

Tamworth Castle Bowling Club

CLUB CONSTITUTION and RULES

1. TITLE

The Club shall be called 'Tamworth Castle Bowling Club' hereafter referred to as the Club.

2. OBJECTIVES

The Objectives of the club shall be:

- (a) To promote the game of bowls.
- (b) To manage, maintain and improve the Club premises, including the bowling green and surrounds.
- (c) To buy, prepare, make, supply and sell all necessary bowls apparatus used in connection with the game of bowls and of all kinds of liquors, provisions and refreshments required or used by Members or other persons frequenting the Club premises.
- (d) To promote the social intercourse of Members and to all such lawful things that are incidental or conducive to the attainment of the above objectives or any of them.
- (e) To remain a non-profit organisation

3. TRUSTEES

There shall be not more than four Trustees of the Club. The first Trustee being appointed by the Committee and the property of the Club (other than cash which shall be under control of the Treasurer) shall be vested in them to be dealt with as the Committee shall from time to time direct by resolution (of which entry in the Minute Book shall be conclusive evidence). The Trustees shall be indemnified against any risk and expenses out of the Club property. The Trustees shall hold office until death or resignation or until removal from office by a resolution of the Committee who for any reason, which may seem sufficient to a majority of them present and voting at any meeting remove any Trustee or Trustees from office of the Trustee.

Where by reason of any such death, resignation or removal it shall appear necessary to the Committee that a new Trustee or Trustees shall be appointed or if the Committee shall feel deem it expedient to appoint an additional Trustee or additional Trustees, the Committee by resolution nominate a person or persons to be appointed the new Trustee or Trustees. For the purpose of giving effect to such nomination the President is here by nominated as the person to appoint new Trustees of the Club within the meaning of the Trustee Act 1925 and shall by deed duly appoint the person or persons so nominated by the Committee as the new Trustee or Trustees of the Club and the provisions of the Trustee Act 1925 shall apply to such appointment. Any statement of fact in any such deed of appointment shall in favour of a person dealing bona fide and for value with the Club or the Committee be conclusive evidence of the fact so stated.

4. MEMBERS

- (a) The Club shall consist of Playing Members Non-playing Members) and Honorary Members.
- (b) Playing Members shall pay the annual subscriptions for the time being in force by April each year or shall have made arrangements with the Treasurer, by 30 April, to complete payment before the end of the current playing Season as defined by the Management Committee, such arrangements being certified in writing by the Treasurer to the Member(s) concerned and to the Secretary.
- (c) Non-Playing Members shall pay the annual subscription in full on making application for membership. In the event that the application for Non-Playing membership is refused, the 'treasurer will refund in full the subscription to the applicant within 1 week of the Management Committee's decision on the application.
- (d) On payment of the annual subscription by a Playing Member or on issue by the Treasurer of his certificate and on the Management Committee granting application for membership as a Non-Playing Member, both Playing and Non-Playing Members are entitled to attend and vote at all General meetings and to participate in all Club activities. except that non playing members are not entitled to Bowl and will not be issued club keys.
- (e) If a Playing or Non-Playing Member wishes to transfer between these classes of membership during the playing season, he/she shall

make application to the Secretary who shall submit such application to the next meeting of the Management Committee. The Management Committee may, at its discretion, allow such a transfer between classes of membership subject to a Non-Playing Member. on being transferred to Playing Member, paying the annual subscription for a new Playing Member set out in rule 9 or making an arrangement with the treasurer (within 2 weeks of the Management Committee's decision to transfer membership) for payment as referred to in Clauses 4 and 9. No refund of annual subscription (or part payment thereof) shall be made by the Club to a Playing Member transferring to Non-Playing Member.

5 SPECIAL MEMBERS

The Management Committee may, at its discretion, invite any Member who, in its opinion has rendered outstanding service to the Club to become an Honorary Member. Honorary Members are entitled to participate in all Club activities. but not to speak or vote at any General Meeting.

6 ELECTION OF MEMBERS

All candidates for Membership will complete the approved application form giving, in addition to personal details, the names and addresses of two responsible persons willing to supply acceptable references as to the suitability for membership.

An entrance fee as determined by the Members at a General Meeting must be paid when the application form is submitted.

The completed application form will be posted on the Club notice board for three consecutive weeks of the Club's bowling season, during which period the candidate must attend the Club on at least three occasions and be signed in as a visitor. At the end of this period, the candidate will be interviewed by the Management Sub-Committee, who will thereafter make recommendations to the Management Committee.

The Management Committee may, by not less than two-thirds in favour, grant membership.

7. TERMINATION OF MEMBERSHIP

Any duly elected Member shall continue in such Membership until:

- (a) They shall resign by duly written notice to the Secretary, or
- (b) They shall be in arrears with any subscription or other payment (excluding competition fees) due the Club for a period of three months from the date of such payment, [see rule 4(b)] at the expiration of which time they shall be deemed have so retired, or
- (c) They be expelled from the Club for any serious misdemeanour or any act that could bring disrepute to the Club, [see rule 8].

