

# *West London Bowling Club*

*Founded 1903*

## RULES OF THE CLUB

*(Adopted by the Club on 28<sup>th</sup> June 2018)*



### **1. Name**

The name of the club is The West London Bowling Club ('the Club'). The Club emblem is pictured immediately above this paragraph.

### **2. Adoption of These Rules**

These rules were adopted by the Club in substitution for the 'Rules of the Club (2018)'. From the date of adoption above, these rules supersede the Rules of the Club (2016), and they shall apply in all respects to all matters of the Club's business and of its regulation after the date of adoption.

References below to the Club rules shall mean the Club rules as amended from time to time.

### **3. Objects of the Club**

1. The Club objects are the promotion of the game of Bowls, other games and recreations including the provision of a bowling green and clubhouse for members and guests and the creation of an asset for enjoyment by the local community.
2. The Club is and shall remain a member of 'Bowls England' and shall abide by its rules as amended or altered from time to time, or those of any successor body to Bowls England.
3. The Club may, in furtherance of its objectives, affiliate to or with other clubs and/or organisations.

### **4. Membership**

1. The Categories of Membership are:
  - i. Single Membership – an adult with his/her children, if any, under 21
  - ii. Family Membership<sup>1</sup> – 2 adults and their children, if any, under 21
  - iii. Junior Member – an individual who is over 14 but under 21

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<sup>1</sup> *Family membership shall mean any co-habiting couple whether with or without children.*

- iv. Life Member – an adult member elected to life membership for their services to the Club
- v. Country Member – an adult member who has been a member of the Club falling into one or other of the above categories, but who has since moved beyond the M25.
- vi. Membership – an adult who, in the absolute discretion of the Club Management Committee, shall be elected by the Committee to the position of Member – whether on a temporary or permanent basis. A Member may in the discretion of the Club Management Committee be exempted from payment of any subscription.

2. Basic rules of Membership:

- a) All members 18 years and older are deemed to be ‘full members’ of the Club (‘the members’). The members shall have voting rights and are eligible for election as officers of the Club. Voting rights of the members shall end if the member becomes a Country Member, resigns from the Club, ceases to be a member or, loses membership of the club whether following disciplinary action or otherwise.
- b) Any member wishing to resign from the Club shall give written notice to the Club Secretary (‘the Secretary’) before 1<sup>st</sup> April in any year failing which the member shall remain liable for his or her annual Club subscription fees, and shall at the discretion of the officers, remain a member, until April in the following year.
- c) All rights and interests in the Club and its property cease immediately on termination or loss of membership whether by resignation, expulsion or death or otherwise howsoever.
- d) Membership of the Club shall automatically cease on failure to pay annual subscriptions on time, save in the event that the Management Committee rules otherwise in any specific case.
- e) Members shall at all times promote the objects of the Club and shall not act in a way detrimental to the Club’s interests and its future continuation for the objects set out in rule 3 above. Members assume personal liability for the full value of any losses in the event that they fail to abide by this sub-rule.
- f) See rule 9 for termination of membership.

**5. Election of Members**

- i. Any prospective member must complete and return to the Secretary of the Club a signed and dated application form.
- ii. All candidates for membership must be over the age of 14 and shall include in their application form (as referred to below) two referees, with preferably (though not necessarily) at least one referee being an existing Club member.
- iii. Referees who are existing Club members shall act in good faith at all times in providing references and in providing any positive reference for any potential member
- iv. The application form shall include (i) a statement that the applicant has been given and has read a copy of these rules, supports the objects of the Club and agrees to be bound by these rules as soon as he or she is admitted; (ii) a statement that the applicant consents to the holding of relevant data for the purposes of the Data Protection Act 1988.
- v. Records of membership are to be compiled and retained by the Secretary.

- vi. Applications for membership of the Club will be considered in the first instance by the Membership Sub Committee who shall take up references and shall make a recommendation to the Club Management Committee. The decision regarding membership in each case is determined by the Club Management Committee in its sole discretion.
- vii. The Membership Committee shall consist of at least 3 Members who are chosen from time to time to serve on the Membership Committee by the Club Management Committee. The Committee shall include the Membership Secretary, the Club Secretary and the President. A recommendation for membership by the Membership Committee shall require the agreement of at least two members and, in any event, a majority of them.
- viii. Membership is renewable annually. Existing members need not re-apply for membership in any year save that the Club Management Committee can rule in its discretion that in any individual case concerning an existing member that formal re-application is required.

