

The Woodstock Bowls and Tennis Club

Rules and Constitution

(Amended Nov 2008)

Name

1) The name of the Club shall be the **WOODSTOCK BOWLS AND TENNIS CLUB**.

Membership and Objectives

2) The Club shall be composed of Sections for Bowls and Tennis and such other sections as may, from time to time, be approved by the Club in General Meeting.

3) The objects of the Club are to provide a Bowling Green and Tennis Courts where members may play and be taught the games of Bowls and Tennis: to provide other sporting facilities as may from time to time be approved by the members in General Meeting; to promote good fellowship, entertainments and social intercourse for the benefit of its members; and to provide a Clubhouse where suitable refreshments and amenities shall be available.

4) The Club is a Members Club and the premises of the Club shall be at Cadogan Park, Woodstock.

5) Membership of the Club shall be open to persons of both sexes. There shall be the following categories of membership:

- a) Adult playing members (18 years and over)
- b) Junior playing members (under 18 years of age)
- c) Non-playing Social Members
- d) Honorary members.

At no time shall the total number of Non-playing Social members exceed fifteen percent of the total number of playing members at the Club. At no time shall the total number of Honorary members exceed five percent of the total number of playing members of the Club, Selected Junior members may be invited to play as Adults, subject to any conditions laid down by the appropriate Section Committee.

6) Every member of the Club shall, subject to these Rules and to any bye-laws for the time being in force, be entitled to use and enjoy in common with other members of the Club the bowling green, tennis courts, and other sporting facilities provided by the Club, the Club premises and the things therein, save that members shall only use the playing facilities of those Sections to which they have been duly elected.

7) Adult members elected to the Club shall remain members until they resign or are otherwise removed from the Register of members in accordance with these Rules. (See Rule 39).

8) Junior playing members shall be elected for one year at a time and if they wish to continue as members must re-apply for membership each season and must remit their subscriptions to the appropriate officer.

9) Section committees may prescribe a minimum age for junior members.

10) Candidates for election to membership (other than Honorary, or Non-playing Social Members) shall apply to the appropriate Section Secretary in the first instance, but no person shall be admitted to membership without an interval of at least two days between his application or nomination and admission. Election shall be by Section Committees who may delegate this duty to not less than three officers. All accepted applications must be submitted to the General Committee who may revoke the election of any new member where there appears sufficient reason to do so and where, with full knowledge of the matter, the General Committee vote in favour of such revocation by a majority of three to one at a properly convened General Committee Meeting. It is a condition of the Club's lease with the Woodstock Town Council that priority for membership must be **given to** residents of Woodstock.

11) Honorary members may from time to time be elected at a General Meeting of the Club on the recommendation of the General Committee.

12) Non-playing Social members may be elected from time to time by the General Committee

13) Trustees

(a) There shall be not more than four Trustees nor less than two and the Trustees holding office as such at the adoption of these Rules shall continue to hold office until their appointment ceases in accordance with sub-rule (c) below.

(b) The General Committee has power to appoint new Trustees but a resolution for ratification of the appointment must be put to the Annual General Meeting next following any appointment and if a resolution is not passed by a majority of the members present the Trustee in question shall cease to hold office.

(c) Subject to Rule (b) above, a Trustee shall continue to hold office until he or she dies, resigns or is removed by resolution of a Club General Meeting.

(d) Any real property or investments purchased by the Club shall be vested in the Trustees as joint tenants.

e The Trustees shall deal with the properties so vested in them by way of sale mortgage charge lease or otherwise as directed by the Club. Such direction shall be given by resolution of the members of the Club passed by a majority present at a duly convened Club General Meeting and when passed shall in favour of purchaser, mortgagee, chargee or lessee be binding on all members of the Club.

(f) All documents of title by the Trustees shall be placed in the safe custody of the Club Bankers or solicitors.