No Member leaving the Club by resignation or for any other reason shall have any claim upon the Club (except as laid down in respect of any Loan Shares they may hold), and they shall not be entitled to have any part of their subscription or greenage levy for the current year returned.

8. BREACH OF CLUB RULES AND/OR BYE-LAWS

If any member shall wilfully commit a breach of Club rules and/or byelaws, or shall in the opinion of the committee, act in any way detrimental to the interests of the Club within or without the Club premises, they will be required to attend before the Committee who may reprimand them, impose a fine, or suspend them for such period as they may determine, or expel such Member from the Club. Any such action, as described above, shall only be approved by a minimum of two-thirds of the committee voting in favour.

9. ANNUAL SUBSCRIPTION

- (a) The annual subscription for Playing and Non-Playing Members shall be fixed at the Annual General Meeting.
- (b) Playing Members elected to membership in the months indicated below shall pay an annual subscription for their first year (or part year) of membership calculated as a percentage of the Annual Subscription as also indicated below: -

May – 90%, June – 80%, July – 70%, August – 35%, September - 15%

10 PRESIDENT AND VICE-PRESIDENT

A Vice-President shall be elected at the Annual General Meeting and such Vice-President shall assume the office of President at the next Annual General Meeting. No Member shall be eligible for election as such Vice President unless he shall have been a member of the Management Committee for not less than two years, A past President shall be eligible to be appointed Vice-President. The Club may from time to time elect nonexecutive Honorary Vice-Presidents, who need not be Members of the Club, but they shall not be entitled to vote or exercise privileges of membership other than those specifically notified in their Notice of Appointment.

11 DUTIES OF SECRETARY

Deal with all correspondence, convene meetings, prepare agendas, take the minutes of meetings, maintain an up to date record of Members, obtain nominations for Officers and Committee, write an Annual Report and generally carry out the Management Committee's instructions.

12 DUTIES OF TREASURER

Be responsible for all cash belonging to the Club, issue receipts for all monies paid to the Club, be responsible for paying all surplus monies to the bank or other accounts opened in the Club's name, be responsible for the issuing of cheques and the repayment of all creditor accounts, keep proper accounts and prepare an annual financial statement showing the income and expenditure during the year.

13 FIXTURE SECRETARY

Be responsible for arranging all Club matches in conjunction and in agreement with the Management Committee.

14. MANAGEMENT COMMITTEE

(a) Appointment or Election

The Club shall (unless otherwise agreed by special resolution) be managed by a Committee of 16 Members consisting of the President, Vice-President, Immediate Past President, Secretary, Treasurer, Captain, Vice-Captain and Fixture Secretary together with 8 other Members elected to serve for a period of two years. All Committee members shall be duly elected at an

Annual general Meeting, except as provided for in rule 14(b): Vacancies occurring between Annual meetings.

(b) Powers of Management Committee

In addition to exercising its functions as to membership under rules 5 to 8 the Management Committee shall have powers to:

- i) Make, amend or rescind bye-laws which give effect to the Rules of the club.
- ii) Fill any vacancies arising in the posts of Officers or Members of the Committee by making appointments which shall continue until the next annual General meeting.
- (iii) Appoint Sub-Committees for any specific purpose and co-opt members on to such Sub-Committees as they deem necessary or expedient and may depute or refer to them such of the powers and duties of the committee as the Committee may determine.
- (iv) Appoint Members of the Committee to a Bar and House Sub-Committee which shall have control of the purchase of intoxicating liquor for supply by the Club.
- (v) Require all Sub-Committees to periodically report their proceedings to the management committee and to conduct their business in accordance with the directions of the Committee.
- (vi) Manage and control the Club premises.

(c) Meetings

A meeting of the Management Committee shall be held at least once every month unless Committee by resolution, decide that there is unlikely to be sufficient business to justify that holding of a meeting.

15 GENERAL MEETINGS

There shall be an Annual General Meeting of the Club and fifteen months must not elapse without a General meeting. The Committee may call a General Meeting at any time by not less than seven days, written notice to all Members. Any member entitled to vote and attend at General Meetings may seek one to be called by written request to the Secretary signed by not less than twenty-five members or one-fifth of the total membership whichever is the less for which fourteen days notice shall be given by the Secretary.

Any notice of meeting other than for the Annual General meeting shall be accompanied by a copy of any special or other resolution proposed and to be voted on.

