

**MOONFLEET 2000 INDOOR
BOWLS
CLUB**

CLUB RULES



BYELAWS

**KNIGHTSDALE ROAD
WEYMOUTH
DORSET
DT4 0HS**

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FLEETWEY LTD
Incorporating
MOONFLEET 2000 INDOOR BOWLS CLUB

CLUB RULES

- 1. The name of the Company is Fleetwey Limited and is registered in England No. 3921422.**
- 2. The Company's objects are:**
 - 2.1 To promote the game of indoor flat green bowls in accordance with the rules of the English Indoor Bowling Association and the English Women's Indoor Bowling Association and to encourage social intercourse among members of the company.
 - 2.2 To establish, maintain and conduct the Club for the accommodation of the members of the company and their friends and generally to provide to them all the usual privileges, advantages and accommodation of a club.
- 3. The name of the Club is Moonfleet 2000 Indoor Bowls Club.**
- 4. Address: Knightsdale Road, Weymouth, Dorset. DT4 0HS**
- 5. The Club's objects are:**

To promote and hold either alone or jointly with any other association, club or persons meetings, leagues, competitions and matches for the playing of the game indoor bowls and to offer, give or contribute towards prize medals and awards for the game of indoor bowls to promote, give or support dinners and other entertainment.
- 6. Interpretation**

The masculine includes the feminine and, where appropriate, the singular the plural.
- 7. Affiliation**

The Club shall be affiliated to the English Indoor Bowling Association and the English Women's Indoor Bowling Association, the Dorset County Indoor Bowling Association, the Dorset Ladies County Indoor Bowling Association and such other Bowling Associations as the Bowls Committee deem appropriate
- 8. The Bowls Committee**

The Club shall be managed by the Bowls Committee which shall consist of the elected Committee Officers as defined in clause 36. One Fleetwey director will attend the meetings in an advisory capacity. Fleetwey directors may rotate their attendance. The Bowls committee may request the attendance of the manager in an advisory capacity and any additional persons that may be needed to transact the business of the meeting.
- 9. Men's Section Committee**

The committee shall consist of all male members of the Bowls Committee. Selectors shall attend meetings as necessary.
- 10. Women's Section Committee**

The committee shall consist of all female members of the Bowls Committee. Selectors shall attend meetings as necessary
- 11. Section Meetings**

The Men's and the Ladies Section Committees shall meet as deemed necessary by the Captains and or Secretaries or as directed by the Bowls Committee.

12. Membership

- 12.1 Everyone that plays or wishes to play the game of flat green bowls is qualified to be a member of the Club. Membership of the club shall be open to all persons, irrespective of ethnicity, nationality, religion or belief of age, sex, sexual orientation or disability. Persons refused membership shall have the same rights of appeal as are enjoyed by existing and new members.
- 12.2 Every candidate for membership of the Club shall be proposed by one full member of the Club and seconded by another full member of the Club; both of who know the candidate personally and are to be responsible for his eligibility.
- 12.3 The application for membership for every candidate must be in writing, signed by the candidate and his proposer and seconder and must be in the form prescribed from time to time. The application form must be submitted to the Manager, who shall post the particulars of the applicant prominently in the Club premises, in the place nominated for Notices for the attention of Members, for not less than 48 hours before the candidate's election as a Member.
- 12.4 Every application for membership must be accompanied by a remittance to cover the joining fee (if any) and the appropriate subscription from the date of application to the following 30 September.
- 12.5 The Manager shall inform each unsuccessful candidate in writing of the result of his application for membership. An appeal against such refusal may be made by the proposer and/or seconder to the members, on behalf of the applicant.
- 12.6 Upon election the candidate shall be given a membership card and a Club Rules book.
- 12.7 Until a candidate is elected as a member, he is not entitled to any privileges of the Club.

13. Subscriptions and Fees

- 13.1 The annual and other subscriptions and joining fee (if any) payable by Members of the Club are to be such as the Directors from time to time prescribe.
- 13.2 The Directors may as respects any particular member or members, make provision for payment of annual subscriptions by instalments or waive or reduce all dues.

14. Non-Payment of Subscriptions

- 14.1 Any member whose annual subscription (which shall be due and payable on 1 September) is unpaid on 1 October in the relevant year, shall have a period of grace of two (2) weeks, before he/she ceases to be a member of the Club and forfeits all rights in and claim upon the Club and its property unless the Directors suspend the operation of this provision, which they may do as regards any particular member on such terms as they determine at their discretion. Persons, who cease to be members, after the two (2) weeks of grace, shall have their names deleted from any of the teams for which they are registered. Any games in which they play after this date will be void and a score of ten (10) nil (0) shall be recorded against any team in which they play, with the opponents gaining two (2) points for the win. Persons who cease to be members may re-join in the future but will be subject to the joining fee (if any) unless prior written permission has been given by the Directors to suspend this requirement.
- 14.2 Where the Directors have resolved in accordance with Rule 13.2 that the subscription of any particular member may be paid by instalments, this Rule applies to non-payment of any instalment, substituting the due date of the instalment for 1 September.

15. Founder Members

Initial members who have made a minimum contribution as specified by the Directors.

