more than fifteen months between each General Committee Meeting.
- 10.4** Notice of the day and time of the General Committee shall be fixed to the Notice Board not less than 28 days before such meeting.
- 10.5** Not less than 14 days prior to the date fixed for the AGM a Member wishing to raise to raise any matter at the AGM shall send a proposal by letter to the Secretary.
- 10.6** Not less than 7 days before the AGM each member shall receive:
- 10.6.1 An Agenda, including any proposals received in accordance with 10.5,
 - 10.6.2 Minutes of the previous General Committee Meeting
 - 10.6.3 A copy of the Annual Accounts and Balance Sheet.
- 10.7** The business of the meeting shall be to pass the Annual Accounts and Balance Sheet, to elect the Officers, Committee and the Accounts Examiner for the year and any other business brought to the attention of or by the Committee. Only Honorary Members (i.e. Life Members) and Ordinary Members shall be eligible to vote at a General Committee Meeting.
- 10.8** The Club's Committee shall make such arrangements as it sees fit for candidates for Committee and non-Committee posts to be proposed and seconded, and to fill any posts for which no nominations are received.
- 10.9** A Special General Meeting can be called by
- 10.9.1. the Committee or
 - 10.9.2 on written notice to the Secretary signed by at least seven Ordinary Members requesting the calling of a Special General Meeting stating the reason for which the meeting is to be called.
- 10.10** The Secretary shall post a notice on the Notice Board giving not less than 14 days' notice of the Special General Meeting setting out the date, time and purpose of the meeting.

10.11 The discussion must be limited to the subject for which the meeting was called.

11 Visitors

11.1 Members may introduce and entertain visitors at the Club; this includes visiting players and teams.

11.2 Any member doing so must record in the visitors' book their guest's name.

11.3 The member introducing a guest shall be responsible for them observing the Rules and By-Laws of the Club and shall not leave the Club premises before their guests.

11.4 No person whose membership of the Club has been terminated or whose application for membership has declined shall be introduced as a guest.

11.5 No member shall introduce more than four guests in any one day without prior agreement of the Committee.

12 By-Laws

12.1 The 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 conduct of members.

12.2 The By-Laws for the time being in force shall be binding on all members.

13 Tea Rota

13.1 All members are expected to participate in the Tea Rota.

13.2 Each member shall be allocated a date on which they are expected to assist in the preparation of tea for a visiting team, this will involve:

- a. Check the clubhouse is clean and presentable (including the toilets)
- b. laying up the tables,
- c. placing the cakes brought by playing members on plates
- d. clear the tables
- e. do the washing up for a home match.

f. Leave the kitchen clean and tidy

13.3 If a member is unable to undertake their allotted tea duty they are responsible for “swapping” their duty with another member and ensuring that this is recorded on the Tea Rota in the Kitchen.

13.4 Only if a member is unable to “swap” should a member ask the Housekeeper to re-allocate.

14 Cleaning Rota

Members are expected to participate in the Cleaning Rota which will organize and ensure the thorough cleaning of the clubhouse on at least a monthly basis throughout the year.

15 Dress

15.1 All Club members should wear club shirts at all times when they are representing the Club.

15.2 Matches are played in whites unless specified in the handbook.

15.3 Dress on the green for other than Club matches shall be whites above the waist and grey below.

15.4 Regulation shoes, brown grey or white, must be worn at all times on the Green.

16 Internal Competitions

16.1 The closing date for entries of all internal competitions shall be the 1st May.

16.2 The Competition Secretary shall then carry out the draw for each competition and pin up on the competition board the draws for each competition.

16.3 The challenger is expected within 14 days of the commencement of a round to contact their opponent to arrange a mutually acceptable date or offer 3 dates and times for the game.

- 16.4** If the challenger fails to contact the opponent within 14 days the opponent is expected to contact the challenger to arrange the date for the game.
- 16.5** If the date cannot be agreed the game shall be played on the last day of the round to start not before 10 am and not after 6 pm.
- 16.6** At the end of the game both players, and the marker in singles must sign the card and post it in the results box.
- 16.7** In the event that a player has to concede the game both the players must sign the card.
- 16.8** In the event that a player is unable to play due to illness then the Competitions Secretary may:
- a) allow an extension to play the game within 7 days of the closing date of the round
 - b) in the case of pairs allow for a substitute of another player who has not entered that competition
 - c) cede the game to the other player

17 Gambling

- 17.1** No betting shall be allowed in the Club.
- 17.2** No lottery shall be promoted by any Member or Officer on behalf of the Club without the approval of the General Committee.
- 17.3** No entertainment shall be held by the Club without agreement of the Committee.
- 17.4** Gaming shall be permitted in the Club provided that it does not contravene any provisions of the Gaming Act 1968 or applicable law.