16 ANNUAL GENERAL MEETING

An Annual General Meeting shall be as soon as practicable after 31st January each year of which not less than fourteen days notice shall be given by the Secretary. Not less than twenty-one days notice shall be given to the Secretary of any matters requiring special resolution under these Rules or any Bye-laws of the Club. Any dispute as to whether a resolution is a special resolution other than specifically provided by these Rules, requiring prior notice or as to conduct of the meeting generally shall be decided by the Chairman of the meeting whose decision shall be final. The Chairman of the meeting shall be the retiring President if present and if not, the Vice President and if not, the Immediate Past President. All Members present and entitled to vote shall have one vote, except that in the event of a tie the Chairman shall be entitled to exercise a casting vote.

17. QUORUM

The quorum at all General Meetings shall be twenty-five Members or one half of the total number of Members whichever shall be the less. The quorum at Committee Meetings shall not be less than two officers and three other members, but if at any Committee Meeting a quorum shall not be present, the meeting shall be adjourned for fourteen days and at such adjourned meeting any five members of the Committee shall be a quorum.

18. VISITORS and GREENAGE FEES

The Greenage fees for playing and non-playing visitors shall be agreed fixed at the Annual General Meeting. A Member may introduce a visitor, but the same visitor shall not be introduced more than four times in the same season. The names and addresses of all visitors, together with the name of the introducing Member must be entered into the Visitors' Book. Members of visiting clubs shall be entitled to all privileges of the club for the day of the match, without fee, on entry of name in the Visitors Book. No visitor, playing or otherwise, shall be allowed on the Club premises or green under the age of 16 years unless either they are accompanied by a named, responsible adult, or is a bona fide playing member of the visiting team.

19. PERMITTED HOURS

The permitted hours for the supply of intoxicating liquor shall be such as maybe from time to time be determined by the Committee in accordance with the provisions of the Licensing Act 2003 and as notified to the Borough Council. Provided that if an order is made under section 60, sub-section 3 and 4 of the said Act, the provisions of section 61 shall apply.

20. ACCOUNTS

The accounts of the Club shall be audited by two auditors or one Chartered Accountant appointed by the Annual General meeting and accounts for the preceding year shall be submitted to such meeting for approval.

21. BORROWING

If at any time the Club in General Meeting shall pass a special resolution authorizing the committee to borrow money, the Committee shall thereupon be empowered to borrow for the purpose of the Club such amount of money either at one time or from time to time and at such rate of interest and in such form or manner and upon such security as shall be specified in such resolution and thereupon the trustees shall, at the discretion of the Committee, make all such dispositions of the Club property, or any part thereof and enter such agreements in relation thereto, as the Committee deem proper, for giving security for such loans and interest. All members of the Club, whether voting on such resolution or not and all persons becoming Members of the Club after passing on such resolution, shall be deemed to have assented to the same as if they had voted in favour of such a resolution.

22. LOANS

The Committee may raise any authorized borrowing by means of loans from members and for each interest free £25 loan may authorize a reduction of £1 from such Member's annual subscription. Such loans shall be deemed to be repayable on death or after six months notice and their absolute discretion see fit.

23. AMENDMENT OF RULES

The rules of the Club may be added to or repealed or amended by special resolution at any Annual or Special General Meeting, provided that no such resolution shall be deemed to have been passed unless carried by a majority of at least two-thirds of the Members present and voting. The Secretary shall as soon as possible and in any case within twenty-eight days of making of any such alteration or addition to these Rules, give written notice of such alteration or addition to the Chief Officer of police and to the Borough Council.

24. DISSOLUTION

- (a) If at any General Meeting a resolution for the dissolution of the Club shall be passed by a majority of the members present and at a Special General Meeting held not less than six weeks thereafter, of which not less than four weeks written notice shall be given to each member, that resolution shall be confirmed by a majority of not less than two thirds of the total Club membership see [Rule 25(b) below], the Committee shall thereupon or at such future date as shall be specified in such resolution authorise the Trustees to proceed to realise the property of the Club and after discharge of all liabilities including repayment of loans to Members, shall pay the net proceeds of such realization to such local or national charity for the furtherance of sport as the members at such General meeting shall have resolved and if no such resolution shall have been passed or any dispute shall arise thereon, the trustees may refer to the Charity Commissioners who after due consideration of Members wishes shall nominate the charity or charities to whom payment shall be made and the receipt of the Treasurer or other proper Officer for the time being of the charity so chosen, or nominated, shall be a good and sufficient discharge to the trustees therefore.
- (b) To achieve a proper referendum, special voting procedures will provide facilities for (i) voting in person at the Meeting, (ii) voting by proxy and (iii) voting by post.

25. INTERPRETATION

- (a) In these rules and in the Club Bye-laws any reference to "Officer" or, "Officer of the Club" shall be construed as meaning any of the following: President, Vice-President, Immediate Past President, Secretary, Treasurer, Captain, Vice-Captain and Fixture Secretary.
- (b) The Committee shall be the sole authority for the interpretation of the rules and bye-laws and the decisions of the Committee on the question of interpretation or upon any matter affecting the Club and not provided for by these rules or by the regulations shall be final and binding on the Members.