16. Full Members

Any member over the age of 18 years on 1 October in the relevant year other than a Student Member

17. Life Members

17.1 On the recommendation of the Directors or if proposed to the Directors any person being a member of the Club, may be elected a life member of the Club, without any special payment for such life membership provided the following criteria are met;

1. That the person elected is retiring from a post on either Fleetwey or the Bowls Committee or has given exceptional long term voluntary service to the Club
2. That the person cannot then take up another appointment on either Fleetwey or the Bowls Committee
3. That the award should be for long service in a particular capacity where the activity has had a lasting and recognisable benefit to the club as a whole.

17.2 Every life member is entitled to all the privileges and subject to all the duties of a full member of the Club during his life (subject, nevertheless, to the provisions of Rule 23 and Rule 50.2) without any further annual payment.

18. Junior Members

- 18.1 A Junior member is a person under 18 years of age on 1 October of the relevant year.
- 18.2 Junior members shall not be required to pay a joining fee or an annual subscription and the Directors may reduce or waive the rink fee in respect of Junior members.
- 18.3 A Junior member may not vote at any general meeting nor be elected an officer of the Club nor propose or second a candidate for election as an officer of the Club.
- 18.4 A Junior member is entitled to all the privileges of membership save as in this clause herein before accepted and shall not be permitted to purchase intoxicating liquor or to play any gaming machines.

19. Student Members

- 19.1 A student member is a person over 18 and under 21 years of age on 1 October of the relevant year.
- 19.2 The Directors may reduce or waive the annual subscription and may reduce or waive the rink fees in respect of student members.
- 19.3 A student member may not vote at any general meeting nor be elected an officer of the Club nor propose or second a candidate for election as an officer of the Club.
- 19.4 Student members are entitled to all the privileges of membership but are only permitted to purchase intoxicating liquor or play any gaming machines if over 18 years of age.

20. Social and Temporary Members

The Directors of the Club may, upon such terms and subject to such regulations as they may from time to time deem advisable and subject to Rule 12.3, propose as members of the Club.

- 20.1 Persons who are visiting or temporarily resident in the Dorset district ("temporary members").
- 20.2 Persons who may avail themselves of all the amenities of the Club premises and premises of the Club but are not entitled to use the green, unless a booking has been made in accordance with Byelaw 62.4.
- 20.3 Persons who because of their service to the Club may be made honourable members ("honorary members").
There may not be more of such members than the number which represents 25% of the full members of the Club at any one time.

21. Rights of Members

- 21.1 Subject to the express provisions of these Rules and to any regulations made by the Directors of the Club pursuant thereto for the time being in force, all members of the Club are entitled at all times to use all the premises and property of the Club in common, and to be supplied, at such charges as the Directors from time to time determine, with whatever meals, refreshments and things are provided by the Club for the use of its members.
- 21.2 Subject to the provisions of these Rules every member is entitled to all the rights and subject to all the duties of a member of the Club, ensuring that all present and future members receive fair and equal treatment. Temporary junior, student and social members do not have the right to nominate or be elected as officers or Directors of the Club.

22. Notice of Resignation

Any member wishing to resign his membership of the Club must give notice in writing of his intention to do so, addressed to the secretary and deposited at the registered office of the Club before 30 September in any year.

23. Expulsion of Members

- 23.1 If the conduct of any member is in the opinion of Bowls Committee injurious to the character of the Club or objectionable in any respect, that member may be required IN WRITING by the Bowls Committee to resign but before requesting a Member to resign, the Bowls Committee shall cause an inquiry in respect of the Member's alleged behaviour.
- 23.2 An initial hearing shall be held by the Bowls Committee to establish whether or not there is a case for the alleged offending member to answer. It will not be necessary for the alleged offending member to be present at this stage, although he will be made aware that he is being investigated and the reason for the investigation. The minutes of the initial inquiry will be recorded in writing.
- 23.3 If the initial hearing decides that there is a case to answer, the alleged offending Member will be advised of the allegation against him in writing by the Club Secretary and invited to attend a hearing by the Bowls Committee the alleged offending member will be informed that he has the right to be represented at the hearing.
- 23.4 At the hearing, the Bowls Committee will reiterate the allegations, allow the alleged offending Member to answer and then ask whatever questions are deemed relevant and both the questions and answers will be recorded in writing. The hearing will also hear evidence from any witnesses. The minutes of the hearing must be recorded in writing. Having heard all the evidence, the Bowls Committee will then determine whether the alleged offending Member is guilty of the offence or not. If it confirms the allegation, it will then determine what action, if any is to be taken. The Bowls Committee's decision on disciplinary action will be communicated to the offending Member in writing without delay and in any event within 48 hours of the hearing. The notice of the disciplinary action will include a statement setting out the following:
 - 23.4.1 Details of the offending Member's conduct.
 - 23.4.2 Details of the decision of the General Committee and the action to be taken.
 - 23.4.3 An explanation of the Member's right of appeal to the Club in a general meeting.
 - 23.4.4 An explanation of the Appeal procedure.

24. The Appeal

- 24.1 A Member expelled under this Rule may appeal by giving written notice of appeal to the Secretary within 14 days from the posting of the notice of expulsion.
- 24.2 Upon receipt of a written notice of appeal an Extraordinary Meeting of the Club must be convened within 14 days.
- 24.3 At such an Extraordinary Meeting, the Member will have the right to be represented and he will be asked to put a case forward explaining why he believes the decision of the Bowls Committee to expel him is wrong. The Member will be permitted to introduce

witnesses who may have other information about the alleged offence or who may simply be character witnesses. When all evidence has been provided, the members will consider the case and a vote be taken. The members must either confirm the decision of the Bowls Committee or in the light of any additional information that may have been provided at the Extraordinary Meeting revoke it, in which case the Member must be reinstated as a Member of the Club. The decision of the meeting will be minuted and communicated in writing to the Member and is binding.