## **6. Control of Members and their Children and Guests**

- i. All members must at all times abide by these Club rules and, to the code of conduct attached hereto.
- ii. Members shall at all times uphold the good reputation of the Club and shall not engage in or encourage any action which is or is likely to be harmful to the Club; its purposes, and/or its continued operation, or which brings the Club, or is likely to bring the Club, into disrepute.
- iii. Members shall be polite and respectful at all times towards other members, their guests and their families and to any other lawful visitors to the Club and, they shall abide by all decisions of the Club Management Committee and any code of conduct or other rules of behaviour that it may in its sole discretion introduce from time to time.
- iv. All members are entitled to bowl.
- v. The Club Management Committee will review and submit the annual returns to Bowls England and the County on numbers of members meeting the relevant organisations' subscription criteria.
- vi. Children must be supervised by an adult member of their family at all times and are not permitted to be on the Club premises unless accompanied by such an adult.
- vii. The children of members must be supervised on the green and in the clubhouse and grounds at all times either by an adult member of their family or another appropriate adult member. No children under 8, whether supervised or not, may use the green.
- viii. An appropriately approved member must supervise Junior Members on the green at all times.
- ix. The Club Management Committee shall have power to regulate the admission of guests and visitors on or into any part of the Club's premises, and shall have the power to exclude any guest or visitor from the Club's premises in its absolute discretion.

## Guests

- x. Any member is entitled to bring a maximum of 3 guests to the Club on any one day, for whose actions at the Club the member shall be responsible at all times.
- xi. Guests shall be at all times accompanied by the introducing member, and are required to abide by these rules and any bye-laws or codes of conduct adopted from time to time by the Club.
- xii. Guests are permitted to bowl only if supervised on the green by a member.
- xiii. Members are not permitted to bring into the Club any guest who is a debtor of the Club; or who is suspended from or who has been expelled by the Club or, who has been an unsuccessful candidate for membership of the Club.
- xiv. Guests shall have their names and addresses and date of visit recorded in a Visitors' Book to be kept by the entrance inside the clubhouse. It is the responsibility of the introducing member to ensure that guests are entered in the Visitors' Book.
- xv. The Club Management Committee may from time to time require members introducing guests to pay a fee (to be determined in the sole discretion of the Club Management Committee) in respect of each such guest.
- xvi. Guests may not be admitted more than two times in any calendar month unless the Club Management Committee agree otherwise
- xvii. Guests shall not be permitted to play bowls more than 4 times in any year unless the Club Management Committee approve otherwise.
- xviii. The Club Management Committee shall from time to time and in its absolute discretion, permit the organisation of open days; special events; private hires at which the Club and its facilities may be open to non-members and guests of members.
- xix. Members and Guests shall at all times abide by the rules of Bowls England as promulgated from time to time, or by its successor body.

### Disciplinary Action

- xx. All disciplinary matters will be dealt with in accordance with Bowls England Regulation 9 insofar as appropriate to the particular disciplinary matter in question, and save insofar as Regulation 9 is not inconsistent with any rule or sub-rule contained herein.

## **7. Trustees**

1. All property and assets of the Club shall be vested in not less than two nor more than four trustees appointed from time to time by the Club Management Committee from membership of the Club.
2. The trustees shall hold the property and assets for and on behalf of the Members and the Life Members of the Club.
3. No member shall be appointed (or re-appointed) as trustee over the age of 80 save in the discretion of the Club Management Committee. Any trustee must have been a member of the Club for at least one year before the date of appointment. No more than one officer of the West London Bowling Club Limited is to be a trustee.

