

# MERTHYR WEST END BOWLING CLUB LTD

## CLUB RULES

(Revised 2017)

The Grove  
Merthyr Tydfil  
CF47 8YR

V.A.T. Registration No. 315205305

## 1. NAME

The name of the Club will be Merthyr West End Bowling Club Ltd.

## 2. PREMISES

The Clubhouse and premises shall be the West End Bowling Green, The Grove, Merthyr Tydfil, CF47 8YR.

## 3. THE CLUB

The Club shall be a members club and shall consist of playing and non-playing members with such honorary or life members as are hereinafter mentioned.

## 4. OBJECTS

The objects of the Club shall be the playing of bowls and other sports the social gathering of members.

## 5. COMMITTEE AND OFFICERS

- a) The Club will be managed by the Board of Directors of the Limited Company — Merthyr West End Bowling Club Limited, hereafter referred to as the Committee.
- b) A maximum of Twelve Directors will form the Board of Directors. A quorum for a meeting of the Committee shall be one half of the members of the Committee.
- c) Directors are appointed by the Annual General Meeting to serve on the Board for a three year period.
- d) One third of the directorate shall retire each year but shall be eligible for re-election.
- e) All paid up shareholders shall be entitled to nominate candidates for election to the Committee. All nominations with the name of the proposer and seconder and the written consent of the candidate must be received by the Company Secretary at least fourteen days before the Annual General Meeting. A list of the nominations shall be displayed on the Club Notice Board at least ten days before the aforementioned AGM.
- f) The officers of the Club shall consist of the Board of Directors, one of whom shall be appointed as Chairman. A Secretary and Treasurer shall be appointed but need not be a director.
- g) The Board of Directors shall conduct all business of the Club. Any vacancy on the Board shall be filled at the AGM as outlined in (5e) above.
- h) The Committee shall have the power to appoint sub committees and to co-opt members on to the Committee or sub-committees for special purposes, but members so co-opted shall have no right to vote at meetings. The Chairman, Secretary and Treasurer shall have the right to attend all subcommittee meetings.
- i) The Bar Committee and Selection Committees being standing sub committees, the Chairman is eligible to attend in an ex-officio capacity.
- j) The Committee shall meet monthly and the Secretary shall keep a record of attendance at each meeting. This record of attendance for the year shall be posted on The Club Notice Board twenty one days prior to the AGM.
- k) The Committee shall have the power of making Company Rules, not inconsistent with these rules and all Company Rules thus made shall be posted within one week of making on the Club Notice Board and every member shall be deemed to have received notice of the making of such Company Rules, which must be confirmed or otherwise at the next available General Meeting.

- l) At the first meeting after the AGM, the following officers will be appointed: Chairman, Secretary, Treasurer, Bar Secretary. A Vice Chairman will also be appointed who will deputise for the Chairman as and when necessary.
- m) The Bar Secretary along with other members of the Committee will be responsible for the supply and ordering of all bar related products as well as the supervision of Bar Staff. All prices to be determined by the Bar Secretary and agreed by the Committee.
- n) The Bar Secretary and Treasurer to be responsible for stocktaking and reporting at least once every three months.
- o) The Committee will have due regard to the law on disability discrimination and vulnerable people. Such that the Committee will appoint a Club Welfare/Safeguarding Officer to uphold its duties in this regard.

## **6. SALES TO NON-MEMBERS**

- a) The Committee may at their discretion admit to the premises of the Club, persons who are members of other Bowling Clubs etc. and are visiting the Club in connection with any bowls competition or the playing of bowls etc. The sale of intoxicating liquor by or on behalf of the Club for consumption on the premises shall be permissible in such circumstances to the aforementioned individuals or organisations.

## **7. HOURS OF OPENING AND CLOSING OF CLUB PREMISES**

The Club will be opened and closed at such times as may from time to time be fixed by the Committee and as posted in the Club.

