



# **Woodend Bowling Club**

**Constitution & Bye-Laws**



# Woodend Bowling Club - Constitution and Bye-Laws

## FOREWORD

References in the Constitution and Bye - Laws to he, him, or his do not imply male exclusivity, but apply equally to both males and females.

## NAME and OBJECTS

### 1. NAME

The Club shall be called "Woodend Bowling Club".

### 2. OBJECTS.

The objects of the Club are to promote and encourage the game of bowling and to provide social activities for the members.

**Procedure for Winding-Up** - The Club is a non-profit making organisation. All profits and surpluses will be used to improve the Club's facilities. No profit or surplus will be distributed other than to another non-profit making body or to the members, of at least 10 years standing, on winding up or dissolution of the Club.

## MEMBERSHIP

### 3. COMPOSITION

The membership of the Club shall consist of Honorary, Life, Ordinary, Young, Junior and Associate members.

### 4. NUMBER OF MEMBERS.

The Committee shall have the power from time to time to limit the number of Ordinary, Young and Junior members.

### 5. ELECTION OF HONORARY AND LIFE MEMBERS.

On a recommendation by the Committee, Honorary or Life Members may be elected at General Meetings of the Club in recognition of outstanding or special service to the Club. Honorary and Life Members shall be exempt from payment of any subscription.

### 6. ELECTION OF MEMBERS.

The election of Ordinary, Young and Junior Members shall be by two thirds majority of the Committee who shall have full power to accept or reject any application for membership. Every application for membership shall be made on the prescribed form which shall be displayed on the Club notice board for at least one week before election and an interval of not less than two weeks shall elapse between the nomination and election of Ordinary members. On admission a new member shall be notified by the Secretary and given a copy of the Constitution and Bye-Laws and the current list of members. Such member shall not be entitled to participate in the privileges and affairs of the Club until the entrance fee, (if any), the annual subscription and any other sum required by the Club has been paid. Non-payment within one month of notification shall make the election of such member void unless the Committee are satisfied with the reasons for non-payment.

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### **6.(a). Young Members.**

Young members shall be not less than eighteen and not more than twenty-one years of age. They shall have voting rights. They shall pay half the Entry Fee and half the Annual Subscription of the corresponding Ordinary Members. The second half of the Entry Fee shall be payable on becoming an Ordinary Member.

### **6.(b). Junior Members.**

Junior members shall be not less than eight and not more than eighteen years of age and shall have no voice or vote in the affairs of the Club. They shall pay £5.00 Annual Subscription and no Entry Fee.

### **7. ASSOCIATE MEMBERS.**

Associate membership shall be open to any person who has been an Ordinary Member for at least five years and is no longer able to play bowls on account of age, illness, or other incapacity. Associate Members shall have no voice or vote in the affairs of the Club and no playing rights.

### **8. TEMPORARY AND DAY MEMBERS.**

The Committee shall have the power to elect visitors not normally resident in Aberdeen and district to temporary membership of the Club for a period not exceeding one month on payment of such sum as the Committee may determine from time to time.

The Committee shall have the powers to admit to the privileges of the Club, members of recognised clubs for the purpose of holding competitions. Said members shall be considered as members for the day only and shall not be liable for the payment of any subscription.

## **MANAGEMENT**

### **9. COMMITTEE OF MANAGEMENT.**

The business and affairs of the Club shall be under the management of a Committee of Management, (herein referred to as "The Committee"), consisting of the President, Vice-President, Junior Vice-President, Past President, Secretary, Treasurer, Match Secretary (Gents), Match Secretary (Ladies), Green Warden, Property Warden, Catering Convener, Seniors Convener, Bar Convener and two members elected as aftermentioned. The Committee shall hold a meeting at least once every month during the bowling season and as often as may be necessary during the remainder of the year. Nine members of the Committee shall form a quorum.

### **10. CASUAL VACANCIES.**

The Committee shall have the power to fill any casual vacancy in their number or in the office of Secretary, Treasurer, or other office-bearer, but anyone appointed to fill such vacancy shall hold office only until the following Annual General Meeting.

### **11. BYE-LAWS.**

The Committee acting reasonably shall have power, for the more efficient conduct of the affairs of the Club, to make new Bye-Laws or amend existing Bye-Laws which shall be binding on members until determined at the next Annual General Meeting of the Club.