4. Trustees shall be appointed for a term of five years but at the expiry of this period shall be eligible for re-appointment. The trustee's tenure of office will terminate immediately upon the resignation, retirement or death of the trustee or upon expulsion from Club membership. In addition, a trustee may be removed by a vote of two-thirds of the members present and entitled to vote at a special meeting. The Treasurer (if any) from time to time shall be a trustee.
5. At any one time there are to be no more than two trustees from the same family. ('Family' in this context includes co-habiting couples and their offspring).
6. A General Meeting may remove or appoint Trustees at any time (except that the Treasurer cannot be removed as a Trustee as long as he or she is Treasurer but ceases to be a Trustee on ceasing to be a Treasurer when the new Treasurer automatically becomes a Trustee).
7. The Club Management Committee shall have power to nominate a new trustee if a vacancy occurs by reason of one of the grounds set out in the sub-rule 4 above. For the purpose of giving effect to such nomination the Club Management Committee is hereby nominated as the person to appoint a new trustee of the Club within the meaning of section 36 of the Trustee Act 1925 or any successor section.
8. The trustees shall deal with the Club's property and assets as directed by the Club Management Committee from time to time. Without derogation from this obligation, the trustees shall have the general power of investment set out in section 3 of the Trustee Act 2000 on the basis that the statutory duty of care shall apply to the exercise of the trustees' powers. The trustees shall have power to insure the trust property; to sell the same; to borrow money; or to give security for borrowed money by mortgage or charge on the Club's property, provided always that the transaction in question does not involve a greater sum than £7,500. Any transaction involving a greater sum than £7,500 shall require the consent of two-thirds of the members (including proxies if applicable) present and entitled to vote at a general meeting of the Club.
9. The trustees shall be indemnified against risk and expense out of the Club's funds.
10. The Trustees will hold and use the Club property in accordance with all lawful directions of the Club Management Committee.
11. All property of the Club including money (except cash up to £1000 held by the Treasurer at any time for Club purposes) is to be held and used by the Trustees for the benefit of the Club.

#### Indemnities and limitation of liability

12. Full indemnity out of the Club's property is given to:
  - (a) Trustees against all payments and other liabilities properly incurred by them as Trustees.

(b) Officers and other members of the Club Management Committee against all payments and other liabilities properly incurred by them in the exercise of their duties or powers for the Club.

(c) Every Trustee, Officer or other member entering into any contract on behalf of the members against all payments and other liabilities incurred by them in connection with that contract.

13. The liability of Trustees, Officers or other members entering into any contract for the Club and the liability of the members on whose behalf the contract is made is limited to the assets of the Club.
14. The limit of each member's indemnity given to the Trustees, Officers or other members in any calendar year in relation to any contracts entered into by them for the Club is a sum equal to one year's membership subscription.

#### Employment and other Contracts

15. The Club may engage employees on such terms as the Club Management Committee decides.
16. All contracts of employment can only be made by the Trustees and will state that the employers are the Trustees for the time being.
17. The Secretary may enter into any contract as agent for the members which does not involve property or money exceeding £500 or such higher amount as the Club Management Committee decides.
18. All other contracts between the Club and any other person are made by the Trustees as agents for the members unless the Club Management Committee instead authorises any one or more of the Officers or other members of the Executive Committee to enter into a contract as agents for the members.

### **8. Communication with the Club**

1. Every member shall be under a continuing duty to notify the Secretary of his/her up-to-date postal address, his telephone number and his e-mail address.
2. All notices in writing required to be given by the Club to the members under these rules may be sent by post and/or by electronic means, which shall include notices posted on the Club's website.
3. All notices sent to the member at his/her notified address, whichever means of communication are used, shall be deemed to have arrived two days after despatch by the Club unless the contrary is shown.
4. Neither the non-arrival nor the late arrival of any notice sent by the Club nor the accidental omission to give due notice of the meeting to one or more members shall invalidate any meeting convened by the Club. Any member who wishes to be contacted by the Club via the postal service and not by other means must expressly notify the Secretary of this fact in writing. The club will use the members' contact details consistent with the club's privacy policy.

## 9. Subscriptions

1. The subscription for membership of the Club shall be such sum as the Club Management Committee shall recommend and the members approve from time to time at the annual general meeting.
2. All subscriptions shall become due and payable on 1<sup>st</sup> April each year. If a member is elected after 1<sup>st</sup> October, his final subscription shall be reduced by one half. Membership is terminated in the event a member does not pay the subscription by close of business on 14 April in each year.
3. **Remission:** In special cases the Club Management Committee shall have power to remit the whole or any part of a member's subscription.
4. **Levy:** The members in general meeting shall have power to authorise that monies should be raised by a levy on the members. Life Members and suspended members shall be subject to this levy.
5. All officers and members of the Management Committee shall have paid their subscriptions before the first Management Committee meeting falling in April of each year.