## **8. PERMITTED HOURS FOR SUPPLY OF ALCOHOLIC BEVERAGES**

- a) Permitted hours shall be such as may from time to time be determined by the Committee in accordance with the Licensing Laws currently in force and taking into account any local variations in such Licensing Laws and notified as such by the Clerk to the Justices of the relevant Licensing Authority.
- b) No intoxicating liquor shall be supplied to Members or to any other person on Club premises, other than by or on behalf of the Club. No intoxicating liquor shall be supplied for payment to any person on Club premises other than a member.
- c) No person should be paid at the expense of the Club, any commission, percentage or similar payment on or with reference to purchase of items for resale over the bar of the Club, nor shall any person directly or indirectly derive any pecuniary benefit from the supply of Beers, Wines, Soft Drinks, Snacks etc. by or on behalf of the Club to members or guests, apart from any benefit accruing to the Club as a whole.

## **9. MEMBERSHIP**

- a) Full playing members of the Club, male or female must be holders of a £5.00 voting share. Junior members, male or female (under eighteen years of age or in full time education) will not be shareholders and are not eligible to vote at General meetings. Social members will be accepted into the Club at the discretion of the Committee but will not be shareholders and will have no voting rights.
- b) Former playing members who hold a £5.00 share will be able to retain their voting rights only if they remain fully paid up members, i.e. they have paid at least the social membership fee currently applicable.

- c) The only members entitled to vote at General Meetings are those members who hold a £5.00 share and whose membership is fully paid up.
- d) Only fully paid up voting members can hold office in the Club.
- e) The level of annual subscriptions shall be determined by the Committee.
- f) Applications for membership must be submitted on the official application form and must be signed by the applicant, the proposer and the seconder. The appropriate fee must also be submitted with the application. Applications to be submitted to the Secretary who will display all applications on the Notice Board for a period of at least fourteen days in order that members may comment or object if appropriate. Applications will be considered at the next available Committee meeting and the Secretary will inform each applicant in writing of the decision of the Committee and in the case of successful applicants a rule book will be issued. In the event that an application is not accepted, the Secretary will inform the applicant and return the subscription fees. The decision of the Committee is final and no explanation need be given.
- g) Annual membership fees shall be paid to the Treasurer before the 31<sup>st</sup> January in each year and no later than the 1<sup>st</sup> March. Any Playing Member who pays their annual fees before 31<sup>st</sup> January will be eligible for a reduction in fees, to be set by the Committee, in the annual fee for that year.
- h) Any member who has not paid their subscriptions by 1<sup>st</sup> March, after due notice has been given to them by the Secretary/Treasurer, shall cease to be a member and forfeit all membership rights. The Committee has the discretion to reinstate such a person's memberships rights on terms it deems fit after this date. Any playing member who has not paid their subscriptions on or before the 1st March will be disallowed, unless otherwise agreed by the Committee, from being nominated to hold a playing position and voting on playing matters for the forthcoming season at the annual players meeting which will be held annually during the month of March.
- i) New playing members to pay the nominal fee plus the purchase of a £5.00 share certificate.
- j) Members shall communicate to the Company Secretary any changes in their address or telephone number. Such changes to be inserted in the register of Shareholders and all notices sent by post to such address to be deemed to have been duly delivered.
- k) The Committee shall recommend to the AGM any nominations for Life Membership.
- l) No person will be admitted to Membership or be admitted as candidates or to any privileges of Membership before being approved by the Committee.
- m) No person, male or female, is eligible for full playing membership whilst he or she is a subscribing member of a team in Merthyr that is affiliated to the Merthyr League.
- n) The men's players meeting, which will be held annually during the month of March, will appoint PG1 and PG2 Captains and Vice Captains, Selection Committee, Fixture Secretary, Tournament Committee, Green Committee, Public relations Officer or any other position relating to the actual playing of the game of bowls. These appointments will not need to be ratified by the AGM.
- o) Lady playing members will form their own committee with their own officers and shall have full use of the Club premises at all times and the use of bowling green every afternoon and in the evenings, except for when a pre-arranged match is scheduled to be played by the male members.
- p) Any member guilty of a breach of these rules or any bye-law or regulation which may be prescribed by the Committee, or being guilty of misconduct, or otherwise acting in a