Management

14) The Management of the Club shall be vested in the General Committee which shall be elected at the Annual General Meeting. The Committee shall consist of a President, Chairman, a representative Trustee elected by the Trustees to serve as such (ex officio), Bowls Captain, Tennis Captain, Bowls Chairman, Tennis Chairman, General Secretary, Bowls Secretary, Tennis Secretary and Treasurer, for the time being, together with three playing Bowls Members and three playing Tennis Members.

Six members of the General Committee present in person shall form a quorum at any properly convened meeting.

15) The General Committee is responsible for the overall management and financial control of the Club. It should propose to the AGM for approval all Section Subscriptions and budgets for exceptional expenditure. The day to day management of the sections shall be the responsibility of the section committees. They shall not have any control over the funds of the Club but may raise funds to cover any sectional expense with the authority and approval of the General Committee. Section Committees should also recommend future subscriptions, fee levels and budgets for future significant expenditure for submission to the General Committee for agreement. Subscription levels must be approved at the next AGM.

16) The General Committee and section committees may appoint sub-committees for specific purposes. Such sub-committees shall be responsible to and regularly report back to the parent committee.

17) The General Committee and Section Committees shall have the power to fill any casual vacancy (e.g. caused by resignation, illness, the creation of new posts etc.,) by co-opting members to any committee or sub-committee as required. Any vacancy so to be filled must be advertised on the three Club notice boards with an indication of who is to be co-opted 14 days prior to the meeting at which co-option is to be confirmed. Other candidates may offer their services and, if agreement cannot be reached as to who fills the vacancy, an election must be called. The appointment of co-opted members will stand until the next AGM at which time they must either be elected or relinquish the post.

18) The General Committee shall have the power to expel any member from the Club for such cause as they may consider sufficient after calling on such member for explanation. Any member so expelled shall have the right to appeal to a Special General Meeting of the Club and the decision of such Special General Meeting shall be final.

General Meetings

19) The Club shall hold each year before the 6th November its Annual General Meeting, the business of which shall include:

- a) Election of President, Chairman, General Secretary and Treasurer, and any other officers deemed necessary. The President shall serve for one year only and the Chairman for not more than three consecutive years. Neither shall be eligible for re-election for two years from the end of their term of office..
- b) Confirmation of the election by Sections of officers and committee members. (See Rule 21)
- c) To receive and adopt the Audited Accounts made up to the preceding 30th September.
- d) Electing an Honorary Auditor
- e) Fixing the annual subscriptions for the ensuing year
- f) Elect Club representatives on other bodies.
- g) Election of Bar Committee, and appointment of its Chairman
- h) Election of any sub-committees deemed necessary
- i) Any other competent business.
- j) The President is to be nominated alternately by each Section for election at the AGM to serve one year. His/her role is to represent the Club at Functions and to try to ensure the smooth and happy running of the Club.

20) Members may request of the General Committee the calling of a Special General Meeting (SGM) for a Section or the whole Club. The member(s) requesting a General SGM must obtain supporting signatures from at least 15 % of the full membership. At least 15% of a Section's membership is also required to call a Section SGM. The General Committee then have up to 28 days to issue a notice of the meeting which must take place after 14 clear days of the issue of the Notice. The quorum for such meetings shall not be less than the number of signatories required to call them. The Notice convening the SGM must specify its purpose and only that business shall be discussed. Notice of meetings must be posted on three notice boards at the Club and can be sent electronically or by mail to all members of Section or Club as appropriate.

21) Each Section shall each year prior to the Annual General Meeting of the Club hold a section General Meeting at which they shall elect a Section Chairman, Captain, Secretary and three other playing members to serve on the General Committee for the ensuing year and any other section Officers and committee members deemed necessary to approve proposals for Section fees (to be put to the General Committee) and to discuss any appropriate business. Section Chairman shall serve for not more than three years and be ineligible for re-election for two years from the end of the term of office.

22) Rule 20 applying to General Meetings shall apply similarly to Section General Meetings.