## 10. Officers

1. The officers of the Club shall consist of an President (responsible for representing the Club and liaising with Bowl England); a Chairperson of the Club; [two] Captains (Men/Women); three Secretaries – being one Club Secretary (responsible for general Club administrations), one Bowling Secretary (being responsible for arranging Club and association matches and the designation of handicaps) and one being the Membership Secretary (responsible for membership administration); a Treasurer (responsible for Club financial matters) and a Press officer responsible for communication and publicity.
2. The nominations for the office of President shall be presented by the Club Management Committee to the members at the annual general meeting, and upon election by the members the President shall serve for a term of two years, but shall be eligible for re-election at the end of each term. The President shall be replaced during his or her term in the event of resignation; cessation of Club membership (or death).
3. All the other officers shall be elected annually at the annual general meeting. No more than two members of any family shall be officers or committee members in any one year. ('Family' includes co-habiting couples as indicated in rule 7.5 above). Nominations for the other officers must be signed by two members of at least 1 years standing or Life Members and must be received in writing by the Secretary at least 15 days prior to the annual general meeting. All these other officers shall be eligible for re-election.
4. The Secretary shall 7 days prior to the annual general meeting post the nominations for election of all officers on the Club's notice board and on the Club's website.
5. In the event of there being more than one nomination for any particular office the election shall be decided by secret ballot, with the outcome of the vote being decided on a 'first-past-the-post' basis. In the event of a tie, the election shall be decided by lot.
6. The duties of the Secretary shall include: keeping an up-to-date list of the names and addresses of the members and their contact numbers; collecting subscriptions; dealing with

correspondence of the Club; organising and attending general meetings of the Club and preparing minutes thereof; making such payments as the Club Management Committee may from time to time require; liaising between the Club Management Committee and the sub-committees; and preparing a report on the Club's activities since the last annual general meeting and circulating the same amongst the membership.

7. The conduct of elections shall be the responsibility of the Membership Secretary.

8. The duties of the Treasurer shall include keeping the accounts of the Club in good order; banking without delay in the Club's name all monies received from the Secretary; receiving monies in the way of donations or from any fund-raising events or otherwise; making such payments as the Club Management Committee may from time to time require preparing an audited statement of account (including a balance sheet and a profit and loss account) for the members up to y/e 31 March in each year at the annual general meeting (and at such other times as the Club Management Committee shall require) and circulating the same amongst the membership; and being answerable to the Club Management Committee as to the state of the Club's finances during the year leading up to the annual general meeting.

### **11. Auditor**

There shall be an independent auditor appointed by the Club Management Committee on an annual basis.

### **12. Management of the Club**

1. **Generally** The management and control of all the affairs of the Club (including the supply or sale of alcohol on the Club's premises) shall be vested in an elected committee (referred to in these rules as 'the Club Management Committee') which shall be constituted as set out in rule 14 below.

2. **Bye-laws** The Club Management Committee shall have power to make, alter or revoke such bye-laws or codes of conduct as it considers necessary for the good governance and well-being of the Club. All such bye-laws or codes shall be published annually and a copy available for inspection in the clubhouse. [The Club Management Committee shall have power to fine any member up to a maximum of £100 for any breach of the bye-laws.]

3. **Clubhouse.** Any special provisions relation to the use of the clubhouse by members shall be set out in the bye-laws.

### **13. The Club Management Committee**

1. The Club Management Committee shall consist of the officers set out in Rule 10 above, (including the President) plus 4 elected members of the Club and the individuals mentioned in sub-rule 10.1 .

2. The members forming part of the Club Management Committee shall be elected annually at the annual general meeting. Nominations must be signed by two members of at least one year's standing or Life Members, and must be received in writing by the Secretary at least 15 days prior



to the annual general meeting. All nominees shall be eligible for re-election. No more than two elected members shall be from the same family (as defined above).

3. The Secretary shall 7 days prior to the annual general meeting post the nominations for election on the Club's notice board and on the Club's website.

4. In the event of there being more nominations than vacancies the election shall be decided by secret ballot, with the outcome of the vote being decided on a 'first-past-the-post' basis. In the event of a tie, the election shall be decided by lot.