manner deemed inconsistent to the interests of the Club, may be asked to appear before the Committee to answer any questions or allegations relating to the said misconduct or misdemeanour. The Committee shall give the member at least seven days' notice of their right to appear at a committee meeting called to deal with the aforementioned breach of rules or misconduct etc. Having discussed the matter and if appropriate heard the members explanation, the Committee will have the right to expel, suspend, or issue a warning to the member in question. The decision of the Committee will be communicated in writing to the member concerned by the Company Secretary.

- q) A junior member may only use the green if the rinks are not required by the adult playing members. Junior members will only be allowed to use the green under the supervision of a playing member or parent until such time as the Committee are satisfied that the Junior Member is able to conduct themselves in a proper manner on the green, from the point of view of safety of the individual and the due care and attention required in the use of the green.
- r) Any member wishing to resign from the Club must do so in writing or by email to the Secretary. Resignation shall be considered by the Committee within one calendar month of receipt and will be held as effective from the date of tendering. Resignations will not be accepted if the member is financially indebted to the Club, i.e. has not paid their subscription for the current year and acceptance of the resignation will be withheld until the debt has been discharged or the Committee is satisfied the debt is non-recoverable.

## 10. VISITORS

- a) All visitors must be introduced by a member who must sign the visitor's book kept in the main Club House.
- b) Before any visitor commences to use the green the appropriate fee must be paid.
- c) Non playing members and visitors, other than visiting teams and tournament entrants, shall with the permission of the Committee or representative thereof use the Bowling Green on payment of the appropriate green fee. They will be allowed only THREE visits to the green and will then have to decide whether to join as a full playing member or not.
- d) The level of the Green Fees to be fixed annually by the Committee.
- e) Every member shall have the privilege of bringing a friend to the Club occasionally but it is expected that members will not abuse this privilege and the Committee may in their absolute discretion at any time withdraw altogether this privilege on posting a notice to this effect on the Club Notice Board.
- f) No person may be introduced as a visitor who has been suspended or expelled from membership of the Club.
- g) All visiting teams together with their guests, tournament entrants and entrants to other competitions, will, with the permission of the Committee, be able to enjoy the facilities of the Club (similar to that of members) for the duration of their visit.

## 11. CHILDREN

- a) No children under the age of 14 years will be allowed on the club premises after 9.00pm with the exception of Junior Playing Members supervised by their parents or guardians.
- b) The Club accepts no responsibility for the safety or wellbeing of any children who may be present in any function on club premises that has been organised by a member for whatever purpose. The member or organisation hiring the premises is responsible for the supervision and safety of any children present as outlined in the hire agreement

provided with the "Hire Application Form" and which constitutes a binding agreement between the Hirer and The Club.

## 12. THE ANNUAL GENERAL MEETING

- a) The AGM shall be held before the 31st December in each year.
- b) The election of Directors to replace any Directors retiring in rotation, as well as the appointment of the Company Solicitors, Auditors and Bankers will be confirmed at the meeting.
- c) The Committee may call a Special General Meeting of the Club at any time to deal with any matter they may consider necessary to refer to the General Body of the Club.
- d) A Special General Meeting may also be called by the Voting Members, if at least 12 such members give written notice to the Committee of the desire to call such a meeting and indicating the item required to be put before the meeting. On receipt of such a request, the Company Secretary acting on behalf of the Committee, shall post a notice advising members of the calling of the said meeting at least seven days prior to the meeting and indicating the business to be discussed at this meeting. Fifteen voting members are required to be present at the meeting in order to form a quorum. No member will have the right to bring forward any matter not included in the Notice calling the Meeting.
- e) The ruling of the Chairman on points of order shall be final.
- f) All voting shall be determined by ballot or show of hands at the discretion of the Chairman.
- g) The Chairman of the meeting may exercise his power to vote as an ordinary member. He may also in the event of a tie exercise his casting vote.
- h) Every motion and amendment must be seconded before being discussed. When an amendment to an original motion is moved, no further amendment shall be discussed until the first amendment is first dealt with or disposed of. Notice of a further amendment must be given before the first amendment is voted upon.
- i) The mover of any original motion, but not of an amendment, shall have the right to reply immediately after the question shall be put from the Chair. No other member shall be allowed to speak more than once on the same question unless permission is given or the attention of the Chairman be called to a point of order, but this shall not preclude a member who has spoken upon the original resolution from speaking once only upon an amendment or amendments thereto.
- j) No minute once decided shall be reversed without due notice to the next Annual or Special General Meeting.
- k) The Company Secretary in the summon of the meeting shall insert a concise agenda of any such matters arising or proposed to be dealt with at such meeting.
- l) Any members submitting a notice of Motion at any meeting, shall do so by notifying the Company Secretary in writing at least ten days prior to the meeting and indicating the Notion of Motion.