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### **12. SUB-COMMITTEES.**

The Committee may appoint such sub-committees with such powers as they think fit. The President, Vice President and the Secretary shall be ex officio members of all Sub-Committees.

### **13. MATCH SECRETARIES & SENIORS CONVENER.**

The Match Secretaries and Seniors Convener shall be responsible for all Club competitions, tournaments and fixtures in their respective section.

## **MEETINGS**

### **14. ANNUAL GENERAL MEETING.**

The Annual General Meeting of the Club shall be held not later than 21st February in each year for the purpose of approving the annual accounts of the Club, electing office-bearers and committee members and transacting any other competent business.

### **15. ELECTION OF OFFICE-BEARERS.**

The President, Vice-President, Junior Vice-President, Past President, Secretary, Treasurer, Match Secretary(Gents), Match Secretary(Ladies), Green Warden, Property Warden, Catering Convener, Seniors Convener and Bar Convener shall be elected by the members at the Annual General Meeting and shall hold office until the following Annual General Meeting when they shall be eligible for re-election.

### **16. ELECTION OF COMMITTEE MEMBERS.**

Members of the Committee, (excluding Office bearers), shall be elected at the Annual General Meeting and shall hold office for two years. At each Annual General Meeting one of these Committee members shall retire by rotation but shall be eligible for re-election. Nomination of consenting members for election to the Committee shall be made in writing to the Secretary not less than seven days before the Annual General Meeting.

### **17. APPOINTMENT OF HONORARY PRESIDENT AND HONORARY VICE-PRESIDENT.**

It shall be competent for the Club to appoint an Honorary President and Honorary Vice-Presidents at any Annual General Meeting.

### **18. SPECIAL GENERAL MEETINGS.**

A Special General Meeting may be called at any time by the Committee or on a written requisition signed by at least fifteen members specifying the business which is proposed to be transacted at the meeting. The Special General Meeting will be called within twenty-one days of receipt by the Secretary of the requisition.

### **19. NOTICE OF ALL GENERAL MEETINGS.**

At least ten days notice shall be given of all General Meetings. Such notice shall be deemed to be sufficiently given during the bowling season if it is posted on the Club's notice board. Forty members shall form a quorum at General Meetings.

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### **20. CHAIRING OF MEETINGS.**

At all meetings of the Club or of the Committee the President, whom failing, the Vice-President shall take the chair, and failing both of these the meeting shall elect a chairperson from among the members present. The chairperson shall have a deliberative as well as casting vote at all meetings.

### **21. SECRETARY.**

The Secretary shall keep a proper record of all meetings of the Club and of the Committee and shall issue notices of all meetings of the Club. He shall also keep an up-to-date list or register of members.

## **FINANCE**

### **22. TREASURER.**

The Treasurer shall supervise the receipt and disbursement of moneys belonging to the Club. He shall keep exact and correct books of account showing all the financial affairs and transactions of the Club and shall prepare an annual statement of accounts which shall be audited by two members of the Club appointed at the Annual General Meeting or by a practising accountant appointed by the Committee.

### **23. BANKING ARRANGEMENTS.**

The funds of the Club shall be kept in such bank as the Committee may determine and cheques on the bank account shall be signed by the Treasurer and one authorised member of the Committee or by two authorised members of the Committee. The Committee may authorise the Treasurer to operate e-banking on the account in which case invoices paid in this manner will have two authorising signatures

### **24. INVESTMENT OF SURPLUS FUNDS.**

The Committee shall have the power to invest surplus funds in the name of the club, either with the bank holding the Club's bank account, or with any other bank which the Committee may approve.

### **25. PROCEDURE FOR WINDING UP.**

The Club is a non-profit making organisation. All profits and surpluses will be used to improve the Club's facilities. No profit or surplus will be distributed other than to another non-profit making body or to the members, of at least 10 years standing, on winding up or dissolution of the Club.

### **26. TRUSTEES FOR THE CLUB.**

The President, Vice-President, the Secretary of the Club and two members elected annually from the floor for the time being shall act as Trustees for the Club and all property belonging to the Club shall be vested in them as such Trustees. Any proposal to dispose of any of the heritable assets of the Club shall require the consent of two-thirds of the members present and voting at a General Meeting of which due notice shall be given, specifying the nature of the disposal and the reasons therefor.