- 24.4 If any member is convicted on indictment of any criminal offence, that member ipso facto ceases to be a member of the Club but any person so ceasing to be a member may be readmitted to membership by the Bowls Committee at their discretion.
- 24.5 Any member expelled in accordance with these Rules or otherwise ceasing to be a member of the Club, forfeits all right to or claim upon the Club or its property or funds or any return of fees paid and remains liable for any outstanding fees or charges due from him at the date of expulsion or cessation.

25. Rights of Members Personal

The rights of a member as such are personal, are not transferable, and cease upon his death.

26. Annual General Meetings

- 26.1 The Club must hold a general meeting in each year as its Annual General Meeting in addition to any other meetings in that year, and must specify the meeting as the Annual General Meeting in the notices calling it.
- 26.2 Not more than 14 months may elapse between the date of one Annual General Meeting of the company and that of the next.
- 26.3 The Annual General Meeting must be held at such time and place as the Directors appoint.
- 26.4 Notice convening the Annual General Meeting must be posted on the Club Notice Board not less than forty two days before the meeting and must specify the meeting as the Annual General Meeting and the matters to be dealt with.
- 26.5 Motions to be included in the Annual General Meeting must be received In Writing by the Club Secretary not less than twenty one days before the Annual General Meeting and notice of such motions shall be posted on the Club Notice Board together with the names of the proposer and seconder at least fourteen days before the meeting.

27. Extraordinary General Meetings

- 27.1 All general meetings other than Annual General Meetings must be called Extraordinary General Meetings.
- 27.2 The Directors may, whenever they think fit, and must, on a requisition made in writing by at least 30 members or members representing not less than one-third of the total voting rights of all the members having at the date of deposit of the requisition a right to vote at general meetings, whichever is the lesser, convene an Extraordinary General Meeting.
 - 27.3 Any requisition made by the members must state the object of the meeting proposed to be called, and must be signed by the requisitionists and deposited at the registered office of the Club.
- 27.4 On receipt of the requisition, the Directors must immediately proceed to convene an Extraordinary General Meeting.
- 27.5 If the Directors do not proceed to call a meeting within 21 days from the date of deposit of the requisition, the requisitionists, or any of them representing more than one-half of the total voting rights of all of them, may convene such a meeting.

28. Notice of Meetings

Accidental omission to give notice of any meeting to or non-receipt of such notice by any member does not invalidate the proceedings of that meeting.

29. Quorum

- 29.1 No business may be transacted at any meeting unless a quorum is present.
- 29.2 Save as otherwise provided in these Rules, thirty five members personally present is a quorum.
- 29.3 If within half an hour from the time appointed for the meeting a quorum of members is not present, or, if during a meeting, such quorum ceases to be present:
 - 29.3.1 If the meeting was convened on the requisition of members, it must be dissolved.
 - 29.3.2 In any other case the meeting stands adjourned to the same day in the next week at the same time and place or to such time and place as the Directors may determine and, if at the adjourned meeting a quorum of members is not present within half an hour of the time appointed for the meeting, the members present may form a quorum

30. Chairman

- 30.1 The Chairman and failing him the Deputy Chair must preside as Chairman at every general meeting of the Club.
- 30.2 If there is no such Chairman, or, if at any meeting, he is not present within 15 minutes of the time of holding the meeting, the members present may elect one of their number who is a Director to be Chairman of the meeting.
- 30.3 If there is not a Director present, then the members may elect any one of their number to be Chairman of the meeting.

31. Adjournment

- 31.1 The Chairman may, with the consent of a meeting at which a quorum is present (and must if so directed by the meeting); adjourn the meeting from time to time and from place to place.
- 31.2 No business may be transacted at any adjourned meeting other than business that might properly have been transacted at the meeting had the adjournment not taken place.

32. Resolutions

- 32.1 Proposals
Any two members, proposer and seconder, may propose resolutions, to be submitted to the Secretary 21 days before an Annual General Meeting.
- 32.2 Passing of Resolutions
At any general meeting
 - 32.2.1 A declaration by the Chairman that a resolution has been carried, or carried unanimously, or carried by a particular majority, or lost, or not carried by a particular majority, and
 - 32.2.2 An entry to that effect in the book of proceedings of the Club are conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution, unless a poll is demanded by the Chairman or by a member or members having the right to vote at the meeting.
- 32.3 If a poll is demanded in the above manner, it must be taken in such manner as the Chairman directs, and the result of the poll is deemed to be the resolution of the meeting at which the poll was demanded.

33. Voting

- 33.1 Every member of the Club may attend meetings of the Club but Temporary, Junior, Student and Social members may not vote.

- 33.2 No member may vote at any meeting unless all money then due from him to the Club has been paid.
- 33.3 Every member of the Club entitled to vote has one vote and no more.