18 Disciplinary and Grievance Procedure

- 18.1** The Committee may instigate disciplinary proceedings against any member of the Club at its own motion or at the request of any other member. The procedure shall be governed by Reg. 9 of the Rules as set out by Bowls England from time to time in force and as amended.

18.2 On the instigation of a formal complaint the Committee shall write to the party or parties setting out what the allegation is and inviting them to respond in writing to the Secretary within 14 days with a response.

- a) 21 days after the process commenced the Committee shall meet to determine whether they have sufficient information upon which to make a decision.
- b) If sufficient evidence is available a decision is to be made and conveyed to the party or parties in writing by the Secretary giving them the right of response.
- c) If insufficient information is available to make a decision the party or parties shall be invited to attend a formal meeting not less than 14 days from the date of the Committee's decision.
- d) In the event of a formal meeting each party shall have the right to be accompanied by one person, who shall not be entitled to make any representations to the Committee but to assist and help the party.
- e) The decision of the formal hearing shall be conveyed to the party or parties in writing not more than 7 days after the meeting giving the party or parties the right to Appeal the decision.
- f) Minutes of all meetings shall be kept but not published.
- g) Appeals shall be heard by a Panel of 3 Honorary Members who shall be given all written evidence including the minutes of each meeting relating to the complaint. The party or parties shall attend before the Panel.
- h) Appeals must be dealt with within 10 weeks of the commencement of the process.

18.3 The Committee may impose such penalty as in its opinion is fair and equitable having regard to the allegation made.

19 **Change of Details**

19.1 Each member shall notify the Secretary in writing via e-mail or letter of their private address, or other address at which communication may be sent to them. It is a member's responsibility to ensure that their current contact details are given to the Secretary.

19.2 The Secretary is deemed to have discharged their responsibility to serve papers on a member if sent to the last address of a member given to the Secretary.

20 Alteration of Rules

20.1 These Rules may be revoked, added to or altered by a majority comprising two thirds or more of the members present and / or entitled to vote at any General Meeting of the Club.

20.2 Notice must be given specifying the intention to propose the revocation, addition or alteration together with full particulars of the proposed change.

20.3 Notice of intention to propose any motion to alter the rules or otherwise must be given to the Secretary at least fourteen days before the date of the meeting.

20.4 The Secretary shall as soon as possible and in any case within twenty-eight days of making any such alteration or addition to these Rules give written notice of such alteration or addition to these Rules to the Chief Officer of Police and to the Clerk of the Local Authority of the District in which the Club is situated.

20.5 Neither the Club or any Officer thereof shall be liable to any member or guest of a member for any loss or damage to any property occurring from whatever cause in or about the Club premises, nor for any injury sustained by any member or guest whilst on or entering or leaving the Club premises.

21. Dissolution

21.1 If the number of Ordinary Members of the Club

21.1.1 shall fall below twenty-five or

21.1.2 if the Club shall agree in General Meeting by a two-thirds majority of the Ordinary Members present pass a resolution in General Committee to dissolve the Club the General Committee shall authorise the Treasurer immediately to identify all the assets belonging to the Club and convert the same into money, subject to any authority given by the General Committee to postpone such conversion hereinafter called “the cash funds”

21.2 The General Committee shall identify the association or organization which shall receive the cash funds.

- 21.3** The cash funds shall be paid to such organization or association which most similarly continues the Club's objective.
- 21.4** Such meeting shall be convened as a Special General Meeting if a copy of the notice convening any General Meeting under this Rule shall be sent by the Secretary by post to every member at their address last notified to the Secretary under Rule 19.1 not less than fourteen days before the day appointed for the Meeting, but any accidental omission to send such copy or the non-receipt of the same shall not invalidate any proceedings or resolution.