## 13. ACCOUNTS

- a) Banking accounts in the name of the Company shall be opened and all cheques drawn on the accounts shall be signed by any two of the following- Company Secretary, Treasurer, Chairman.

- b) The Treasurer will close his books of account on 30<sup>th</sup> September in every year and the books will then be submitted to the Accountants who will produce the annual statement of accounts.

#### **14. GENERAL**

- a) The Company Secretary shall conduct all club correspondence and shall keep a record of the minutes as well as any correspondence relating to Club Business. He shall submit to the AGM a report of the years' work and shall be legally responsible for ensuring that all statutory books are kept up to date and that all statutory requirements are adhered to, including the filing of the Annual return to the Registrar of Companies at Companies House in order to comply with the requirements relating to Small Companies.
- b) Any dispute or question which may arise, not provided for by these rules shall be decided by a Special General Meeting.
- c) No rules shall be added to or altered except by a majority of one third of the voting members present and voting at the AGM or at a Special General Meeting called in accordance with Rule 12d and a Notice of Motion of any proposed alteration or amendment shall be given in writing to the Secretary at least ten days prior to the meeting.
- d) A copy of these rules should be posted in the Club and should be binding upon any member in all respects. Each member of the Club shall be supplied with a copy of these rules.
- e) Club facilities may not be let at any time or for any purpose without the permission of the Committee and any member or non-member wishing to use the Clubs facilities for private purposes must apply on the official application form to the Chairman or Secretary giving at least one month's notice. If permission is granted the individual hiring the Club will be bound by the terms and conditions outlined in the application form.
- f) The Club does not accept responsibility in respect of loss or damage to personal property.
- g) Any person employed by the Company on a full or part time basis will be given the conditions of employment and general rules together with a statement of principal terms and conditions of employment and this will form the basis of the Contract of Employment with the Company.

#### **15. PLAY**

- a) The laws governing the game of Bowls are those stipulated by the British Isles Bowling Council and the Welsh Bowling Association.
- b) The opening and closing of the green will be regulated by the Committee.
- c) No member or visitor shall play or walk on the green unless they are wearing regulation bowling shoes or overshoes with no heel.
- d) The Green Overseer in consultation with the Committee shall have full control of matters appertaining to the green and the condition thereof.
- e) Anyone who attends a men's players meeting or a lady's players meeting must be a fully paid up playing member of the relevant section. With the exception of the Club Chairperson or his/her representative from the directorate, who may attend in an ex officio capacity. All matters relating to the playing of matches, selection of teams

and the arranging of fixtures and competitions shall be the responsibility of the Men's and Ladies Sections of the Club.

- f) All trophies played for in Club Competitions are the property of the Club. The trophies are to be held by the winners for one year and to be returned to the Club to be exhibited on the green on Club Finals Day.
- g) The Committee shall have the power to organise Open Bowls Tournaments or any other competitions as they feel appropriate.
- h) All playing members will be subject to and are deemed to accept the relevant governing bodies [Welsh Bowling Association and Welsh Women's Bowling Association] Codes of Conduct.