### **27. EXPENDITURE OF AN EXTRAORDINARY NATURE.**

Expenditure of an extraordinary nature in excess £5,000 excluding VAT shall require the consent of members at a General Meeting of which due notice shall be given specifying the nature and proposed amount of such expenditure.

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### **28. RECOVERY OF MONEY DUE AND PURSUIT OF CLAIMS.**

Any action for the recovery of money due to or pursuit of any claim by the Club may be instituted by the Trustees for the Club.

## **SUBSCRIPTIONS**

### **29. ENTRY FEES AND ANNUAL SUBSCRIPTIONS.**

The entry fees, annual subscriptions and any other sums payable by Ordinary, Young, Junior and Associate members respectively shall be fixed at each Annual General Meeting. They shall be payable from that date and not later than the last day of February each year. Failure to make payment by that date shall debar a member from privileges of the Club, unless the Committee shall determine otherwise. The Committee shall have the power to postpone the date of payment or to modify or extinguish any payment due by a member.

### **30. RESIGNATION OF MEMBERSHIP.**

A member who wishes to resign shall intimate his resignation in writing or orally to the Secretary not later than the date of the Annual General Meeting.

## **PLAYING TIMES**

### **31. PLAYING TIMES.**

Details of the availability of the green for open, ladies' and gentlemen's bowling and any priorities therewith shall be displayed annually on the ladies' and gentlemen's notice boards.

## **VISITORS**

### **32. RESIDENTS OF ABERDEEN AND DISTRICT.**

Every ordinary member shall have the privilege of occasionally introducing a friend to play on the green but no visitor normally resident in Aberdeen and district may play more than once in any calendar month.

### **33. INTRODUCTION OF VISITORS.**

The Committee shall have power to make such rules as they consider appropriate for the introduction of visitors.

## **WINTER SECTION**

### **34. MEMBERSHIP. AVAILABILITY OF PAVILION.**

The Committee may make arrangements for the Club pavilion to be available during the close season for playing bridge or other games or for other activities. In the event of a Winter Section being formed membership thereof shall be open to Club members and such other persons as the Committee may determine.

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### **SUSPENSION AND EXPULSION**

#### **35. CESSATION OF MEMBERSHIP.**

Any member ceasing to be a member of the Club shall forfeit all rights or claims upon the Club, its property and funds.

#### **36. EXPULSION FROM MEMBERSHIP.**

If the conduct of any member either in or out of the premises occupied or used by the Club shall in the opinion of the Committee be injurious to the character or interest of the Club, it shall be in the power of the Committee to censure the member verbally or in writing, to impose a period of suspension, to recommend such member to resign or to expel the member. Prior to any action to suspend or expel a member, the member under consideration shall be afforded the opportunity of giving an explanation for his conduct at a hearing arranged by the Committee at which an elected Trustee of the Club will be present as an observer. The member will be allowed to be accompanied at any hearing by a friend who may discuss matters with the member but will not be allowed to address the hearing. After considering any explanation given by the member, the chair of the hearing will report the findings of the hearing to the Committee. The Committee will then decide on any further action to be taken, if it is deemed necessary. If, after having received the invitation to attend the hearing to provide an explanation for such conduct, the member ignores the invitation or refuses to provide an explanation the Committee shall have the power to recommend that the member resigns. Where a recommendation to resign has been made to a member by the Committee and such member refuses or delays resignation for more than 7 days from the date of the recommendation the Committee may expel the member. In the event of at least two thirds of the whole Committee being of the opinion that such member should be immediately expelled they shall have the power to expel such member from the Club.

### **EXCISABLE LIQUOR**

#### **37. CONSUMPTION ON CLUB PREMISES.**

No excisable liquor shall be brought into or consumed on the Club premises except with the consent of the Committee.

#### **38. APPLICATION FOR A LIQUOR LICENCE.**

No application for a liquor licence shall be made without the support of at least two-thirds of the members of the Club.

#### **39. SUPPLY AND CONTROL OF EXCISABLE LIQUOR.**

The supply of excisable liquor to the Club shall be under the control of the General Committee of Management. Subject to their direction the Bar Convener shall be responsible for the purchase and sale of such excisable liquor, and the keeping of proper records of all transactions in consultation with the Treasurer. The Bar Convener may seek from Ordinary Members such assistance as may be required for the operation of the bar.