23) Voting at all General and Section Meetings of the Club shall be confined to Honorary and Adult playing members. Non-playing Social and Junior members may attend and speak at such meetings but shall not vote. In the case of equality of votes, the Chairman of the meeting shall have a second or casting vote.

24) Voting at Annual and Special General meetings shall be by show of hands unless the General Committee decide the vote shall be taken by ballot, in which case two tellers shall be appointed by the Chairman to count the votes. A simple majority is required for all propositions except changes to the Constitution. For changes to the Constitution a two thirds majority is required. See Rule 25 below.

25) The Club Rules may be amended at the Club AGM or, if essential, at a SGM called in accordance with Rule 20 but only after consideration and report by the General committee. Changes may only be passed by a two thirds majority of those attending. Notice of the proposed changes must be given to all members at least 14 days prior to the meeting

Rules and Bye-Laws

26) A member on paying the fees due by way of subscription is thereby held to have submitted himself or herself to the Rules and Bye-laws of the Club, and on that condition alone is entitled to enjoy the advantages and privileges of the Club.

27) The General Committee shall have the power to introduce such bye-laws as may from time to time appear necessary, but such bye-laws shall be confirmed or rejected at the next General Meeting of the Club. All by-laws shall be displayed on the Club notice board.

28) Similarly each Section Committee shall have the power to introduce bye-laws relating only to members of that section, and such Section bye-laws shall be confirmed or rejected at the next Section General Meeting. All Section bye-laws shall be displayed on the Section notice board.

29) Adult members of the Club shall be entitled to a copy of these rules.

30) Any dispute arising out of or not covered by these Rules or arising out of any Club or Section bye-law shall be referred to the General Committee, whose decision or interpretation shall be final.

Finance

31) Subject to the provisions of Rule 13(d) the assets of the Club shall be vested in the General Committee for the time being.

32) It shall be the duty of the Treasurer to maintain proper books of accounts and a subscription and membership register. The treasurer shall prepare Annual Accounts of Income and Expenditure made up to the 30th September, which shall be audited by the Club Auditor and presented to the Annual General Meeting of the Club.

33) All monies collected by Club officers and members shall be paid over promptly to the Treasurer. All disbursements shall be paid by, or with the approval of, the Treasurer.

34) All monies in excess of day to day requirements shall be banked into an account in the name of Woodstock Bowls and Tennis Club. From time to time monies may with the approval of the General Committee, be invested in any Trustee Security, after consultation with the Club's bankers.

Subscriptions and Fees

35) Annual subscriptions shall be fixed at each Annual General Meeting for the following season commencing 1st April. Different subscriptions may be fixed for different classifications of members.

36) The General Committee shall have the power to fix an equitable subscription for the new members joining after 1st July.

37) The General Committee shall have the power to fix special subscriptions where it seems appropriate in respect of temporary members

36) The General Committee shall have the power to fix green or court fees for members and/or visitors.

39) No member whose subscription is unpaid at 31st May in any year may play in any competition or match nor participate in any of the privileges of the Club. A list of members whose subscriptions are overdue may be posted in the Clubhouse.

Members whose subscriptions remain unpaid at 30 June in any year shall be reported to the General Committee by the Treasurer and the General Committee may then order that such members shall be struck off the Register of Members. Notice of such action shall forthwith be sent to such members by the General Secretary. Any person who has so been removed from Membership shall not be re-admitted to membership without the approval of the General Committee, and such approval shall be contingent on payment of all arrears of subscriptions or such lesser sum as the General Committee may deem appropriate in the particular circumstances.

Bar

40) The supply to members of intoxicating liquors, non-intoxication drinks, and other items shall be under the sole control of and be managed by a sub-committee (hereinafter called the "Bar Committee") who shall arrange for the purchase thereof on behalf of the Club and authorise the supply thereof to members at prices to be fixed by The Bar Committee.

41) The Bar Committee shall consist of six members of the Club all of whom shall be elected at the Annual General Meeting of the Club for a period of one year. Three members of the Bar Committee shall form a quorum.