34. Proxy

- 34.1 On a poll, votes may be given either personally or by proxy.
- 34.2 A proxy must be appointed in writing under the hand of the appointer.
- 34.3 The instrument appointing a proxy must be deposited at the registered office of the Club not less than 48 hours before the time of holding the meeting at which the person named in such instrument proposes to vote.
- 34.4 Any instrument appointing a proxy must be in the following form:

FLEETWEY LIMITED

[I or We] [name] of [address], being [a member or members] of the above named Club, appoint [name] of [address], or failing him, [name] of [address], as [my or our] proxy to vote in [my or our] name[s] and on [my or our] behalf at the [annual or extraordinary] general meeting of the Club to be held on [date] and at any adjournment.

Dated:

Signatures of Members]

35. Directors

- 35.1 The Directors are to agree their individual area of responsibility.
- 35.2 Four Directors are a quorum at a Directors' meeting.
- 35.3 There shall be a minimum of three Directors and a maximum of six. If there are less than 6 Directors, a quorum will be 2/3 of Directors.

36. Committee Officers

- 36.1 There shall be a minimum of six and a maximum of 12 Committee Officers of the Club which must include the President, Vice President and Secretary. The responsibilities of the elected Officers are to be determined by the Bowls Committee, but the following positions should be held. Men's and Ladies Captains, Men's and Ladies Competitions Secretaries, a League Secretary and a Bowls Development Officer.
- 36.2 The duties of the Committee Officers and Officers shall be as set out in the details as defined for the Clubmark Accreditation. Where there is a vacant position that cannot be filled by election or co-option, the Bowls Committee are to delegate the various responsibilities of that post to other Committee Officers, Officers or co-opted members as they consider fit for purpose...

37. Remuneration

No Director or Officer of the Club may receive any remuneration for his services in the capacity of Director or Officer but nothing contained in these Rules is to prohibit payment by the Club of any sum to any officer by way of reimbursement and proper expenses.

38. Age Limits

There is no age limit for Directors and Officers.

39. Retirement of Directors and Officers

- 39.1 At every Annual General Meeting of the Club, one third of the Directors and one third of the Committee Officers must retire from office by seniority of election and in the event of equal seniority retirement will be determined by lot.
- 39.2 The retiring Directors and Committee Officers are eligible for re-election at the same or any other general meeting of the Club.
- 39.3 The posts of President and Vice President shall be elected by the AGM and will retire from office after 2 years. On retirement from the post the President shall automatically

become the Past President for a further 2 years and be able to attend the Committee meetings in an advisory capacity

40. Election of Directors and Officers

Subject as provided above, the election of Officers and Directors of the Club, must take place in the following manner:

- 40.1 Any two members of the Club may nominate any other member to serve as an Officer or other Director of the Club, having previously received his written assent.
- 40.2 The name of each member so nominated, together with his assent and the names of his proposer and seconder must be sent in writing signed by all three of them to the Secretary of the Club at least 21 days before the Annual General Meeting.
- 40.3 A list of the candidates' names in alphabetical order, with the proposers and seconds names must be posted in a conspicuous place upon Club premises for at least 14 days immediately preceding the relevant Annual General Meeting.
- 40.4 Balloting lists must be prepared (if necessary) containing the names of the candidates only in alphabetical order.
- 40.5 Each member present at the relevant Annual General Meeting and qualified to vote may vote for any number of candidates not exceeding the number of vacancies
- 40.6 If insufficient candidates are nominated in accordance with 40.3, candidates proposed and seconded at the AGM may be elected by ballot to fill any remaining vacancy or vacancies.
- 40.7 If there are insufficient candidates following the AGM, the Directors/JMC may fill the remaining vacancy or vacancies.
- 40.8 Employees of Fleetway Ltd are not eligible to become Directors or Officers.

41. Casual Vacancies

- 41.1 All casual vacancies arising within the Directors or Officers of the Club must be filled at the election of the Directors.
- 41.2 Any Director or any Officer (other than the Company Secretary) appointed to fill a casual vacancy must retire at the next following Annual General Meeting.

42. Removal of Directors

The office of Director is vacated if:

- 42.1 His membership of the Club is terminated in accordance with Rule 23.
- 42.2 He absents himself from meetings of the Directors for a continuous period of six calendar months without special leave of absence from his fellow Directors; or
- 42.3 He gives his fellow Directors one calendar months' notice in writing that he resigns his office or
- 42.4 He is removed by extraordinary resolution passed at a general meeting of the Club.
- 42.5 He is declared bankrupt or of unsound mind.

43. Accounts

- 43.1 The Directors of the Club must ensure that proper books of account are kept in respect of:
 - 43.1.1 All sums of money received and expended by the Club and the matters in respect of which the receipts and expenditure take place and
 - 43.1.2 The assets and liabilities of the Club.
- 43.2 The books of account must be kept at the registered office of the Club, or at such other place or places as the Directors think fit, and must always be open to the inspection of the Directors.
- 43.3 The Directors must from time to time determine whether, and to what extent, and at what times and places, and under what conditions and regulations, the accounts and books of the Club, or any of them, are to be open to the inspection by members of the Club who are not Directors.

44. Presentation of Accounts

- 44.1 Once at least in every year the Directors must lay before the Club in general meeting an account of income and expenditure for the period since the preceding account.
- 44.2 A balance sheet must be made out in every year and laid before the Club in general meeting, made up to a date not more than six months before such meeting.
- 44.3 A copy of the balance sheet must be sent to, or made available to, the persons entitled to receive notices of general meetings in the manner in which notices are to be given under these Articles, 21 days prior to the meeting.
- 44.4 Every account and balance sheet must be accompanied by a report of the Directors and the account, report and balance sheet must be signed by any two Directors and countersigned by the Secretary.