5. The Club Management Committee shall be chaired by the elected Chairman of the Club. At its first meeting after the annual general meeting the Club Management Committee shall choose a Vice-Chairman from one of its own number who will undertake the duties of the Chairman in his or her absence.

6. The Club Management Committee shall meet on a regular basis and sufficiently often to carry out its duties efficiently. Any Club Management Committee member who is absent without an accepted apology from three consecutive meetings shall be deemed to have vacated office.

7. The quorum for a meeting of the Club Management Committee shall be [five] persons.

8. The chairperson of the Club Management Committee, whether it be the formally chosen person or an ad hoc choice, shall have an additional casting vote at any meeting. All resolutions or decisions taken by the Club Management Committee shall require a simple majority of those present at the meeting, save that any amendment of the bye-laws shall require a two-thirds majority of the Club Management Committee.

9. The Committee shall have power to appoint any member to fill any casual vacancy that may arise on the Club Management Committee and that member shall remain in office until the next annual general meeting. The Club Management Committee may also co-opt on an ad hoc basis up to three additional members from the Club membership for such purposes and for such time as it thinks fit but not beyond the next annual general meeting. Appointed and co-opted members shall have the right to vote.

10. The WLBC Company Ltd shall be entitled to appoint one non-voting ex-officio member to the Club Management Committee.

11. The annual review of each member's bowling handicaps (if appropriate to the individual member) shall be the sole responsibility of the Club Management Committee.

12. Club Management Committee Members and Sub-Committee members may be removed from office at any time by virtue of a vote of the Club Management Committee provided that a majority of at least 75% of Club Management Committee Members eligible to vote is in favour of removal. This process shall apply also to the removal of the Club President.

## 14. Sub-committees

1. The Club Management Committee may from time to time appoint such sub-committees as it shall deem necessary or expedient to assist it in managing the affairs of the Club.
2. The composition of any sub-committee may include members who are not members of the Club Management Committee. All sub-committees shall conduct their business in accordance with directions from the Club Management Committee and shall periodically report their proceedings to the Club Management Committee for approval or ratification.
3. The President, Vice-Presidents (if any) and Chairperson shall be eligible to sit as ex-officio members of all the sub-committees, save that if they attend meetings in this capacity they shall have no voting rights.
4. All members of sub-committees shall automatically retire on the date on which the annual general meeting is held but shall be eligible for re-appointment by the incoming Club Management Committee immediately following the annual general meeting.
5. A sub-committee at its first meeting after the annual general meeting shall choose a chairman from one of its own number and shall decide on the quorum for any meeting of the sub-committee, and notify the Secretary accordingly. The chairman of a sub-committee whether it be the formally chosen person or an ad hoc choice, shall have an additional casting vote at any meeting. All resolutions or decisions taken by a sub-committee shall require a simple majority of those present at the meeting. Sub-committees shall report regularly to the Management Committee. At the discretion of the Management committee it is entitled to insist that any decision by a sub-committee is ratified by the Management Committee or the Officers before implementation.
6. If for any reason a vacancy occurs during its period of appointment, the sub-committee shall so notify the Club Management Committee who shall have power to appoint another member to fill that vacancy for the remainder of the period.
7. The Sub-committees of the Club may include (but are not limited to) the following:
  - i) *The Green and Grounds Committee* – which shall consist of the Green Ranger, and two committee members with the responsibility of managing the green and the grounds of the Club.
  - ii) *The Membership Committee* which shall consist of the Secretary (Club), the President, and a committee member with responsibility for processing membership applications and making recommendations for membership to the Committee (the ‘Membership Secretary’).
  - iii) *The Match and Bowls Selection Committee* which shall consist of the President, or in the absence of the Secretary (Bowls and Competitions), the Captain and one other member of the Club. The member must have been a member of the club for at least one year. In the event that only two members of the Committee are present, they shall invite another committee member to join them.
  - iv) *A Disciplinary Committee.*

## **15. Declarations of interest**

1. A member must disclose to the chairman of the Club Management Committee or any sub-committee on which he sits any interest which may conflict with the proper consideration of a matter under discussion. If the disclosing member is the chairperson of the Club Management Committee or of the sub-committee, he/she shall disclose his interest to the next most senior person. A member disclosing an interest shall not be entitled to vote on the matter under discussion and the other members at the meeting shall decide whether the disclosing member may participate in the discussion.
2. A register of interests of members of the Club Management Committee shall be kept and it shall be the responsibility of the Membership Secretary to update the register at least annually.