42) Intoxicating liquor may be supplied to members of this and any other Clubs, being recognised Clubs within the meaning of Section 193 Licensing Act 2003. To be a member of the Woodstock Bowls and Tennis Club eligible to be supplied with intoxicating liquor that person must have been a member of the Club for at least two days, or whose application was made at least two days before his admission to the privilege of membership.

43) Subject to any restrictions which may from time to time be imposed by the Bar Committee, Club employees, Club members (see Rule 42) and up to two guests per member of the Club shall be entitled to admission to the Club premises and to purchase intoxicating liquor for consumption on the premises.

44) Guests may include visiting players, supporters and non-members accompanied by a Club member who shall be responsible for their guests' strict observance of Club Rules and behaviour.

45) A list of members of visiting teams or the names of competitors shall be available and other guests' names must be entered in the Visitors Book along with that of the member introducing them,

46) Non-playing Guests introduced shall not be permitted to pay for any refreshments or intoxicating liquor or excisable goods except as provided for in rule 47.

47) Intoxicating Liquor shall also be supplied on the premises to non-members on Special Occasions which may in number be not more than 12 in any one calendar year, provided that each Special Occasion receives the prior approval of the General Committee. No special occasion shall be permitted to which admission may be obtained by payment of money at the door whether for a ticket or otherwise. No-one under the age of 16 years shall be permitted in the Clubroom while the bar is open unless accompanied by a member over 18 years old.

48) No-one, whether a member or otherwise shall be permitted to purchase or consume intoxicating liquor upon the premises of the Club whilst under the age of eighteen years.

49) Intoxicating liquor shall be supplied on the Club premises to members (other than Junior members) and to persons entitled to be supplied as follows~

- a) Sunday, Christmas Day and Good Friday 12 noon to 10.30pm
- b) Monday to Saturday (not being Christmas Day or Good Friday) 11am to 11pm.

Off sales of liquor shall be limited to members only in person.

50) The Bar Committee reserve the right not to open the Bar on any day, or open at a later or close at an earlier hour, than stipulated in Rule 49.

General

51) Members may introduce and entertain guests at the Clubhouse and both members and guests should sign the Visitors' and Guests' Book. The member introducing a guest must accompany him or her and shall be responsible for the Guest, strictly observing the Club Rules. The number of guests that a member may introduce at any one time shall be limited to three. No person living locally may be introduced as a Visitor or Guest more frequently than twice in any calendar month.

52) All complaints must be made in writing to the General or Section Secretary for reference to the General or Section Committee.

53) Members taking young children to the Club must ensure that they are properly supervised and do not cause a nuisance.

54) No dogs shall on any account be allowed on the bowling green or tennis courts. Otherwise dogs may be allowed on the Club premises provided that they are under control.

55) A list of names and addresses of all club members shall be kept on the premises.

56) If at any general meeting of the club, a resolution be passed calling for the dissolution of the club, the secretary shall immediately convene a Special General Meeting of the club to be held not less than one month thereafter to discuss and vote on the resolution.

If at the Special General Meeting, the resolution is carried by at least two thirds of the Full Members present at the meeting, the General Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the club and discharge all debts and liabilities of the club. After discharging all debts and liabilities of the club, the remaining assets shall not be paid or redistributed amongst the Full Members of the club, but shall be given or transferred to some other voluntary organisation having objects similar to those of the club.

57) The Trustees of the Club shall be indemnified by the Club and the General Committee shall pay all costs, losses and expenses which any of the Trustees may incur or for which he/she may become liable by reason of any contract entered into or act or thing done by him/her in good faith as such Trustee in accordance with the instructions of the General Committee or of a General Meeting of the Club or otherwise in the discharge of his/her duties. The General Committee may give to any Trustee, who has incurred or may be about to incur any liability, at the request of or for the benefit of the Club, such security by way of indemnity as may seem expedient.