45. Powers

- 45.1 The Directors of the Club may exercise all powers that may be exercised by the Club and do anything that may be done by the Club, except where under these Rules or any statute for the time being in force the power must be exercised or the thing be done by the Bowls Committee or the Club in general meetings.
- 45.2 The Directors may act notwithstanding vacancies.
- 45.3 The Directors may issue debentures, debenture stock, bonds, or obligations of the Club at any time, in any form or manner, and for any amount, and may raise or borrow for the purposes of the Club any sum or sums of money either upon mortgage or charge of all or any of the property of the Club, whether present or future, or on bonds or debentures secured by trust deed or otherwise or not secured as they may think fit.

46. Byelaws

- 46.1 The Directors of the Club may from time to time make, alter and repeal any byelaws they consider necessary or expedient or convenient for the proper conduct and management of the Club.
- 46.2 The Directors must adopt whatever means they consider sufficient to bring all byelaws, alterations and repeals to the notice of the members of the Club.
- 46.3 All byelaws so long as they are in force are binding on all members of the Club.
- 46.4 No byelaws may be inconsistent with, or affect or repeal anything contained in the Memorandum and Articles of Association or be in breach of any statutory provision.
- 46.5 Any Byelaw may be set aside by a special resolution of a general meeting of the club.

47. Delegation

- 47.1 The Directors of the Club may delegate any of their powers to a member of staff; an officer or a member of the Club; or to a committee or committees appointed by the Directors.
- 47.2 In the exercise of the powers delegated the individual/committee must conform to any regulations prescribed by the Directors.
- 47.3 Any delegation of powers or appointment may be recalled or revoked by the Directors at any time.

48. Audit

An auditor or auditors must be appointed and his or their duties regulated in accordance with the Act.

49. Execution of Contracts and Deeds

All contracts shall be signed by a Director or Manager within the delegation of financial limits under Section 56.5 or with the authority of a resolution of the Directors.

50. Dissolution

- 50.1 If the Club is wound up, whether voluntarily or otherwise, the liquidator shall, with any sanction required by the Act vest the whole of the assets of the Club in a members' Club whose objects are the same or as near thereto as those of the Club or a charity nominated by the Club.
- 50.2 Every member of the company undertakes to contribute such amount (not exceeding £5) to the company's assets if it is wound up while he is a member, or within one year after he ceases to be a member

51. Notices

- 51.1 A notice may be given by the Club to any member personally, by sending it by post in a prepaid envelope addressed to the member at this registered address or by posting it on the Club Notice Board within the premises.
- 51.2 Where a notice is sent by post, service of the notice is deemed to be effected by properly addressing, prepaying and posting a letter containing the notice and is deemed to have been effected at the expiration of 72 hours after the envelope containing it was posted.

52. Opening of the Club House and Green

The Clubhouse shall be open to members daily from 9.00 am to 11.00 pm or such other times as the Directors shall from time to time determine. The Directors may close all or part of the facility without prior notice for such times as they deem necessary for cleaning, repairs, staff absences or any reason.

53. Permitted Hours and Supply of Intoxicants

- 53.1 The permitted hours for the supply and the consumption of intoxicating liquor shall be:
Weekdays: 11 am to 11 pm.
Sundays, Christmas Day and Good Friday: 12.00 noon to 10.30 pm.
- 53.2 No intoxicating liquor shall be supplied, consumed or sold to any member, visitor or guest who is under 18 years of age.

54. Company Secretary

The Directors may appoint a Company Secretary upon such conditions and at such remuneration as they think fit.

55. Visitors

- 55.1 A member shall, as defined in Rules 15 to 17, be allowed to introduce visitors subject to such regulations as shall be made from time to time by the Directors. Every visitor shall be considered the guest of and be accompanied by the member introducing him/her provided that no person shall be introduced as a visitor into the Club who shall have been expelled from membership or whose conduct or presence in the Club shall be considered by the Bowls Committee objectionable or prejudicial to the interests of the Club.
- 55.2 The member introducing a guest shall enter the name and address of the guest, together with his/her own name, in a Visitors Book that shall be kept at the Clubhouse. The guest will not be permitted to purchase intoxicating liquor. Such visits by the same guest not to exceed 5 (five) in any one year.
- 55.3 The member's guest may use the green, subject to availability. The member introducing the guest will be responsible for the payment of the green fee.
- 55.4 Bona fide visitors to the Club, who are members of another bowls club, taking part in competitions against Club Members and bona fide visiting teams and their Officials, provided the same shall be signed in the Club's Visitors Book.
- 55.5 Other non-playing Visitors may use the Club's social amenities provided that they are members of a club taking part in an organised social activity, or they are introduced (and their names and addresses are entered in the Visitors Book 48 hours before the date of the visit) by a Member. The same person may not be introduced more than 5 (five) times in any one season.

BYELAWS

COMMITTEES

56. Board of Directors

56.1 Convening of Meetings

Three days at least before a meeting of the Board of Directors, notice of such meeting and the business to be transacted if this is different to regular meetings shall be issued by the Company Secretary (or in his absence by the Chairperson) who shall take all reasonable steps to ensure that each director receives such notice.