## **16. Club Indemnity**

1. The members of the Club Management Committee, and any officers of the Club who are not Club Management Committee members, shall be indemnified by the Club out of Club funds against any legal or monetary claim made against them by third parties in connection with the proper discharge of their duties.
2. The Club Management Committee will use reasonable endeavours to try to ensure that adequate indemnity insurance policies are in place from time to time in respect of the Club's liabilities and the liabilities of members properly discharging their duties on behalf of the Club.

## **17. Annual General Meeting**

1. There shall be an annual general meeting of the Club held on a date fixed by the Club Management Committee not later than 31 October in each year, provided that not more than 15 months shall elapse between each meeting.
2. The purposes for which the meeting is convened is to be:
  - (a) To receive a report from the Chairperson in respect of the Club's activities since the previous annual general meeting;
  - (b) to receive from the Treasurer and, if thought fit, to approve the Club's audited accounts in respect of the preceding financial year;
  - (c) to elect the President (if the office be vacant), the Vice-Presidents (if there be any vacancy), the officers of the Club and the members of the Committee;
  - (d) to appoint an auditor for the ensuing year;
  - (e) to discuss or decide any other matter of general business of the Club duly submitted to the meeting.
3. All members shall receive 28 days' notice in writing of the meeting. No member, save with the consent of the chairman of the meeting, shall bring any matter before the meeting unless he has given notice of motion in writing to the Secretary not less than 14 days before the meeting (although points for discussion only may be received up to 48 hours before the meeting). All members shall receive notice of the agenda, which shall also be posted in the clubhouse for at least 7 days prior to the meeting.

## **18. Special meetings**

1. A special general meeting shall be convened by the Secretary within 28 days of receipt by him/her of a direction of the Club Management Committee or of a requisition signed by not less than 25 members entitled to attend and vote at a general meeting or by one-fifth of such members (whichever is the smaller number). All members will receive not less than 14 days' notice in writing of the meeting. The notice shall specify the purpose of the meeting and no other business may be brought before the meeting.
2. If the Secretary fails to convene a duly requisitioned meeting within the 28 day period, the requisitioners themselves may convene such meeting to be held not later than 56 days after the deposit of the requisition with the Secretary.

## **19. Procedure at general meetings**

1. A general meeting may proceed to business if 15 members and/or Life Members are present within half an hour after the time fixed for the meeting. If no quorum is then present and the meeting was convened by requisition of the members, it shall be dissolved; and if convened by direction of the Club Management Committee it shall stand adjourned to the week following on the same day and at the same time and place. If at the adjourned meeting there is still no quorum the meeting shall be dissolved.
2. If a general meeting is adjourned for want of time, the members present at the meeting will be notified there and then of the adjourned date, if this is practicable. If not, and the matter is adjourned for more than 14 days, all the members shall receive notice in writing of the adjourned hearing; otherwise only those who attended the original meeting will be notified of the adjourned date.
3. No member who is arrears with the payment of his subscription shall be entitled to exercise his vote at a general meeting.
4. Unless otherwise stipulated in these rules, any motion to be carried shall require the votes of a simple majority of the members present and voting at the meeting.
5. Where a motion relates to an item of special business, the following shall apply:
  - (a) the vote shall be decided on a show of hands unless a poll is demanded under (b) or (c) below;
  - (b) a poll may be demanded in advance of the meeting;
  - (c) a poll may be demanded at the meeting either before the show of hands or immediately after the result of a show of hands;]
  - (d) a poll may be demanded by the chairman of the meeting or by at least 10 members and/or life members;
  - (e) the poll must take place at the meeting;
  - (f) the poll shall include voting by proxy. The proxy forms shall be sent out with the notice of the meeting, and are to be returned to the Secretary by e-mail or post to arrive not later than three days before the meeting;
  - (g) all business shall be deemed special save those items appearing regularly on the AGM agenda.

6. The chairman of any meeting shall be entitled to a casting vote in addition to his ordinary vote.

## **20. Financial powers**

1. The Club Management Committee shall have power to open a bank account with a High Street bank in the name of the Club and to arrange such facilities as may be necessary to carry on the activities of the Club including the arrangement of a loan or overdraft, whether on a secured or unsecured basis, provided that such loan or overdraft shall not exceed the sum of £10,000 without the prior approval of the members obtained at a general meeting.