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### **40. SALE, SUPPLY AND CONSUMPTION OFF THE PREMISES.**

#### **APPLICATION FOR A SPECIAL PERMISSION.**

#### **PERMITTED HOURS.**

No excisable liquor shall be sold or supplied in the Club premises for consumption off the premises. No excisable liquor shall be sold or supplied to any person under eighteen years of age. The General Committee of Management may, on the occasion of a special activity, direct the Bar Convener to make application for the grant of a Special Permission to permit the sale and supply of excisable liquor during the period of such special activity and outwith the periods covered by the Club's permitted hours. No excisable liquor will be consumed by players/markers on the bowling green. The consumption of excisable liquor outside the Clubhouse, but within the premises licensed by the Club will be permitted to spectators from non-glass or non-breakable containers only. To this, appropriate advice will be prominently displayed in the Clubhouse.

### **41. PERSONAL INTEREST IN SALE AND PROFITS.**

No member of the General Committee of Management or governing body, and no manager or servant employed by the Club shall have any personal interest in the sale of excisable liquor therein or in the profits arising from such sales.

### **42. INTRODUCTION OF VISITORS OR GUESTS.**

Every member with the exception of Junior members shall have the privilege of introducing to the Club premises visitors or guests. Such introductions shall be limited to one such visitor or guest in any one week, and the same visitor or guest must not be introduced by the same member on more than eight occasions in any one year. Visitors or guests shall not be supplied with excisable liquor in the premises occupied by the Club unless on the invitation and in the company of a member, and the member shall, on such admission of such visitor or guest to the Club premises, enter the date, their own name and the name and address of the visitor or guest in a book which shall be kept for that purpose. For the purposes of this Article the spouse or partner of a member may be admitted without introduction provided he or she is accompanied by the member.

## **AMENDMENTS**

### **43. ALTERATION OR AMENDMENT TO THE CONSTITUTION OR BYE-LAWS.**

Any alteration or addition to the Constitution or Bye-Laws may be made at any General Meeting of the Club provided the notice calling such a meeting shall specify the proposed amendment. Written notice of any proposed amendment must be lodged with the Secretary not less than fourteen days before the date of such meeting.

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## BYE-LAWS

### 1. LAWS AND RULES OF THE GAME.

The laws of the game and the rules adopted by the Bowls Scotland shall be observed, but the Committee may make other rules for Club competitions if they think fit.

### 2. CLOSURE OF THE GREEN.

The Green Warden or any Committee member so authorised shall have power to close the green or any part thereof at any time if he considers it advisable to do so.

### 3. RESERVATIONS, COMPETITIONS AND MATCHES.

The green or as many rinks as are required may be reserved by the Committee for competitions and matches and no member may use any rink or rinks so reserved unless he is taking part in the competition or match.

### 4. RESERVATIONS FOR CLUB TIES.

No more than four rinks shall be reserved at any time for Club ties and no tie shall be played during the progress of a Club or Association match.

### 5. CLUB COMPETITIONS.

In Club Competitions both parties will be responsible for their ties being played within the prescribed time. Failing the tie being played timeously both teams will be scratched unless they have given a satisfactory explanation to the Match & Ties Committee whose decision in any such matter shall be final.

### 6. BOOKING OF RINKS FOR PRIVATE GAMES OR MATCHES.

Members wishing to book the exclusive use of a rink or rinks for a private game or match must first obtain the consent of the Committee. No more than two such rinks may be booked by any member for the same day and no such booking will be permitted before the third week in June.

### 7. RIGHT TO JOIN INCOMPLETE RINKS.

Members who wish to play shall have the right to join a rink which is not complete provided all the other rinks are already occupied.

### 8. REGULATION FOOTWEAR AND USE OF THE STEPS.

All players must wear regulation type shoes while playing on the green. They must also use the steps provided for access to and egress from the green.

### 9. COMPLAINTS AND CLUB EMPLOYEES

Any complaints shall be made in writing to the Secretary for consideration of the Committee and in no circumstances shall the conduct of a paid employee of the Club be made the matter of personal reprimand.

### 10. DOGS.

No dogs shall be permitted within the Club grounds unless kept on a leash.

### 11. RESPONSIBILITY FOR PERSONAL PROPERTY.

The Club have no responsibility for any article taken into or left on the Club premises.

As amended AGM 16 February 2013



March 2013