56.2 Proceedings

At all meetings the Chairperson or in his/her absence a Director agreed by those present shall take the chair. The decision of the Chairperson on all matters affecting the question of order, relevancy or regularity shall be final. The Chairperson shall determine whether any topic raised should be put to a vote.

56.3 Voting

Voting at all meetings shall be by show of hands or otherwise as the Chairperson shall direct and absent Directors shall not vote by proxy. If a Director so requests his/her vote shall be recorded by name. Each Director is entitled to one vote on every motion or amendment and all questions put to a vote shall be determined by a simple majority. In the case of an equality of votes, the Chairperson shall have a second or casting vote.

56.4 Minutes

Minutes shall be kept of the proceedings of each meeting, including the names of those present. The Chairperson shall determine the secretary for the meeting in the absence of the Company Secretary. The minutes shall be read and confirmed at the next meeting and signed by the Chairperson.

56.5 Delegation of Financial Limits

Each Director or Manager shall be delegated financial powers to make commitments on behalf of the Company in the areas for which they have responsibility up to limits agreed annually by the Board of Directors.

56.6 Expenses

Expenses incurred while representing the Company will be reimbursed at actual rates. Car travel will be paid at the rate/mile set by the directors. While attending the premises, for Company business only, directors and the Company Secretary are entitled to claim the same allowance as may be given to those undertaking stewarding duties for the organisation.

57. Bowls Committee

57.1 Bowls Committee Structure

A Bowls committee meeting shall be made up of the President or Vice President Club Secretary, a representative of each of the 5 section committees, (Men's, Ladies, League and Competition, Bowls Development and Social), the Club manager and a Liaison Director plus any additional persons that may be needed to transact the business of the meeting.

57.2 Election of Officers

Members to represent the men's and ladies sections shall be elected annually by only the men and ladies respectively present at the AGM. The positions shall include the Men's and Ladies Vice-Captains, Secretaries and Selectors.

57.3 Convening of Meetings

Three days at least before a meeting of the Bowls Committee, notice of such meeting and the business to be transacted; together with the section reports received shall be issued by the Club Secretary or his/her relief; who shall take all reasonable steps to ensure that each Director, Officer and the Chair person and Secretary of each of the section committee receives such notice.

57.4 Proceedings

At all meetings the President or Vice President or in his/her absence an Officer agreed by those present shall take the chair. The decision of the Chairperson on all matters affecting the question of order, relevancy or regularity shall be final. The Chairperson shall determine whether any topic raised should be put to a vote. The Chairperson shall determine whether items discussed shall be referred to the Board of Directors.

57.5 Voting

Voting at all meetings shall be by show of hands or otherwise as the Chairperson shall direct and absent officers or section representatives shall not vote by proxy. Directors attending the meeting shall not be entitled to vote. If an officer or section representative so requests his/her vote shall be recorded by name. Each officer or section representative is entitled to one vote on every motion or amendment and all questions put to a vote shall be determined by a simple majority. In the case of an equality of votes, the chairperson shall have a second or casting vote.

57.6 Minutes

Minutes shall be kept of the proceedings of each meeting, including the names of those present by the Club Secretary or his/her relief. The minutes shall be circulated prior to or with the notice for the next meeting and confirmed at that meeting and signed by the Chairperson.

57.7 Attendance

The chair of each of the Section of the club should ensure that it has representation at all Bowls Committee meetings with an elected officer..

57.8 Expenses

Expenses incurred while representing the Club will be reimbursed at actual rates. Car travel will be paid at the rate/mile set by the Directors. While attending the premises, for Club business only, officers are entitled to claim the same allowance as may be given to those undertaking stewarding duties for the organisation.

58. Sub-committees

58.1 Appointment

Sub-committees to act in an advisory capacity and to maintain a link between directors/officers and the membership shall be appointed either by the Board of Directors or the Bowls Committee and the composition of each sub-committee and its Chairperson will be determined at this appointment.

58.2 Terms of Reference

The terms of reference and duties of each sub-committee are to be produced by the Chairperson and agreed by the Board of Directors or the Bowls Committee whichever made the appointment.

58.3 Confidentiality

Proceedings at sub-committee meetings are confidential and should not be disclosed except with the permission of the Chairperson or after such time as the Board of Directors has made a decision on the matter or the matter has been otherwise dealt with. Provided that in any case a member shall not communicate to any unauthorised person a matter that has by resolution been deemed confidential.

58.4 Reporting

The Chairperson or deputy should give a sub-committee report at the next meeting of the Board of Directors or Bowls Committee as appropriate.

59. Management

- 59.1 The Directors can appoint a Manager to run the activities of the Club. The Manager will be responsible for the employment of office staff, stewards and bar staff whether full time, part time or voluntary. The Manager, or in his absence any other member of staff, shall have (without the need to consult with any of the Board of Directors or elected officers) the authority to take any action deemed necessary to ensure conformance with the published Club Rules and Byelaws including a request to vacate the premises. Any such decision will be final.
- 59.2 The exception to Rule 59.1 is concerning dress, when violations should be noted in the message book only. If a member of staff observes the footwear rule being violated he has the authority to ask the offender(s) to leave the green immediately to prevent further damage to the carpet.
- 59.3 The Directors can make any such appointment as is necessary to run the catering activities of the club. Such appointment shall have full responsibility for the operation of the kitchen and the provision of food to be consumed on the premises.

