

# BYELAWS

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## **1. ANNUAL GENERAL MEETING ELECTION PROCEDURE**

- 1.1. A list of vacancies will be posted in the Club premises at least 21 days before the meeting. Any two members may propose and second a member for any post on the list. Nominations properly proposed and seconded and signed by the nominee must be made at least 14 days before the meeting.
- 1.2. The JMC consists of the President, Mens Vice President, Ladies Vice President, Club Secretary, Treasurer, Membership Secretary, Mens Captain, Ladies Captain, Winter League Secretary, Summer League Secretary, Mens Competition Secretary, Ladies Competition Secretary, Match Secretary, Chief Steward, Rink Manager.
- 1.3. For any position where only one member's name is proposed, the member will be declared elected.
- 1.4. For any post where there are two or more proposed names a ballot of Full members will be held.
- 1.5. A ballot slip will be given to each Full member showing his/her membership card on entry to the AGM and checked using a list of current members.
- 1.6. On completion of the election two scrutineers will open the ballot box, count the votes and pass the results to the secretary to declare the result.
- 1.7. If there are two or more names with the same number of votes, the Chairperson will draw lots to determine the successful member.

## **2. GENERAL MEETING PROXY VOTING**

- 2.1. Any proxy voting forms must be handed to the secretary personally at least 7 days before the meeting by the member giving the proxy.
- 2.2. If a member gives voting discretion to another member attending the meeting, the secretary will prepare an appropriate voting form to give to the attending member at the meeting which will show the resolutions and any positions being contested and the number of proxy votes. This form should be completed and placed in the ballot box by the attending member.

## **3. CONDUCT OF BOARD AND JMC MEETINGS**

- 3.1. At least 5 days notice should be given by the relevant Secretary before any Board or JMC meeting. At least 3 days before the meeting a notice of specific agenda items together with any relevant papers should be provided.
- 3.2. The Board will normally meet at least 10 times per year. A quorum is formed by at least half the Board. The Directors may from time to time elect a Chairperson who will have the casting vote in any otherwise tied vote.
- 3.3. The JMC will normally meet at least 10 times per year. Six members form a quorum. The President, or in his/her absence a Vice President, or a nominated member, will take the chair and have the casting vote. If a Captain is absent, the respective Vice Captain will

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deputise. Minutes are taken and may be viewed by any member of the Club applying to the Secretary.

- 3.4. Voting will be by a show of hands or otherwise as the Chairperson directs. A member may direct that his/her vote is recorded by name. An absent member may not vote by proxy. All questions put to the vote will be determined by simple majority. If the vote is tied the Chairperson will have the casting vote.
- 3.5. Meetings may take place electronically by video when it is impractical to meet in person.
- 3.6. Board or JMC resolutions may be made by email or equivalent where the matter needs to be agreed before the next meeting. Approval must have been given by at least half the Directors or Officers and all Directors or Officers must have been consulted.
- 3.7. Minutes of each meeting, including the names of the members present, are read and confirmed at the next meeting and signed by the Chairperson.
- 3.8. Members who attend less than 75% of the meetings during the year will be asked to resign unless special circumstances prevail.
- 3.9. A sub-committee may from time to time co-opt an ordinary member of the Club as it deems necessary.
- 3.10. Discussions and proceedings at Board or committee meetings are confidential and should not be disclosed to anyone other than Directors or Officers except as agreed during the meeting.

#### 4. BOARD DUTIES

The duties of the Board include but are not limited to the following. Responsibilities allocated to individual Directors may be altered by the Directors at Board meetings as circumstances require.

##### 4.1. FINANCE

To conduct and oversee the Clubs financial transactions, directly or indirectly affecting income and expenditure. Maintaining appropriate records and advising the Board on all aspects of Finance.

##### 4.2. BAR

Purchase, supply and pricing of stock.

Purchase and maintenance of Bar equipment.

Supervision of cleanliness and adequate stocking of the Bar.

Determination of standard hours and extensions for special occasions. Ensuring that the Bar is adequately manned to provide appropriate service to members.

Management of bar staff.

##### 4.3. CATERING

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Setting and amending the terms of any contract, assessment of performance, contract termination and re-appointment of alternative caterers. Any complaints regarding catering should be made in writing to the Catering Director.

Liaison with the contract caterers, ensuring the caterers operate according to the contract agreed, any complaints are discussed with them and any appropriate measures taken.

Purchase and maintenance of the Restaurant and Kitchen equipment.

Supervision to maintain the cleanliness of the Restaurant and Kitchen.

Approval of the plans for proposed social events including conditions, charges and expected revenue.

### 4.4. MAINTENANCE

Maintenance of the fabric of the Club premises.

Maintenance of the condition of the bowling surface to a standard reasonably expected by the members. Liaison with the contractors and supervision of regular cleaning.

### 4.5. CLEANING AND HYGIENE

Negotiation and supervision of cleaning services.

### 4.6. HEALTH AND SAFETY

Identification and management of any risks to the safety of members. Making and reviewing risk assessments.

Regular monitoring of the condition of all equipment which could pose a hazard. Ensuring all required safety and first aid facilities are fully operational. Keeping accurate records.