2. The Club Management Committee via the Trustees may in its discretion establish and maintain a sinking fund or a reserve fund for such purposes as it shall think fit.

3. The Club Management Committee via the Trustees shall have power to invest in the Club's funds in any prudent manner which in the reasonable opinion of the Club Management Committee will benefit the Club.

4. The Committee shall have power to spend the Club's funds in furtherance of the objects set out in Rule 3 above, as well as in compliance with its general duties of management.

5. The Club shall have power to defray out of the Club's funds expenses wholly and necessarily incurred by members of the Club Management Committee or any sub-committee, or incurred by any member acting on the authority of the Club Management Committee, which relates to or is connected with carrying out their duties or responsibilities on behalf of the Club. For the avoidance of doubt, the Club Management Committee may arrange appropriate insurance cover in respect of the conduct of the Club's trustees, officers and members of the Club Management Committee.

6. All cheques drawn by the Club shall be signed by the Chairman of the Club and the Treasurer or by such other officers as may be authorised by the Club Management Committee, provided that all cheques are signed by two officers. (The same rule shall apply (mutatis mutandis) to internet banking).

## **21 Interpretation of the rules**

1. The reference in these rules to the masculine gender shall in all cases apply equally to the feminine gender.

2. If any question or dispute arises as to the meaning or interpretation of these rules or of the bye-laws made thereunder, the matter must be referred to the Club Management Committee for the ruling thereon; whose ruling shall be final and binding in all circumstances.

## **22. Amendment of these rules**

1. These rules may be added to, altered or revoked by the members at a special meeting or at the annual general meeting. Any amendment to be proposed at the annual general meeting must be sent out as part of the agenda referred to in Rule 17 (3).
2. To be carried, any motion to amend the rules shall require the votes of two-thirds of the members (including proxies if applicable) present at the meeting and entitled to vote.
3. In the discussion of a motion to amend the rules, any proposed amendment to the motion may be carried by a simple majority of the members (including proxies if applicable) present and voting at the meeting.

## **23. Dispute resolution**

1. Any dispute between the Club and its members or between the members themselves which relates to these rules (or the bye-laws) or which concerns the affairs of the Club shall be referred to the arbitration of a sole arbitrator to be appointed in accordance with section 16 (3) of the Arbitration Act 1996, the seat of such arbitration being hereby designated as London, England. In the event of failure of the parties to make the appointment pursuant to section 16(3), the appointment shall be made by the President of the Chartered Institute of Arbitrators. The arbitrator shall decide the dispute according to the laws of England and Wales. This rule does not prevent the dispute being referred to mediation for resolution prior to arbitration.

## **24. Dissolution of the Club**

1. Any motion to dissolve the Club must be the subject matter of a special meeting.
2. To be carried, any motion to dissolve the Club shall require the votes of two thirds of the members (including proxies if applicable) present at the meeting and entitled to vote thereat.
3. In the event that the members pass a resolution to dissolve the Club, any property or assets belonging to the Club shall not be distributed to the members if there is a surplus of assets over liabilities, but will be given or transferred to a registered charity nominated by members or, to such other club or entity having similar objects to the Club, or to such charitable organisation(s), as the members may decide upon.