REGULATIONS

60. Membership Cards/Access Device

- 60.1 All members are expected to carry their membership cards/access device (which will contain their membership number) or be able to produce any other means of identification to gain access. They can be requested by any person in charge of or operating the premises, the bar tender, or the police, to produce this identification.
- 60.2 Any member failing to comply with 60.1 can be requested to leave the premises.
- 60.3 A Member must not pass their membership card/access device to any person enabling unauthorised access to the Club.

61. Green Fees

61.1 Amounts

Green fees for members and for non-members will be set by the Board of Directors and can be changed at any time during the year if circumstances require. Non-members fees, which are applicable to guests, players from other clubs, visitors and non-members will be greater than member's fees and include VAT and an allowance for Corporation Tax.

61.2 Responsibility

Members introducing guests or players from another club will be responsible for the payment of their green fee.

61.3 Match Overrun

Players in a match overrunning the allotted time may be liable for the payment of the following period at the discretion of the Manager.

62. Rink Booking

62.1 Club Bookings

Fixtures arranged by the Club, or sessions required to meet the requirements of the Sports Development Plan, can take precedence over any previous booking made. It will be the responsibility of the Manager to notify those members, or non-members, who had the previous booking and to offer a replacement date.

62.2 Leagues and Competitions – Unfulfilled Fixture

Rink bookings are made on behalf of teams by the League and Competition Secretaries. If a fixture is not completed at the arranged time, and has not been postponed for permitted reasons, then full payment for the rink remains due from those members who are in attendance. If no members of a team are present then the team captain (or submitter of the entry for competitions) is responsible for making payment on behalf of the team. If there are extenuating circumstances for the fixture not being completed, this payment can be waived or refunded by the Rink Management sub-committee after consideration of a written submission.

62.3 Members Bookings

Members may book for their own use or for play with visitors, any rink(s) not previously allocated, up to 28 days in advance, either in person or by telephone. Telephone bookings are to include both name and membership number. Provisional bookings can be made but these will only be held for 48 hours and if not converted to agreed sessions will become available for other use. Single sessions must be played to the time limits. Members National or County fixtures may only take precedence over a previous booking by obtaining an official postponement (Section 83). Two consecutive sessions can be booked. The charges for this double session will be set by the Board of Directors but will not exceed 150% of the single session individual rate. No extension over the final session time limit is permitted. The member making the booking is responsible for the rink fees if the booking is not used, unless it is has been cancelled at least 48 hours in advance.

62.4 Social Members/Non Members Bookings

Non-members can book available rinks up to 48 hours in advance.

63. Access

63.1 Access is not permitted to the bar, kitchen or office by any member except those authorised to perform duties in these areas.

63.2 Children, other than junior members not taking part in organised activities are to be accompanied by an adult who will be responsible for ensuring that reasonable behaviour is maintained and that games in progress are not affected.

63.3 Dogs, other than guide dogs for the blind, are not allowed inside the building.

64. Public Area Rules

64.1 Smoking and the use of e-cigarettes is prohibited anywhere within the premises of Moonfleet 2000 Indoor Bowls Club.

64.2 Only food and drinks purchased on the premises are to be consumed on the premises when the kitchen is open. Food may be brought in and consumed when the kitchen is closed or if the member has particular medical requirements.

64.3 Mobile phones may not be used within the club building except in the lounge area and when so used must be switched to silent ringing, i.e. vibration operation.

65. Personal Property

65.1 The Company and Club, its officials, directors, employees and stewards are not responsible for the loss or damage of the personal property of members, guests or visitors, nor are they responsible for any loss or damage, however caused, to any vehicle left in the car park.

65.2 Lockers are provided for members to rent and property left in these will be covered by the Company's insurance to a standard limit of liability. There is no other storage area for valuables.

65.3 Members must not leave bowls bags and equipment on the premises for long periods. Bags containing bowls must not be placed on the top of lockers at any time.

65.4 No member shall remove or make use of any bowls or other property belonging to another member without the permission of that member.

66. Club Property

Any member, or non-member, using the facilities, will be held liable for the replacement or repair of the Company's property, which becomes damaged or lost due to negligence.

67. Gaming

67.1 The playing of bowls for money is not permitted except for events organised or authorised by the Bowls Committee.

- 67.2 All gaming, namely the playing of a game of chance for the winning of money or monies worth, is prohibited except by members and their guests for small stakes in the playing of cards, dominoes or any recognised board game.
- 67.3 Gaming which may lawfully take place on the premises shall include gaming by Machines and Bingo or any other activity which has been authorised by the Board of Directors.

68. Lotteries

Only a person authorised by the Board of Directors shall promote a lottery, of which the proceeds are to be applied to the purposes of the Club.

CONDUCT

69. Dress

69.1 On the Green

White, brown or grey smooth soled helleos bowls footwear or socks are the only permitted footwear on the bowls green

Dress for Club leagues and up to the semi-finals of Club Competitions is:

For Men, Club or predominately white shirts and grey tailored trousers. White pullovers or waistcoats may be worn.

For Ladies, Club shirts or predominately white tops with collar and sleeves with regulation grey shirt or tailored trousers. Green regulation club waistcoats or White waistcoats or cardigans may be worn.

During the summer season grey tailored shorts may be worn by both men and ladies.

Full Whites are to be worn where this has been specified in the entry details; i.e. Club Semi-finals and Finals

A reasonable standard of dress is required for casual play

Dress when representing the club in Friendlies, County and/or National competitions shall conform to the dress regulations given on the notice of the fixture. Any club shirts or blouses worn must be as registered for the club.