Ensuring the club complies with Health and Safety law.

### 4.7. ENERGY

Negotiating contracts for gas and electricity and monitoring usage and cost.

### 4.8. TECHNOLOGY

Management, monitoring, maintenance, upgrade and backup of hardware and software for all Club systems, ensuring appropriate security and reliability.

Liaison with external system suppliers to ensure those systems fulfil their objectives and adequate support is provided.

Maintenance of the Club website

## 5. TREASURER DUTIES

- 5.1. Collection of all Annual Subscriptions and Fees, receiving all sums of money due to the Club, paying bills and issuing receipts, and controlling bank accounts containing the Club funds.
- 5.2. Presenting monthly accounts and analyses to the Financial Director for proper financial control.
- 5.3. Maintaining financial records for inspection by auditors or tax authorities

Bank accounts must require two signatories as authorised by the Board.

## 6. STEWARD DUTIES

Steward duties are undertaken on a voluntary basis under the control of the Chief Steward who will maintain a rota and ensure that all sessions are covered.

## 7. MEMBERSHIP SECRETARY DUTIES

- 7.1. Managing member applications
- 7.2. Maintaining an up to date database of all current members names and contact details, membership category and any other relevant data
- 7.3. Subject to the Club privacy policies, providing lists of phone numbers and other details for the use of members for the purpose of organising bowls games and lists for the use of Officers for organising teams, etc.
- 7.4. Liaison with the Treasurer in the process of requesting and collection of annual subscriptions
- 7.5. Terminating memberships where subscriptions are not paid within the appropriate period of grace

Members must inform the Membership Secretary of any change in address, phone number or email address as soon as possible.

## 8. MEMBERSHIP APPLICATION APPROVAL

All applicants will come up for approval in the order in which their application was received.

No payment should be made until an applicant has been notified that their application has been approved. As soon as the applicant is informed of approval, they will be invited to inspect a copy of the Club Rules and requested to pay initial fees. On payment they will be given a membership card and new member information.

If initial fees are not paid within one month of approval the membership application will lapse unless the delay in payment was unavoidable in the view of the Membership Secretary.

The Membership Secretary may grant temporary membership to an applicant prior to approval.

## 9. TEMPORARY MEMBERS

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The following may be admitted to the Club on a temporary basis

- 9.1. Up to 10 non-bowling guests of members. Guests must be signed in and the appropriate guest fee paid.
- 9.2. Up to 3 bowling guests of members, no more than 5 times per year, subject to availability of appropriate rink space. Such guests must be experienced bowlers and wear appropriate clothes and bowling shoes.
- 9.3. Competitors from another bowls club who are playing in a match or tournament, and their guests.
- 9.4. Members of another indoor bowls club in the area which is temporarily closed, and their guests.
- 9.5. Persons joining "Have a go" sessions arranged by Club coaches. These are run in order to encourage interested people to try the sport of bowls and take up membership. Bowls shoes must be worn which are available for borrowing. No charge is made.
- 9.6. Any person attending a function promoted by and being the responsibility of a member of the Club present at the function, provided that the function has been authorised by the Board.
- 9.7. Any person attending a meeting or function authorised by the Board

Members are responsible for payment of their guest's green fee or guest fee and for the conduct of their guests at all times.

### **10. LIMIT ON SOCIAL MEMBERSHIP**

If the number of Social Members reaches 250, after allowing for any Full Members expected to transfer to Social membership in the near future, any further applications will be held on a waiting list.

### **11. JUNIORS**

All proposed junior members must be assessed by one of the Club coaches to ensure that they are able to hold and deliver a bowl properly. All juniors must complete a course of instruction by a qualified coach before participating in Club games. All juniors must be accompanied and supervised by an adult member for the entire time that the junior is on Club premises.

### **12. LIMIT ON EXPENDITURE**

No expenditure may be committed except as approved by the Board. Where time is short, two Directors including either the Financial Director or Treasurer may approve expenditure up to a limit set by the Board which must be reported at the next Board Meeting.

### **13. GAMING AND LOTTERIES**

The Board will determine any conditions upon which any game may be played in the Club premises, and may prohibit a game if they consider it to be unlawful or against the interests of the Club.

The playing of a game of chance for money on the Club premises is prohibited, except for small stakes in the playing of Whist, Bridge, Dominoes or Cribbage or within fund raising activities for small stakes as authorised by the Board.

A lottery where proceeds go towards the Club or charity must be authorised by the Board.

#### **14. CLUB OPENING TIMES**

Club opening times are regulated by the JMC. Normal opening times are as follows, although the Club may be closed early where insufficient usage makes it unviable

Winter season: daily from 9.00 am to 10.15 pm

Summer season: daily from 9.00 am to 2:30 pm, except closed on Saturdays.

Normally the Club will be closed for 2 weeks at Christmas and 1 week mid-summer for maintenance. The Board may close the Club at other times as circumstances require.

The opening times of the bar are determined by the Board in accordance with the Club's licence and any other legal requirements. Opening times may be varied without notice dependent on availability of staff or expected demand.