## **25. Bye-Laws and Codes of Conduct**

1. The Bye-Laws and Code of Conduct below at appendices 1 and 2 shall be abided by members at all times.

## **Bye Laws**

### **A. Bowling Matters**

1. The hours of play shall be from noon until 8.30pm every day and on Sundays and Bank Holidays from 11am, unless a match is in progress and/or arrangements for competitions require alterations to these times. However, it is within the discretion of the Green Keeper or, in his absence, the Green Ranger, Captain or Green Committee, to prohibit play if the Green is, or in their opinion, unfit for play. Play shall only take place on the rinks as officially set out. Play earlier than the hours stated may be permitted for Association competitions by permission of the Committee only.
2. Members must deliver their bowls and the jack smoothly from the hand and not bump or pitch them in such a way as to injure the turf. Anyone not complying with this bye law will be asked to leave the Green. The back foot must be entirely over the mat.
3. Members must wear a white shirt, with a collar, above the waist at all times during official matches when on the Green. During formal matches they must wear white trousers and Club ties and grey trousers at all other times. Ladies will wear the dress specified by the Committee. No member is allowed on the Green not wearing flat smooth-soled shoes. Shoes with crepe rubber soles are prohibited.
4. Notice of all competitions and dates of closing shall be posted on the Notice Board in the Pavilion. Those desirous of playing in such competition must hand their names with entrance fee (if any) to the Competition Secretary on or before the closing date, after which date no entries will be accepted.
5. All games shall be played under the laws of Bowls England and the rules of this Club.
6. Competitors whose names appear first on the list of draws must give notice to their opponents within seven days of the start of the round offering them a choice of three non- consecutive days on which they are prepared to play off their ties. They must also notify their opponents with a suitable notice. If any competitor fails to put in an appearance within fifteen minutes of the time fixed, their opponent may claim a walk-over subject to confirmation by the Committee. If any match has not played upon the completion date off the round, the Committee will decide who will go forward.
7. In the case of a dispute arising between players in any competition, the same shall be referred to the Committee.
8. No member shall be allowed to play a practice game of more than eleven ends if others are desirous of playing and there is no rink vacant.
9. All Outside visitors who bowl at the Club together with their guests are “De-facto” members of the Club for the day on which their matches are played. Friends of members who are staying on holiday in London may be permitted to use the Club for a period not exceeding fourteen days in

any one calendar year. Those people should obtain the permission of the Secretary of the Club who will issue them with a temporary membership card.

10. Inter-club matches and competitions arranged by the Committee shall take preference over ordinary games. All Inter-club matches must be arranged officially through the Committee. All members selected to play for these matches failing to arrive ten minutes before the start of the game will be replaced by the reserve.

11. Members are requested to remove their personal property from the dressing room and lockers when the season closes. The Club will not be held responsible for the loss of any property deposited in the Club premises. The Club will be entitled to dispose of or use any property a reasonable time after the date on which the Member has been contacted in writing and has failed to remove it in accordance with a request to do so. Ownership of such property will be deemed to have transferred to the Club once the Member has failed to comply with a prior written request to remove the property.

12. The Club is a Mixed Club that entitles all ladies to bowl in mixed friendly matches and have the same rights of use of the Green as gentlemen. Ladies and gentlemen's competitions are to be agreed annually by the Match Selection Committee with the agreement of the Management Committee as to whether they are mixed or single sex competitions for that particular year with the exception of the Club Championships where there will always be two individual competitions.

13. The Club will at all times and in all of its activities promote equal opportunities for all.

## **B. Club Matters**

1. A list of all the members of the Club shall be posted in the Clubroom by the Club Secretary and an address file shall be kept by him. All changes of address are to be at once notified to the Club Secretary.

2. Dogs may be allowed on the Club Premises but are not allowed at any time in the Clubhouse, or on the Green. They must be kept on a lead at all times.

3. Children are allowed on the Club premises accompanied by parents/carers who are members of the Club and who are responsible for their behaviour.

4. No drinking will be allowed on the Green but members will be permitted to drink around the Green until 8pm and on the Pavilion patio till 9pm, or as decreed by any licence. All glasses and bottles taken outside the clubhouse must be returned to the bar after use.

5. Use of the Clubhouse for no-club functions shall be in the sole discretion of the Club Management Committee and on such terms as they shall impose.

6. No arrangements can be made for any person to receive, at the expense of the club, any commission, percentage or similar payment on, or with reference to, purchase of alcohol by the club.



7. No arrangements can be made for any person directly or indirectly to derive any pecuniary benefit from the supply of alcohol by or on behalf of the club to members and guests apart from:-

(a) Any benefit accruing to the club as a whole, or

(b) Any benefit which a person derives indirectly by reason of the supply giving rise or contributing to a general gain from the carrying on of the club.

## **Membership**

1. Persons may not: (a) be admitted to membership, or (b) be admitted, as candidates for membership, to any of the privileges of membership, without in each case, an interval of at least two days between their nomination or application for membership and their admission as club members.

2. The purchase of alcohol for the club, and the supply of alcohol by the club, shall be managed by a committee ('the licence committee') whose members must:

- i. Be members of the club;
- ii. Have attained the age of 18;
- iii. Be elected by the members of the club.

## Appendix 2

### Code of Conduct