69.2 Public Areas

It is expected that members and their guests maintain an acceptable standard of dress while on the Club premises.

- 69.3 Bowls footwear worn in accordance with this Byelaw must only be put on within the building and must not be worn outside the building

70. Bowls Green Rules

70.1 Running is forbidden on the green or on the surrounds.

70.2 Smoking and the use of e-cigarettes is forbidden on the green or surrounds.

70.3 Use of Grippo or any other preparation or solvent on bowls is not permitted. Use on hands in sufficient quantities that it can be transferred to the carpet, is also not permitted. Plain water can be used but must be used in such a way that the carpet does not become wet.

70.4 Players are not permitted to make marks using any material on the carpet. Bowls marked with chalk are to be thoroughly cleaned before use at the next end.

70.5 No food or liquid refreshment is permitted on the green, but is allowed where tables have been provided on the surrounds.

70.6 Bowls bags are to be left in the changing rooms and are not to be brought into the bowls hall or lounge.

70.7 Players must not enter their rink until it is cleared by the previous players.

71. External

71.1 Members are to respect the local residents rights to privacy and quiet while entering or leaving the premises.

71.2 Parking is shared with the external site users and is on a first come first served basis. It is only permitted in the designated areas. Access areas to the sports field and athletics track are to be kept clear.

72. Discrimination

- 72.1 No one is to be denied access or full use of the facilities, and must not be discriminated against by any member, on grounds of disability, race, creed, colour, sex, occupation, sexual orientation, religion, political persuasion or playing ability.
- 72.2 All members are expected to invite and/or allow other members, especially new members, to enter a game in progress except a full rink, match or competition.
- 72.3 All members are expected to play with, and encourage, new members or players of a lesser playing standard.

73. Complaints

- 73.1 No Club member shall have the authority to reprimand any employee, officer, another member or casual user.
- 73.2 Complaints concerning the operation of the facility shall be addressed in writing to the Company Secretary who will refer these to the next Directors meeting for action. The response will be given in writing solely to the originator of the complaint. There will be no appeal.
- 73.3 Complaints concerning bowls activities or involving other members shall be addressed in writing to the President. These will be reviewed by the complaints sub-committee comprising the President, Ladies Secretary and Men's Secretary. (In the absence of any of the above they may be replaced by another member of the Bowls Committee) If this sub-committee considers disciplinary action other than expulsion (Ref. Section 23) may be required of any member, then the procedure defined in Annex A will be initiated. Complaints not involving disciplinary action will be referred to the next Bowls Committee for action. The response will be given in writing solely to the originator of the complaint.

CLUB REPRESENTATION

74. Dress and Behaviour

Players selected to play as representatives for the Club are expected to conform to the dress regulations of the fixture and to behave in a manner that will not bring disrepute to the Club.

75. Fees/Expenses

- 75.1 Players will pay the fees set by the Directors.
- 75.2 Travelling expenses and assistance with overnight subsistence will be paid to all players and travelling reserves, at the rates set by the Directors.
- 75.3 Any remuneration for the success of any team representing the club shall belong to the club and not the players.

INFRINGEMENT OF BYELAWS

76. Suspension or expulsion of member

The Board of Directors or the Bowls Committee shall have the authority to suspend or recommend for expulsion any member breaching these byelaws. Any non-member not conforming will be requested to leave the premises and may be restricted from future entry

Annex A - DISCIPLINARY PROCEDURE

The decision to initiate this procedure can only be made by the complaints sub-committee defined in Section 73.3.

The President may ask any members of the Bowls Committee to gather evidence surrounding the complaint that can help the sub-committee decide if there is a case to answer. All evidence collected will be confidential. If it is decided that no further action is to be taken the complainant will be so advised.

If it is decided that there may be a case to answer then the member(s) named in the complaint will be advised of the nature of the complaint and will be asked for their version of events leading up to the complaint. This version can be made either be in writing or verbally to a member of the complaints subcommittee and may include any statements of witnesses.

The complaints sub-committee will review all the evidence available and decide what disciplinary action should be taken. If more than one member is involved, the sub-committee can decide different levels of action may be taken against each member.

The decision of the complaints sub-committee will be advised individually to the member(s) concerned and will include:

- Details of the sub-committee's findings specific to the individual.
- Proposed disciplinary action or conduct warning.
- The defined period the proposed action or warning will remain in force.
- An explanation of the right to appeal against their decision.

Appeal Procedure

Notification of an individual members wish to appeal must be received in writing by the President within 14 days of receipt of the sub-committees decision.

The member will be required to attend a meeting of the Bowls Committee to state the reasons why it is considered that the complaints sub-committee has not reached a correct decision. The member may be represented by another member of the club or may bring another member to this meeting as a supporter.

The member (or representative) may question the complaints sub-committee only about the facts used by the sub-committee in making their decision. The Bowls Committee may also seek clarification from the member.

As a result of the appeal the Bowls Committee will review the case and will advise the member of their decision within 3 days of the appeal. The Bowls Committee can reduce the original disciplinary action but this cannot be increased. This decision is final.

Confidentiality

At all meetings minutes will be taken. These together with any correspondence relating to the complaint will be kept in a secure cabinet. At the conclusion of the defined period of the action all correspondence relating to the complaint will be destroyed.